

APA STYLE :

BIBLIOGRAPHIC FORM

The examples of bibliographic form which follow may be used as guides in preparing term papers. These examples are based on the style manual that has been approved for all classes at John Jay College.

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Reference Desk & Reserve BF 76.7 .P83 2001

There are two steps in the APA style of the documentation:

1. Works are cited in the abbreviated form in the body of the paper. These are in-text citations.
2. Full information about all works cited in the text is given at the end of the paper in a section headed **References**.

I.

CITING SOURCES IN THE TEXT OF THE PAPER

- **TO DOCUMENT THE SOURCE** of the information within the text of your paper, follow the author-date method of citation; that is, the author's last name and the year of publication should appear in the text. This documentation can be done in a variety of ways, depending on the flow of the sentence:

Niederhoffer (1967) found that...

In a later study, (Niederhoffer, 1972), researchers indicated...

Several studies (Brown, 1975; Funk, 1980; Pepper & Smith, 2001) support the idea...

- **When a work has two authors**, always cite both names every time the reference occurs in text.

As suggested in a famous sociological study (Brown & Turner, 1967)...

- **When a work has three, four, or five authors**, cite all authors the first time the reference occurs in text. In subsequent citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after 'al').

[first citation in text] Crawford, Stewart, Cochran, Parker and Besson (1989) proved...

[subsequent citations] Crawford et al. (1989) found that...

- **When a work has six or more authors**, cite in text only the surname of the first author followed by *et al.* (not italicized and with a period after 'al'). In the reference list, provide the surnames and initials of the first six authors, and shorten any remaining authors to *et al.*

- **TO CITE A SPECIFIC PART OF A SOURCE**, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Words *page* and *chapter* are abbreviated.

One researcher (Niederhoffer, 1937, p. 145) suggested that...

Several studies (Rogers, 1979, p.76; Taylor & Young, 1986, p 67) showed that...

- **If there is no author**, use an abbreviated title in double quotation marks and the year.

In one incident ("Music and Learning," 1999, p. A2) the researchers found...

- **DIRECT QUOTATIONS OF FEWER THAN 40 WORDS** are enclosed in double quotation marks and put directly into the paper's text. The citation is part of the sentence and the punctuation follows.

Repetto (1978) found that "in the drive against bandits, it was publicity, not bullets, that ultimately counted" (p. 259).

According to Rippetto (1978), "In the drive against bandits, it was publicity, not bullets, that ultimately counted" (p. 259).

Another sociologist stated, "In the drive against bandits, it was publicity, not bullets, that ultimately counted" (Repetto, 1978, p. 259), referring to those difficult times.

- **DIRECT QUOTATIONS LONGER THAN 40 WORDS** are presented in form of a block without quotation marks. Start such a *block quotation* on a new line, indented five spaces from the left margin (in the same position as a new paragraph), and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout the quotation. The page number or citation information at the end of the quote is outside the punctuation of the sentence.

Repetto (1978), considering the work of secret agents, found that:

In the drive against bandits, it was publicity, not bullets, that ultimately counted. Criminals were easier to hunt down if they could be recognized and reported.

Thus an obscure gang of train robbers became famous as Butch Cassidy and The Wild Bunch after Pinkerton agents circularized a group photo taken while the gang was on holiday at Fort Worth, Texas. (p. 259)

- **PERSONAL COMMUNICATIONS** for which no recoverable data exist, are always cited in the text and are not included in the reference list. Such communications may be *LETTERS, MEMOS, PERSONAL INTERVIEWS, TELEPHONE INTERVIEWS, AND SOME ELECTRONIC COMMUNICATIONS (E.G., E-MAIL OR MESSAGES FROM NONARCHIVED DISCUSSION GROUPS OR ELECTRONIC BULLETING BOARDS)*.

In-text citations should include the name of the person, the nature of communication, and its date. Mention the individual's significance to the subject matter if this is not made clear elsewhere in the paper.

