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## A Guide to the APA Documentation Style

### Why Is It Mandatory to Document Sources?

When you conduct research, you gain an understanding of a topic by becoming familiar with the work of other scholars in the field. To make a valid scholarly contribution, you need to gather background information, look up original sources, and read previous studies. Only after you have done all this work, can you begin to formulate your own ideas on the subject.

It is necessary to document, or acknowledge, the sources you consult during your research.

- By **crediting your sources**, you **establish your credibility** as someone who has accumulated an extensive knowledge of a subject.
- When you cite your sources, you also show that you can back up your claims and conclusions with **valid evidence**.
- No less importantly, providing a list of all the works you have consulted ensures that **your readers can find the very sources you have looked up**.
- It is also important to attribute the ideas that influenced your work in order **to avoid any charges of plagiarism**.

You should also familiarize yourself with the **John Jay College Policy on Academic Integrity**. The college defines plagiarism as “the act of presenting another person’s ideas, research or writings as your own.” The complete text of the policy can be found at <http://www.jjay.cuny.edu/academics/762.php>.

This guide briefly discusses the APA documentation style. It provides basic examples for citing sources within the text of a research paper. It also shows how to arrange sources into a list of references that comes at the end of the research paper.

You can find additional examples in the print copy of the *Publication manual of the American Psychological Association*, 6<sup>th</sup> ed. (Call Number **BF76.7 .P83 2010**) that is located by the reference desk on the 2<sup>nd</sup> floor of the library.

**Some of the online library databases** (e.g., *Academic Search Complete*, *Criminal Justice Abstracts*, *PsycINFO*, *SOCIndex*, *Sociological Abstracts*, *SCOPUS*) **can automatically format your results list in accordance with the APA style**. Most often, you will be able to take advantage of the option by putting your results into *My Folder* or *Marked List* (name of the feature will vary across databases) and emailing them to your account. With most databases, you also have the option of **exporting your results to your RefWorks account and organizing them into an APA formatted reference list**.

Helpful as automatic APA formatting is, it is not perfect. You should **always double-check automatically generated reference list for accuracy**.

## Citing Sources in the Body of the Paper

**When you use the words or the ideas presented by another person** – whether from a web page, or a book, or an article from a newspaper, magazine or journal – **you must acknowledge your source.** Quoting, paraphrasing, and summarizing are the three ways in which you may incorporate external sources into your own paper.

### Quoting

When you are quoting directly from a text, you must provide the **name(s) of the author(s), the year, and the page number(s)** for the reference.

**Short quotations (fewer than 40 words)** begin and end with double quotation marks. Double space the lines. The quotation flows within the text of the paper with no indentation. **Examples:**

According to Gregory Rodriguez (2005), one of the major problems of bilingual education had to do with the fact that “the bilingual education lobbyists were more concerned with preserving the program than making sure it was benefiting the children it served” (p. 151).

One of the major problems of bilingual education had to do with the fact that “the bilingual education lobbyists were more concerned with preserving the program than making sure it was benefiting the children it served” (Rodriquez, 2005, p. 151).

Since the supporters of bilingual education program “consistently opposed any attempts to reform it” (Rodriquez, 2005, p. 151), they rarely considered its pedagogical benefits.

**Long quotations (more than 40 words)** are presented in a block with no quotation mark. The quotation is double spaced and the block is indented 5 spaces from the left margin as shown in the **example below:**

Zapf (2006) describes the evaluation process for assessing criminal responsibility as:

The evaluation process generally includes, broadly, three major components or sources of data: (1) an interview with the defendant, (2) forensic assessment instruments, and (3) third-party information, including (but by no means limited to) collateral reports, witness statements, victim statements, police reports, and records of various sorts (i.e., mental health, treatment, school, medical, crime scene).

(p.340)

## Paraphrasing

When you paraphrase, you restate another person’s idea in your own words. Each paraphrase has to be documented, which means that you need to include **at least the author’s name and the publication year**. Although it is not required, the APA guidelines recommend that you provide the page number as well. Put quotation marks for words and phrases that you cannot substitute with your own words.

