

CITATION STYLE

FOR WRITING RESEARCH PAPERS

When writing a research paper, you must always cite any sources that you have consulted in your research. You must give credit when you are using the ideas, information, arguments, phrases or direct quotes of another. Not to do so is referred to as **plagiarism** and is a serious offence.

Citation information generally appears both in the text of your paper where the borrowed fact or idea appears (citations in text) and in a complete reference list (bibliography) at the end of the paper.

This guidepost shows examples for the most common citations in APA format. The complete *Publication Manual of the American Psychological Association* is on the reference shelves at **REF BF 76.7 P83 2001**.

General rules for In-text citations:

- **Double-space** throughout your paper.
- Use the **past tense** or the **present perfect tense** in signal phrases introducing cited material, e.g.:
Smith (2005) **reported...**, Smith (2005) **has argued...**
- A signal phrase should include the author's last name followed by the year of publication in parentheses. For a **direct quote** a page number or other locator is given as well (e.g. paragraph if a page number is not given). Put the page number in parentheses after the direct quote and put the closing punctuation **after** the page citation. A locator is not required for a **paraphrase**, but include one if it would help readers find the passage in a long work, e.g.:

Critser (2003) noted that many health care providers "remain either in ignorance or outright denial about the health danger to the poor and the young" (p. 5).

According to Carmona (2004), the cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use.
- If you do not use a signal phrase, put the citation information in parentheses after the quotation. Put the closing punctuation **after** the page citation, e.g.:

Many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (Critser, 2003, p. 5).

The cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (Carmona, 2004).
- If you cite more than one author with the same last name, use initials with the last names to avoid confusion, e.g.: R. Smith (1992) and P.A. Smith (2005) also found...
- When you cite more than one work by the same author with the same year, use letters ("a," "b," etc) with the year in the in-text citation, e.g.; Goldberg (2000a) concluded



- A **direct quote** of 40 or more words should be displayed in a double-spaced block with **no quotation marks**, indented five to seven spaces or ½ inch from the left margin without the usual paragraph indent. The closing punctuation mark **precedes** the page citation.

Miele (1993) found the following:

The placebo effect disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies conducted by the same group of researchers at the hospital were clearly premature in attributing their results to the placebo effect. (p. 276)

- Citing a citation: let's say you read a book by Critser (secondary source) who cites research by Satcher (original source). To cite this citation, provide **both** the name of the original work and the secondary source in the **in-text citation**. Provide **only** the secondary source in the **reference list**.

Satcher described "a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness" (as cited in Critser, 2003, p. 4).

Satcher (as cited in Critser, 2003) warned of

General rules for creating a reference list:

- Begin your list of references on a new page at the end of the paper. Put the word **References** centered about one inch from the top of the page.
- **Double-space throughout.** (In the examples shown in this abbreviated guide, single spacing is used to save space.)
- Type the first line of an entry flush left and **indent any additional lines one-half inch** (five spaces).
- For an annotated bibliography, add a brief abstract in block format after the citation. Start the abstract on a new line and indent it an additional 2 spaces.
- **Alphabetize** the reference list by the last names of the authors (or editors).
- Invert all authors' names and use **initials** instead of first names. With two or more authors, use an ampersand (&) before the **last** author's name. Separate the names with commas.
- For two or more works by the same author, arrange the entries by year, the earliest first.
- Arrange two or more works by the **same** author in the **same** year alphabetically by title. Add the letters "a," "b," etc. after the year, e.g.: (2002a). Do this also for articles in journals. For articles in **magazines and newspapers**, use the **full date** in the reference list: (2001a, July 7).
- If a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.
- **Italicize** the titles and subtitles of books.
- Capitalize only the first word of the title and subtitle (and all proper nouns). Capitalize names of periodicals as you would capitalize them normally.
- Abbreviations for "page" and "pages" ("p." and "pp.") are used before page numbers of newspaper articles and articles in edited books but **not** before page numbers of articles appearing in magazines and scholarly journals.