► PERSONAL CONVERSATION

T.Montague, Chairman, Anglo-Bengalee Disinterested Loan and Life Assurance Company, (personal interview, October 10, 2000)

T.K. Liu (telephone conversation, April 4, 2001)

► E-MAIL COMMUNICATION

T.G. Smith (Dallas correction officer, e-mail communication, July 12, 1998) believes that....

- **SECONDARY SOURCES** are materials that you actually have read but that review, interpret, describe, analyze or refer to research or work conducted by other authors.

In the text, give a citation in parentheses for the secondary source (i.e., to the one you have actually read) and mention the original work according to what you have found out from the secondary source. In the reference list, provide information only about the materials that you have actually read.

Text citation → Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) was performed..

Reference list entry → Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud. *Psychological Review*, 100, 589-608.

II.

ARRANGING SOURCES IN THE REFERENCE LIST

The reference list provides the necessary information to retrieve and locate any source cited in the body of the paper. Every in-text citation must have a complete reference entry in the reference list.

- Authors names are inverted (last name first); give the last name and all initials for all authors of a particular work. **If there are more than six authors**, provide the surnames and initials of the first six, and shorten any remaining authors to *et al.*
- The reference list is alphabetized by author's last name. If no author is given, alphabetize by the title of the work in place of the author.
- Use an ampersand "&" instead of "and" when listing multiple authors of a single work.
- If you have more than one work by a particular author, arrange the titles by publication date, oldest to newest.
- When an author appears both as a sole author and, in another reference, as the first author of a group, list the one-author entries first.
- When a work has more than six authors, provide the surnames and initials of the first six authors, and shorten any remaining authors to *et al.*
- Capitalize only the first letter of the first word of a title and subtitle of a work.
- Italicize titles of books, periodicals, and periodical volume numbers.
- If no publication date is given, type *n.d.* in parenthesis (*n.d.*).

BOOKS

▶ SINGLE AUTHOR

Lofland, L.H. (1973). *A world of strangers: Order and action in urban public space*. New York: Basic Books.

▶ MULTIPLE AUTHORS

Taylor, I.R., Walton, P., & Young, J. (1973). *The new criminology: For a social theory of deviance*. New York: Harper & Row.

▶ CORPORATE AUTHOR

Federal Bureau of Investigation. (1999). *Uniform crime reports for the United States: 1998*. Washington, DC: U.S. Government Printing Office.

- **When the author and publisher are identical**, use the word Author as the name of the publisher.

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

► **EDITED BOOK (COLLECTION OF ESSAYS)**

Gatrell, V.A.C., Lenman, B., & Parker, G. (Eds.). (1980). *Crime and the law: The social history of crime in Western Europe since 1500*. London: Europa Publications.

► **NO AUTHOR GIVEN**

College-bound seniors. (1984). Princeton, NJ: College Board Publications.

► **CHAPTER IN AN ANTHOLOGY OR A COURSE-PACK**

Spitzer, S., & Scull, A. (1977). Social control in historical perspective: From private to public responses to crime. In D.F. Greenberg (Ed.). *Corrections and punishment* (pp. 265-286). Beverly Hills, CA: Sage Publications.

Williams, P.J. (n.d.). Meditations on masculinity. In D. Orenstein (Compiler). *Sociology 213: Race and ethnic relations* [Course-pack]. New York: John Jay College of Criminal Justice.

► **EDITION OTHER THAN FIRST**

Barzun, J., & Graff, H.F. (1977). *The modern researcher* (3d ed.). New York: Harcourt.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

► **REPUBLISHED WORK**

Beccaria, C. (1986). *On crime and punishments* (D. Young, Trans.) Indianapolis: Hackett Publishing. (Original work published 1764)

► **TRANSLATED WORK**

Weber, M. (1964). *The theory of social and economic organization*. (A.M. Henderson & T. Parsons, Trans.). New York: The Free Press. (Original work published 1947)

► **MULTI-VOLUME WORK**

Beveridge, A.J. (1916-1919). *The life of John Marshall* (Vols. 1-4). New York: Houghton and Mifflin.

