THE APA STYLE OF DOCUMENTATION
WHEN AND HOW TO USE IT

A Research Guide and Workbook for the Sealy Library
John Jay College of Criminal Justice

This tutorial is designed to help you learn when and how to use the APA documentation style. The tutorial is an introduction; additional information will be found in the Library's free handout Bibliographic Form: APA Style.

The tutorial has several parts:

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You have been asked to document your paper. Documenting means that you use a standard format to tell the reader precisely where the information and ideas in the paper come from.

Although it is important to learn HOW to document, it is equally important to know WHY and WHEN to document.

WHY and WHEN to Document

Documentation is the method writers use to give credit for the words and ideas which they use. Credit must be given not only for exact quotations, but for paraphrases, summaries, and ideas. The next few pages of this booklet give more information about when and how to document.

You provide documentation in order to be sure that those sources from which you have obtained your information are given proper credit.

HOW to Document

There are several internationally recognized styles for providing the documentation. The method now used by most scholars in the social sciences is that described in the Publication Manual of the American Psychological Association, generally called the APA Style Guide. This is the style which is required of students at John Jay College.

You provide documentation in a precise, standard style so that your readers will be able to find the source you used. They may want to consult it themselves in order to get further information or to check the accuracy of your quotation or summary.

Answers to the exercises are on the answer sheet (pp.15-16). If you have any questions, ask the instructor who assigned the tutorial or any Reference Librarian.

ANSWER TRUE OR FALSE:

a) You need documentation only if you use quotation marks: ________________________________

b) The only reason to use documentation is so that the reader can check the accuracy of your quotations: ________________________________

CHECK YOUR ANSWERS
In your paper, you may use information from a source (such as a book or article) in a number of ways. You may:

- summarize (in your own words, condense the ideas and rearrange them to present the essential meaning of the text without all the details). See Example A on next page.

- paraphrase (in your own words, restate the passage but preserve the order of the ideas and most of the details). See Example B on next page.

- quote (use the author's exact words and put them in quotation marks). See Example C on next page.

In ALL the above cases, you must document the source.

If what you are writing is considered common knowledge (for example, that there are many homeless people in New York), you do not need to give a source. See Example D.

SPECIAL CAUTION: YOU MAY NOT

- use a large number of words from the author's text combined with a few words of your own, even if you give the source. See Example E on next page.

READ THE TEXT BELOW, THEN LOOK AT THE EXAMPLES ON THE NEXT PAGE.

The new policeman usually comes to his district knowing little about it except by reputation. He has been ordered to report to the station but not to anyone in particular. Although he is expected, nobody greets him, except possibly another rookie. He stands about awkwardly, adjusting the weight of the unfamiliar equipment which tugs at his belt, fulfilling his first official order by being where he is obliged to be, while his claim to being there crumbles before silence and indifference. Other policemen ignore him or he may wish they did when the grins they cast in his direction are accompanied by comments about his "nice new suit." When the sergeant or corporal finally approaches him and officially recognizes him, he is taken on a tour of the "district," as the men call their station house.

The above text is from:
EXAMPLE A. SUMMARY. (Source must be given.)

When a new policeman reports to his assigned station for the first time, his fellow workers are largely indifferent to him. He gets no official welcome, although one of his superiors will eventually take him on a tour of the station house (Rubenstein, 1973, pp. 28-29).

EXAMPLE B. PARAPHRASE. (Source must be given.)

A new policeman usually only knows his district by reputation. When he goes to the station for the first time he does not know anyone, or have any particular person to whom to report. He stands around awkwardly, and the other policemen mostly ignore him, or make jokes about him. Finally, a superior, such as a corporal or sergeant will recognize him and take him on a tour of the station house. (Rubenstein, 1973, pp. 28-29).

EXAMPLE C. DIRECT QUOTATION. (Source must be given.)

"The new policeman usually comes to his district knowing little about it except by reputation. He has been ordered to report to the station but not to anyone in particular. Although he is expected, nobody greets him, except possibly another rookie" (Rubenstein, 1973, p.28).

