

■ **1. BASIC FORMAT FOR A QUOTATION** Ordinarily, introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. Put the page number (preceded by "p.") in parentheses after the quotation.

Hart (1996) wrote that some primatologists "wondered if apes had learned language, with a capital L" (p. 109).

If the signal phrase does not name the author, place the author's name, the date, and the page number in parentheses after the quotation: (Hart, 1996, p. 109).

■ **2. BASIC FORMAT FOR A SUMMARY OR A PARAPHRASE** Include the author's last name and the date either in a signal phrase introducing the material or in parentheses following it. A page number is not required for a summary or a paraphrase, but include one if it would help readers find the passage in a long work (as in item 3).

According to Hart (1996), researchers took Terrace's conclusions seriously, and funding for language experiments soon declined.

Researchers took Terrace's conclusions seriously, and funding for language experiments soon declined (Hart, 1996).

■ **3. A WORK WITH TWO AUTHORS** Name both authors in the signal phrase or parentheses each time you cite the work. In the parentheses, use "&" between the authors' names; in the signal phrase, use "and."

Greenfield and Savage-Rumbaugh (1990) have acknowledged that Kanzi's linguistic development was slower than that of a human child (p. 567).

Kanzi's linguistic development was slower than that of a human child (Greenfield & Savage-Rumbaugh, 1990, p. 567).

■ **4. A WORK WITH THREE TO FIVE AUTHORS** Identify all authors in the signal phrase or parentheses the first time you cite the source.

The chimpanzee Nim was raised by researchers who trained him in American Sign Language by molding and guiding his hands (Terrace, Petitto, Sanders, & Bever, 1979).

In subsequent citations, use the first author's name followed by "et al." in either the signal phrase or the parentheses.

Nim was able to string together as many as 16 signs, but their order appeared quite random (Terrace et al., 1979).

- **5. A WORK WITH SIX OR MORE AUTHORS** Use the first author's name followed by "et al." in the signal phrase or parentheses.

The ape language studies have shed light on the language development of children with linguistic handicaps (Savage-Rumbaugh et al., 1993).

- **6. UNKNOWN AUTHOR** If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of articles and chapters are put in quotation marks; titles of books and reports are italicized.

Chimpanzees in separate areas of Africa differ in a range of behaviors: in their methods of cracking nuts, for example, or in their grooming rituals. A team of researchers has concluded that many of these behaviors are cultural, not just responses to environmental factors ("Chimps," 1999).

**NOTE:** In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as author.

- **7. ORGANIZATION AS AUTHOR** If the author is a government agency or other corporate organization, name the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the Language Research Center (2000), linguistic research with apes has led to new methods of treating humans with learning disabilities such as autism and dyslexia.

If the organization has a familiar abbreviation, you may include it in brackets the first time you cite the source and use the abbreviation alone in later citations.

**FIRST CITATION** (National Institute of Mental Health  
[NIMH], 2001)

**LATER CITATIONS** (NIMH, 2001)

- **8. TWO OR MORE WORKS IN THE SAME PARENTHESES** When your parenthetical citation names two or more works, put them in the

same order that they appear in the reference list, separated by semicolons.

Researchers argued that the apes in the early language experiments were merely responding to cues (Sebeok & Umiker-Sebeok, 1979; Terrace, 1979).

■ **9. AUTHORS WITH THE SAME LAST NAME** To avoid confusion, use initials with the last names if your reference list includes two or more authors with the same last name.

Research by E. Smith (1989) revealed that . . .

■ **10. PERSONAL COMMUNICATION** Interviews, letters, e-mail, and other person-to-person communications should be cited as follows:

One of Patterson's former aides, who worked with the gorilla Michael, believes that he was capable of joking and lying in sign language (E. Robbins, personal communication, January 4, 2001).

Do not include personal communications in your reference list.

■ **11. AN ELECTRONIC DOCUMENT** When possible, cite an electronic document as you would any other document (using the author-date style).