► **DOCTORAL DISSERTATION**

Abstracted in *Dissertation Abstracts International (DAI)* and obtained from UMI

Bower, D.L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International*, 54 (01), 534B. (UMI No. 9315947)

Abstracted in *DAI* and obtained from the university

Ross, D.F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.

Unpublished (does not appear in *DAI*)

Wilfley, D.E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

► UNPUBLISHED CONFERENCE PAPER

Sheehan, W.J. (1982, March). *Wicked as Hell itself: Women in the prisons of Georgian London*. Paper presented at the meeting of the Academy of Criminal Justice Sciences, Louisville, KY.

► REPRINT FROM ANOTHER SOURCE**From a book**

Annas, P. (1988). *A disturbance in mirrors: The poetry of Sylvia Plath*. New York: Greenwood. (Excerpted and reprinted in *Poetry Criticism*, 1990, vol. 1, pp. 410-414)

From an article or essay

Conrad, J. L. (1986, Summer). Turgenev's 'Asja': Ambiguous ambivalence, *Slavic and East-European Journal*, 30 (2), 215-229. (Excerpted and reprinted in *Short Story Criticism*, vol. 7, pp. 346-352)

► ENCYCLOPEDIA ARTICLE**With author**

Capron, A.M. (1983). Euthanasia. In *Encyclopedia of crime and justice* (Vol. 2, pp. 709-715). New York: The Free Press.

No author

Electron gun. (1993). In *Collier's encyclopedia*. (Vol. 9, p. 1). New York: Macmillan Educational.

PERIODICALS**► JOURNAL ARTICLE**

Bachman, R., & Pasternoster, R. (1993). A contemporary look at the effects of rape law reform: How far have we really come? *The Journal of Criminal Law & Criminology*, 84, 554-574.

[more than six authors]

Van Honk, J., Tuitena, A., van den Hout, M., Putman, P., de Haan, E., Stam, H., et al. (2001, March). Selective attention to unmasked and masked threatening words: relationships to trait anger and anxiety. *Personality and Individual Differences*, 30, 711-720.

- Include the issue number in parentheses after the volume number only if each issue begins with page 1.

Rudisill, J. R., & Edwards, J. M. (2002, Winter). Coping with job transitions. *Consulting Psychology Journal: Practice & Research*, 54(1), 55-64.

► **MONTHLY MAGAZINE ARTICLE**

Klinger, E. (1987, October). The power of daydreams. *Psychology Today*, 36-44.

► **WEEKLY MAGAZINE ARTICLE**

With author

Easterbrook, G. (1987, August 17). Big dumb rockets. *Newsweek*, 46-60.

No author

Shuttle crew studying ozone layer in atmosphere. (1993, April 11). *Time*, 34.

► **NEWSPAPER ARTICLE**

With author

Browne, M.W. (1985, July 30). Puzzling crystals plunge scientists into uncertainty. *New York Times*, pp. C3, C15.

No author

Swimmer killed by alligator in spring at a park in Florida. (1987, July 14). *New York Times*, p. A18.

GOVERNMENT REPORTS

- If no authors/editors are identified, use the name of the office as the author. If the specific office that produced the report is not well known, give the name of the highest department or agency as well.
- If the document is available from the Government Printing Office, show that as the publisher. Show the publication/report number, if there is one.

U.S. Department of Health, Education, and Welfare. Public Health Service. (1964). *Smoking and health: Report of the Advisory Committee to the Surgeon General of the Public Health Service*. (Public Health Service Publication No. 1103). Washington, D.C.: Government Printing Office.

U.S. General Accounting Office. (1997). *Drug courts: Overview of growth, characteristics, and results*. (GAO/GGD-97-106). Washington, D.C.: Author.

REVIEWS

Of a book

Schatz, B.R. (Reviewer). (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

Of a motion picture, TV program, etc.

Kraus, S.J. (Reviewer). (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

AUDIOVISUAL MEDIA

► **MOTION PICTURE WIDELY AVAILABLE**

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

► **MOTION PICTURE OF LIMITED CIRCULATION**

Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker* [Motion picture]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023)

► TELEVISION SERIES

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET

► MUSIC RECORDING

Writer, A. (Date of copyright). Title of song [Recorded by Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date).