| Reference List (Bibliography) | Citations in Text (Direct Quote) | Citations in Text (Paraphrase) |
|--|--|---|
| Author Rules | | |
| ▼ always double space Single author | | |
| Author, A. A. Perner, J. (1991). <i>Understanding the representational mind</i> . Cambridge, MA: MIT Press. | "....." (Perner, 1991, p. 195). Perner (1991) stated that "... " (p. 195). | (Perner, 1991). According to Perner (1991) |
| ▼ always double space 2 authors | | |
| Author, A. A., & Author, B. B. Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. <i>Journal of Personality & Social Psychology</i> , 66, 1034-1048. | "... " (Wegener & Petty, 1994, p. 1035). Wegener and Petty (1994) stated that "... " (p. 1035) | (Wegener & Petty, 1994) Wegener and Petty (1994) claimed |
| ▼ always double space 3 to 6 authors | | |
| Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author E. E., & Author, F. F. Michael, R. T., Gagnon, J. H., Laumann, E. O., & Kolata, G. (1994). <i>Sex in America</i> . Boston: Little, Brown. | "... " (Michael, Gagnon, Laumann, & Kolata, 1994, p. 110). Michael, Gagnon, Laumann and Kolata (1994) found that "... " (p. 110). subsequent citations "... " (Michael et al. , 1994, p. 110). Michael et al. (1994) found that "... " (p. 110). | (Michael, Gagnon, Laumann, & Kolata, 1994) Michael, Gagnon, Laumann and Kolata (1994) found |
| ▼ always double space More than 6 authors | | |
| Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author E. E., & Author, F. F. et al. Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. <i>Journal of Film and Writing</i> , 44(3), 213-245. | "....." (Harris et al. , 2001, p. 222). Harris et al. (2001) explained that "....." (p. 222) | (Harris et al. , 2001) Harris et al. (2001) explained |
| ▼ always double space Author(s) and/or editor(s) | | |
| Same as author rules, but indicate (Ed.) or (Eds.) : Plath, S. (2000). <i>The unabridged journals</i> (K.V. Kukil, Ed.). New York: Anchor. Koehler, D. J., & Harvey, N. (Eds.) (2004). <i>Blackwell Handbook of judgment and decision making</i> . Malden, MA: Blackwell Publishing. | "... " (Plath, 2000, p. 105) "... " (Koehler & Harvey, 2004, p. 33) Koehler and Harvey (2004) found that "... " (p. 33). | (Plath, 2000) (Koehler & Harvey, 2004) Koehler and Harvey (2004) claimed |

| Reference List (Bibliography) | Citations in Text (Direct Quote) | Citations in Text (Paraphrase) |
|--|---|---|
| ▼ always double space Encyclopedia entry APA Manual 4.16 38 | | |
| Add: (Volume number, page numbers). | | |
| Sturgeon, T. (1995). Science Fiction. In <i>The Encyclopedia Americana</i> (Vol. 24, pp. 390-392). Danbury, CT: Grolier. | "..." (Sturgeon, 1995, p. 390) | (Sturgeon, 1995) |
| ▼ always double space English translation APA Manual 4.16 32 | | |
| Add: (A. A. Translator, Trans.) ... (Original work published year). | | |
| Laplace, P. S. (1951). <i>A philosophical essay on probabilities</i> (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814). | "..." (Laplace, 1951, p. 25) | (Laplace, 1951) |
| ▼ always double space Diagnostic and Statistical Manual of Mental Disorders APA Manual 4.16 29 | | |
| American Psychiatric Association. (1994). <i>Diagnostic and statistical manual of mental disorders</i> (4 th ed.). Washington, DC: Author. | "..." (American Psychiatric Association, <i>Diagnostic and statistical manual of mental disorders</i> , 1994, p. 150) | (American Psychiatric Association, <i>Diagnostic and statistical manual of mental disorders</i> , 1994) |
| | subsequent citations "..." (<i>DSM-IV</i> , 1994, p. 185) | subsequent citations(<i>DSM-IV</i> , 1994 |
| PRINT PERIODICALS (journals, magazines, newspapers) | | |
| ▼ always double space Journal article APA Manual 4.16 1 | | |
| Author, A. A. (year). Title of article. Title of journal, Volume # (Issue #), pages. | | |
| Doty, N. D. (1998). The influence of nationality on the accuracy of face and voice recognition. <i>American Journal of Psychology</i> , 111, 191-214. <i>Give an issue # only if each issue begins with page 1.</i> | "..." (Doty, 1998, p. 195) | (Doty, 1998) |
| ▼ always double space Magazine article APA Manual 4.16 6 | | |
| Author, A. A. (year, date). Title of article. Title of magazine, Volume #, pages. | | |
| Posner, M. I. (1993, October 29). Seeing the mind. <i>Science</i> , 262, 673-674. | "..." (Posner, 1993, p. 673) | (Posner, 1993) |
| ▼ always double space Newspaper article APA Manual 4.16 9 | | |
| Author A. A. if available. (year, date). Title of article. Title of newspaper, page(s). | | |
| Schwartz, J. (1993, September 30). Obesity affects economic social status. <i>The Washington Post</i> , pp. A1, A4 | "..." (Schwartz, 1993, p. A1) | (Schwartz, 1993) |
| New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i> , p. A12. | "..." ("New Drug," 1993, p. A12) | ("New Drug," 1993) |