R. Fouts and D. Fouts (1999) have explained one benefit of ape language research: It has shown us how to teach children with linguistic disabilities.

Electronic sources may lack authors' names or dates. In addition, they may lack page numbers (required in some citations). Here are APA's guidelines for handling sources without authors' names, dates, or page numbers.

#### *Unknown author*

If no author is named, mention the title of the document in a signal phrase or give the first word or two of the title in parentheses (see also item 6). (If an organization serves as the author, see item 7.)

According to a BBC article, chimpanzees at sites in West Africa, Tanzania, and Uganda exhibit culture-specific patterns of behavior when grooming one another ("Chimps," 1999).

#### *Unknown date*

When the date is unknown, APA recommends using the abbreviation "n.d." (for "no date").

Attempts to return sign-language-using apes to the wild have had mixed results (Smith, n.d.).

#### *No page numbers*

APA ordinarily requires page numbers for quotations, and it recommends them for summaries or paraphrases from long sources. When an electronic source lacks stable numbered pages, your citation should include—if possible—information that will help readers locate the particular passage being cited.

When an electronic document has numbered paragraphs, use the paragraph number preceded by the symbol ¶ or by the abbreviation “para.”: (Hall, 2001, ¶ 5) or (Hall, 2001, para. 5). If neither a page nor a paragraph number is given and the document contains headings, cite the appropriate heading and indicate which paragraph under that heading you are referring to.

According to Kirby (1999), some critics have accused activists in the Great Ape Project of “exaggerating the supposed similarities of the apes [to humans] to stop their use in experiments” (Shared Path section, para. 6).

**NOTE:** Electronic files using portable document format (pdf) often have stable page numbers. For such sources, give the page number in the parenthetical citation.

■ **12. INDIRECT SOURCE** If you use a source that was cited in another source (a secondary source), name the original source in your signal phrase. List the secondary source in your reference list and include it in your parenthetical citation, preceded by the words “as cited in.” In the following example, Booth is the secondary source.

Linguist Noam Chomsky has dismissed the studies on Kanzi with a flippant analogy: “To maintain that Kanzi has language ability is like saying a man can fly because he can jump in the air” (as cited in Booth, 1990, p. A3).

#### **ON THE WEB**

For electronic exercises on using APA documentation style, go to [www.dianahacker.com/writersref](http://www.dianahacker.com/writersref)

and click on ▶ **Electronic Research Exercises**  
▶ **E-ex APA 4-1 and APA 4-2**

## APA-4b APA references

In APA style, the alphabetical list of works cited is titled “References.” Following are models illustrating APA style for entries in the list of references. Observe all details: capitalization, punctuation, use of italics, and so on. For advice on preparing the list, see pages 406–07. For a sample reference list, see pages 416–17.

### *General guidelines for listing authors*

Alphabetize entries in the list of references by authors’ last names; if a work has no author, alphabetize it by its title. The first element of each entry is important because citations in the text of the paper refer to it and readers will be looking for it in the alphabetized list. The date of publication appears immediately after the first element of the entry.

#### NAME AND DATE CITED IN TEXT

Duncan (2001) has reported that . . .

#### BEGINNING OF ENTRY IN THE LIST OF REFERENCES

Duncan, B. (2001).

Items 1–4 show how to begin an entry for a work with a single author, multiple authors, an organization as author, and an unknown author. Items 5 and 6 show how to begin an entry when your list includes two or more works by the same author or two or more works by the same author in the same year.

What comes after the first element of your citation will depend on the kind of source you are citing (see items 7–31).

■ **1. SINGLE AUTHOR** Begin the entry with the author’s last name, followed by a comma and the author’s initial(s). Then give the date in parentheses.

Conran, G. (2001).

■ **2. MULTIPLE AUTHORS** List up to six authors by last names, followed by initials. Use an ampersand (&) instead of the word “and.”

Walker, J. R., & Taylor, T. (1998).

