

Guide to Citing Education Resources in APA Format 6th Edition

- *This is an abbreviated guide to commonly cited resources, intended for use by Faculty of Education students at Queen's University.*
- *This is a work in progress. Errors, omissions, comments, or questions are welcomed, and should be directed to MarceaIngersoll@queensu.ca*

Additional resources

APA Style Guide to Electronic References available online at Queen's:

http://efiles.library.queensu.ca:82/PDF_Books/style_reference.pdf

For more information about APA style, consult www.apastyle.org

A tutorial for the basics of APA style is available online at:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

A tutorial for the changes in the 6th edition is available online at:

<http://flash1r.apa.org/apastyle/whatsnew/index.htm>

A *sample paper* is available online at:

<http://flash1r.apa.org/apastyle/whatsnew/data/resources/sample-papers.pdf>

Relevant changes to the 6th edition.

Chapter 2 has sample papers demonstrating the revised rules of style.

Chapter 3 The rules of heading structure have been simplified and are available in a more user-friendly table.

Chapter 6 focuses on rules for direct quotation of material in text (6.03), how to construct in-text citations (6.11-6.21), and how to construct the reference list. There is also new guidance on citing passages from electronic text with no page numbers (6.05), and new discussion on citing the archival version or version of record (6.24). Electronic sources and locator information are discussed, with emphasis on the DOI (Digital Object Identifier)(6.31). What to include as publication information, with an emphasis on electronic sources, is found in Chapter 6 as well (6.32).

Chapter 7 offers a variety of reference examples, with an emphasis on electronic forms such as internet message boards (7.11) and podcasts (7.07).

Reference Lists

How do you format a bibliography in APA Style?

In APA, there is a list of references instead of a bibliography. All references cited in the text of a paper must be listed alphabetically by first author's last name. Unlike a bibliography, which typically includes resources in addition to those cited in the text, in APA style all references must be cited within the text.

- the list of references is double-spaced
- alphabetical by first author's last name
- first line is typed flush with the left margin
- additional lines are indented as a group a few spaces to the right of the left margin (this is called a *hanging indent*).

Example:

APA Publications and Communications Board Working Group on Journal Article Reporting Standards. (2009). Reporting standards for research in psychology: Why do we need them? What might they be? *American Psychologist*, 63, 839–851. doi:10.1037/0003-066X.63.9.839

THE MOST COMMON QUESTION: How do I reference web-based material?

For electronic resources, the 6th edition of the APA recommends

- following the guidelines for fixed-media sources, and
- adding as much electronic retrieval information as needed for others to locate the sources you cite.

***Remember to check that hyperlinks in your references are not underlined. A good idea is to set your word processing program to STOP automatically creating hyperlinks when you begin your reference list.**

Because online content can be moved, changed, or deleted, scholarly publications have begun to use the **digital object identifier [DOI]** system as a means of permanently identifying information on digital networks. Typically located on the first page of an electronic journal article, near the copyright notice, the DOI is a persistent link to a location on the internet. It can also be found on the database landing page for the article.

HOW DO I REFERENCE WEB-BASED CITATIONS? Cont'd

General guidelines:

- Correct format for the DOI in references is in lower case: doi:xxxxxx
- If you include the DOI, you don't need any further electronic retrieval information.
- If there is no DOI, provide the home page URL of the journal or of the book or report publisher. Use this format: Retrieved from http://www.xxxxxxx
- You don't need to include retrieval dates for electronic sources unless the source material may change over time (e.g., Wikis).
- Some archival documents can only be found in electronic databases such as ERIC or JSTOR.
- In general, it is not necessary to include database information. When the document is not easily located through its primary publishing channels, give the home or entry page URL for the online archive.
- Always check that the URL is accurate and working before submitting your paper.
- The APA manual suggests that you should drop content from electronic references that have been deleted or can no longer be found.

NOTE: Although the examples given below are single-spaced, remember that your reference list will actually be double-spaced.

