

APA Style

A Quick Citation Guide

This is the style established by the American Psychological Association (APA) for citing resources used in research papers. APA Style is used primarily in the behavioral and social sciences. The rules for APA Style are provided in pages 193-224 of the *Publication Manual of the American Psychological Association, Sixth Edition*. (The numbers in parentheses refer to these pages.) Copies of the handbook are available behind the Reference Desk on the 2nd floor of Smith Library and at the University Center Learning Commons.

The purpose of citation is to allow readers to access the information being cited. Proper citation also ensures that you are not committing plagiarism or misusing sources, which is in violation of the University Honor Code.

When formatting citations in APA Style, remember to follow these APA Formatting Guidelines. For general formatting rules for papers in APA Style, see sections 2 and 4 of the *APA Manual*.

APA FORMATTING GUIDELINES

1. All APA citations should be double spaced.
2. The first line of an APA citation should be flush with the left margin. All other lines are indented.
3. Only the first and middle initial of author name(s) are used in APA [e.g. Smith, J.A.]
4. Multiple authors are separated by an ampersand (&) not the word 'and.'
5. The publication date follows the author name(s) and is contained in parentheses [e.g. Smith, J.A. (2004)]
6. Capitalize ONLY the first word of the title of a book or article, the subtitle, and proper nouns. Exception: Capitalize every important word in journal titles.
7. Italicize titles of books and journals and the volume number of journals. DO NOT italicize or put quotation marks around the title of a book chapter or article in a journal.
8. If the book has a subtitle, put a colon between the main title and the subtitle. Subtitles must be included in the citation.
9. Give the location (city and state) where the publisher is located for books, reports, and other non-periodical publications. Use the official two-letter U.S. Postal Service abbreviations. For cities outside the United States, spell out the country names. (p.186-187)
10. Include the digital object identifier (DOI) assigned to a source even if the print is available.
11. If you retrieved a journal article electronically and there is no DOI, give the URL of the journal home page. If the journal is available in print, there is no need to include the URL.
12. Usually, database information is not included as part of the citation. However, if a document is difficult to locate through its primary publishing channels, give the home page URL for the online service. Many ERIC documents and discontinued items in JSTOR meet this criteria. (p.189-192)
13. Do not end the citation with a period if you include the URL.

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

Reference Works

BASIC FORMAT

Author, A. (Year). Title of chapter or entry. In A. Editor (Eds.), *Title of book* (pp. xx-xx). Location: Publisher.

DICTIONARY ENTRY OR ENCYCLOPEDIA ARTICLE (p.202-205)

Print – No editor or author given (p.202)

Freud, Sigmund. (2005). In *The new encyclopedia Britannica* (15th ed). (Vol. 5, p. 5). Chicago, IL:
Encyclopedia Britannica.

In Text: ("Freud," 2005)

Print – Editors and author given (p.203)

Buckley, A. (2001). Celtic chant. In S. Sadie & J. Tyrrell (Eds.), *The new Grove encyclopedia of music and musicians* (2nd ed., Vol. 5, pp. 341-349). New York: Grove's Dictionaries, Inc.

In Text: (Buckley, 2001) or Buckley (2001)

Online Dictionary Entry – No author (p.205)

Anomaly. (2008). In C. Soanes & A. Stevenson (Eds.), *The concise Oxford English dictionary* (12th ed.). Retrieved from Oxford Reference Online.

In Text: ("Anomaly," 2008)

Online Encyclopedia Entry – No author (p.205)

Dorothy Day. (2011). In *Encyclopædia Britannica*. Retrieved from
<http://www.britannica.com/EBchecked/topic/153057/Dorothy-Day>

In Text: ("Dorothy Day," 2011)

Books

BASIC FORMAT

Author, A. (Year). *Title of work*. Location: Publisher.

BOOK (SINGLE AUTHOR) (p.202)

Packer, S. (2002). *Dreams in myth, medicine, and movies*. Westport, CT: Praeger.