Sloan, F. A., Stout, E. M., Whetten-Goldstein, K., & Liang, L. (2000).

## Directory to APA reference list models

### GENERAL GUIDELINES FOR LISTING AUTHORS

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27. Government document, 403
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If there are more than six authors, list the first six and “et al.” (meaning “and others”) to indicate that there are others.

■ **3. ORGANIZATION AS AUTHOR** When the author is an organization, begin with the name of the organization.

American Psychiatric Association. (2000).

**NOTE:** If the organization is also the publisher, see item 28.

■ **4. UNKNOWN AUTHOR** Begin with the work’s title. Titles of books are italicized. Titles of articles are neither italicized nor put in quotation marks. (For APA’s rules on capitalization of titles, see p. 406.)

*Oxford essential world atlas*. (1996).

EMFs on the brain. (1995, January 21).

- **5. TWO OR MORE WORKS BY THE SAME AUTHOR** Use the author's name for all entries. List the entries by year, the earliest first.

Schlechty, P. C. (1997).

Schlechty, P. C. (2001).

- **6. TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR** List the works alphabetically by title. In the parentheses, following the year, add "a," "b," and so on. Use these same letters when giving the year in the in-text citation. (See also p. 406.)

Kennedy, C. H. (2000a).

Kennedy, C. H. (2000b).

### *Articles in periodicals*

This section shows how to prepare an entry for an article in a journal, a magazine, or a newspaper. In addition to consulting the models in this section, you may need to refer to items 1–6 (general guidelines for listing authors).

**NOTE:** For articles on consecutive pages, provide the range of pages at the end of the citation. When an article does not appear on consecutive pages, give all page numbers (see item 10 for an example).

- **7. ARTICLE IN A JOURNAL PAGINATED BY VOLUME** Many professional journals continue page numbers throughout the year instead of beginning each issue with page 1; at the end of the year, the issues are collected in a volume. After the italicized title of the journal, give the volume number (also italicized), followed by the page numbers.

Morawski, J. (2000). Social psychology a century ago. *American Psychologist*, *55*, 427-431.

- **8. ARTICLE IN A JOURNAL PAGINATED BY ISSUE** When each issue of a journal begins with page 1, include the issue number in parentheses after the volume number. Italicize the volume number but not the issue number.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, *15*(3), 5-13.

- **9. ARTICLE IN A MAGAZINE** In addition to the year of publication, list the month and, for weekly magazines, the day. If there is a volume number, include it (italicized) after the title.

Raloff, J. (2001, May 12). Lead therapy won't help most kids. *Science News*, 159, 292.

■ **10. ARTICLE IN A NEWSPAPER** Begin with the name of the author, followed by the exact date of publication. (If the author is unknown, see also item 4.) Page numbers are introduced with "p." (or "pp.>").

Haney, D. Q. (1998, February 20). Finding eats at mystery of appetite. *The Oregonian*, pp. A1, A17.

■ **11. LETTER TO THE EDITOR** Letters to the editor appear in journals, magazines, and newspapers. Follow the appropriate model and insert the words "Letter to the editor" in brackets before the name of the periodical.

Carter, R. (2000). New York, New York [Letter to the editor]. *Scientific American*, 238(1), 8.

■ **12. REVIEW** Reviews of books and other media appear in a variety of periodicals. Follow the appropriate model for the periodical. For a review of a book, give the title of the review (if there is one), followed by the words "Review of the book" and the title of the book in brackets.

Gleick, E. (2000, December 14). The burdens of genius [Review of the book *The Last Samurai*]. *Time*, 156, 171.

For a film review, write "Review of the motion picture," and for a TV review, write "Review of the television program." Treat other media in a similar way.

### **Books**

In addition to consulting the items in this section, you may need to turn to other models. See items 1–6 for general guidelines on listing authors.

■ **13. BASIC FORMAT FOR A BOOK** Begin with the author's name, followed by the date and the book's title. End with the place of publication and the name of the publisher.

