APA Style: Quick Citation Guide

This is the style established by the American Psychological Association (APA) for citing sources used in research papers. APA Style is used primarily in the behavioral and social sciences. The rules for APA Style are found in the Publication Manual of the American Psychological Association (6th ed.). Copies of the APA manual are available at Smith Library, the Wanek Center Learning Commons, and the School of Education Resource Center. If you need help, ask us! HPU Librarians are always available to answer APA questions.

This guide gives examples of the most common types of source citations as well as select pages from a sample paper. Our full APA guide is accessible from the library website at: http://guides.highpoint.edu/apa

APA FORMATTING GUIDELINES

- Your paper should be double-spaced with default 1” margins and 12 pt. Times New Roman font.
- Always include a title page with running head, page number, full title, your name and university.
- Use the phrase “Running head:” only on the title page. Afterward, give the running head in all caps.
- Page numbers should be at the top right of the header on all pages (including the title page).
- Most undergraduate papers are not long enough to require an abstract (but ask your professor).
- Repeat the full title of the paper before beginning the main body. Do not add extra spaces after.
- In text citations usually consist of the author's or authors' last names and the year of publication.
- Include a page number (e.g. p. 50) or paragraph number (e.g. para. 50) only if directly quoting.
- If the quotation has fewer than 40 words, enclose it with double quotation marks within your text.
- For quotations of 40 or more words, omit quotation marks and use a block quotation (indented).
- Your reference list should be titled “References” and should begin on a new page.
- Order references alphabetically by the first word (usually the author’s last name).
- The first line of an APA citation should be flush with the left margin. All other lines are indented.

See the sample APA paper at the end of this guide for an example of how to format your paper.

APA QUICK GUIDE CONTENTS

This guide includes a table of common APA abbreviations followed by example references (in this order):

1. BOOK (Single Author) 10. NEWSPAPER ARTICLE
2. BOOK (Two Authors) 11. WEB PAGE
3. BOOK (Three or More Authors) 12. WEB PAGE (Group or Corporate Author)
4. EDITED BOOK 13. WEB PAGE (No Author or Date)
5. CHAPTER or PART OF AN EDITED BOOK 14. ONLINE VIDEO
6. eBook 15. DIGITAL IMAGE
7. DICTIONARY or ENCYCLOPEDIA ENTRY 16. LECTURE NOTES & PRESENTATIONS (Online)
8. SCHOLARLY JOURNAL ARTICLE 17. PERSONAL COMMUNICATIONS
9. MAGAZINE ARTICLE Sample APA Paper Begins on Page 6
The sample references may contain the following **abbreviations** commonly used in APA citations:

- **Edition**: ed.
- **Second Edition**: 2nd ed.
- **Editor(s)**: Ed. or Eds.
- **No date**: n.d.
- **No publisher**: n.p.
- **Page(s)**: p. or pp.
- **Volume(s)**: Vol. or Vols.
- **Supplement**: Suppl.

1. **BOOK (Single Author)**

   Invert author names (last name first) and give only the **initials** of first and middle names [e.g. Smith, J. A.]. Capitalize ONLY the first word of the title of a book or article, the first word of the subtitle, and any proper nouns.


   **In text**: (Teo, 2005)

2. **BOOK (Two Authors)**

   In the reference list, separate names of multiple authors by commas with the last author offset by an **ampersand** (&)—not the word “and.” Always use the ampersand within parenthetical in text citations.


   **In text**: (Postman & Powers, 2008)

3. **BOOK (Three or More Authors)**

   List all authors in the reference list. For three to five authors, list them all the first time you cite the source in-text. Afterward, you may simply give the first author name followed by “et al.” which is simply Latin for “and others.” For six or more authors, simply list the first author and “et al.” for **all** in text citations, including the first.


   **In text (first citation)**: (Daniels, Garner, & Jones, 1999)

   **In text (subsequent citations)**: (Daniels et al., 1999)

4. **EDITED BOOK**

   If editors are listed instead of authors, add the appropriate abbreviation (Ed.) or (Eds.) before the publication date.


   **In text**: (Keeble & Wheeler, 2007)
5. CHAPTER or PART OF AN EDITED BOOK

Italicize titles of books and journals, but not titles of book chapters or journal articles. List any editors or translators and follow the book title with the page range (pp.) of the chapter within the book.


In text: (Khan, 2007)

6. eBook

Begin the citation like a print book, but omit the location and publication information and instead give a URL. You can also list the database name in place of the URL [e.g. Retrieved from EBSCO].


