



Single Serving APA

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Today we will spend about an hour looking at how to format documentation (citations and references) using the style prescribed by the American Psychological Association.

Let's start with some quick background information. *The Publication Manual of the American Psychiatric Association* (6th ed.) is a guide for authors preparing articles for submission to publications (journals) of the APA. The *APA MANUAL* is also used as a standard guide by many other organizations, publications, and institutions (including colleges). The guide covers all aspects of manuscript structure and content, including the mechanics of writing style (punctuation, capitalization, use of numbers, etc.). The guide tells you what typeface to use, how to set your page margins and line spacing, and (ugh) it tells you how to do your documentation—your citations and references.

Ugh—interjection, “used to show that you are annoyed, disgusted, or upset about something” (Merriam-Webster’s Collegiate Dictionary). The *APA MANUAL*, is a reference book. You don’t read it for fun, nor do you memorize it; you refer to it again and again (and again and again and again) to try to figure out how to do something, e.g., how to spell out a number or how do document a journal article. My best advice is to keep some Post-It brand

adhesive notes (and maybe some chocolate) handy when working on documentation.

A warning:

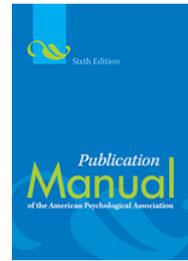
“A little Learning is a Dang'rous Thing”
—Alexander Pope (1688–1744)
From: *An Essay on Criticism*

No Web site or summary or handout or presentation is a substitute for the *APA MANUAL*. Today we are going to get a feel for APA style by looking at some basic examples of how to document two of the most common information sources, journal articles and books. It is important to turn to reliable guidance when working on your documentation. That means, first and foremost, the *Publication Manual of the American Psychological Association* and the *APA Style Guide to Electronic References*. After that, the only places I would recommend turning to for help are the TROY Writing Center <http://trojan.troy.edu/writingcenter/>, and the Purdue OWL Web site <https://owl.english.purdue.edu/owl/resource/560/01/>

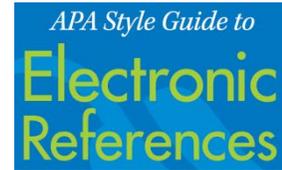
Additional sources of information and training:

- *The Basics of APA Style*
<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- *The APA Style Blog*
<http://blog.apastyle.org/>

The *Publication Manual of the American Psychological Association (APA MANUAL)* is published in paperback, hardcover, spiral, and Kindle. I recommend the spiral or the hardcover.



The *APA Style Guide to Electronic References*. DO NOT BUY THIS. The Library provides access to it online via the Library's databases page. Download and print yourself a copy. The workshop syllabus you are reading now will refer to this as the *APA GUIDE*. The *Guide* provides example references for **76 types of electronic information sources**; many more types than are shown in the *APA Manual*. The *APA Guide* also prescribes a new way to incorporate Digital Object Identifiers (DOIs) into references (**This is an update** (change) in style from that of the *APA Manual*).



READY STEADY GO!

Citations go in the body of your paper. *References* go at the end of your paper. *Citations* are brief entries within the text that point the reader to the lengthier *references* at the end. When you use citations in your paper, you are *citing references*. Documentation is the process of using references (and their corresponding citations) to credit your *information sources*.

You never need to cite your own experiences, thoughts, opinions, conclusions, beliefs, feelings, etc. You need to cite *outside information sources*—information from outside of yourself. The *APA GUIDE* lists 76 types of information sources, each of which gets referenced differently, and those are only the electronic sources (not physical or other audio-visual materials). You need to cite information sources no matter how you incorporate them into your paper—whether you quote, paraphrase, or summarize information, you must document it.

CITATIONS

The section of the *APA MANUAL* that deals with citations is chapter 6, “Citing Sources.” In-text citations are covered on pages 169–179. At the heart of an APA citation is the concept of *author-date*. The look and feel of citations is like this:

Author and date in parenthesis

Blah blah blah blah blah blah
 blah blah blah blah blah
 (Smith, 2011).

For a direct quote, author-date and location of the quoted material (e.g., page number or paragraph), in parenthesis.

As Lennon explained: “He [McCartney] provided a lightness, an optimism, while I would always go for sadness, the discords, the bluesy

notes” (Sheff & Golson, 1981, p. 148).

Author as part of the narrative and date in parenthesis

As Everett (1999) notes, “McCartney is seen as the sentimentalist, nonintellectual working-call craftsman who counts his pay in smiles and moves on to the next project, toiling to get every note just right” (p.10).

Author and date, both as part of the running text

In 1999, Everett’s study of the music of The Beatles...