Highmore, B. (2001). *Everyday life and cultural theory*. New York: Routledge.

■ **14. EDITORS** For a book with an editor but no author, begin with the name of the editor (or editors) followed by the abbreviation "Ed." (or "Eds.") in parentheses.



Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.

For a book with an author and an editor, begin with the author's name. Give the editor's name in parentheses after the title of the book, followed by the abbreviation "Ed." (or "Eds.").

Plath, S. (2000). *The unabridged journals* (K. V. Kukil, Ed.). New York: Anchor.

■ **15. TRANSLATION** After the title, name the translator, followed by the abbreviation "Trans.," in parentheses. Add the original date of the work's publication in parentheses at the end of the entry.

Singer, I. B. (1998). *Shadows on the Hudson* (J. Sherman, Trans.). New York: Farrar, Straus and Giroux. (Original work published 1957)

■ **16. EDITION OTHER THAN THE FIRST** Include the number of the edition in parentheses after the title.

Helper, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

■ **17. ARTICLE OR CHAPTER IN AN EDITED BOOK** Begin with the author, year of publication, and title of the article or chapter. Then write "In" and give the editor's name, followed by "Ed." in parentheses; the title of the book; and the page numbers of the article or chapter in parentheses. End with the book's publication information.

Meskell, L. (2001). Archaeologies of identity. In I. Hodder (Ed.), *Archaeological theory today* (pp. 187-213). Cambridge, England: Polity Press.

■ **18. MULTIVOLUME WORK** Give the number of volumes after the title.

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

### *Electronic sources*

The following guidelines for electronic sources are based on the fifth edition of the *Publication Manual of the American Psychological Association* (2001). Any updates will be posted on the APA Web site, <<http://www.apastyle.org>>.

**ON THE WEB**

For future updates to APA style, go to the APA's Web site or to [www.dianahacker.com/writersref](http://www.dianahacker.com/writersref)

and click on ► **Research and Documentation Online**  
► **Documenting Sources (APA)**

- **19. ARTICLE FROM AN ONLINE PERIODICAL** When citing online articles, follow the guidelines for printed articles (see items 7–12), giving whatever information is available in the online source. If the article also appears in a printed journal, a URL is not required; instead, include “Electronic version” in brackets after the title of the article.

Whitmeyer, J. M. (2000). Power through appointment [Electronic version]. *Social Science Research* 29(4), 535-555.

If there is no print version, include the date you accessed the source and the article's URL.

Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. *Current Research in Social Psychology*, 6(9). Retrieved July 3, 2001, from <http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm>

**NOTE:** When you have retrieved an article from a newspaper's searchable Web site, give the URL for the site, not for the exact source.

Cary, B. (2001, June 18). Mentors of the mind. *Los Angeles Times*. Retrieved July 5, 2001, from <http://www.latimes.com>

- **20. ARTICLE FROM A DATABASE** Libraries pay for access to electronic databases such as *PsycINFO* and *JSTOR*, which are not otherwise available to the public. To cite an article from an electronic database, include the publication information from the source (see items 7–12). End the citation with your date of access, the name of the database, and the document number (if applicable).

Holliday, R. E., & Hayes, B. K. (2001). Dissociating automatic and intentional processes in children's eyewitness memory. *Journal of Experimental Child Psychology*, 75(1), 1-5. Retrieved February 21, 2001, from Expanded Academic ASAP database (A59317972).

**NOTE:** Databases may be delivered in a variety of formats (via CD-ROM, university or library server, and the Web). You need not identify the specific format.

■ **21. NONPERIODICAL WEB DOCUMENT** To cite a nonperiodical Web document, such as a report, list as many of the following elements as are available.

Author's name

Date of publication (if there is no date, use "n.d.")

Title of document (in italics)

Date you accessed the source

A URL that will take readers directly to the source

In the first model, the source has both an author and a date; in the second, the source lacks a date. If a source has no author, begin with the title and follow it with the date in parentheses.

