HOW TO CITE SOURCES ACCORDING TO APA 6th EDITION

This handout is designed as a starting point to help you cite sources using the ***Publication Manual of the American Psychological Association. 6th ed***. More examples can be found in the manual located in the Scott Memorial Library at the second floor Service Desk (on Reserve) and on the 4th floor (available for three-week loan). The Call Number is**: WZ 345 A512p 2010.**

We highly recommended that you purchase a personal copy of the manual from the Jefferson Bookstore. Used copies can be purchased from various book sellers including *Amazon.com* and *Powells.com*. Search for: *Publication Manual of the American Psychological Association, Sixth Edition* by American Psychological Association.

Avoiding Plagiarism

"Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. For example, if the rationale for a study was suggested in the Discussion section of someone else's article, that person should be given credit."
(*from pages 15-16 of APA 6th Edition*).

Hint: To avoid charges of plagiarism take detailed notes as you research to track your sources and cite those sources according to the APA guidelines.

Note: Thomas Jefferson University has a strict plagiarism policy. If you are found to plagiarize, sanctions may include failing a course or expulsion from the University. If you have questions ask your Professor for guidance to help you clarify any concerns.

Topics Covered

The Reference List

A reference list should appear at the end of the paper. It provides the information necessary for a reader to locate and retrieve any source cited in the body of the paper. Each source cited in the paper must appear in the reference list; likewise, each entry in the reference list must be cited in the text. (A list that also includes sources not used in the paper is called a **Bibliography**.)

References should begin on a separate page from the text of the paper under the label **References** (with no quotation marks, underlining etc.), centered at the top of the page. It should be double-spaced like the other pages of the paper.

Basic rules:

- Authors' names are inverted (last name first); Include the last name and initials for all authors of a particular work unless there are more than seven, in which case list the first six, an ellipsis, and the last.

- The reference list should be alphabetized by authors' last names.

- If there is more than one work by the same author, or group of authors, order them by publication date, from the oldest to newest (thus a 1993 article would appear before a 1998 article).

- When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize using the title of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.

- Use "&" instead of "and" when listing multiple authors of a single work in the reference list (and in the text if the citation is in parentheses).

- For items with no date use (n.d.)

- All lines after the first line of each entry in the reference list should be indented one-half inch from the left margin. This type of structure is called hanging indentation.

- Capitalize only the first word of a title and subtitle of a work. However, proper nouns including disease eponyms (e.g., Alzheimer's disease) are always capitalized. For more information see: http://blog.apastyle.org/apastyle/2012/03/how-to-capitalize-and-format-reference-titles-in-apa-style.html

- Always end each reference entry with a period, except when the reference ends with a URL. Leaving the period out is one of the most frequent errors in formatting reference entries.

- Italicize titles of documents: books, journals, papers, web pages, etc. Note that the italics in these entries often continue beneath commas and periods. Continue the italics of a periodical title to include the volume number, but not the issue number.

In-text Citations

Within the text of your document, cite the author's last name and the date so your readers can locate the full citation in your reference list. Either mention both components within your sentence (A) or include them parenthetically (B).

A: Smith speculated on a new methodology in 2001.
B: Ideas for new methodologies have been proposed (Smith, 2001).

Basic rules:

- Every item in your reference list must have at least one in-text citation
- Include a page number for direct quotes. (Smith, 2001, p.23)
- Place the final punctuation after a parenthetical citation at the end of a sentence.
- Consult Table 6.1 on p.177 for rules on initial and subsequent in-text citations of a work various numbers of authors.

Citing Online Sources

Most online citations include the following:
- Statement about the form of medium
- The type of site or connection needed
- Complete address of the site, the URL (uniform resource locator), is the most critical element.
- Date (either the date of publication, update or the date of retrieval)

Remember to direct readers as closely as possible to the information being cited; reference specific documents rather than home or menu pages.

URLS

The URL should include the protocol (usually **http://**) and the other elements noted in the example below:

http://www.apa.org/monitor/oct00/workplace.html

1. Protocol
2. Host name
3. Path to document
4. File name of specific document

Provide web addresses that work. Do not cite search engines such as Google.

The DOI (Digital Object Identifier)

The publisher assigns a DOI when your article is published and made available electronically. All DOI numbers begin with a 10 and contain a prefix and suffix separated by a slash. Think of a DOI as the social security number assigned to a citation. It is unique and the idea is that if you copy and paste a DOI into a search engine it will take you to that article. Learn more at: www.doi.org

Example: **doi:10.1016/j.hfc.2010.12.003.**

You must use the DOI in your citation if it is present. If your article was published…
…after 2006 - most include DOI numbers.
…between 2000 and 2006 - some include DOI numbers.
…before 2000 - none include DOI numbers.