In Text: (Packer, 2002) or Packer (2002)

BOOK (TWO OR MORE AUTHORS) (p.202)

Postman, N., & Powers, S. (2008). *How to watch TV news* (Rev. ed.). New York: Penguin.

In Text: (Postman & Powers, 2008) or Postman and Powers (2008)

EDITED BOOK (p.202)

Keeble, R., & Wheeler, S. (Eds.) (2007). *The journalistic imagination: Literary journalists from Defoe to Capote and Carter*. New York: Routledge.

In Text: (Keeble & Wheeler, 2007) or Keeble and Wheeler (2007)

CHAPTER/ARTICLE IN AN EDITED BOOK (p.202)

Khan, N. (2007). Catwalk politics. In S. Bruzzi & P.C. Gibson (Eds.), *Fashion cultures: Theories, explanations and analysis* (pp. 114-127). New York: Routledge.

In Text: (Khan, 2007) or Khan (2007)

E-BOOK (p.203)

Perret-Clermont, A. N. (2004). *Joining society: Social interaction and learning in adolescence and youth*. Retrieved from <http://search.ebscohost.com>

In Text: (Perret-Clermont, 2004) or Perret-Clermont (2004)

CHAPTER/ARTICLE IN AN E-BOOK

Beach, C. (2002). Working ladies and forgotten men: Class divisions in romantic comedy, 1934-1937. In *Class, language, and American film comedy* (pp. 47-66). Retrieved from <http://search.ebscohost.com>

Journal Articles

BASIC FORMAT

Author, A., & Author, B. (Year). Title of article. *Title of Periodical*, volume(issue), pp. doi:xx.xxxxxxxxxxx

SCHOLARLY JOURNAL ARTICLE WITH DOI (p.198)

Hart, G. M., Johnson, B., Stamm, B., Robinson, A., Fagley, W. H., Lally, T., & Angers, N. (2009). Effects of video games on adolescents and adults. *CyberPsychology & Behavior*, 12(1), 63-65.
doi:10.1089/cpb.2008.0117

In Text: (Hart et al., 2009) or Hart et al. (2009)

SCHOLARLY JOURNAL ARTICLE WITHOUT DOI (WHEN DOI IS NOT AVAILABLE) (p.199)

Option 1 (include the URL of the journal home page)

Light, M.A., & Light, I.H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8(1), 73-82. Retrieved from <http://www.iletsbei.com/forum/>

In Text: (Light & Light, 2008) or M.A. Light and I.H. Light (2008)

Option 2 (include the name of the database used)

May, J.R. (1972). Vonnegut's humor and the limits of hope. *Twentieth Century Literature*, 18(1), 25-36.

Retrieved from JSTOR.

In Text: (May, 1972) or May (1972)

Magazines and News Sources

BASIC FORMAT - Print

Author, A. (Year, Month Day). Title of article. *Title of Publication*, volume(issue), pp.

BASIC FORMAT - Online

Author, A. (Year, Month Day). Title of article. Retrieved from <http://URL>.

Note: Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

MAGAZINE ARTICLE (p.200)

Walsh, B. (2010, May 17). The meaning of the mess. *Time*, 175(19), 29-35.

In Text: (Walsh, 2010) or Walsh (2010)

NEWSPAPER ARTICLE (p.200)

Michaels, D. (2010, June 9). Jets fuel German air flight. *The Wall Street Journal*, pp. B1, B7.

In Text: (Michaels, 2010)

ONLINE MAGAZINE ARTICLE (p.200)

Removing the Qaddafis: Crunchtime in Libya. (2011, April 20). *The Economist*. Retrieved from

<http://www.economist.com>

In Text: ("Removing the Qaddafis," 2011)

ONLINE NEWSPAPER ARTICLE (p.200)

Rhoden, W.C. (2010, June 8). South Africans awash in a wave of expectations. *The New York Times*.

