

## **MMC NOTEBOOK - NOTE #D3: APA PUBLICATION FORMAT**

Scholarly writing, as writing for other purposes, has a set of conventions and guidelines. These are set down in style manuals published by various persons and organizations. Scholarly, research and professional journals have guidelines for authors who wish to publish in them. Newspapers and popular periodicals often do also. College and university instructors may require that term papers and other work conform to a specific style manual. The bibliographies accompanying papers and assignments must be formatted by these standards. *The Publication Manual of the American Psychological Association* 5th ed. (BF 76.7 .P82 2001 Ref.) is frequently recommended for papers. A copy is at the Reserve Desk and on the Reference Desk. It is necessary to consult the manual for the fine points of writing a paper, including tables and graphs. The basic formats for citing works within a paper and several of the common items included in cited literature (bibliographies and/or reference lists) are illustrated here.

### **PAPER ORGANIZATION**

Most college papers are reviews of literature or position papers based on the literature. The paper, in effect, is meant to summarize and to teach about a specific topic or viewpoint. Typically a paper:

- \* states a problem
- \* summarizes past and current research
- \* discusses relationships, compares and contrasts or applies information to a problem.

There is a Word template available to help in laying out papers. Talk with the Reference Librarian about obtaining the APA Word Document template.

### **REFERENCE CITATIONS IN TEXT**

When references are cited within the narrative, use the guidelines in sections 3.94 - 3.103 of the Publication Manual. The most common styles for parenthetical information are as follows:

Jones (1993) stated that...

Age was significant in a number of studies. (Smith and Pears, 1963; White, 1982; Zayres, 1989)

Many theories of language development appear in the literature (see discussion in Allen, 1992).

Jackson's statement that "the world is flat..." is not always laughable. (1999, p21)

### **CITING WORKS DISCUSSED IN A SECONDARY SOURCE**

If an article or study is cited in a source and you do not read the work cited, list your primary source on the references page. For example, if Smith and Parker's work is cited in Johnson, and you did not read the cited work, list the Johnson reference in your bibliography. In the paper's text, use the following citation:

Smith and Parker's study (as cited in Johnson, 1994).

### **CONVENTIONS**

Writing should conform to the conventions of the APA style. Grammar and punctuation requirements are found in the Publication Manual. APA format does not use first names of authors and editors. Use initials.

### **CITED LITERATURE**

A reference list is a list of the items cited in the body of the paper. Bibliographies may be items read in preparation but not cited specifically, or, a list of suggested items for further study. The APA on their website recommends hanging indentation for cited literature.

On the APASStyle.org website (an official American Psychological Association publication) italics are used to designate the parts of a citation which they show as underlined in the APA publication manual. Journals

published by the APA use the italic style. This note uses italics because it is published on the WWW where underlining can be confusing. Use the style that your instructor requires.

As student papers are not being prepared for publication, the Manual states that instructor preference always takes precedence over the Manual and that instructions to use the Publication Manual should always be accompanied by specific teacher instructions. Ask your instructors for their preferences in such things as type of indentation, italicizing or underlining, and line spacing of cited works.

The first example below (print books, no author) is shown in the three indentation styles. ***Use the style preferred by your instructor. All other examples are not indented because this is a webpage and distortions often occur when indentations are inserted.***

### **Print BOOKS**

#### **NO AUTHOR** (paragraph indent)

*Publication manual of the American Psychological Association.* (1983). Washington, DC: American Psychological Association.

#### **NO AUTHOR** (hanging indent)

*Publication manual of the American Psychological Association.* (1983). Washington, DC: American Psychological Association.

#### **NO AUTHOR** (no indent)

*Publication manual of the American Psychological Association.* (1983). Washington, DC: American Psychological Association.

#### **ONE AUTHOR**

Sargent, W. (1923). *The enjoyment and use of color.* New York: C. Scribner's Sons.

#### **TWO OR MORE AUTHORS**

Reed, J.G. & Baxter, P.M. (1991). *Library use; a handbook for psychology.* Washington, DC: American Psychological Association.

#### **CORPORATE AUTHOR**

San Diego Museum of Art. (1980). *Sculpture in California, 1975-1980: an exhibition.* San Diego: The Museum.

#### **EDITOR OR COMPILER**

Corsini, R.J. (Ed.). (1994). *Encyclopedia of Psychology* (2nd ed., Vols. 1-4). New York: John Wiley & Sons.

