



# APA QuickGuide

This handout is a quick reference for using APA bibliographic format. APA style is typically used in the social sciences (communication, education, political science, economics, and sociology). For authoritative and complete coverage of APA style, see the *Publication Manual of the American Psychological Association*. Copies are available in the library and in the DWOC Studio.

## What Needs to be Cited

### You need to document:

- Direct quotes, sentences, phrases and words specific or unique to the author's research, theories, or ideas
- Paraphrased/Summarized research, theories, or ideas
- Use of an author's argument or line of thinking
- Articles, studies, poems, stories etc.

## What Doesn't Need to be Cited

### You don't need to document:

- Proverbs, axioms, and sayings ("A stitch in time saves nine.")
- Well-known quotations ("Only the fittest will survive.")
- Common knowledge (Thomas Edison invented the phonograph, or oxygen has an atomic number of 8, or "The Starry Night" was painted by Vincent Van Gogh.)

## How to Make Parenthetical Citations in Writing

### Print Sources

**Paraphrase (one option):** Author, followed by date in parentheses, continuing with the sentence, and then ending the it with the page number in parentheses.

**Example:** Havid (1999) from Johns Hopkins University found that patient contentment rose with doctor involvement (p. 5).

**Paraphrase (another option):** Author and date are mentioned in the sentence. This may occur when you mention the research the author don't quote directly.

**Example:** In Havid's 1999 study, he found patient contentment rose with doctor involvement (p. 5).

**Direct quote from text:** Author, date, and page number in parentheses all follow the quoted material.

**Example:** It has been noted that "patient satisfaction increases with increased doctor-patient interaction" (Havid, 1999, p. 5).

### Electronic Sources

**Note:** Because many electronic sources do not provide page numbers, you will want to cite either the paragraph number or the heading information. If there is no date for the source, write "n.d."

Cite the paragraph number after the year of publication and within the parenthesis.

**Example:** As Myers (2000, para. 5) aptly phrased it, "positive emotions are both an end-better to live fulfilled, with joy [and other positive emotions] and a means to a more caring and healthy society."

Cite the heading information after the date of publication and before the page number.

**Example:** "The current system of managed care and the current approach to defining empirically supported treatments are shortsighted" (Beutler, 2000, Conclusion section, para. 1).

Cite the title of the article if there is no author available.

**Example:** "The current system of managed care and the current approach to defining empirically supported treatments are shortsighted" ("Reforming Care and Treatment," n.d., para. 1).

## How to Make Verbal Citations in Presentations

Speakers use verbal citations in a speech to establish the credibility of the information presented. The audience should be assured that the information comes from a reliable source which can be looked up later by an interested listener.

When presenting a direct quote or paraphrased information, verbally cite the source. At the very least, state the person or organization who produced the information. Include the date the information was published, the credentials of the person being quoted, and the name of the publication or program in which the information appeared if you feel your audience needs this information.

**Example:** In a September 2009 speech to Congress, President Obama stated, "It has now been nearly a century since Theodore Roosevelt first called for health care reform. And ever since, nearly every President and Congress, whether Democrat or Republican, has attempted to meet this challenge in some way."

## Other APA Resources

### Hoonuit Video Guide to APA Citation

This guide is a complete, self-paced video walkthrough use APA style that also demonstrates how to manage citation using tools in Microsoft Word.

1. Go to iRaider: <https://portal.mountunion.edu>
2. Click on "Hoonuit" on the sidebar.
3. Log in using your Mount Union username and password.
4. Click on "Search" on the top tab and then type in what you wish to search, such as "APA Style."

**Purdue OWL**  
<https://owl.purdue.edu>

**Publication Manual of the APA**  
Available at the DWOC and Library

## Setting up the Reference Page

The Reference page, entitled "References," will appear near the end of your written document, after your study, report, conclusion, or literature review. The reference page lists the bibliographic information for all the sources that you **cited** in your paper, not all works you have merely **consulted**. Tables and/or appendices, if you have them, will come after the reference page.

### Books

#### Single Author

Stehle, P. (1994). *Order, chaos, order: The transition from classical to quantum physics*. New York, NY: Oxford University Press.

#### Multiple Authors

Beck, C.A.J., Buddenburgh, M.L. & Sales, B.D. (2001). *Family meditation: Facts, myths, and future prospects*. Washington DC: American Psychological Association.

#### Chapter in an Anthology or Edited Collection

Fonagy, P. (2004). Psychodynamic therapy with children. In H. Steiner (Ed.), *Handbook of mental health interventions in children and adolescents: An integrated developmental approach* (pp. 621-658). San Francisco, CA: Jossey-Bass.

### Articles

#### Journal Article

Herman, L.M., Kuczag, S.A., III, & Holder, M.D. (1993). Responses to anomalous gestural sequences by a language-trained dolphin: Evidence for processing of semantic relations and syntactic information. *Journal of Experimental Psychology*, 122 (3), 184-194.

#### Magazine Article

Adams, J. R. (1998, May 10). The once and future scandal. *American Spectator*, 31, 42-48.

#### Newspaper Article

Ayers, S. (1998, May 7). Eagles rebound across county. *The Bellingham Herald*, pp. A1, A4.

### Electronic Sources

#### Full-text Journal Article from Online (Web-delivered) Database

In most cases, you do not need to provide database information. If the article is difficult to locate, for example, because it is out of print, then you can provide the homepage of the database. For more info on this issue, consult page 192 of APA, 6th edition.

Boutsen, F., Cannito, M. P., Taylor, M., & Bender, B. (2002). Botox treatment in adductor spasmodic dysphonia: A meta-analysis. *Journal of Speech, Language, and Hearing Research*, 45, 469-481. Retrieved from [www.jstor.com](http://www.jstor.com).

#### Daily newspaper article, electronic version

Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved from <http://www.nytimes.com>

#### Professional Webpage

American Speech-Language-Hearing Association. (n.d.). Stuttering. Retrieved from <http://www.asha.org/public/speech.htm>

### Information on Citing Presentations

Typically, at the end of a presentation, you would incorporate a bibliography that lists all of the citations. This can be done on a slide if you use a program like PowerPoint to support your presentation, or you may print a handout that contains a bibliography.

## DWOC Studio

#### DWOC Studio Location:

KHIC Library  
Across from Circulation Desk  
330-238-3560

#### Hours:

Mon-Thurs: 9am to 10pm  
Fri: 9am to 3pm

Sat: CLOSED

Sun: 6pm to 10pm

**Make an appointment:** [www.mountunion.edu/dwoc](http://www.mountunion.edu/dwoc) **Director:** Danielle Cordaro: [dwocs@mountunion.edu](mailto:dwocs@mountunion.edu)