Retrieved from <http://www.nytimes.com>

In Text: (Rhoden, 2010) or Rhoden (2010)

ARTICLE FROM ONLINE NEWS SITE

Voss, W.R. (2011, April 27). The future of air traffic safety. Retrieved from

<http://www.cnn.com/2011/OPINION/04/27/voss.airtraffic.nextgen/index.html>

In Text: (Voss, 2011) or Voss (2011)

Web Sources

BASIC FORMAT

Author, A. (date). Title of document [Format description]. Retrieved from <http://URL>

Note: That format description in brackets is used only when the format is something out of the ordinary, such as a blog post or lecture notes; otherwise, it's not necessary.

WEB PAGE

Schulman, J. (2011). How to prepare for your volunteers. Retrieved from

<http://www.cnmsocal.org/resources/management-and-supervision/how-to-prepare-for-your-volunteers.html>

In Text: (Schulman, 2011) or Schulman (2011)

WEB PAGE/ARTICLE ON A WEB SITE (NO AUTHOR)

Autism: The hidden epidemic? (2009). Retrieved from

http://www.msnbc.msn.com/id/6844737/ns/health-mental_health/

Note: If no date is given, put n.d. in the parentheses. Include the date retrieved only if the information is likely to change.

In Text: ("Autism," 2009) or "Autism: The hidden epidemic?" (2009)

WEB PAGE/ARTICLE ON A GOVERNMENT WEBSITE

National Heart, Lung, & Blood Institute. (2011). What is an arrhythmia? Retrieved from

<http://www.nhlbi.nih.gov/health/health-topics/topics/arr/>

In Text: (National Heart, Lung, & Blood Institute [NHLBI], 2011) or National Heart, Lung, and Blood Institute (NHLBI, 2011)

Note: The names of groups that serve as authors are usually spelled out each time they appear in a text citation, but some are spelled out in the first citation and abbreviated thereafter. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate. If the name is short or if the abbreviation would not be easily identified in the reference list, write out the name each time.

DOCUMENT ON A LARGER WEB SITE

The World Bank. (2010). *China – meeting the challenges of offshore and large-scale wind power:*

strategic guidance. Retrieved from <http://go.worldbank.org/9TT9CUOT00>

In Text: (The World Bank, 2010) or The World Bank (2010)

Note: If a document is contained within a complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department (if it is not listed as the author) before giving the URL for the document itself. Precede the URL with a colon.

Legal Sources

Note: Information on citing legal sources in APA can be found in Appendix 7.1. APA relies on the The Bluebook: A Uniform System of Citation for formatting legal citations. Some examples are provided here. For more complex examples, consult The Bluebook.

COURT DECISIONS

Harper & Row, Publishers, Inc. et al. v. Nation Enterprises et al., 471 U.S. 539 (1985).

In Text: (*Harper & Row v. Nation*, 1985) or *Harper & Row v. Nation* (1985)

STATUTES

Freedom of Information Act, 5 U.S.C. Sec. 552 (1996).

In Text: (Freedom of Information Act, 1996) or Freedom of Information Act of 1996

Copyright Cleanup, Clarification, and Corrections Act of 2010, Pub.L. No. 111-295, 124 Stat. 3180 (2010).

In Text: (Copyright Cleanup, Clarification, and Corrections Act, 2010) or Copyright Cleanup, Clarification, and Corrections Act of 2010

U.S. CONSTITUTION

U.S. Const. art. I, § 3.

In Text: (U.S. Const. art. I, § 3.)

U.S. Const. amend. XIX

In Text: (U.S. Const. amend. XIX)

Other Sources

PERSONAL COMMUNICATIONS (interviews, emails, letters, etc.) (p.179)

(Gates, B., personal communication, April 25, 2011)

B. Gates (personal communication, April 25, 2011)

Note: Because personal communications do not provide recoverable data, they are NOT included in the reference list. Cite personal communications **in text only**. Give initials as well as the last name of the communicator, and provide as exact a date as possible.

SECONDARY SOURCES (p.178)

Franklin's research (as cited in Johnson, 2007)

Note: Whenever possible, find the original source of the quotation or information. If the original source is unavailable, give the secondary source in the reference list. In the text, name the original work and cite the secondary source.