Sometimes an article has a DOI, but it was not included in the database citation information in PubMed, Scopus, Cinahl, etc. To double-check whether a DOI is available, look up the citation on the journal's homepage. You can also locate DOI numbers using **CrossRef** at: http://www.crossref.org/guestquery/. If no DOI is available, then you should provide the home page URL of the journal or of the book.

Example: Article With DOI:

> Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number, page range*. doi:0000000/000000000000

Example: Article Without DOI:

> Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved from http://www.journalhomepage.com/full/url/

Audiovisual Media: Examples

Video:

> American Psychological Association. (Producer). (2000). Responding therapeutically to patient expressions of sexual attraction [DVD]. Available from http://www.apa.org/videos/

Podcast:

> Van Nuys, D. (Producer). (2007, December 19). Shrink rap radio [Audio podcast]. Retrieved from http://www.shrinkrapradio.com

Single episode from a television series:

> Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), House. New York, NY: Fox Broadcasting.

PowerPoint Slides:

> Presenter's last name, First initial(s). (Year, Month of presentation). *Title of presentation: Capitalize first letter of subtitle* [PowerPoint slides]. Retrieved from URL.

Personal Communications:

Please Note: Any source you use that is not recorded or recoverable by someone else (a classroom lecture, personal interview, an email, student notes from a lecture, etc., is considered a personal communication and is not included in your reference list. Cite personal communications in text only. Give initials and surname and as exact a date as possible. For example:

> (E. Robbins, personal communication, January 4, 2011).

See section 6.20 for more details.

Sometimes it is not clear whether to treat a classroom lecture as a personal communication or as archival document or collection (***see section 7.10***). When in doubt, ask your professor for their opinion.

Data Sets, Software, Measurement Instruments and Apparatus

Reference entries are NOT necessary for standard software and programming languages such as Word, Excel, Java, Adobe Photoshop, SAS and SPSS. In text, give the name of the of the software or computer programs with limited distribution.

- Do not italicize name of software, programs or languages.
- Do italicize the name of the data set.
- In parenthesis after title, identify the version, if any.
- Do not use a period between the title and the bracketed material.

Data Set:

Pew Hispanic Center. (2004). Changing channels and crisscrossing cultures: A survey of Latinos on the news media [Data file and code book]. Retrieved from http://pewhispanic.org/datasets/

Measurement Instrument:

Friedlander, M.L., Escudero, V., & Heatherington, L. (2002). E-SOFTA: System for observing family therapy alliances [Software and traning videos]. Unpublished instrument. Retrieved from http://www.softa-soatif.com

Software:

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

Archival Documents and Collections

Archival materials include letters, unpublished manuscripts, brochures and pamphlets, in-house documents, nontext materials as photographs, etc.

Here is a sample model:

Author, A.A. (Year, Month Day). Title of material. [Description of material]. Name of Collection (Call Number, Box Number, File name or number, etc.). Name of Repository, Location.

Remember that the purpose of any reference is to direct the reader to the source. This format can be modified

Letter from a collection:

Frank, L.K. (1935, February 4). [Letter to Robert M. Odgen]. Rockefeller Avenue Center (GEB series 1.3, Box 371, Folder 3877), Tarrytown, NY.

Internet Message Boards, Electronic Mailing Lists and Other Online Communications

Blog post:

> PZ Myers. (2007, Janurary 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

Blog comment:

> Middlekid. (2007, Janurary 22). Re: The unfortunate prerequisites and consequences of partitioning yoru mind [Web log comments]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate__prerequisites.php

Message posted to an electronic mailing list:

> Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from http://tech.groups.yahoo.com/group/ForensicNetwork/message/670

Personal Communications (email):

> T. K. Lutes (personal communication, April 18, 2001)

Need More Help with APA 6th ed.?

RefWorks:

All Jeffersonians can create free accounts in RefWorks. RefWorks will organize your research and help you generate bibliographies with just a few mouse clicks. RefWorks tutorials are available online at: http://jefferson.libguides.com/citationmanager_RefWorks

Or, contact a librarian for a one-on-one consultation on how to use RefWorks.

Other Online resources:

- APA style website: http://www.apastyle.org/
- Univ. Wisconsin-Madison: http://writing.wisc.edu/Handbook/DocAPA.html
- Purdue University: http://owl.english.purdue.edu/owl/resource/560/01/

Contact a Scott Memorial Librarian with your questions:

- Email: askalibrarian@jefferson.edu
- Phone: 215.503.6994
- Chat live with a librarian: http://jeffline.jefferson.edu/Ask/
- In person: 2nd floor of the library (1020 Walnut St, Philadelphia)