Journal articles

Generally, the format goes like this:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article without capitals: Except after a colon. *Title of Periodical*, xx, pp–pp. doi:xx.xxxxxxxxxx

Example (print version):

Levine-Rasky, C. (2007). School choice and the analytics of power. *The Review of Education, Pedagogy, and Cultural Studies*, 29, 397–422.

Example (online with DOI):

Gorman, K., & Pauken, P. (2003). The ethics of zero tolerance. *Journal of Educational Administration*. 41(1), 24–36. doi:10.1108/09578230310457411

Example (online without DOI):

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Books & Reference Books (print and online)

General formatting guidelines:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Author, A. A. (1997). *Title of work*. Retrieved from <http://www.xxxxxxxx>

Author, A. A., & Author, B. B. (2009). *A guide to literature circles*. doi:xxxxx

Editor, A. A. (Ed.). (2010). *Title of book*. London: Kogan Page.

Apple, M., Kenway, J., & Singh, M. (Eds.). (2005). *Globalizing education: Policies, pedagogies and politics*. New York: Peter Lang.

Edited Book, no Author (Such as Educational Handbooks)

- In a reference to an edited book, place the editors' names in the author position, and enclose the abbreviation Ed. Or Eds. in parentheses after the last editor's name. When Ed. or Eds. comes before the year of publication, the period follows the parenthetical abbreviation (Eds.). (APA 6th ed. p. 184)

Example (print version):

Hayden, M., Levy, J. and Thompson, J. (Eds.). (2007). *The Sage Handbook of Research in International Education*. London: Sage.

No author, no editor

Example (print version):

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

- Place the title in the author position.
- Alphabetize books with no author or editor by the first significant word in the title (*Merriam* in this case).
- In text, use a few words of the title, or the whole title if it is short, in place of an author name in the citation: (*Merriam-Webster's Collegiate Dictionary*, 2005).

Example (electronic version):

Hermeneutic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/hermeneutic>

- If the online version refers to a print edition, include the edition number after the title.

Chapter in a book or entry in a reference book

- Note that there is no period after the parentheses when Ed. or Eds. precedes a comma

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, (Ed.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Retrieved from <http://www.xxxxxxxx>

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Location: Publisher. doi:xxxxxxxxxx

Book Review**Example:**

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, *290*, 1304. doi:10.1126 /science .290.5495.1304

- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.
- Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).
- If the reviewed item is a book, include the author names after the title of the book, separated by a comma.
- If the reviewed item is a film, DVD, or other media, include the year of release after the title of the work, separated by a comma.

Newspaper article**Example (print version):**

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Precede page numbers for newspaper articles with p. or pp.

- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5–B7).

Example (electronic version):

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

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

Doctoral Dissertations and Master's Theses

Author, A. A. (2001). *Title of doctoral dissertation or master's thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728)

Adams, R.J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

Web Page

Since a page of information can change from time to time, a retrieval date is added.

Example:

Geological Society of America. (2007). *Resources for K-12 earth science educators*. Retrieved May 5, 2009, from <http://www.geosociety.org/educate/resources.htm>

Web page, no author

When there is no author for a web page, the title moves to the first position of the reference entry:

Example:

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001, from http://news.ninemsn.com.au/health/story_13178.asp

Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title: ("New Child Vaccine," 2001).

If the web page title is short, use the full title for the parenthetical citation.