EXAMPLE D. COMMON KNOWLEDGE. (No source required.)

A new policeman, like any employee in a new job, must go through a period of orientation before he or she can feel at home in the workplace.

EXAMPLE E. UNACCEPTABLE ADAPTATION

The following paragraph is unacceptable, whether or not a source is given because it is too close to the original wording; thus it is not a summary, a paraphrase, or a direct quotation. All of the words in bold have been taken from the text, but they are too scattered to enclose in quotation marks. The writer has created the impression that the paragraph is his or her own when it is actually the original author's with only a few insignificant variations. This is a form of plagiarism.

The new policeman generally comes to his station house not knowing much about it except by reputation. He has been told to report to the station but not to any particular person there. When he arrives, nobody actually greets him except possibly another rookie. He stands around awkwardly, adjusting the weight of the strange equipment that hangs from his belt, obeying his first official order by being where he is supposed to be.

STUDY THE EXAMPLES ABOVE, THEN DO THE EXERCISES ON THE NEXT PAGE.
There are two broad patterns of socialization that can be identified in American society. One stresses punishment for wrong behavior while the other emphasizes rewards for good behavior. The first demands the child's obedience to adults. The second allows the child freedom to explore and to discover things for him- or herself. Thus, one is adult-centered, while the other is child-centered. One pattern is much more strict when it comes to thumb sucking, toilet training, cleanliness, and aggression control, while the other is more tolerant. The strict, adult-centered mode of socialization is called repressive socialization; the more tolerant, child-centered mode is referred to as participatory socialization.

Although few parents are consistent ... there appear to be discernible patterns by social class. The empirical evidence is that working-class parents tend toward repressive socialization while middle-class parents are more likely to practice participatory socialization. --from Eitzen, D. (1988) In conflict and order: Understanding society (4th ed.). Boston: Allyn & Bacon. [p.478]

Each of the examples below relates to the above text. For each example, decide

1) Is it a paraphrase, summary, direct quotation, unacceptable adaptation, or common knowledge?
2) Do you need to give a source?

a) The two main patterns of socialization in America are adult-centered and child-centered. The adult-centered pattern is called repressive and emphasizes obedience. The child-centered pattern is called participatory and emphasizes freedom.

1) ______________________  2) ______________________

b) "One stresses punishment for wrong behavior while the other emphasizes rewards for good behavior. The first demands the child's obedience to adults. The second allows the child freedom..."

1) ______________________  2) ______________________

c) There appear to be discernible patterns by class. Empirical evidence suggests that working-class parents tend toward repressive socialization while middle-class ones practice participatory socialization.

1) ______________________  2) ______________________

d) Not all parents bring up their children the same way.

1) ______________________  2) ______________________

Check your answers
Part III. HOW TO DOCUMENT

1. The list of sources

The list of sources is called a Reference List if it includes only the sources referred to in your paper.

The list of sources is called a Bibliography if it includes all the sources which you have consulted.

Each entry in the Reference List or Bibliography contains complete information about the source.

An entry in a Reference List or Bibliography looks like this:


2. The Notes (sometimes called in-text citations)

In APA style, notes are given within the paper and not in a separate list or at the bottom of the page. The notes contain the author's last name and the date of publication, if you are citing the entire book. If you wish to cite a specific page or pages, then include the page numbers. The citation is given (in parentheses) immediately after the statement to which it refers. The citations are very short because readers are expected to refer to the Reference List or Bibliography to find complete information about the book or article.

Notes usually look like this:

One book contained very useful instructions about using the library to locate information about Congress (Goehlert, 1979).

"Tracing legislation means being a detective. Like any good sleuth, the legal researcher is busy uncovering clues to crack his case" (Goehlert, 1979, p. 32).

ANSWER TRUE OR FALSE

a) All notes are put in a list at the end of the paper: _____
b) The notes contain only the author's name: _____
c) The list of sources is called a Reference list if it contains only the sources referred to in your paper: _____

CHECK YOUR ANSWERS
1. Author’s last name and first initial.
   - Take this information from the title page. Use only the first initial, even if you have the full name or two initials.

