APA QuickGuide

This handout is meant to act as a quick reference for using APA bibliographic format. APA style is typically used for social sciences (communication, education, political science, economics, and sociology). We've designed this handout to introduce you to the concepts and formats of APA citation. 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, entire sentences, phrases and words specific or unique to the author's research, theories, or ideas
- Paraphrased research, theories, or ideas (rephrased or summarized material)
- Use of an author's argument or line of thinking
- Articles, studies, poems, stories etc. that you refer to within your text

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 do Parenthetical Citations in Writing

Print Sources

Paraphrase (one option): Author, followed by the date in parentheses, continuing with the rest of the sentence, and then ending the sentence 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 has done but don't quote directly from her/him.

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: These sources are slightly different; 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 do Verbal Citations in Presentations

Speakers use verbal citations, also known as oral footnotes, 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.

During your speech, when you're about to present anything that contains a direct quote or paraphrased information, you must verbally cite the source. At the very least, you must state the person or organization who produced the information. You may also want to 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.

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 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

Setting up the Reference Page

The Reference page, entitled "References," will appear near the end of your written document—that is, 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**. This page is not necessarily the last page in your paper; 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 adductot spasmodic dysphonia: A meta-analysis. *Journal of Speech, Language, and Hearing Research*, 45, 469-481. Retrieved from 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/disorders/stuttering.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

DWOC Location:

KHIC Library

Across from Circulation Desk

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Make an appointment: www.mountunion.edu/dwoc

Director: Danielle Cordaro (dwocs@mountunion.edu) 330-823-4893