#### **EDITION OTHER THAN 1ST**

Saxton, D.F. (Ed.). (1990). *Mosby's comprehensive review of nursing.* (13th ed.). St. Louis: C.V. Mosby.

#### **CHAPTER IN BOOK**

Dougherty, C.M. (1992). Surveillance. In G. M. Bulechek & J.C. McCloskey (Eds.). *Nursing intervention.* (pp.500-511). Philadelphia: W.B. Saunders Company.

#### **UNSIGNED ARTICLE IN AN ENCYCLOPEDIA**

Body image. (1970). In R.M. Goldenson (Ed.). *The Encyclopedia of Human Behavior* (pp.168-170). Garden City, NY: Doubleday & Company, Inc.

#### **GOVERNMENT DOCUMENT** (corporate author)

U.S. Department of Commerce, Economics and Statistics Administration, Bureau of the Census. (1995). 1990 CPH-1, 1990 Census of Population and Housing, Summary Social, Economic, and Housing Characteristics United States. Washington D.C.: U.S. Department of Commerce.

### **Print ARTICLES**

#### **ANONYMOUS**

Post-tenure review. (1998). *Academe*, 84(5), 61-67.

### ONE AUTHOR

Inchausti, P. (1994). Reductionist approaches to community ecology. *The American Naturalist*, 143 (2), 201-221.

### TWO OR MORE AUTHORS

Newcombe, N. & Fox, N.A. (1994). Infantile amnesia: through a glass darkly. *Child Development*, 65 (1), 31-40.

### MAGAZINE

Moore, T. (1994, March/April). Soul mates. *Psychology Today*, 26-31.

### NEWSPAPER

Fields, S. (1994, March 7). Motivation, not money, is message for young. *The Des Moines Register*, p 5A.

### NO AUTHOR

Centerpiece of reforms in doubt. (1994, March 7). *The Des Moines Register*, p 3A.

**Video** (documentary with corporate author)

Whitney Museum of Art. (1987). *American Art Today A View from the Whitney: the 1987 Biennial Exhibition from the Whitney Museum of Art* [Videotape]. N.Y.: Whitney Museum of Art.

**Video** (feature film)

Lean, D. (Director). (1993). *The Bridge on the River Kwai* [Videotape]. Burbank, CA: Columbia TriStar Home Video.

### INTERVIEWS

Interviews are considered personal communication and do not provide recoverable information. Do not include any form of personal communication in the reference list when using APA format. In the text, cite the interview in the following ways: J. A. Jones (personal communication, January 1, 1996) stated... ...was important news (J. A. Jones, personal communication, January 1, 1996).

### **World Wide Web: Citing Websites and Electronic Books**

The World Wide Web (WWW) is a way to find multimedia information on computers called servers, on the Internet. Files found on the WWW should be acknowledged and cited like any other information. Sometimes information is available in paper (eg. magazine article) and also on the WWW. Always cite the version you used as there is no guarantee that they are exactly the same.

Included here are APA citation exemplars for the files found on the WWW. As electronic publishing is quickly growing and changing, the recommendations on citation format are also developing. These examples are based on APAStyle.org a product of the American Psychological Association found at <http://www.apastyle.org/electsource.html>. The basic forms mirror the analogous print resources (articles, books) but should include the date you found it and the publication medium (WWW address).

One important difference in citing WWW sources is that page numbers are not used in the body of a paper. Electronic articles are one file and therefore one page. Links to additional files are also each just one page. If the article is also in print form and a starting page number or inclusive page numbers are used in a periodical index or on a webpage, that page number(s) is part of the citation on your literature cited page but not used in the body of your paper.

Electronically stored information is mutable. It is also ephemeral and may be here today and gone tomorrow, or it may move to another server at a new location. Take care to get the complete information needed for your citation. It may be several different files such as the journal title page and the article itself which may have several files.

The **basic style** for web delivered citations is:

Author [if provided]. (date - if available). *Title of Electronic Work*. Date of access, from www address or source.

