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An
EasyGuide to
APA
Style

3e



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Everybody Needs References 12

A Helpful Note

The new APA *PM* (APA, 2010a) includes 77 different examples of reference formats. Providing 77 different examples in this chapter would be overwhelming. Frankly, many of the rules in the *PM* will not be needed when first learning how to write in APA style. This section is a great example of working on a “need-to-know basis.” There are a small number of commonly used reference sources. These are the ones we feature. We believe the number of details included in the *PM* can overwhelm most students, and we therefore downplay them. By sticking to the basics, we try to minimize the confusing exceptions and details. With each example, we have listed the basic components of that type of reference, allowing you to see the differences between each type of source you are likely to cite. However, we wanted to be up front and let you know that we have included the types of references that are *most likely* to be included in your paper. If you feel compelled to know those extra details, we are confident you know where to look. One more thing. More of our students are using websites that purport to convert your reference into APA style. Be careful. Please do not be lulled into a false sense of security if you are using a database reference—most databases offer an APA-style citation for your reference, *but these are often wrong!!* There is no substitute for knowing the rules yourself.

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Creating Your References Section

When writing about that very interesting topic you chose for your paper, undoubtedly you took a look at the past research related to your subject matter to make sure your great idea for an experiment or term paper had not already been completed by someone else. As we explained in Chapter 5, when you

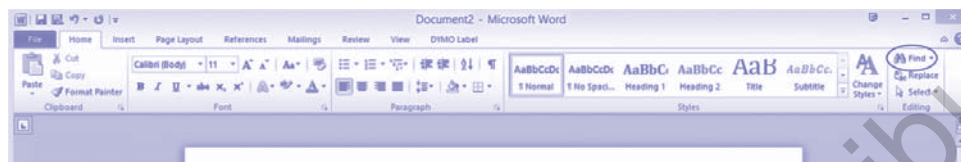
include information from any of those other primary sources (those you read on your own), you are immediately in need of a reference list for your paper. You must include most of the items you cite in your paper in your reference list. This way, interested readers who want to take a look at one of the sources you used will have all the information needed to access that source on their own. Think of your reference list as an indication of your academic pedigree; you get to show off your skills in locating sources and analyzing what is relevant and what is not. Your References section recreates the intellectual journey you took to draw the conclusions you made in your paper.

Most of the sources you include in your reference list will be journal articles, books, or chapters from books. We also recognize that you find many of your sources through electronic searches; so we have included a section to cover how to reference those as well. Luckily, if you cited a personal communication in your paper (and we do not recommend that you do so unless necessary), you do not need to include it in your reference list (this is the only instance when a citation in the text does not require a corresponding reference)—though we know that Aunt Susan, who discussed the importance of communication in any relationship, will be upset that she was not given the recognition deserved in your paper. Remember, you need to include only the sources you cited in your paper (i.e., this is not a bibliography containing a list of every item you researched). One common mistake our students make is to list a reference they read because it was related to their topic even though they did not include information from that source in their paper in the end. Sometimes this error occurs because students worked on a number of drafts of their paper and during that time deleted some information (and a citation or two . . . or three) that included sources they had listed in the References section earlier—yet another good reason for proofreading!

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One easy way to see if all the sources you have cited are in the reference list and all the sources in the reference list are in fact cited in your paper is to search for each first author's name in the reference list using Word's "Find" function (see the screenshot of the header bar that appears in Word 2013, or in any version of Word, use the keyboard shortcut Ctrl+F). The "Find" function on the right of the header is circled in the screenshot. Simply type in any word or name, and Word will search for that word or name throughout your document. For a more low-tech solution, just print a paper copy and hand check each citation in the text against each source listed in the References section. You can also create a split screen of your Word file so you can see your reference section simultaneously while you proof your paper—a simple way is to just copy your references to a new document that sits side by side with your main file. Make sure every citation in the text has a corresponding reference—and that name spellings, publication dates, and page numbers (for quotations or specific pages you want the reader to see in the source you are citing) match between a citation and its reference; likewise, make sure every entry in the References section is located and cited properly in the text somewhere. Finally, one more common mistake is changing the order of authors in a reference to alphabetical order in the citation of

that reference. Always make sure you use the same author order in your citation as listed in the source. We mentioned this in an earlier chapter but believe it is worthwhile to mention it again here. The order of authors' names is something one should never change, because that order is usually determined by each author's contribution to the research.