REFERENCES TO LEGAL MATERIALS

- APA doesn't provide guidelines for referencing **LEGAL MATERIALS**. That is why the arrangement of entries in the reference list should follow the format of *The Bluebook: A Uniform System of Citation* (17th ed., 2000), which is the major source for legal citation style. Available at **Reference Desk, Reserve, and Law Reference KF 245. B58 2000**
- For in-text citations of **LEGAL MATERIALS** give enough information to enable the reader to locate the full entry in the reference list quickly and easily, that is, give the first few words of the reference list entry and date.

► COURT CASES

- In text, cite the name of the case (italicized) and the year of the decision. If 2 or more years are given, cite those years as well. Use "v.", never "versus" or "vs."

Text citation → As federal Judge Bue asserted in *Sierra Club v. Froehlke* (1987), the fullest and most independent critique necessarily must come from ...

Reference list entry → *Sierra Club v. Froehlke*, 816 F.2d 205 (5th Cir. 1987)

Text citation → The Supreme Court recognized in *Durflinger v. Artiles* (1981/1984) a duty of care to protect third parties from the dangers presented by an *involuntary* mental patient in state custody.

Reference list entry →

Durflinger v. Artiles, 563 F.Supp. 322 (D.Kan. 1981), *aff'd*, 727 F.2d 888 (10th Cir. 1984).

► STATUTES

- In text, give the popular or official name of the act and the year it was passed. Each word of the statute is capitalized but not italicized.

Text citation → To prevent people with disabilities from being discriminated against in the workplace, the U.S. Congress passed the Americans with Disabilities Act of 1990.

Reference list entry for the statute →

Americans with Disabilities Act of 1990, Pub. L. No. 101-336, § 2, 104 Stat 328 (1991)

Reference list entry for the code →

Americans with Disabilities Act of 1990, 42 U.S.C.A. § 1201 *et seq.* (West 1993).

▶ TESTIMONY AND HEARINGS

- Provide in text the title (italicized) or number (or other descriptive information) and the date.

Text citation → One of the most constructive steps that Washington could take to help families (*Urban America's Need*, 1992) would be to create agencies that ...

Reference list entry→

Urban America's Need for social services to strengthen families: Hearing before the Subcommittee on Human Resources of the Committee on Ways and Means, House of Representatives, 102d Cong., 1 (1992).

▶ BILLS AND RESOLUTIONS

- The number of a bill or resolution should be preceded by *H.R.* (House of Representatives) or *S.* (Senate). Consult *The Bluebook* (2000, table T.10) for abbreviations of words commonly used in legislative materials.

Text citation → Senate Bill 5936 (1992) might be the most important for providing funding to assist low-income housing.

One of the bills (S. 5936, 1992) would provide desperately needed operating funding to support low-income housing.

Reference list entry→ S. 5936, 102d Cong. § 4 (1992)

▶ EXECUTIVE ORDER

Text citation → Under the authority of Executive Order 11609 (1994), the information should be provided...

Reference list entry→

Exec. Order No. 11609, 3 C.F.R. 586 (1971-1975), reprinted as amended in 3 U.S.C. 301 app. At 404-07 (1994).

▶ FEDERAL REGULATION

Text citation → This provision of FTC Credit Practices Rule (1999) affects only consumer goods ...

Reference list entry→ FTC Credit Practices Rule, 16 C.F.R. § 444 (1999)

- Reference style to **ELECTRONIC MEDIA** is covered in the library handout *APA STYLE: ELECTRONIC REFERENCE FORMATS* available at <http://www.lib.jjay.cuny.edu/researchnew.html>
- Library handout *APA STYLE: RESEARCH PAPER FORMAT* provides guidelines on how to arrange the appearance of materials in your research paper. Available at <http://www.lib.jjay.cuny.edu/researchnew.html>
- Books addressing such issues as how to conduct a research, organize and write student papers can be found in the following call number areas: PE 1110, PE 1478, and LB 2369.