**Individual Electronic Work (webpage) Without Author**

*Latin Phrases and Words Used in English*. Retrieved December 10, 1999, from <http://depthome.brooklyn.cuny.edu/classics/englatin.htm>

**Individual Electronic Work (webpage) With Author**

Beard, Robert. *A Web on On-line Dictionaries*. Retrieved December 10, 1999, from <http://www.facstaff.bucknell.edu/rbeard/diction.html>

**Part of a Work** such as an Online Dictionary or Encyclopedia

Definition of mutable. In *Hypertext Webster Interface*. Retrieved January 16, 1996, from <http://c.gp.cs.cmu.edu:5103/prog/webster?mutable>

**Document on an organizational, governmental agency, educational or institutional website.**

American Nurses Association. (1996). *Telehealth--issues for Nursing*. Retrieved November 11, 2001, from Nursing World Reading & Reference Room site: <http://www.nursingworld.org/readroom/>

**Image** (art reproduction, photograph or other graphic from website)

Kaufman, S. (ca 1993). *Japanese Crane in Snow*. Retrieved November 10, 1999 from, <http://search.corbis.com/default.asp?i=10898330&vID=1&rID=101>

**Electronic Book**

Baddeley, A. D. (1999). *Essentials of human memory*. Hove, England: Psychology Press. Retrieved November 09, 2001, from netLibrary: <http://www.netlibrary.com>.

**World Wide Web: Citing Articles from Electronic Research Databases**

New style conventions for APA now require changes to the citation format for articles retrieved from electronic research databases (EBSCO, FirstSearch, Lexis-Nexis, and Newsbank). When viewing an article's bibliographic data, make special note of the "DOI" field, which stands for "Digital Object Identifier." This unique string of alphanumeric characters references the exact text and must be included within the citation. If a DOI is available for your document, do not include a retrieval date within the citation. Your citation will show page numbers followed immediately by the DOI.

If no DOI is available for your document, a retrieval date should **only** be included for articles that are preprints (published online before in traditional print), are from personal websites, or that are in preparation. The new citation format shows the document's retrieval date, followed by a full stop (a period). You should then give the exact URL for the database or journal's home page. The assigning of DOI information is an ongoing process; you may encounter articles without a DOI. In EBSCO, you can select an article's citation creation icon (yellow page icon) to see an article's entry in various citation formats.

If you want to locate the DOI information for a given article, there are free services to help you find the data. [CrossRef.org](http://www.crossref.org) provides three ways to locate your article's DOI using various pieces of the citation. [The International DOI system](http://www.internationaldoi.org) offers a free DOI resolving system on its homepage. When working in NoodleBib, you may want to keep bibliographic database records open for cutting and pasting DOI information into your citations.

The new DOI requirement is present in NoodleBib; for more information about the changes to APA format, please visit their document titled [Electronic Media and URLs in Apa Style.org](#). An [electronic media spelling guide](#) is also available for APA website visitors.

**Full-text Journal Article from Commercial Database (Example One)**

Steele, K.M., Bass, K.E. & Crook, M.D. (1999). The mystery of the Mozart effect: failure to replicate. *Psychological Science*, 10 (4), 366(4). doi:10.1111/1467-9280.00169

**Full-text Journal Article from Commercial Database (Example Two)**

Johnson, J.S., Spencer, J.P., & Schoner, G. (2008). Moving to higher ground: The dynamic field theory and the dynamics of visual cognition. *New Ideas in Psychology*, 26 (2), 227-251. doi:10.1016/j.newideapsych.2007.07.007

**Full-text Magazine Article from Commercial Database (with no DOI assigned)**

Grochow, J. M. (1999, August). Productivity and the IT personnel shortage. *PC Week*. 23:75. Retrieved from EBSCOhost database.

**Full-Text Newspaper Article from Commercial Database (with no DOI assigned)**

Caniglia, J. & Reed, E. (2001, October 2). Sears Tower plot 'completely unfounded,' says FBI. *The Plain Dealer* (Cleveland, OH) Final ed., A5. Retrieved from NewsBank database.

**Full-Text Newspaper Article from Publisher's Website**

Martin, A. (2008, July 21). The food chain: Mideast facing choice between crops and water. *The New York Times*. Retrieved from <http://www.nytimes.com/2008/07/21/business/worldbusiness/21arabfood.html>

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**Mount Mercy College -- 1330 Elmhurst Drive NE -- Cedar Rapids, Iowa**

URL -- <http://www.mtmercy.edu/busselibrary/noted3.htm>

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updated 07 October 2008