The **example below** is a paraphrase of the direct quotation from the previous page:

According to Zapf (2006), the professional assessing the “criminal responsibility” of a defendant may gather information by interviewing the defendant, reviewing results of “forensic assessment instruments,” and using reports from third parties such as police or victims or witnesses, or “collateral reports,” or records from schools, treatment programs, medical reports, or “crime scene” reports or other sources (p. 340).

## Summarizing

When you summarize, you use your own words to report the essence of the passage with fewer words than the original source uses. Each summary has to be documented, which means that you need to include **at least the author’s name and the publication year**. Although it is not required, the APA guidelines recommend that you provide the page number as well. Put quotation marks for word phrases that you cannot substitute with your own words. If there are word phrases that you cannot change to your own words, then put the phrase in quotation marks.

This **example below** is a summary of the direct quotation from the previous page:

According to Zapf (2006) “criminal responsibility” can be evaluated by referring to information from the defendant’s interview, forensic test results, and reports from third parties (p. 340).

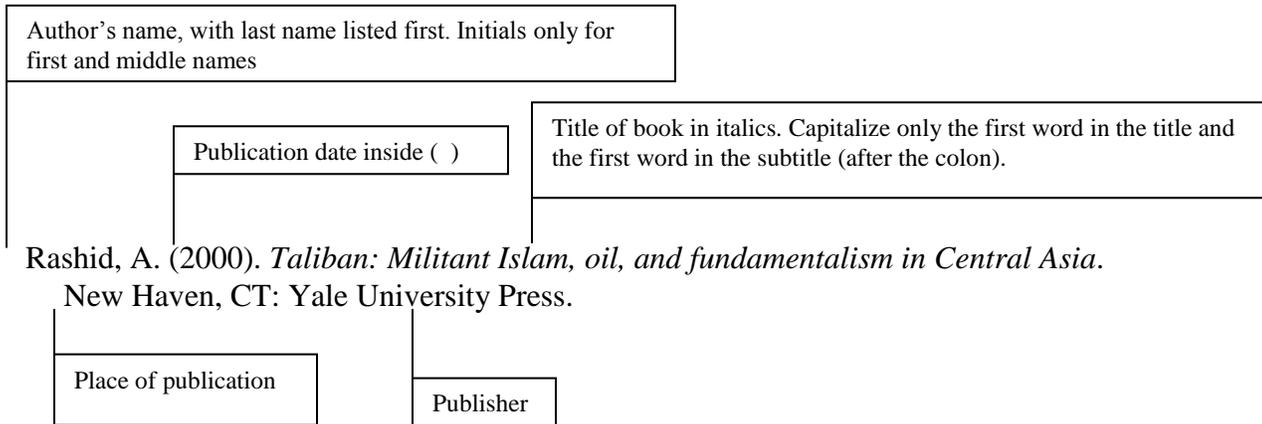
## Citing Interviews, Email, and Other Personal Communication

Personal communication includes private letters, memos, personal interviews, phone interviews, e-mails, and messages from discussion groups or electronic bulletin boards, and the like. Because personal communication cannot be retrieved by your readers, you should **only cite it in the body of your paper**. Do not include personal communication in the reference list. In-text citations should provide **the name of the person, the nature of communication, and its date**. **Examples:**