Always account for variable change

One citation acknowledging two different sources by the same author

(Smith, 2001, 2005)
 (Meddle, 2001a, 2001b)

One citation acknowledging two sources by the two different authors

(Jones, 2005; Trent, 2012)
 (Kidd & Winter, 1948; Fork & Spoon, 2002)

A group as author (corporation, government agency, association)

(Justice Department, 1987)

When the reference list includes two or more primary authors with the same last name, include their initials with the citation (even if the publication dates vary)

blah blah J.H. Hammersmith (1964) and L.A. Hammersmith (1975) blah blah blah

No listed author

("Study Finds," 2008)
(The Beatles, 2000, p. 196)

A secondary source (i.e., you did not actually read Finch, you read what Woolworth said about Finch)

Finch's (as cited in Woolworth, 2011) blah blah

Separating a major citation from others

(Howser, 1987; see also Apple, 2012)

One work by multiple authors

(Smith & Jones, 1997)
Smith and Jones (1997)

(Whee, Messup, & Howe, 2014)
Whee, Messup, and Howe (2014)

When a work has six or more authors...

(Edwards, et al., 1987)
Edwards, et al. (1987)

Keep an eye out

- The *et al.* means "and others." It is an abbreviation (Latin *et alii* [masculine], *et aliae* [feminine], or *et alia* [neuter]), so make sure the second part gets a period after it.
- In the citation, when a work has six or more others, you are just listing the first and adding the "et al." notation. As far as references are concerned, the rules are completely different.
- When the citation is formatted with multiple authors' names in parenthesis, there is an ampersand before the last author, as in: (Smith & Jones, 1997). But, when the names are part of the running narrative, the word *and* is used before the last name as in: Smith and Jones (1997)

Item we are not talking about today

When you cite the same source multiple times in the same paragraph. That information is in the *APA MANUAL*.

My best advice regarding citations

The information in the citation is based on the reference, not the other way around. When you need to know what author (or other piece of information) to list in the citation, **get it from the reference** at the end of the paper. In order to

do that, you will have to write your references first. That may mean that you will create references for sources you don't wind up using. C'est la vie.

where, regarding words in titles and headings, they state to:

Capitalize major words in titles of books and articles within the body of the paper. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four letters or more. Capitalize all verbs, . . . nouns, adjectives, adverbs, and pronouns. When a capitalized word is a hyphenated compound, capitalize both words.

TITLE CASE VERSUS SENTENCE CASE

Before we move on to discussing references, let's tackle a tricky topic: *title case* versus *sentence case*. This deals with capitalization.

The title your paper, i.e., the thing that goes on page 1, is written in title case. If you are providing the title of a book, article, or chapter within the text of your paper, it is written in title case. On the occasions that you need to use the title of an information source in a citation, that also is written in title case. For example ("Study Finds," 2008).

Within the references at the end of your paper, the titles of the information sources (book, articles, chapter, etc.) are, however, written in sentence case.

Title Case, APA Style

The *Publication Manual of the American Psychological Association* (2009, p. 23) states that the title of your paper "should be typed in uppercase and lowercase letters." THEY dON't mean lIkE tHIS. They provide a little more direction on page 101

In the simplest terms, what they mean is (for the titles of information sources and for the section heading in the body of your paper): capitalize all words (including the second part of hyphenated words, e.g., Self-Reported), except these parts of speech:

- articles,
- coordinating conjunctions,
- prepositions of three words or less.

ARTICLES

Articles are these words: *a, an, the*

Articles are a type of adjective (a word that describes); they let you know that you are about to see a noun and they help to limit or define its meaning, e.g., a band, The Beatles, an album, the *Abbey Road* album.

COORDINATING CONJUNCTIONS

Coordinating conjunctions include these words: *for, and, nor, but, or, yet, so*

Conjunctions are words that join (think junction, as in the act of joining). To help you remember these, think *FANBOYS* . . .

For And Nor But Or Yet So.

PREPOSITIONS

Prepositions of three letters or less include: *as, at, by, but, for, in, of, off, on, per, to, up, via*

When you think preposition, think position (as in location or time).

The concert ticket is **in** my wallet.

The concert starts **at** noon.

Title Case Examples

It Takes Two to Fight: A Test of Relational Factors and a Method for Assessing Dyads

Short-Term Musical Intervention: A Tale of Ludwig von Beethoven

Boys Who Fight at Home and School: The Conditions of Cross-Setting Consistency

Learning How to “Make a Deal”: Human (Homo sapiens) and Monkey (Macaca mulatta)

Performance When Repeatedly Faced With the Monty Hall Dilemma

Understanding title case can be a tough nut to crack. Ask yourself, “Is the word in question the same type of word as the words I know not to capitalize?” Chances are that your questionable word is a verb (am, are, be, do, go, has, is, was), pronoun (it, me, you, us, who), possessive adjective (my, our, any, its, their, your), or a possessive pronoun (my, its, our).

Sentence Case, APA Style

Use sentence case for titles of books and articles in your reference list. It’s this easy: capitalize the first word of the title, the first word of the subtitle (it usually starts after a colon or a dash), and all proper nouns.