2. Title and subtitle
   - Capitalize the first word of the title, the first word of any subtitle, and all proper nouns. All other words in the title and subtitle should begin with small letters. Underline title and subtitle or put them in italics. Title and subtitle are separated by a colon.
   - Finish with a period.

3. Place of publication
   - If the city where the book was published is well known, list only the city. If it is not a well-known place, give city and state. Use your judgment.
   - If there is more than one city named, give the first one listed.
   - Don’t abbreviate the name of the city. Use two letter abbreviations for the name of the state.
   - Finish with a colon.

4. Name of publishing company
   - This information will also be on the title page. You can leave out words like publisher, company, incorporated.
   - Finish with a period.

5. Other information on the title page
   - Include other information from the title page which would help to identify the particular book or edition, such as 3rd ed., rev. ed., introd. by John Smith.
   - This additional information is enclosed in parentheses immediately after the title. Do not place a period between the title and the parenthesis, but do place a period after the parenthesis. You may use abbreviations.

6. Date of publication
   - Enclose the date in parentheses immediately after the author’s first initial.
   - The date is most often found on the verso (reverse) of the title page. It is frequently buried there with a great deal of other information. Look carefully.
   - If there are several dates listed, take the latest copyright date. The symbol © indicates copyright. Be sure you find the date that applies to the entire book and not one which relates to only one chapter or part of the book.
a) Author's last name: Dean MacCannell

b) Initial of author's first name: D

c) Title and subtitle of the book: The Tourist

d) Date of publication (If unsure, look at #6 on page 7): 1976

e) Place of publication: New York

f) Name of publishing company: Schoken Books

Check your answers before proceeding to the next question.
CONSTRUCTING A REFERENCE FOR A BOOK IN THE REFERENCE LIST

The correct form for a book entry in the Reference List or Bibliography is:


Sample title and verso pages for another book are shown below. Construct a proper Reference List entry for it. Look carefully at the examples above.

NOTE: Pay attention to punctuation. Use the sample above (or refer to the description on p.7.) Remember, you may use *italics* or *underline* for the title.
The information on the title page tells who is responsible for writing or assembling the book. There are many variations. The following example is for a book with two authors.


If there were two editors instead of two authors, the entry would look like this:


**CONSTRUCT A REFERENCE LIST ENTRY FOR THE BOOK ILLUSTRATED BELOW.**

**CORRECTIONAL COUNSELING**

David Lester
Michael Braswell

**CORRECTIONAL COUNSELING**

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Kelly Humble  Managing Editor

Remember to use the copyright date.

Reference List Entry: ______________________________________________________

CHECK YOUR ANSWER
THE REFERENCE LIST: ARTICLES

The arrangement of the information in a Reference list entry for an article is similar to that for a book.


**Note:**
- The name of the journal is **underlined** or in **italics**, not the title of the article.
- Journal titles are not abbreviated
- Volume number is given in Arabic numbers and underlined or in italics.

Read the following description of an article in a journal.


From the example above, provide the following information:

a) Author's last name and first initial: ________________________________

b) Title (and subtitle) of the article, without quotation marks: ________________________________

c) Name of the journal, underlined or in italics: ________________________________

d) Volume number of the journal, underlined or in italics: ________________________________

e) Date: ________________________________

f) Pages on which the article appears (do not use p or pp): ________________________________

**USE THE INFORMATION GATHERED IN RESPONSE TO QUESTIONS a - f TO CONSTRUCT A REFERENCE LIST ENTRY FOR THE RUMBERGER ARTICLE.**

a) ________________________________

**CHECK YOUR ANSWERS**
The format for articles appearing in weekly magazines and for newspapers can be a bit different from that for journals.


- Dates: Always give the year first; follow that with the month, and, if it is a weekly magazine, follow that with the date.
- If the volume number is not clear, omit it.
- If there is no author listed, enter the work by title.
- For newspapers, use p. or pp. before page numbers. When the pages are not continuous, give both page numbers, separated by a comma. For example: pp. A1, B4.