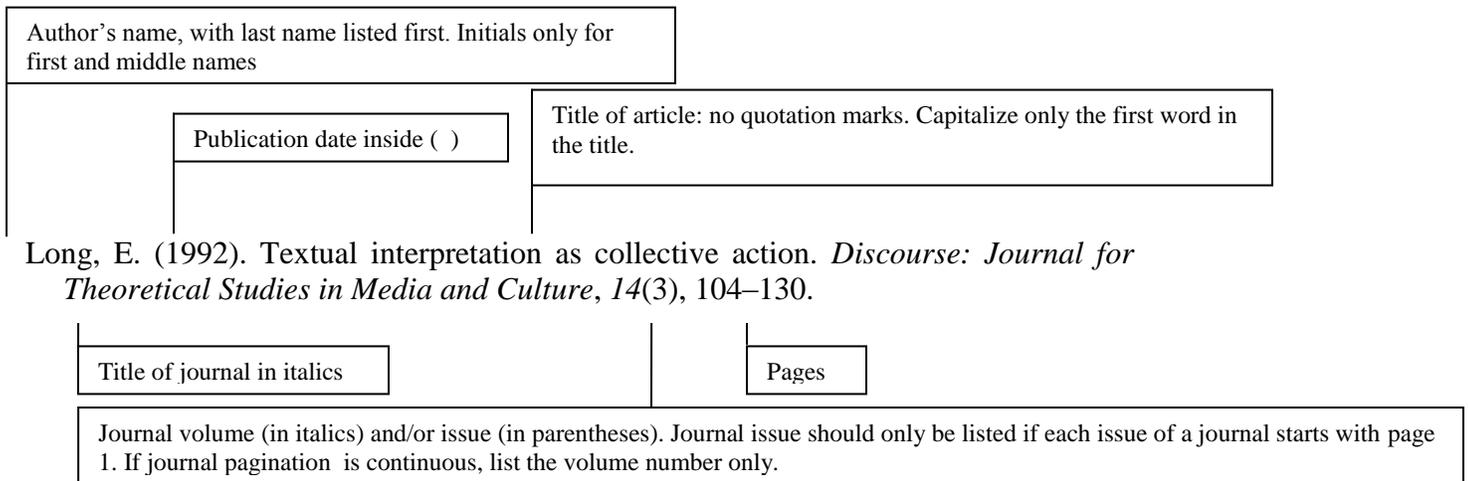
Jocelyn Kline argues that the media tend to sensationalize domestic violence rather than raise awareness about it (personal interview, May 15, 2009).

In the past five years, the city government has done nothing to address the problem (M. Brick, e-mail communication, April 24, 2008).

## Basic APA Citation for a Book



## Basic APA Citation for a Journal article



## Basic APA Rules for Formatting the List of References

- The list of all the sources you made reference to in your paper is called References. It must be included at the end of your paper.
- Flush the first line of each entry with the left margin; indent the second and all subsequent lines by 0.5 inch (5-7 spaces).
- Make sure that References, like the rest of your paper, are double-spaced.
- The basic elements of an APA entry include: author name, date of publication, title of the work, and publication information.
- Arrange all the references in alphabetical order based on the first word in the citation (most often it will be the first author's last name). If the author's name is unknown, alphabetize by title, ignoring any initial A, *An*, or *The*.
- List the author's last name and initials only.
- Always put the publication date in parenthesis.
- In article or book chapter titles, capitalize only the first word of the title and all proper names. If there is a subtitle, capitalize its first word. Do not italicize nor put quotation marks around article titles. Italicize titles of books.
- In periodical (journal, magazine, newspaper) titles, capitalize all words except for articles (a, an, the), prepositions (e.g., for, of, in), conjunctions (e.g., and, but, for), and the *to* in infinitives in the middle of the title. Italicize the entire title of the periodical.
- Rather than including URLs for articles published electronically, **the APA recommends providing the DOI (Digital Object identifier) if one is available**. DOI is a unique alphanumeric code that provides a stable, long-lasting link for online articles. DOI is most often found on the first page of a document. If there is no DOI, provide as much electronic information as needed for others to locate the sources you cited (6.32).
- Retrieval date should be included only if the source may change over time (e.g., Wikis).

## Sample references formatted in the APA style\*

(based on the *Publication manual of the American Psychological Association*, 6<sup>th</sup> ed.)

Look at the sample entry that corresponds to your source and follow the format.

\* The examples listed below follow general guidelines. Professors may ask you to adjust the format according to their preferences. Also note that **References should be double-spaced**. To fit as many examples as possible, this guide is not double-spaced, however.

### Print non-periodicals

#### Book by one author

Rashid, A. (2000). *Taliban: Militant Islam, oil, and fundamentalism in Central Asia*. New Haven, CT: Yale University Press.

