

# Frequently-Asked-Questions about APA

## Citation Details

Leave spaces between an author’s initials: White, A.space J.space (2010).

Add comma with multiple authors – even two: Wegener, D. T., & Petty, R. E. (1994).

In-text citations for works by multiple authors: List all authors the first time the reference is used but use et al. for subsequent references. Et al. is the short form for “and others” in Latin.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

(Kernis et al., 1993)

Include issue numbers. Only the volume is italicized. 32(3)

Include retrieval dates for materials that may change over time such as websites, wikis, Ministry documents, and any report marked “draft”.

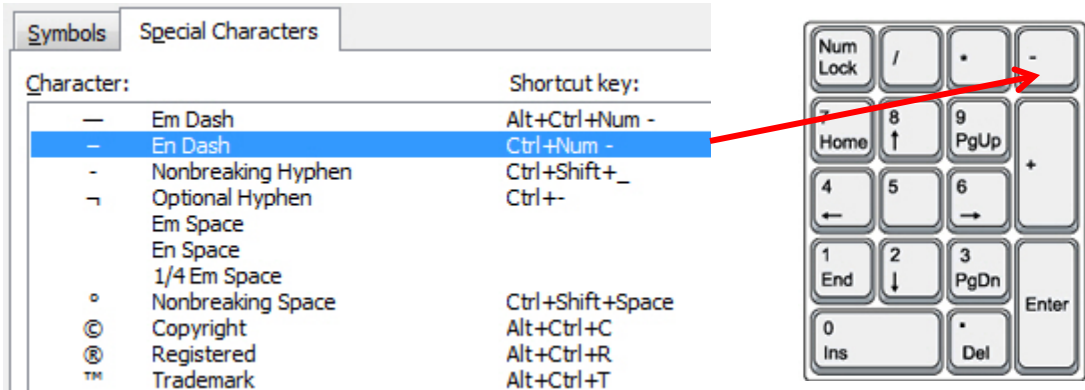
If you have the doi you don’t need the date. DOI stands for digital object identifier. Find a DOI:

- a. In the journal article record within a database
- b. On the first page of the article.
- c. Search Google Scholar by article title to get link and then go to article.

## En Dash and Em Dash

To create the longer dash required between page numbers, use the en dash.

The en dash can be inserted in Word by selecting Insert >> Symbol >> Special Characters >> en dash. You can also use the keyboard Ctrl +Num - which means press the Control key and the minus key on the side number pad simultaneously.



You can also type the word en dash to insert but you have to remove the word after the dash has been created: 21endash – 38 automatically creates the longer line. There is a space after endsh and another after the hyphen (21endashspace-space38).

If you type two hyphens together with no spaces, they will automatically turn into an em dash. Use an em dash for emphasis and do not include a space on either side of it:

There is only one answer—use RefWorks!

## Research and Writing Process Recommendations

Keep two files of references, one with annotations and quotations with references, and the other with references only. You could also create the annotation in the personal notes field in RefWorks and only have one file. It is also useful to add retrieval words to your file or a RefWorks citation so it is findable.

In a numbered series, use commas as follows: a, b, c, d, and e. Always separate two nouns with a comma.

If you use italics to emphasize something, you must add [emphasis added] to indicate that it is your own use of italics. Furthermore, the behavior was *never exhibited again* [emphasis added].

References are the items you cite in the paper and a bibliography is a list of all the items consulted.

Personal communications are not included in your references.

Reference lists are alphabetical.

To list multiple sources within a single in-text citation:

(Jones, 2000; Jones & Brown, 2005; Jones, Brown, & Avery, 2010).

To identify multiple works by an author written in the same year add a letter using the first letter of the article title to determine the order in the reference list:

Jones, C. (2000a). A happy thought ...

Jones, C. (2000b). Beyond the dream ...

Jones, C. (2000c). Cast your net ...

References by an author are chronological from least recent to most recent:

Jones, C. (2000).

Jones, C. (2005).

Jones, C. (2010).

Appendices: name them in the order in which you mention them in the text. The first Appendix to be introduced will be Appendix A.

When to use & or and:

Use and in sentences. Ampersands are only used for in-text citations, reference lists, and the bibliography.

## Tables and Figures

The list of tables goes before the list of figures. Tables have the heading on top in italics but the word Table is not italic; figures have the heading below in regular font but the word *Figure* is italicized.

Table 1

*Error Rates of Older and Younger Groups*

Level of difficulty	Mean error rate		Standard deviation	
	Younger	Older	Younger	Older
Low	.05	.14	.08	.15
Moderate	.05	.17	.07	.15
High	.11	.26	.10	.21

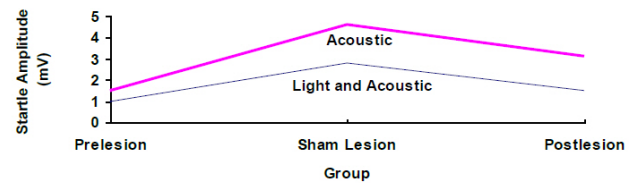


Figure 1. Mean amplitude startle response for prelesion, sham lesion, and postlesion groups.