Let us get to the reason you turned to this chapter. How do you put together a reference list? The reference list is the part of the paper that makes you realize APA style is really different from other styles of writing. So if you are used to writing papers for an English, history, or chemistry course, get ready to learn some new rules. There are *very* specific rules you need to follow. In our many years of teaching students how to write in APA style, we have found that some of the biggest APA-style challenges occur when attempting to create a list of references. This is likely because of the specific rules for each of the different types of sources. The good news is that the rules, though abundant, are very specific. You can nail them, especially with our help. The bad news is that there are many details and ways to make mistakes when creating a list of your references. This is a part of your paper in which you have to pay special attention to detail.

Using Abbreviations

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For many of the references we describe subsequently, you will need to include information in the form of an abbreviation. Many abbreviations are used in this section, some of which are standard abbreviations (e.g., state names). Additional abbreviations are not as commonly used. To help clarify what abbreviations to use, we have included Table 12.1. For more on abbreviations, see Chapter 18.

The Basics

To simplify this part of APA style, we will start by listing the basic components, a couple examples, and the basic rules for formatting this part of your paper. Then we present some of the more detailed rules based on the type of source you want to include in the reference list. We will warn you now: Where the rules start to get more complicated is in the details about the different types of sources. So once we cover the very basics, we include examples of the most common types of references you are likely to use when first learning how to write in APA style. **HINT:** When using the examples below, pay attention to the placement of

Table 12.1 Using Abbreviations in Your References Section

The Term	The Abbreviation for the Term in Your Reference List (With Accompanying Punctuation)
Digital object identifier	doi:
Edition	(2nd ed.).
Editor	(Ed.).
Editors	(Eds.). or (Eds.),
Revised edition	(Rev. ed.).
No date	(n.d.).
Page (for a chapter in a book)	(p. 18).
Pages (for a chapter in a book)	(pp. 194–201)
Third edition	(3rd ed.).
Volume	(Vol. 3),
Volumes	(Vols. 1–3)

punctuation (e.g., commas and periods) and to what is in *italics*. For each source listed in your reference list, APA format has rules on when to use a comma and when to use a period, as well as additional rules on what part of the reference should be italicized.

The basic components of most citations placed in your reference list are these:

- Alphabetize your list of references using the first author's last name. Only the initials of the authors' first and middle names are included (i.e., do not write out the full first name), and there is a space between the initials. For a work with multiple authors, a comma separates each author's name (even when there are only two authors).
- For a work with multiple authors, use an ampersand (&) before the last author's name, with a comma before the ampersand.
- The order of authors for any work listed as a reference should never be changed from the order listed on the first page of the article (i.e., never alphabetize multiple authors within a single reference).
- Date of publication (the real date of publication—not the date you found it—especially pertinent for any citations based on information retrieved from the Internet) is placed within parentheses, followed by a period.
- The title of the work follows the date of publication.
- The entire reference is prepared using a hanging indent and is double-spaced.

Type of Reference	Page Number
Journal articles	p. 155
Books	p. 156
Chapter in edited book	p. 156
Online sources	p. 157
Works with seven or more authors	p. 159
Conference presentations	p. 159
Newspapers and magazines	p. 160

Table 12.2 points you to the exact page in this chapter where you can find each of the basic types of references you will likely include in your paper.

Journal Articles

Now on to the details determined by the type of source you are including in your References section. Let us start with a journal article, which is the most common type of reference you will be expected to use. This is an example of a journal article:

Gurung, R. A. R., Ansborg, P. I., Alexander, P. A., Lawrence, N. K., & Johnson, D. E. (2008). Scholarship of teaching and learning strategies and tactics: The state of the scholarship of teaching and learning in psychology. *Teaching of Psychology*, 35, 249–261. doi:10.1080/00986280802374203

In this example for a journal article, notice the following:

- Both the title of the article and the title of the journal are included.
- The only words capitalized in the title of the article are the first word and the first word after the colon. If there are any proper nouns in the title, they are always capitalized.
- Except for conjunctions (e.g., *and*, *or*), short prepositions (e.g., *at*, *as*, *of*), and articles (e.g., *an*, *the*), all the first letters of major words (i.e., longer than three letters) in the journal title are capitalized.
- The title of the journal is italicized.
- The volume number is included and italicized.
- The issue number of the volume is not included, which is true in most cases because most journals are not paginated by issue.
- The page numbers of the journal article are included. Note that inclusive page numbers are followed by a period (without using “pp.”).

- The publisher's name is not included for journal articles.
- The doi (digital object identifier) number is included (list it whenever available, whether you got the article online or in printed form).

