

## APA Cheat Sheet!

All information taken from *Publication manual of the American Psychological Association*, available at the Reference Desk (BF76.7 P83 2001) and *APA Style Guide to Electronic Reference* available at the Reference Desk (PN171.F56 A63 2007)

### **Reference List basic format:**

- Always double-space your reference list!
- Always indent the second and subsequent lines of a citation!
- Always arrange your reference list by the author's last name!
- Only use the first and middle initials of the author's name, do not type out the full name!
- If the article or book has multiple authors, you must list all of them up to 6!
- Use the & symbol before the last author's name, do not type out the word and!
- Always italicize the journal or magazine title and the volume number!
- Always italicize the book title.
- Only capitalize the first word, first word of a subtitle, or proper nouns in an article or book title.

### **Books:**

Author, A.A. (year). *Title of book*. Location: Publisher.

Robinson, D.N. (1992). *Social discourse and moral judgment*. San Diego, CA:

Academic Press.

### **E-Books:**

**Use the phrase "available from", when the url does not go directly to the item.**

**Use the phrase "Retrieved from" when the url goes directly to the item.**

**If the book is only available electronically, or is hard to find in print, include the name of the e-book collection (es: netLibrary)**

Author, A.A. (year). *Title of book*. Available from URL

O'Keefe, E. (2005). *Egosim & the crisis in Western values*. Retrieved from

<http://www.onlineoriginals.com/showitem.asp?itemID=135>.

McElmell, S.L. (2002). *Character education: A book guide for teachers, librarians, and parents*.

Available from netLibrary database.

**Book Chapter:**

Author, A.A. (year). Chapter title. In author, *Book Title* (pp.xx-xx). Location: 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.

**Article from a journal that uses continuous pagination (each issue starts on the page where the last stopped):**

Author, A.A. (year). Title of article. *Title of Journal*, vol #, pp-pp.

Kernis, M.H. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

**Article from a journal that does not use continuous pagination (each issue starts on page 1):**

Author, A.A. (year). Title of article. *Title of Journal*, vol # (issue #), pp-pp.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

**Magazine article:**

Author, A.A. (year, month, date). Title of article. *Title of Journal*, vol #, pp-pp.

Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

**Internet Sources:**

Author, A.A. (date of last update). *Site title*. Date you accessed the information. URL

U.S. General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments*. Retrieved September 12, 200.

[http://www.access.gpo.gov/su\\_docs/aces/aces160.shtml?/gao/index.html](http://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.html)

## CITING ELECTRONIC JOURNAL ARTICLES (New Summer 2007)

Before you cite an electronic journal article you need to know if the electronic article has a DOI (digital object identifier).

If the article does have a DOI follow this format:

Author, A.A. (year). Title of article. *Title of Journal*, vol#(issue#), pp-pp. doi: #

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi: 10.1037/0002-9432.76.4.482

If the article does not have a DOI and is available by subscription only on the web follow this format (give the URL of the journal homepage or database name):

Author, A.A. (year). Title of article. *Title of Journal*, vol#(issue#), pp-pp. Retrieved from journal homepage URL or database name.

Hager, M.H. (2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition*, 22(1), 28-36. Retrieved from <http://www.topicsinclinicalnutrition.com>.

Hager, M.H. (2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition*, 22(1), 28-36. Retrieved Academic Search Complete Database.

If the article does not have a DOI and is available for free on the web follow this format (give the exact URL):

Author, A.A. (year). Title of article. *Title of Journal*, vol#(issue#), pp-pp. Retrived from exact URL.

Sillick, T.J. & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>.

This sheet is only a sample of basic APA formatting, if you have questions please check the ***Publication manual of the American Psychological Association***, which is at the Reference Desk (BF 76.7 P83 2001) or the ***APA Style Guide to Electronic Reference*** available at the Reference Desk (PN171.F56 A63 2007), or ask a reference librarian.

## In text citation

APA style used the author and date when citing sources in the text. If you include the author's name in the narrative you only need to include the year in parentheses. If you don't include the author's name in the narrative then you put it and the year in parentheses.

Ex. Walker (2000) compared reaction times.....

Ex. In a recent study of reaction times (Walker, 2000)

### **One work by multiple authors:**

If your article, book or web site has 1 or 2 authors you must always use both of them in your in text citations.

Ex. as has been shown (Joreskog & Sorbom, 1989)

If your work has 3, 4, or 5 authors you must cite all the authors for the first in text citation. If you cite that work again you only list the first author and et.al.

Ex. this was found to be true (Wasserstein, Zappulla, Rosen, Gerstman, & Rock, 1994)

Ex. The testing was concluded in 1985 (Wasserstein et al., 1994)

If your work has 6 or more authors you must cite the first author and then and et al.

Ex. Davis et al. (1999) found that...

Ex. According to the study (Davis et al., 1999)

### **Direct quotations:**

If you use a direct quotation or image in your paper you must say what page (if an article) or paragraph (if a web site) the quotation came from.

Ex. (Cheek & Buss, 1981, p.332)

Ex. (Myers, 2000, ¶ 5)

## References

- Borman, W.C. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*(3), 443-449. Retrieved from ERIC database.
- Hager, M.H. (2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition, 22*(1), 28-36. Retrieved from <http://www.topicsinclinicalnutrition.com>.
- Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science, 290*, 1113-1120.
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Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi: 10.1037/0002-9432.76.4.482.

U.S. General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments*. Retrieved September 12, 2007.

[http://www.access.gpo.gov/su\\_docs/aces/aces160.shtml?/gao/index.html](http://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.html).

