APA STYLE – TIPS AND EXAMPLES

For the most current information on APA style, see their Website: http://www.apastyle.org/.

Everyone should watch the basic tutorial (http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx) at the APA Style site.

- Pay close attention to…
  - examples on slide 3,
  - headings on slides 7 & 8,
  - reducing bias on slides 9-12,
  - citing sources in text on slides 13-16,
  - references slides 17-25.
  - Slide 26 has a link to all examples used in the tutorial.
  - Just watch the whole thing! 😊

More APA tutorials are located here (http://www.apastyle.org/learn/index.aspx) to help make you an expert.

Quotation of Sources

If you quote another author’s work word for word, this is a quotation.

Short quotes in the text…

- A short quotation, fewer than 40 words, should be incorporated into the text and enclosed in double quotation marks.
- In the text, if you have a quote within a quote, the inner quote belongs in single quotation marks.

Block quotes…

- A quotation of 40 or more words must be displayed in a freestanding block of double-spaced typewritten lines without quotation marks.
- Start the block quote on a new line and indent the block ½ inch (left side only).
- If there are additional paragraphs within the block quotation, indent the first line another ½ inch.
- In a block quote, if you have a quote within a quote, the inner quote belongs in double quotation marks.

For all quotations, you must provide the author, year, and specific page (or paragraph) number in the text and include a complete reference in the reference list.

How you do this varies for a block quote and a quote within the text. Pay attention to the punctuation, etc. below in the examples.
To omit material from the original source when quoting someone, use three spaced ellipsis points (...). Use four points to indicate omission between sentences—the first point is the period at the end of the first quoted sentence and the three spaced ellipsis points follow.

To insert material in a quotation by some person [other] than the author, use brackets [ ], not parentheses.

For sources that have three or more authors, list all authors the first time you cite the source in the document (except when there are six or more authors). Each time you cite the source again, you can list the last name of the first author followed by et al.

For example: Smith et al. (2008) found black cats were scary.

For more information on quotations, see Chapter Six of the 6th edition of the Publication Manual of the American Psychological Association (2010).

**Quotation Examples (NOTE: everything should be double-spaced in your paper):**

Smith (1999) found that “students who sleep less than six hours per night have lower GPAs that students who sleep more” (p. 19).

“Students who drink more than six alcoholic beverages in one sitting, often have a hangover” (Jones, 2001, p. 14).

Roueche and Roueche (1999) stated the following about remedial education:

“If you think the cost of education is high try ignorance” (Bok, 1979, p. 28). The actual cost of effective remedial education is small compared with the cost of maintaining a society with large numbers of uneducated, unemployed, unemployable, and discontented citizens. Remedial programs can alleviate these ills and offer opportunities for citizens to become taxpayers, workers, and—ultimately—consumers. Critics of remedial programs need data to compare the cost of education and training with the actual cost of alternatives for example, inmate incarceration. (p. 15)

Schmandt-Besserat (1987) wrote, “The numerical skills of children develop so early…that it is easy to imagine an internal clock of mathematical maturity guiding their growth” (p. 45).

Saxon and Boylan (1999) believed, “Remedial courses seldom cost institutions more than they received in revenues…[and] typically generate more revenue than is spent in their delivery” (para. 36).
Reference Citations in the Text

If you do not quote another person’s work word for word, but you paraphrase his or her work or ideas, then you must reference his or her work/ideas by giving the author and date of the source. You must also include a complete reference in the reference list so that the reader can locate the source of the information.


The table in the basic tutorial and the one on p. 177 of the APA Manual are excellent as well.

Reference Citation Examples:

One work by one author:
Martin’s (2000) comparison of Babylonian and Egyptian mathematics…

One work by two authors:
The project increased student retention (Walker & Smith, 2001).

Walker and Smith (2001) found that freshmen retention was the number one concern of many college administrators.

One work by three, four, or five authors—first time cited in text:
Anderson, Sato, Watson, and Sherve (1997) found a strong negative correlation between GPA and the average number of alcoholic beverages consumed per week by college students.

Three, four, or five authors, subsequent citations in text:
Anderson et al. (1997) found a strong positive correlation between GPA and the average number of hours spent studying each week by college students.

Groups as authors and two or more works within the same parentheses:
Developmental mathematics courses have the lowest passing and completion rates of all subjects (Adelman, 1999; Boylan & Bonham, 1992; National Center for Education Statistics [NCES], 1991, 1996).

• Order the citations of two or more works alphabetically, like they would appear in the reference list.
• Note that groups, like the National Center for Education Statistics, can be authors.
• Also, note that you can abbreviate second and subsequent citations as long as you write it out the first time, followed in brackets, when abbreviated inside parentheses, by the abbreviation that will be used. See example above.
Six or more authors:
If a work has six or more authors, cite only the surname of the first author followed by et al. and the year. In the reference list, include the surname and initials of the first six authors and shorten any remaining authors to et al.
Williams et al. (2011) thought the flood in Minot smelled like wet dog.

Reference List

The reference list belongs at the end of the document in the References section. It provides the information necessary to identify and retrieve each source. All references cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text. The references in the text and references list must agree in spelling and year.

References are listed alphabetically in the References section.

The reference list, like all parts of the text, is double-spaced.

All entries should have a hanging indent. See the examples below and those in the capstone template.

Several works by the same author should be ordered by year of publication, starting with the oldest to the most recent.

Several works by the same first author and different second or third authors should be ordered alphabetically by the surname of the second author or third author (if the second author is the same), and so on.

If the author(s) and publication date are the same, order these references alphabetically by the title that follows the date. Also, place lowercase letters—a, b, c, and so on—immediately after the year within the parentheses.

- Smith, R. S. (2000a). Students…
- Smith, R. S. (2000b). Teachers…

If a reference does not have a publication date, use n.d. as the date.

- Smith, A. D. (n.d.). Real…

If a work does not have an author or has an agency, institution, association, or group as its author, then alphabetize group authors by the first significant word of the name. Full official names, not abbreviations, should be used.

For more information on references, see Chapter Seven of the 6th edition of the Publication Manual of the American Psychological Association (2010). It includes reference examples of almost every type of reference.
Reference Examples:

**Journals/Periodicals:**
Give the authors, date of publication, article title, journal title, volume, number, page numbers, DOI number if appropriate.

Notice the punctuation, capitalization, use of italics, etc.


**Technical Reports:**
Give the authors, publication date, report title (and no.), publication info—place and publisher

Notice the punctuation, capitalization, use of italics, etc.


Books or parts of books:
Give the authors or editors, date of publication, title, publication info—place and publisher

Notice the punctuation, capitalization, use of italics, etc.


Chapter in an edited book:

Electronic sources:
I have provided some electronic sources within the examples above.

Direct readers as close as possible to the info being cited—whenever possible, reference specific documents rather than home pages or menu pages.

Provide addresses that work.

At a minimum, a reference to an electronic/Web source should provide:
- a document title or description,
- a date (publication date or update or date of retrieval),
- an address (in Internet terms—see the examples), and
- whenever possible, identify the authors

Notice the punctuation, capitalization, use of italics, etc.


Remember, all references are double-spaced, have a hanging indent, and in alphabetical order, unlike the examples above!!

I have only provided examples and formats of some of the types of sources you may encounter. Use Chapter Seven of the APA manual to help you with other ones.

Use the reference pages of other students in the Capstone Examples folder to help you.

You can look up DOI numbers here: http://www.crossref.org/guestquery/