#### Book by two authors

Smith, R., & Zurick, B. (2006). *Ethical issues in psychotherapy*. Washington, DC: American Psychological Association.

#### Book in translation

Anwar, R. (1988). *The tragedy of Afghanistan: A first-hand account*. (K. Hassan, Trans.). New York, NY: Verso.

#### Edited collection

Benstock, S. (Ed.). (1988). *The private self: Theory and practice of women's autobiographical writings*. Chapel Hill, NC: University of North Carolina Press.

#### Co-edited collection

Quinn, P.J., & Trout, S. (Eds.). (2001). *The literature of the Great War reconsidered: Beyond modern memory*. New York, NY: Palgrave.

#### Chapter in a book

Mulhern, F. (1990). English reading. In H. Bhabha (Ed.), *Nation and narration* (pp. 250-64). London, England: Routledge.

#### An introduction, preface, foreword, or afterword

Boym, K. (2008). Introduction. In A.L. Montgomery (Ed.), *Key texts in social psychology* (pp. 1-13). New York, NY: Routledge.

#### An encyclopedia entry

##### a) with author

Moskowitz, G. B. (2007). Assimilation processes. In R. F. Baumeister & K. D. Vohs (Eds.), *Encyclopedia of social psychology*. (Vol. 1, pp. 51-52). Thousand Oaks, CA: Sage Publications Inc.

##### b) no author

Influenza. (2005). In *McGraw-Hill concise encyclopedia of science and technology*. (Vol.1, p. 1148). New York, NY: McGraw-Hill Professional.

## Periodicals

### Journal Article\*

Long, E. (1992). Textual interpretation as collective action. *Discourse: Journal for Theoretical Studies in Media and Culture*, 14(3), 104–130.

\* Put journal volume (in italics) and/or issue (in parentheses). Journal issue number should only be listed if each issue of a journal starts with page 1. If journal pagination is continuous, list the volume number only.

### Articles from online library databases\*

Durling, C. (2006). Never going home: Does it make us safer? Does it make sense? Sex offenders, residency restrictions, and reforming risk management law. *The Journal of Criminal Law and Criminology*, 97(1), 317-363. Retrieved from JSTOR database.

\* You don't have to include the name of the library database where you found an article, but many professors may want you to provide this information.

### Articles from online library databases with DOI assigned\*

Moore, L. D., & Padavic, I. (2010). Racial and ethnic disparities in girls' sentencing in the juvenile justice system. *Feminist Criminology*, 5(3), 263-285. doi: 10.1177/1557085110380583. Retrieved from SAGE Criminology Full Text Collection database.

\* Include DOI only when it is assigned to the article you cite.

You don't have to include the name of the library database where you found an article, but many professors may want you to provide this information.

### Magazine article

Said, E. (2001, October 22). The clash of ignorance. *Nation*, 273, 11–13.

### Article from an online magazine

Beam, Ch. (2010, October 20). How to build a police department from scratch. *Slate*. Retrieved from <http://www.slate.com>

### Newspaper article

#### a) with author

Wilson, C. (2005, April 19). *Kite runner* catches the wind: Tale of Afghan boys becomes a hit—and basis of a film—through word of mouth. *USA Today*, p. D1.

#### b) no author

New Yorkers hit hard by recession. (2009, December 14). *The New York Post*, p. 10.

### Article from an online newspaper

Zeleny, J., & Cooper, H. (2010, January 7). Obama details new policies in response to terror threat. *The New York Times*. Retrieved from <http://www.nytimes.com>

### Review of a book in a newspaper

Hoffman, E. (2007, April 29). Family secrets. [Review of the book *The visible world*, by Mark Slouka]. *The New York Times Book Review*, p. 16.

### An editorial in a newspaper

Harding, R. (2009, November 28). A growing disaster. [Editorial]. *New York Times*, p.19.