Cain, A., & Burris, M. (1999, April). *Investigation of the use of mobile phones while driving*. Retrieved January 15, 2000, from [http://www.cutr.eng.usf.edu/its/mobile\\_phone\\_text.htm](http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm)

Archer, Z. (n.d.). *Exploring nonverbal communication*. Retrieved July 18, 2001, from <http://zzyx.ucsc.edu/~archer>

**NOTE:** If you retrieved the source from a university program's Web site, name the program in your retrieval statement.

Cosmides, L., & Tooby, J. (1997). *Evolutionary psychology: A primer*. Retrieved July 5, 2001, from the University of California, Santa Barbara, Center for Evolutionary Psychology Web site: <http://www.psych.ucsb.edu/research/cep/primer.html>

■ **22. CHAPTER OR SECTION IN A WEB DOCUMENT** Begin with the author, the year of publication, and the title of the chapter or section. Then write "In" and give the title of the document, followed by any identifying information in parentheses. End with your date of access and the URL for the chapter or section.

Heuer, R. J., Jr. (1999). Keeping an open mind. In *Psychology of intelligence analysis* (chap. 6). Retrieved July 7, 2001, from <http://www.cia.gov/csi/books/19104/art9.html>

■ **23. E-MAIL** E-mail messages and other personal communications are not included in the list of references.

■ **24. ONLINE POSTING** If an online posting cannot be retrieved (because the newsgroup or forum does not maintain archives), cite it as a personal communication in the text of your paper and do not include it in the list of references. If the posting can be retrieved from an archive, treat it as follows, giving as much information as is available.

Eaton, S. (2001, June 12). Online transactions [Msg 2]. Message posted to news://sci.psychology.psychotherapy.moderated

■ **25. COMPUTER PROGRAM** Add the words "Computer software" in brackets after the title of the program.

Kaufmann, W. J., III, & Comins, N. F. (1998). *Discovering the universe* (Version 4.1) [Computer software]. New York: Freeman.

### *Other sources*

■ **26. DISSERTATION ABSTRACT**

Yoshida, Y. (2001). *Essays in urban transportation* (Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, 62, 7741A.

■ **27. GOVERNMENT DOCUMENT**

U.S. Census Bureau. (2000). *Statistical abstract of the United States*. Washington, DC: U.S. Government Printing Office.

■ **28. REPORT FROM A PRIVATE ORGANIZATION** If the publisher is the author, give the word "Author" as the publisher. If the report has an author, begin with the author's name, and name the publisher at the end.

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

■ **29. CONFERENCE PROCEEDINGS**

Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). *Proceedings of CSCCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

■ **30. MOTION PICTURE** To cite a motion picture (film, video, or DVD), list the director and the year of the picture's release. Give the title, followed by "Motion picture" in brackets, the country where it was made, and the name of the studio.

Soderbergh, S. (Director). (2000). *Traffic* [Motion picture]. United States: Gramercy Pictures.

■ **31. TELEVISION PROGRAM** To cite a television program, list the producer and the date it was aired. Give the title, followed by "Television broadcast" in brackets, the city, and the television network or service. For a television series, use the year in which the series was produced, and follow the title with "Television series" in brackets. For an episode in a series, list the writer and director and the year. After the episode title put "Television series episode" in brackets. Follow with information about the series.

Pratt, C. (Executive Producer). (2001, December 2). *Face the nation* [Television broadcast]. Washington, DC: CBS News.

Janows, J. (Executive Producer). (2000). *Culture shock* [Television series]. Boston: WGBH.

Loeterman, B. (Writer), & Gale, B. (Director). (2000). Real justice [Television series episode]. In M. Sullivan (Executive Producer), *Frontline*. Boston: WGBH.

## APA-5

### Manuscript format; sample paper

#### APA-5a Manuscript format

The American Psychological Association makes a number of recommendations for formatting a paper and preparing a list of references.

#### *Formatting the paper*

APA guidelines for formatting a paper are endorsed by many instructors in the social sciences.