Retrieved from http://search.ebscohost.com

In text: (Perret-Clermont, 2004)

7. DICTIONARY or ENCYCLOPEDIA ENTRY

List the author(s), date, entry title, editor(s), title of reference work, edition, volume, page range for the entry and publication information. This format also applies to non-reference multivolume works.


In text: (Buckley, 2001)

8. SCHOLARLY JOURNAL ARTICLE

Capitalize every important word in journal, magazine, and newspaper titles. For journal articles, always include the volume and issue number, the page range of the article within the journal, and the DOI (if available).

DOI stands for Digital Object Identifier, a unique number assigned to an article to make it easier to locate. APA always prefers a DOI over a URL, but many older articles will simply not have one. In place of a missing DOI, include "Retrieved from" and either the URL for the article or the database name.


doi:10.1089/cpb.2008.0117

In text: (Hart, 2009)
9. MAGAZINE ARTICLE

Give full dates of publication for magazine, newspaper and web articles, beginning with the year.


In text: (Walsh, 2010)

10. NEWSPAPER ARTICLE

Newspaper article pagination should include the section letter. For online articles, include the URL.


In text: (Michaels, 2010)

11. WEB PAGE

Web sources will always end with “Retrieved from” and the URL of the source. Do not end the citation with a period if you include the URL. Remove hyperlinks and break up long links so that no line looks too short.


In text: (Schulman, 2011)

12. WEB PAGE (Group or Corporate Author)

If no personal author is given, look for a corporate author or organization. If long, the names of groups that serve as authors can be spelled out in the first citation and abbreviated thereafter. Introduce the abbreviation in brackets.


In text (first citation): (National Heart, Lung, & Blood Institute [NHLBI], 2011)

In text (subsequent citations): (NHLBI, 2011)

13. WEB PAGE (No Author or Date)

When you cannot find a personal, corporate, or group author, begin the reference list citation with the title in place of the author name. Your in text citation will be a shortened “signal phrase” from the title in quotation marks.

If you cannot find a date for a source you must use, substitute the abbreviation (n.d.), which means “no date.” Include a retrieval date only if the information in the source is likely to change [e.g. wikis].

In text: (“History and Culture,” n.d.)

14. ONLINE VIDEO

A format description in brackets is used to clarify the format of web sources which are not simple web pages. A screen name can be given as the author if no personal name is listed.


In text: (Bellofolletti, 2009)

15. DIGITAL IMAGE

Cite as much information as you can find. You can give the image a working title in brackets if none is provided.


In text: (Westinghouse Electric Corporation, 2009)

Note: The rights to this digital image are owned by a corporation. If one is given, you would cite a personal author, which could be the name of the photographer, painter, graphic artist, etc.

16. LECTURE NOTES & PRESENTATIONS (Online)


In text: (Abrams, 2016)

Note: Lecture and presentation notes not available online may be cited as personal communications. See below.

17. PERSONAL COMMUNICATIONS

Personal communications (including interviews) are only cited in-text—not in the reference list.

In text: (B. Jones, personal communication, January 14, 2016)

For examples of nearly every type of source citation, see our full APA citation guide at http://guides.highpoint.edu/apa
Varying Definitions of Online Communication and Their Effects on Relationship Research

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VARYING DEFINITIONS OF ONLINE COMMUNICATION

Varying Definitions of Online Communication and Their Effects on Relationship Research

Numerous studies have been conducted on various facets of Internet relationships, focusing on the levels of intimacy, closeness, different communication modalities, and the frequency of use of CMC. However, contradictory results are suggested within this research mostly because only certain aspects of CMC are investigated, for example, email only. Cummings, Butler, and Kraut (2002) suggest that FtF interactions are more effective than CMC (read: email) in creating feelings of closeness or intimacy, while other studies suggest the opposite. In order to understand how both online (Internet) and offline (non-Internet) relationships are affected by CMC, all forms of CMC should be studied. This paper examines Cummings et al.’s research against other CMC research to propose that additional research be conducted to better understand how online communication effects relationships.

In Cummings et al.’s (2002) summary article reviewing three empirical studies on online social relationships, it was found that CMC, especially email, was less effective than FtF contact in creating and maintaining close social relationships. Two of the three reviewed studies focusing on communication in non-Internet and Internet relationships mediated by FtF, phone, or email modalities found that the frequency of each modality’s use was significantly linked to the strength of the particular relationship (Cummings et al., 2002). The strength of the relationship was predicted best by FtF and phone communication, as participants rated email as an inferior means of maintaining personal relationships as compared to FtF and phone contacts (Cummings et al., 2002).
References


Start the reference list on a new page, center the title “References,” and alphabetize the entries. Do not underline or italicize the title. Double-space all entries. Every article mentioned in the paper should have an entry.