Books

At times, you will want to include information found in a book rather than a journal article. When you do this, keep in mind the important difference between primary and secondary sources, as discussed earlier in this chapter. A book is a great source for a review of a topic, but you will need to get the actual journal articles discussed in the book to really understand what the research entailed AND to include it in your paper as a primary source. On that note, you should discuss with your instructor whether secondary sources are allowable in your paper. Oftentimes, only primary sources are permissible in research papers, given that when you include a secondary source, you are reading another person's interpretation rather than reading the original source yourself.

If we change the example to a reference for a **book**, you will notice some of the basics remain, with some changes:

Schwartz, B. M., Landrum, R. E., & Gurung, R. A. R. (2012). *An easyguide to APA style* (2nd ed.). Thousand Oaks, CA: Sage.

- The book title is italicized.
- The only words capitalized in a book title are the first word, the first word after a colon, and proper nouns.
- The book title is followed by a period.
- The publisher's location is included (city and state abbreviation), followed by a colon and the name of the publisher.
- A period is placed after the publisher's name.
- If the author and publisher are the same, place the publisher where the author is listed and use the word *Author* where you would provide the publisher name.

Chapter in an Edited Book

Instead of citing an entire book, you might want to cite just a **chapter in a book**. In this example, the chapter is in an edited book, which means the chapters were written by different authors and the book was edited by one or more individuals. The reference would look like this:

Halpern, D. F. (1999). The war of the worlds: Why psychology helps bridge the gap between students' and professors' conceptual understanding. In B. A. Pescosolido & R. Aminzade (Eds.), *The social worlds of higher education: Handbook for teaching in a new century* (pp. 91–94). Thousand Oaks, CA: Pine Forge Press.

In this example, for a chapter in a book, notice the following changes to the reference:

- The author(s) of the chapter are listed first.
- The title of the chapter is provided after the date of publication.
- The editors of the book are listed with their initials **before** their last names.
- After the editors' names, the abbreviation "Eds." (or "Ed." for a book with only one editor) is included in parentheses, followed by a comma.
- A period is placed after the abbreviation for *editor(s)*.
- The title of the chapter is not italicized.
- The title of the book is italicized.
- The only words capitalized in each title are the first word, the first word after a colon, and proper nouns.

Online Sources

Fortunately, many sources for your paper are available with a few taps on your keyboard, without ever having to get up from where you are. We will not discuss here how fortunate you are to have these online resources, because we are confident you have heard from many of your professors all about the days when we actually had to go to the library to read past research or had to wait for days or even weeks for the library to receive an interlibrary loan from another college or university before we could even read the article. APA quickly became aware that many of our print sources are accessed online, and many additional sources are available only online. Consequently, more APA rules were created to guide citation and referencing of these documents. APA even published an additional APA style guide to unpack all the diverse sources of electronic sources (APA, 2012).

You should notice that most of the same information included in the reference for a book or article is needed when you access the source online. When you find the book or article online, present most of the source information in the same order as in the typical reference. The part of the source information we need to add for these electronic resources is either the URL (uniform resource locator) or the doi. Online information can be moved; we have all experienced typing in a URL only to receive a message that the information can no longer be accessed in that location. As a result, many sources now have a doi that will not be affected if the source is moved to another site; however, not all publishers include a doi. We expect more and more sources to have a doi, so knowing how to include these sources in your References section will become more and more relevant. To find a doi, look at the source information listed online with most articles or in the upper-right corner of an online version of a printed article. At times, "doi" will appear before the numbers; other times, you will find a long list of numbers (and sometimes letters) that start with the numbers 1 and 0 (10). One general rule of thumb to keep in mind: When a book or article is available only online, you replace the publisher information with the online retrieval information (see examples for details). Some of your sources will have just the URL, and some will have both a URL and a doi. We provide examples for all these possibilities.

If you obtained an **electronic** version of a paper that is available in a printed version, you reference it as follows:

Reaser, A., Prevatt, F., Petscher, Y., & Proctor, B. (2007). The learning and study strategies of college students with ADHD. *Psychology in the Schools*, 44, 627–638. doi:10.1002/pits.20252

Notice the following about the reference with the doi:

- Most of the parts of the reference are the same as for the printed source.
- The acronym “doi” is printed in lowercase letters.
- There is no period at the end of the series of doi numbers.
- There is no space after the colon following doi.