REWRITE THE FOLLOWING INFORMATION IN APA REFERENCE LIST FORMAT:

An article about terrorism headlined "Annals of Intelligence: Changing Targets" appears in the July 10, 1989 issue of *The New Yorker*. It was written by John Newhouse and is on pages 71-82.

THE PROPER REFERENCE LIST ENTRY WOULD BE

a)________________________________________________________________________

REWRITE THE FOLLOWING INFORMATION IN APA REFERENCE LIST FORMAT.


b)________________________________________________________________________

CHECK YOUR ANSWERS.
ARRANGEMENT OF THE REFERENCE LIST

- Arrange all entries (books, articles, tapes, interviews) in one alphabetical list.

- Arrange the list by author’s last name or the first word of the title if there is no author. (Ignore initial A, An, and The in alphabetizing.)

- The list should be typed with the first word of each entry consistently indented five to seven spaces and subsequent lines typed flush with the margin. Double space between entries.

The following Reference List is composed of sample entries from the Library’s free publication Bibliographic form: A.P.A. Style. Consult the publication for additional information and examples.

Reference list


Notes are the easy part of the APA style.

- In most cases, you need give only the
  - Author's last name
  - Year of publication
  - Page or pages from which you got the information.
- If what you have written is based on the entire book or article, omit the page numbers.
- If there is no author, give the title (which you may shorten if it is long) and the date and page.
- You need not repeat information such as the author’s name if you have mentioned it in the text.
- Enclose the information in parentheses, and place the citation immediately after the statement to which it refers.

In-text citations look like this:

There were 1,000 fires (Smith, 1989, p. 3).

Smith (1989, pp. 3-4) reported 1,000 fires.

There is one study (Smith, 1989) which gives crucial details about the fires.

**ANSWER THE FOLLOWING QUESTIONS:**

You have quoted directly from page 39 of a book written by John Jones, published in 1975, with the title *History of Crime*.

a) The in-text citation would read: ( ________________ )

You have read an article titled "The Role of the Higher Education Sector in China's Research and Development System," by R.J. Corroy. It was printed in the March, 1989, issue of *The China Quarterly* on pp. 38-70. You are paraphrasing information given on page 41.

b) The in-text citation to your paraphrase would read: ( ________________ )

Your summary of the events of the Korean war was taken from an article titled Forgotten war on page 3 of the January, 24, 1989, issue of *Newsview Magazine*.

c) The in-text citation would read: ( ________________ )

**CHECK YOUR ANSWERS**
Part IV.
ANSWERS TO THE EXERCISES

Page 2.
   a: False. Documentation is needed whenever you use another person's ideas, whether or not you have used a direct quote.
   b: False. Readers may also want to go back to the original source to get additional information.

Page 5.
   a: Summary. Source must be given.
   b: Quotation. Source must be given.
   c: Unacceptable adaptation.
   d: Common knowledge. No source needed

Page 6.
   a: False. The notes are given within the body of the paper.
   b: False. The notes contain the author's name, the date, and sometimes page numbers. They don't contain any additional information because the reader expects to consult the Reference List for complete information about the item.
   c: True. If you list all the sources you consulted, whether or not you referred to them in the paper. The list is called a bibliography.

Page 8
   a: MacCannell
   b: D.
   c: The tourist: A new theory of the leisure class.
   d: 1976
   e: New York
   f: Schocken

Page 9

Check Yourself:
   Did you use only one initial after the author's last name?
   Is the capitalization of the title correct? Only the first word of the title, first word of subtitle, and proper nouns are capitalized in the reference list.
   Did you put periods in the proper places? (There should be 6.)
   Did you put colons in the proper places? (There should be 2.)
   Did you italicize or underline the title?

Page 10
Page 11
a: Rumberger, R.
c: Review of Educational Research
d: 57
e: 1987
f: 101-122

Page 12

Page 14
a: (Jones, 1975, p. 39).
b: (Conroy, 1989, p. 41).
c: (Forgotten war, 1989)

Remember: in-text citations have very little information. The reader is expected to look at the Reference List for complete information.

Rev. 9/97, M. L.
Rev. 8/98, J.D.