Sentence case examples

It takes two to fight: A test of relational factors and a method for assessing dyads

Short-term musical intervention: A tale of Ludwig von Beethoven

Boys who fight at home and school: The conditions of cross-setting consistency

REFERENCES

Pages 180–192 of the *APA MANUAL* cover the creation of references. There are dozens of types of information sources; we will focus on two: books (and chapters within edited books) and articles. In particular, the order of references in the reference list.

Building a Reference: Books

This is the information you need:

- Author (last name and initials). List up to seven authors. If you have eight or more, list the first six, followed by an ellipsis, and conclude the list with the last author. For example: Manning, N.W., Wood, N., Mychar, D.R., Rigby, E., Taxman, I.M., Starky, R. . . . Pepper, S.G.
- Date
- Title. Titles of books are italicized.
- Publication information. If you have a digital object identifier (DOI), that will take the place of the traditional city-state-publisher data.
- If you got the book from a library database, the name of the database

Ball, J. (2001). *In the heat of the night*. New York, NY: Carroll & Graf.

Herald, D. (2000). *Genreflecting : A guide to reading interests in genre fiction*. Englewood, CO: Libraries Unlimited. Retrieved from Ebook Collection database.

Morawski, J. G. (2002). Assessing psychology's moral heritage through our neglected utopias. In W. E. Pickren, D. A. Dewsbury (Eds.), *Evolving perspectives on the history of psychology* (pp. 499–525). <http://dx.doi.org/10.1037/10421-024>

Stark, R. (2009). *The hunter: A Parker novel*. Chicago, IL: University of Chicago Press.

Tidona, C., & Darai, G. (2011), *The Springer index of viruses*. New York, NY: Springer.

Tidona, C., & Darai, G. (2011). *The Springer index of viruses*. <http://dx.doi.org/10.1007/978-0-387-95919-1>

Building a Reference: Articles

This is the information you need:

- Author (last name and initials). List up to seven authors. If you have eight or more, list the first six, followed by an ellipsis, and conclude the list with the last author. For example: Manning, N.W., Wood, N., Mychar, D.R., Rigby, E., Taxman, I.M., Starky, R. . . . Pepper, S.G.
- Date
- Title of the article
- Title of the journal (in italics)
- Numbering for the journal and the article, e.g., volume, issue, page numbers. See the *APA MANUAL* for details.

For print or electronic journals:

- If the article (print or electronic) has a digital object identifier (DOI) listed with it, put the DOI. The (older) style shown in the *APA MANUAL* is to present the DOI in the reference in this format *doi:xxxxxxxxxxx*, e.g., doi:10.1037/a0030874. That format is still correct and acceptable. The newest guidelines for using DOIs is shown in the *APA Style Guide to Electronic References*. Summary of the newest guidelines: Use this prefix before the DOI itself, *http://dx.doi.org*. For example <http://dx.doi.org/10.1037/a0030874>. The publisher may show the DOI in that format or it may be shown another way, such as *DOI 10.1037/a0030874*.

For electronic journals:

- If you have an article from an electronic database and the article does not list a digital object identifier, include the complete Internet address of the home Web site of the journal.
- If you have an article from an electronic database but the article does not list a digital object identifier, and you are not able to find the home page of the journal, include the name of the database and an accession number.

For print journals

- If the article does not have a DOI, there is nothing more to add to the reference (you do not add any statement of access).

- Bonnel, A., Mottron, L., Peretz, I., Trudel, M., Gallun, E., & Bonnel, A. M. (2003). Enhanced pitch sensitivity in individuals with autism: A signal detection analysis. *Journal of Cognitive Neuroscience, 15*, 226–235. <http://dx.doi.org/10.1162/089892903321208169>
- Greene, D., & Lepper, M. R. (1974). Effects of extrinsic rewards on children's subsequent intrinsic interest. *Child Development, 45*, 1141–1145. Retrieved from <http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291467-8624>
- Lepper, M. R., Greene, D., & Nisbett, R. E. (1973). Undermining children's intrinsic interest with extrinsic reward: A test of the "over-justification" hypothesis. *Journal of Personality & Social Psychology, 28*, 129–137. Retrieved from <http://www.apa.org/pubs/journals/psp/index.aspx>
- Raina, M.K. (1968). A study into the effects of competition on creativity. *Gifted Child Quarterly, 12*, 217–220. Retrieved from <http://gcq.sagepub.com/>
- Rubel, A. (2013). Profiling, information collection and the value of rights argument. *Criminal Justice Ethics, 32*, 210–230. <http://dx.doi.org/10.1080/0731129X.2013.860729>
- Sutton, J.R. (2013). The transformation of prison regimes in late capitalist societies. *American Journal of Sociology, 119*, 719–744.
- Sympathy for an old devil. (1995, November 25). *The Press*, Weekend p. 2.