References in Text

- Cite **any** information that you did not know before beginning your research. You do not have to cite common knowledge.
- Reproduce **word for word** material quoted from another author's work.
- When quoting directly from a source, include the author's name, year of publication, and **page number**.
- For information that is **paraphrased** or does not have page numbers, use the author-date format to cite references in text.
- If the quotation comprises fewer than 40 words, incorporate it into the text and enclose the quotation with **double quotation marks**.

PARAPHRASING (p.171)

These effects have been well-documented in recent research (Simmons, 2009).

Simmons (2009) documented similar findings in a recent report.

In 2009, Simmons conducted research on this topic and published an extensive report.

QUOTING FROM A SOURCE (p.170-171)

Effective communication can "build bridges between disparate groups" (Keller & Wilson, 2005, p.13).

BLOCK QUOTE (p.171)

If the quotation has 40 or more words, display it in a freestanding block of text without quotation marks. Double-space the entire quotation. At the end, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

Jones' 1993 study found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studies in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p.199)

Still Need Help? Ask Us!

- **Call us** at 336.841.9101 or 336.841.9002
- **Text us** at 336.289.9974
- **Email us** at reference@highpoint.edu
- **Chat with us** at AskHPULibrary from the library's home page: library.highpoint.edu



The title should summarize the paper's main idea and identify the variables under discussion and the relationship between them.

The title should be centered on the page, typed in 12-point Times New Roman Font. It should not be bolded, underlined, or italicized.



Varying Definitions of Online Communication and Their Effects on Relationship Research

The author's name and institution should be double-spaced and centered.



Elizabeth L. Angeli
Purdue University

Blue boxes contain directions for writing and citing in APA style.

Green text boxes contain explanations of APA style guidelines.

The running head is a shortened version of the paper's full title, and it is used to help readers identify the titles for published articles (even if your paper is not intended for publication, your paper should still have a running head).

The running head cannot exceed 50 characters, including spaces and punctuation. The running head's title should be in capital letters. The running head should be flush left, and page numbers should be flush right. On the title page, the running head should include the words "Running head." For pages following the title page, repeat the running head in all caps without "Running head."

Abstract



The abstract is a brief summary of the paper, allowing readers to quickly review the main points and purpose of the paper.

The abstract should be between 150-250 words. Abbreviations and acronyms used in the paper should be defined in the abstract.

This paper explores four published articles that report on results from research conducted on online (Internet) and offline (non-Internet) relationships and their relationship to computer-mediated communication (CMC). The articles, however, vary in their definitions and uses of CMC. Butler and Kraut (2002) suggest that face-to-face (FtF) interactions are more effective than CMC, defined and used as “email,” in creating feelings of closeness or intimacy. Other articles define CMC differently and, therefore, offer different results. This paper examines Cummings et al.’s research in relation to three other research articles to suggest that all forms of CMC should be studied in order to fully understand how CMC influences online and offline relationships.

Keywords: computer-mediated communication, face-to-face communication

The word “Abstract” should be centered and typed in 12 point Times New Roman. Do not indent the first line of the abstract paragraph. All other paragraphs in the paper should be indented.

The title should be centered on the page, typed in 12-point Times New Roman Font. It should not be bolded, underlined, or italicized.

The introduction presents the problem that the paper addresses. See the OWL resources on introductions: <http://owl.english.purdue.edu/owl/resource/724/01/>

In-text citations include the author's/ authors' name/s and the publication year.

The publication year and the not page number is used, because APA users are concerned with the date of the article (the more current the better).

VARYING DEFINITIONS OF ONLINE COMMUNICATION

3

Varying Definitions of Online Communication and

Their Effects on Relationship Research



The title of the paper is centered and not bolded.

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).

If an article has three to five authors, write out all of the authors' names the first time they appear. Then use the first author's last name followed by "et al."

References

- Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM*, 45(7), 103-108.
- Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.
- Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.
- Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

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.