## Online sources

### E-Book

Loury, G. C. (2008). *Race, incarceration, and American values*. Retrieved from <http://www.netlibrary.com>

### A specific page/document within a Website\*

#### a) with author

Linder, D. (2008, June 13). The Rosenberg trial. Retrieved from <http://www.law.umkc.edu/faculty/projects/ftrials/rosenb/rosenb.htm>

\* When you refer to an entire website rather than to a specific page/document on that site, APA does not require you to list the site in your references. Just put the web address in parentheses in the text of your paper. E.g. *Whenever there's a change in administration, the Whitehouse website changes completely* ([www.whitehouse.gov](http://www.whitehouse.gov)).

#### b) no author

Safe communities—safe schools. (n.d.). Retrieved from <http://www.colorado.edu/cspv/safeschools/>

### Blog post

AcademicBee. (2009, March 18). Trying too hard to get ahead [Web log post]. Retrieved from [http://academeblogs.com/academicbee/2009/03/trying\\_too\\_hard.php](http://academeblogs.com/academicbee/2009/03/trying_too_hard.php)

### Podcast

Kramer, J. (Producer). (2009, January 5). Why we need an immigration reform [Audio podcast]. Retrieved from <http://www.npr.org/podcast/>

## Audiovisual Materials

### Motion picture

Emmerich, R. (Producer), & Kreuzpaintner, M. (Director). (2007). *Trade* [Motion picture]. United States: Twentieth Century Fox Home Entertainment.

### Television broadcast

Nelson, S., & Smith, M. A. (Producers). (2004, May 24). *Beyond Brown: Pursuing the promise* [Television broadcast]. New York, NY: Firelight Media.

### Single episode from a television series

Simon, D. (Writer), & Dickerson, E. (Director). Not for attribution [Television series episode]. In D. Simon (Executive Producer), *The wire*. Baltimore, MD: Home Box Office.

### Music recording

Legend, J. (2008). Everybody knows. On *Evolver* [CD]. New York, NY: Good Records.

## Government and legal documents

### Government report

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.

## A sample list of references formatted according to APA guidelines

The alphabetical order is based on the **first word** in the citation. In most cases, the citation starts with the last name of an author.

- If the author is an organization (see below –Mental Health America), then use the first word in the organization’s name.
- If there is no author or organization, then use the first significant word of the title (see below – *Laws of madness*.)
- If the title were *The laws of madness*, the listing would be under L for Laws, since common words such as (A, An, or The) are not counted as the first word in the title.
- Indent the second line under the first line by one tab and use double spacing. Do the same for the third, or fourth line, etc.

## References

- Bonnie, R. J., Jeffries, J. C., Jr., & Low, P. W. (2000). *A case study in the insanity defense: The trial of John Hinckley, Jr.* (2<sup>nd</sup> ed.). New York, NY: Foundation Press.
- Cannon, A. (2003, November 17). Sniper insanity? *U. S. News & World Report*, 135 (17) p. 35.
- Elliott, C. (1996). *The rules of insanity: Moral responsibility and the mentally ill offender*. Retrieved from <http://www.netlibrary.com>.
- Fersch, E .L. (2005). *Thinking about the insanity defense: Answers to frequently asked questions with case examples*. New York, NY: iUniverse.
- Garnett, R. (2006, June 29) The insanity defense in the court. [Web log post]. Retrieved from [http://prawfsblawg.blogs.com/prawfsblawg/2006/06/the\\_insanity\\_de.html](http://prawfsblawg.blogs.com/prawfsblawg/2006/06/the_insanity_de.html)
- Laws of madness. (2006, April 28) *Los Angeles Times*. Retrieved from <http://www.latimes.com>
- Mental Health America (2007, September). Position statement 57: In support of the insanity defense. Retrieved from <http://www.nmha.org/go/position-statements/57>
- Parzen, M. D. (2003). Toward a culture-bound syndrome-based insanity defense. *Culture, Medicine & Psychiatry*, 27, 131–155.
- Zapf, P., Golding, S. L., & Roesch, R. (2006). Criminal responsibility and the insanity defense. In I. Weiner (Ed.), *The handbook of forensic psychology* (3<sup>rd</sup> ed., pp.332-363). Hoboken, NJ: Wiley.