

## APA DOCUMENTATION

Credible, responsible writers use documentation in their writing. Accurate acknowledgement of their sources demonstrates writers' professionalism, allows them to use experts to support their research, and ensures they avoid plagiarism. This guide includes examples of APA (American Psychological Association) documentation formats for print and electronic sources including books, periodicals, databases and websites. Additional information and examples are available in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.) and on the APA website at <http://www.apa.org>.

### PRINT SOURCES

#### **BOOKS**

##### **1 author**

Author's Last name, First and Middle initial. (Publication year). *Title: Subtitle*. City of publication: Publisher.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

##### **2 or more authors**

Last name of author listed first on title page, First and Middle initial, Last name of author listed second on title page, First and Middle initial. [Use & before the Last name of the final author listed.] (Publication year). *Title: Subtitle*. City of publication: Publisher.

Beech, H.R., Burns, L.E., & Sheffield, B.F. (1982). *A behavioral approach to the management of stress: A practical guide to techniques*. New York: John Wiley & Sons.

##### **Editor as author**

Last name, First and Middle initial (Ed.). (Publication year). *Title: subtitle*. City of publication: Publisher.

Duncan, G. J., & Brooks-Gunn, J. (Eds.) . *Consequences of growing up poor*. New York: Russel Sage Foundation.

#### **PARTS OF BOOKS**

##### **Article or chapter in an Edited book**

Last name, First and Middle initial of author of article or chapter. (Publication year of book). Title of article or chapter. In followed by First and Middle initial Last name of editor(s) separated by commas, with & before the final name (Ed(s).), *Title of book: Subtitle* (pages of article or chapter). City of publication: Publisher.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

##### **Multivolume work**

Last name, First and Middle initial of author or editor. (publication year). *Title of books*. (Volume number or numbers). City of publication: Publisher.

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York: Scribner's.

**An entry in an encyclopedia**

Last name, First and Middle initial of author or editor. (publication year). *Title of books*.  
(Volume number and page numbers). City of publication: Publisher.

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508).  
Chicago: Encyclopedia Britannica.

**Article or chapter reprinted from another source**

Last name, First name and Middle initial of author of article or chapter. (Publication year of book).  
Title of article or chapter. In followed by First and Middle initial Last name of editor(s)  
separated by commas, with & before the final name (Ed(s).), *Title of book* (pp. range of pages).  
City of publication: Publisher. (Reprinted from *Title of original publication*, pp. range of pages,  
by First and Middle initial Last name of editor of original publication, Ed., year of original  
publication, City of original publication: Publisher of original publication)

Ashley-Montagu, M. F. (1968). The new litany of innate depravity, or original sin revisited. In M. F.  
Ashley-Montagu (Ed.), *Man and aggression* (pp. 3-17). New York: Oxford University Press.  
(Reprinted from *The human revolution*, by M. F. Montagu, 1967, New York: Bantam).

**ELECTRONIC SOURCES**

Libraries subscribe to databases like Proquest, Academic Search Primer, AP Images, ARTstor, Gale  
Virtual Reference Library, Classical Music Library and others that provide access to periodical articles  
in journals, magazines and newspapers, e-books, photos, music recordings, images of art, architecture  
and photography. The *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.)  
recommends that in citing a database a user should cite all print citation information, date of retrieval  
and the proper name of the database, or a full URL or a DOI.

**Article from an Online Periodical**

Last name, First and Middle initial of author. (Date of Publication). Title of article.  
*Title of Online Periodical*, volume number(issue number if available), Retrieved month day,  
year, from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*,  
149. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

**Online Scholarly Journal Article**

Use Digital Object Identifier (DOI) as opposed to the URL. This is found on the first page of the document and is longer  
lasting than most URL's.

Last name, First and Middle initial of author. (Date of Publication). Title of article.  
*Title of journal*, volume number. Doi:00000000/000000000000

Brownlie, D. Toward effective poster presentations: An annotated bibliography. *European Journal of  
Marketing*, 41(11/12), 1245-1283. Doi:10.1108/0309056071821161

**Article from an Online Periodical with no DOI Assigned**

Last name, First and Middle initial of author. (Date of Publication). Title of article.  
*Title of journal*, volume number. Retrieved month day, year, from  
<http://www.someaddress.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*,  
8. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

**Article from an Online Newspaper**

Last name, First and Middle initial of author. (Year, Month Day). Title of article.

*Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*.

Retrieved from <http://www.nytimes.com>

**Online Encyclopedias and Dictionaries**

Put the entry name first if no author is present. If not date is available, use n.d.

Last name, First and Middle initial of author of item. Entry. (Date of Publication). Title of book.

Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Feminism. (n.d.) In Encyclopedia Britannica online. Retrieved March 16, 2008, from

<http://www.britannica.com>

**Video Podcast**

Provide as much information as possible. Here is a sample:

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. *Adventures in education*. Podcast retrieved from <http://www.adveeducatio.com>

**Online Forum or Discussion Board Posting**

Last name, First and Middle initial of author of item. (Year, Month Day). Title of the Message [Message number]. Message posted to <http://www.someaddress.com/full/url/>

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

**CITING SOURCES, in-text citation**

Whenever you use direct quotations, summaries, paraphrases, statistics, tables, or diagrams, you must acknowledge the source of the borrowed information.

**To cite a source, use one of the following:**

1. According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 72).
2. Jones (1998) found “students often had difficulty using APA style” (p. 72);
3. what implications does this have for teachers? If the author is not named in a signal phrase, place the author’s last name, the year of publication, and the page number in parentheses after the quotation. She stated, “Students often had difficulty using APA style,” but she did not offer an explanation as to why (Jones, 1998, p. 72).

**Unknown author:** Cite the source by its title: (“Using APA”, 2009).

**MULTIPLE AUTHORS** – Sewell & Herb (2008), Faulkner (2000) and Capute (1999) agree that ...

## Chesapeake College Style Guide

**OR:** Several researches report ..... (Sewell & Herb, 2008; Faulkner, 2000; Capute, 1999).

**SECONDARY SOURCE:** Sometimes the writer wants to borrow information cited in the source at hand from another source. For example, the writer uses the Bounds, Reilly, Quinn, and Hennessey source but wants to cite Faulkner and Cheek's study, which they cite in their text. Follow this example:

Faulkner and Cheek's study (as cited in Bounds, Reilly, Quinn, and Hennessey, 2001) notes several new findings.

**Sample APA Title Page: (the Running head and page number go in the Header)**

Running head: FINANCIAL ASSISTANCE FOR STUDENTS

1

High Costs and Crises in Health Related Fields:

The Increased Need for Sources of Financial Assistance for Students

Maureen Wilhelm

Chesapeake College

**Academic Support Center [asc@chesapeake.edu](mailto:asc@chesapeake.edu)**

**Academic Support Center phone: 410-827-5854, 410-758-1537 or 410-822-5400,  
ext. 5854, 410-228-4360 ext. 5854**

**Revised Fall 2009**