Brief Guide to Using APA Style


- A copy of the manual can be found at the Cooper Library Reference Desk and in the Reference Stacks (behind Popular Reading on the 4th Floor) at BF76.7 P83 2010
- Best help for using the manual is at: http://owl.english.purdue.edu/owl/resource/560/01/
- The APA’s website has a helpful FAQ section: http://www.apastyle.org/learn/faqs/

CREATING YOUR REFERENCE LIST

- References are also called citations, as in “works cited”, because this is the list of the sources you cited in your paper. This is not the same as a bibliography, which is a list of works about a topic of interest for research and reading. APA style is used for reference lists – where you provide only the sources you actually read and referenced in your paper.
- Entries should include: Author and/or editor, publication date, title, publication information, and if available, the DOI (digital object identifier – the unique alphanumeric string usually found on the first page of a document).
- Look at specific examples for capitalization rules (proper nouns are always capitalized).
- Publication information should include: (For books) city, state abbreviation, and publisher name; (For journals) volume number and page numbers.
- List references in alphabetical order by last name of the first author.
- If no author, move the title to the author position; alphabetize by first significant word in the title.
- Alphabetize group authors (government agency, association) by first significant word in the name.
- Italicize the names of journals, newspapers, books, dissertations, and other items that are stand-alone works.
- Italicize the volume number of a journal; then include the issue number (no italics) in parentheses following the volume number.
- For a journal article, give the range of page numbers without pp. (pages); for a book chapter or newspaper article, use pp. with the page range.
- If the citations below were actually in your paper, they would all be DOUBLE-SPACED (and would still use the hanging indents as shown).

**BOOKS** (print copy or PDF)

**One to Seven Authors**

**Later Edition**

**Edited Book**

**Government Document**
Conference Proceeding article (if the Proceeding has an individual title – it isn’t a journal)

Article or Chapter in an Edited Book or Reference Book

Dictionary or Encyclopedia Entry (use the entry as the title of the “article”)

PERIODICALS (print or PDF)
Journal Article, One to Seven Authors, with DOI (print or PDF)

More than seven authors

ELECTRONIC SOURCES
Dissertation

Web page (with update or creation date provided)

Web page (no author, no date)

Newspaper article from database
Xiong, C. (2007, January 30). States sniff out ways to get deer off roads: Creative use of wolf urine is a discussion topic as officials from eight states looking to deter vehicle-deer crashes meet this week. Star Tribune (Minneapolis, MN). Retrieved from LexisNexis.
DVD or other media
Milgram, S. (Author & Producer). (1993). Obedience research carried out at Yale University [DVD]
University Park, PA: Pennsylvania State University. (Original work released 1965).

[Television series episode]. In S. Gimple (Executive Producer), Walking Dead. New York, NY: AMC.

Blog post
Pak, R. (2010, June 29). Update on an academic’s use of the iPad. [Web log post]. Retrieved from

Twitter post or Facebook status
http://twitter.com/kanyewest/status/22980779554

Personal Communication
This is any email or letter from someone, any conversation or phone call, any text or other message
that is irretrievable by the reader. It does not appear in your reference list but only as an in-text
citation:
PscyINFO is one of the heavily-used databases at Clemson (P. Tyler, personal communication, January 17, 2016).

CITING YOUR PROFESSORS AND YOURSELF
You do need to cite your professor’s lecture or PowerPoint slides if you use his or her ideas because
even though you copied lecture notes down in your notebook in your own handwriting that doesn’t
make them your thoughts! You even need to cite yourself if you re-use previous work you’ve done.

PowerPoint Slides
https://bb.clemson.edu/webapps/portal/frameset.jsp?tab_tab_url=%2Fwebapps%2Fblackboard

Class Handout
Gugerty, L. (2011). Why you need to explicitly design for usability [Class handout]. Department of
Psychology, Clemson University, Clemson, SC.

Class or Conference Notes
Cite your notes from a lecture the same as you would a personal communication and refer to it
only in the text of your paper – it doesn’t go in the Reference section. It might look like this (don’t
repeat name in parentheses:

In a lecture to a Physiological Psychology class, Dr. Claudio Cantalupo stated (personal
communication, May 17, 2009) that . . .

Cite Your Own Previous Work
If you did a paper or presentation for another class, you can’t use those products again without
citing them.
research paper. Clemson University, Clemson, SC.
QUOTING, PARAPHRASING, and SUMMARIZING
If you don’t know why these are all different, you might be an accidental plagiarist. But ignorance of the law is no excuse – **accidental plagiarism is still plagiarism!** The Purdue Writing Lab can help you learn more about this, too: [http://owl.english.purdue.edu/owl/resource/563/01/](http://owl.english.purdue.edu/owl/resource/563/01/)

**HOW TO FORMAT QUOTES and IN-TEXT CITATIONS IN YOUR PAPER**

1. Enclose quotes **with less than 40 words** in quotation marks within the text of your writing, then cite the source immediately after, using the author, year, and page number where the quote appeared (author, year, p. #) For example:

   There may be a problem in asking people to describe when they engaged in a courageous, yet failed, act, since “courageous actions, by definition, might need to involve making a situation better” (Pury, Kowalski, & Spearman, 2007, p. 111).

2. Use the section and paragraph number (author, year, section, para. #) for web pages and other items with no page numbers. ![Web pages often have no date, so use “n.d.” in its place.]

   There is no need to actually meet with the pet psychic, because, “using a photo or your description of your animals, living or deceased, Karen will connect with your animals telepathically using her skills of clairaudience, clairsentience and clairvoyance” (Anderson, n.d., Telephone Communicating section, para. 3).

3. If you use the author’s name(s) while introducing the quote, you do NOT need to repeat it/them in the citation:

   Raymark and Tafero (2009) note that “a sample of undergraduates asked to fake a personality test may not be as motivated as would a sample of actual job applicants trying to get a job” (p. 101).

4. Put quotes **with 40 or more words** in a freestanding block. A great example of a two paragraph block quote is Figure 2 at [http://www.docstyles.com/apastudy.htm](http://www.docstyles.com/apastudy.htm)

5. For more than one author, join with “and” in your written text – join with “&” in your parenthetical citations.
   In a study of Broca’s area in great apes, Cantalupo and Hopkins (2001) found . . .
   Several studies (Hebl & Dovidio, 2005; Westphal, 2007; Britt, et al., 2008) examine the stigma . . .

6. For six or more authors, cite only the surname of the first author, followed by et al. – not italicized (see the 2008 Britt article just above, which had eight authors). For works with 3-5 authors, use all of the author surnames the first time you cite the source in your text, the first author surname, et al., and the date each time you cite the source after that:
   In a meta-analysis on ethnic group differences in cognitive ability (Roth, Bevier, Bobko, Switzer, & Tyler, 2001), the role of . . .
   Roth et al. (2001) also found that . . .

7. If you can’t get hold of an original source that was cited in a paper you read by another author but still want to use the ideas from it, you can use a secondary citation:
   Zohar’s dimensions of safety climate (as cited in Sinclair, Martin, & Sears, 2010) include ...
   Your reference list will include the paper that you have in hand (Sinclair, Martin, & Sears, 2010), not the original that you didn’t read.