| Reference List (Bibliography) | Citations in Text (Direct Quote) | Citations in Text (Paraphrase) |
|---|---|---|
| ▼ always double space Periodical article: reviews APA Manual 4.16 63-64 | | |
| Follow the model for the type of periodical. Add: [Review of the type of medium and title] | | |
| Carmody, T. P. (1982). A new look at medicine [Review of the book <i>Social contexts of health</i>]. <i>Contemporary psychology</i> , 27, 208-209. | "..." (Carmody, 1982, p. 208) | (Carmody, 1982) |
| Gleick, E. (2000, December 14). The burdens of genius [Review of the movie <i>The Last Samurai</i>]. <i>Time</i> , 156, 171. | "..." (Gleick, 2000, p. 171) | (Gleick, 2000) |
| ▼ always double space Entire or special issue of a journal APA Manual 4.16 12 | | |
| Give the editor(s) and title of the issue | | |
| Barlow, D. H. (Ed.). (1991). Diagnoses, dimensions, and DSM-IV: The science of classification [Special issue]. <i>Journal of Abnormal Psychology</i> , 100(3). | "..." ("Diagnoses", 1982, p. 208) | ("Diagnoses", 1982) |
| ▼ always double space Journal supplement APA Manual 4.16 18 | | |
| Give the supplement number immediately in parentheses after the volume number | | |
| Regier, A. A., Narrow, W. E., & Rae, D. S. (1990). The epidemiology of anxiety disorders: The epidemiologic catchment area (ECA) experience. <i>Journal of Psychiatric Research</i> , 24(Suppl. 2), 3-14. | "..." (Regier, Narrow, & Rae, 1990, p. 8) | (Regier, Narrow, & Rae, 1990) |
| PERSONAL COMMUNICATIONS , REPORTS, AUDIOVISUAL MEDIA | | |
| ▼ always double space Personal communications APA Manual 3.102 | | |
| Unpublished personal communications (interviews, letters, emails, etc.) are not included in the reference list. | | |
| | "..." (F. Johnson, personal communication, October 20, 2004). | (F. Johnson, personal communication, October 20, 2004). |
| ▼ always double space Reports (Government, University, Private Organization) APA Manual 4.16 41-48 | | |
| Report Author. (year). Title of report (report number). Location: Publisher. | | |
| Statistics Canada. (1998). <i>Marketing research handbook</i> . (Cat. No. 63-224-XPB). Ottawa, ON: Author. | "..." (Statistics Canada, 1998, p. 88) | (Statistics Canada, 1998) |
| Broadhurst, R. G, & Maller, R. Al. (1991). <i>Sex offending and recidivism</i> (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre. | "..." (Broadhurst & Maller, 1991, p. 5) | ... (Broadhurst & Maller, 1991) |
| Employee Benefit Research Institute. (1992, February). <i>Sources of health insurance and characteristics of the uninsured</i> (Issue Brief No. 123). Washington, DC: Author. | "..." (Employee Benefit Research Institute, 1992, p. 3) | ... (Employee Benefit Research Institute, 1992) |
| Note: if the author is also the publisher, give the word "Author" as the publisher. | | |