The following is an example of an online source using a URL but no doi:

Wilson, J. H., Stadler, J. R., Schwartz, B. M., & Goff, D. M. (2009). Touching your students: The impact of a handshake on the first day of class. *Journal of the Scholarship of Teaching and Learning*, 9, 108–117. Retrieved from <http://academics.georgiasouthern.edu/ijstol/v4n1.html>

Notice the following about the reference with the URL:

- The reference includes the same basic information as other references do.
- The words “Retrieved from” appear before the URL.
- Retrieval dates are needed only for material that changes over time.
- A period does not follow a URL.
- The URL is not in a blue font, nor is it underlined; you may need to use the “remove hyperlink” function in Word to format URLs properly. (On a PC, either right-click on the URL and select *Remove hyperlink* or select the URL and press Ctrl+Shift+F9 on your keyboard; to quickly remove all hyperlinks in the same file, press Ctrl+A to select the entire document, and then press Ctrl+Shift+F9 to deactivate all hyperlinks at once. On a Mac, use COMMAND+A to select all.)

Given all the many electronic resources available these days, you might come across webpages, blogs, data sets, online encyclopedias . . . honestly, the list goes on and on. Because there are so many types, it would be too lengthy to list an example of every type here. We have picked some of the most used below. In general, keep in mind that for most of these sources, you need to include the following:

- The author’s name (or authors’ names)
- The date (if not available, use “n.d.” for “no date” in place of the date in parentheses; if the date includes a month and year, type the year first in

parentheses, followed by the month and day of the month—e.g., 2006, October 7)

- The title of the document (if no author, start with the title)
- The words “Retrieved from” followed by the URL of the document

The following examples show how you would list a reference for a webpage and a blog post:

American Psychological Association. (2015). *About APA*. Retrieved from <http://www.apa.org/about/index.aspx>

Martin, R. (2015, June 2). Anger quotes: Sigmund Freud [Web log post]. Retrieved from <http://blog.uwgb.edu/alltherage/>

Works With Seven or More Authors

Though you will typically find that most of your articles and books are written by a smaller group of authors, you might come across a source that includes more than seven authors. You might recall reading about these details in the chapter on citations, where we discussed how to cite and reference articles with different numbers of authors. Most of the reference format for sources with this many authors is exactly the same as what we have described already. However, because the *APA PM* added a new rule in the sixth edition, we want to make sure you are aware of how to include this type of source in your References section.

When a reference has seven or fewer authors, you can include **all** the authors' names in the reference list. However, for articles with more than seven authors, you include only the first six authors' names, followed by three spaced periods (ellipses) and then the last author's name. In this case, there is no ampersand before the last author. (Hint: Try not to be an author whose name comes after the sixth author's unless you are the last author on a research team; otherwise, you will never see your name in a reference list.) What follows are two examples of this type of reference; the first example is a print version, and the second is an online version (with, we kid you not, 17 authors).

Halonen, J. S., Bosack, T., Clay, S., McCarthy, M., Dunn, D. S., Hill, G. W., IV, . . . Whitlock, K. (2003). A rubric for learning, teaching, and assessing scientific inquiry in psychology. *Teaching of Psychology*, 30, 196–208.

Lennertz, L., Grabe, H. J., Ruhrmann, S., Rampacher, F., Vogeley, A., Schulze-Rauschenbach, S., . . . Wagner, M. (2010). Perceived parental rearing in subjects with obsessive–compulsive disorder and their siblings. *Acta Psychiatrica Scandinavica*, 121, 280–288. doi:10.1111/j.1600-0447.2009.01469

Conference Presentations

We often tell our students that the most up-to-date research is found at conferences at which researchers present their findings before publishing them in a

journal or book. Keep in mind, often if you e-mail researchers known for research in a specific area, they will share these presentations with you. To include such a source in your References section, you would format the reference as follows:

Schwartz, B. M., Tatum, H. E., Coffey, C. C., & Mandarakas, A. (2010, August). *Classroom interactions: The influence of gender of professor and gender of student*. Poster presentation at the annual meeting of the American Psychological Association, San Diego, CA.

Tatum, H. (2007, August). Barbie, Goldilocks, and other stories for the psychology of gender. In B. M. Schwartz (Chair), *Using stories from our personal lives to teach psychological theories and concepts*. Symposium presented at the annual convention of the American Psychological Association, San Francisco, CA.