| Reference List (Bibliography) | Citations in Text (Direct Quote) | Citations in Text (Paraphrase) |
|--|---|---|
| ▼ always double space Videos, Motion Pictures, Television broadcasts APA Manual 4.16 65-67 | | |
| <p>Originator/s (function/s). (year). Title [medium]. Location: Studio or distributor.</p> <p>Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.</p> <p>Pratt, C. (Executive Producer). (2001, December 2). <i>Face the nation</i> [Television broadcast]. Washington, DC: CBS News.</p> | <p>“...” (Scorsese, 2000)</p> <p>“...” (Pratt, 2000)</p> | <p>.....(Scorsese, 2000)</p> <p>..... (Pratt, 2001)</p> |
| ▼ always double space Audio recordings APA Manual 4.16 70 | | |
| <p>Originator/s (function/s). (year). Title [medium] or (retrieval ID). Location: Name of distributor.</p> <p>Costa, P. T. Jr. (Speaker). (2000). <i>Personality, continuity, and changes of adult life</i> (Cassette Recording No. 207-433-88A-B). Washington, DC: American Psychological Association.</p> <p><i>Note: brackets [] are used to identify the medium, but if the medium is part of the retrieval ID, it does not have to be mentioned separately in brackets.</i></p> | <p>“...” (Costa, 2001)</p> | <p>..... (Costa, 2001)</p> |
| ELECTRONIC MEDIA | | |
| Entire Website | | |
| <p>If you refer to an entire website, you do not need to include it in the reference list.</p> | <p>Give the URL directly in the text, e.g.: Kidpsych is a wonderful interactive website for children (http://www.kidpsych.org)</p> | |
| ▼ always double space Standalone Internet document | | |
| <p><i>If you cite a specific part of a web site, give the page number, paragraph number (e.g.: para. 1) or heading for direct quotes in the text, whichever one of these locators is available. Although a locator is not required for paraphrases, include it if it would help readers find the passage in a long work. List as many elements in the Reference list as are available (author, date, title, etc.)and add the date of access and the URL.</i></p> | | |
| <p>United Nations Development Program. (2002). <i>Human development report</i>. Retrieved September 23, 2004, from http://hdr.undp.org/reports/global/2002/en/</p> <p>GVU's 8t WWW user survey. (n.d). Retrieved August 7, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/</p> | <p>“...” (UNDP, 2002)</p> <p>“...” (GVU, 2000, Selected Results and Trends Analysis)</p> | <p>.... (UNDP, 2002)</p> <p>... (GVU, 2000, Selected Results and Trends Analysis)</p> |
| ▼ always double space Chapter in a standalone document APA Manual 4.16 76 | | |
| <p>Add: Title of chapter or section. In... (locator).</p> <p>Heuer, R. J., Jr. (1999). Keeping an open mind. In <i>Psychology of intelligence analysis</i> (chap. 6). Retrieved July 7, 2001, from https://www.cia.gov/csi/books/19104/art9.html</p> | <p>“...” (Heuer, 1999)</p> | <p>..... (Heuer, 1999)</p> |

| Reference List (Bibliography) | Citations in Text (Direct Quote) | Citations in Text (Paraphrase) |
|--|--|---|
| ▼ always double space Periodical article – electronic version of a print copy APA Manual 4.16 71 | | |
| Follow guidelines for print articles. Add [Electronic version] after the title. | | |
| Whitmeyer, J. M. (2000) Power through appointment [Electronic version]. <i>Social Science Research</i> , 29(4), 535-555. | "..." (Whitmeyer, 2000, p. 540) | ... (Whitmeyer, 2000) |
| ▼ always double space Periodical article – published online only APA Manual 4.16 72 | | |
| Follow guidelines for print articles. Add Retrieved date, year, from URL. | | |
| Schloman, B. (1999, January 28). Whom do you trust? Evaluating internet health resources. <i>Online Journal of Issues in Nursing</i> , 4(1). Retrieved July 31, 2006, from http://www.nursingworld.org/ojin/infocol/info_1.htm | "..." (Schloman, 1999, Web Evaluation Sites) |(Schloman, 2001) |
| ▼ always double space Periodical article from a database (PsycINFO, etc.) APA Manual 4.16 88 | | |
| Follow guidelines for print articles. Add Retrieved date, from name of database | | |
| Glinski, M. (2001). When the waiting room becomes an emergency room. <i>PMA</i> , 34(4), 6-9. Retrieved October 4, 2004, from CINAHL Database with Full Text. <i>Note: if you cite an abstract, use "Abstract retrieved"</i> | "..." (Glinski, 2001, p. 122) | (Glinski, 2001) |
| ▼ always double space Online Government documents APA Manual 4.16 91 | | |
| Author. (year). Title of document (document number if applicable). Retrieved date, from URL. | | |
| Industry Canada. Office of Consumer Affairs. (2002). <i>Canadian consumer handbook: being a wise consumer means being informed</i> . Retrieved December 10, 2005, from http://strategis.ic.gc.ca/pics/ca/cchandbook.pdf | "..." (Industry Canada, 2002, p. 15) | (Industry Canada, 2002) |
| Statistics Canada. (2005). <i>Cancer survival statistics</i> . (Cat No. 82-226-XWE). Retrieved August 31, 2006, from http://www.statcan.ca/english/freepub/82-226-XIE/82-226-XIE2005001.htm | "..." (Statistics Canada, 2005, Background) | (Statistics Canada, 2005, Background) |

LEGAL CITATIONS

APA states to use the conventional format for references to legal materials. In Canada, these are based on the *Canadian Guide to Uniform Legal Citation (The McGill Guide)*. Please consult our *Legal Citation Guide* for explanations and examples.