The two examples above illustrate a poster presentation at a conference and a paper presented as part of a symposium at a conference. In these types of references, notice the following:

- Following the year, the month of the presentation is included within the parentheses.
- For the poster presentation, italicize the title of the presentation and indicate that the research was part of a poster presentation at a conference.
- For the paper presented at a symposium, the chair of the symposium is included, first initial and last name followed by the word *Chair* in parentheses.
- The title of a presentation at a symposium follows the year and month and is not italicized; instead, the title of the symposium is italicized.
- For both poster presentations and papers presented at a symposium, the name of the convention or meeting and its location are included.

Newspapers and Magazines

We are confident that your professors will advise you, if at all possible, to avoid citing information from newspapers and magazines. Instead, find the reference cited in that newspaper or magazine article and consult the original source of the information discussed in the article. Some of the time, newspaper and magazine articles report on the primary source (see also Chapter 8 on citing sources). Primary sources are the articles or books that present the original text by the author of the investigation. In contrast, secondary sources refer to articles or books that discuss another article and the findings from that source. For example, let us say we discuss information in our paper that we read about in one article, a primary source we will call Source A. We would include Source A in our References section. As you read Source A, you will likely find information about another related study, which we will call Source B. Again, Source B is called a secondary source if we do not actually find the article and read it (and

that would not be a good idea). However, if you are unable to read Source B yourself and you really want to include information from Source B in your paper, then you will need to cite where you read about Source B, which in this case would be Source A. You do not include Source B in your References section. In the following example, you have read the Gurung and Schwartz (2009) chapter, in which they discuss Hattie's work; however, you never read Hattie's work directly from his book.

Hattie's (as cited in Gurung & Schwartz, 2009) work on visible learning makes an important contribution to the literature.

Notice that you include the author for the secondary source and for the primary source but do not include the year for the primary source. The year is included only for the secondary source.

Should you find that you are unable to access the primary source, the following are examples of reference items for magazine or newspaper articles from which information was obtained.

Goldstein, R. (2010, March). Major developments in undergraduate psychology. *Observer*, 23(3), 23–26.

West, K. (2010, February 2). Some odd thoughts about thinking. *The News and Advance*, pp. B1, B3.

Notice a few things about these examples: Most magazines start with page 1, so the issue number should be included if available. Many articles in newspapers are on multiple pages in specific sections of the paper. Include the exact pages of the article's location, and include the section as well.

Basic References Section Formatting Rules

Next, we fill you in on some of the basic reference list formatting rules (e.g., headings, margins, order of references). We have noted all these rules on the sample reference page included in Chapter 12.

- Start your reference list on a separate page at the end of your paper.
- Place the reference list before any footnotes, tables, figures, or appendices.
- Use 1-inch margins for top, bottom, left, and right sides of the page.
- Center the word *References* at the top of the page (not italics or bold).
- Double-space your references, with no extra line space between references. (See Chapter 14 for how to make sure these extra spaces are not included.)
- Use hanging indents (and set it up in Word rather than using a hard return and spaces or tabs)—first line for each reference starts at the margin, and all other lines are indented about 1/2 inch (in Microsoft Word, highlight the reference and hit Ctrl+T).

- Alphabetize the reference list by first author's last name.
- Use each author's full last name and only initials for first and middle names.
- Italicize the title of the work (title of the book or journal title).
- Start with one-author works and earliest publication year when you include multiple sources with the same first author.
- When you include sources with the same author and same year of publication, place lowercase letters after the year (e.g., 2009a); articles with identical authors are alphabetized in the reference list according to title. When you have two sources by different authors with the same last name but different first names (e.g., Schwartz, B. and Schwartz, R.), alphabetize by first initial.
- Include all authors listed for each source, up to seven names total (see the section in this chapter titled "Works With Seven or More Authors").

Some Not-So-Basic Rules You Might Need

- When no author name is available, alphabetize using the first major word of the article or book title or the first word of the organization's title.
- When no date of publication is available, use "n.d." (for "no date") in parentheses directly after the author names.
- As a general guideline, in every APA-reference format, some part of the reference will be italicized.

By now, you recognize that the References section of your paper is by far the most complicated when it comes to using APA style. And, as stated at the beginning of this chapter, this summary of details is only the tip of the iceberg; our goal here is to present the most commonly used sources in an attempt to avoid what is often overwhelming in the *PM* (i.e., a list of 77 different types of references). APA provides guidelines on how to reference everything from a map to a video blog post to a letter from a private collection. However, our experiences with teaching students how to write in APA style have taught us what sources students typically use when writing their papers. Those are the sources we included in this chapter. Should you need to cite a more uncommon source, such as a court decision, a patent, or an archival source with a corporate author, you are just going to have to find a copy of that *PM*.