Wiki

Wikis (including Wikipedia) are collaborative Web pages that anyone can write, review, and edit. Anyone who reads the information and wishes to change it can do so. They are not considered academically refereed journals: there is no guarantee that professionals or subject experts have contributed to the information found in a wiki. **Because the source material may change over time, you must include the retrieval date for wikis.**

Example:

Psychometric assessment. (n.d.). Retrieved January 28, 2007, from The Psychology Wiki:
http://psychology.wikia.com/wiki/Psychometric_assessment_

Limited-circulation book or monograph, from electronic database

Example:

Thomas, N. (Ed.). (2002). *Perspectives on the community college: A journey of discovery* [Monograph]. Retrieved from <http://eric.ed.gov/>

Multi-media

Interviews

Recorded interviews

Moist, J. (Interviewer) & Guy, R. (Interviewee). (2006). *Mrs. Rose Guy* [Interview transcript]. Retrieved from Alive in Truth: The New Orleans Disaster Oral History and Memory Project Web site: <http://www.aliveintruth.org>

Unrecorded interviews

Interviews that are not retrievable (i.e., not captured in transcript or audio) should be cited in text as a personal communication (including month, day, year) and not included in the reference list.

Examples:

- (J. Smith, personal communication, August 15, 2009)
- J. Smith (personal communication, August, 15, 2009)

Presentation slides

Columbia University, Teachers College, Institute for Learning Technologies. (2000). *Smart cities: New York: Electronic education for the new millennium* [PowerPoint slides]. Retrieved from <http://www.ilt.columbia.edu/publications/index.html>

Technical or research report

Kutner, M., Greenberg, E., Jin, Y., & Paulsen, C. (2006). *The health literacy of America's adults: Results from the 2003 National Assessment of Adult Literacy* (Report No. NCES 2006-483). Retrieved from National Center for Education Statistics: <http://nces.ed.gov/pubs2006/2006483.pdf>

If a report number is given, insert it in parentheses after the title, as shown.

Curriculum Documents

Ontario Ministry of Education. (2005). *The Ontario curriculum grades 1-8: Health and physical education*. Retrieved from <http://www.edu.gov.on.ca/eng/curriculum/elementary/health18curr.pdf>

Online Education Magazines

Foxman, S. (2009, September). Letters of Distinction. *Professionally Speaking*. Retrieved from http://www.oct.ca/publications/professionally_speaking/september_2009/

Video

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

Podcast

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

Music recording

lang, k.d. (2008). Shadow and the frame. On *Watershed* [CD]. New York, NY: Nonesuch Records.

In text citation: (lang, 2008, track 10)

Video blog post

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZS>

Citing Materials Indexed in ERIC

Check this website after Sept 14th for updated APA info:

http://library.nmu.edu/guides/userguides/style_apa.htm#ericonline

Cite ERIC materials as you would any other document, book, or journal article.

ERIC	Reference List (Bibliography)
Documents	Peterson, L. (1999). <i>Transforming the daily life of the classroom: The district six laptop project</i> . Montreal: Annual Meeting of the American Educational Research Association. Retrieved from ERIC database. (ED437028)
ERIC Digest	Isaacson, L. (1998). <i>Student dress policy</i> . (ERIC Digest No. 117). Eugene, OR: ERIC Clearinghouse on Educational Management. Retrieved from ERIC database. (ED415570)
Dissertation	Wear, T. D. (1997). <i>Is EEG biofeedback efficacious as a treatment for children with attention-deficit/ hyperactivity disorder? A review of the literature</i> . Unpublished doctoral dissertation, Biola University, California. Retrieved from ERIC database. (ED415618)

*Note that the URL should not be underlined in your reference list. If you import from RefWorks or cut and paste, be sure and check that the underlining has not been automatically added.

Citations in Text

One work, one author

1. Hutchinson (2002) found that
2. Results from a study by Upitis (1992) showed
3. The reasons for the gender gap in LD diagnoses are unclear (Winzer, 1999).

One work, 2 authors

Cite both names every time the reference occurs in text.

Example:

One Canadian study reported that phonemic processing in grade 1 was the best predictor of grade 6 reading (Cunningham & Stanovich, 1997).

One work, 3-5 authors

The first time you cite a work, cite all authors.

Example:

Societies around the globe are becoming increasingly connected and interdependent (Apple, Kenway, & Singh, 2005).

After that, give the first author's name followed by et al. and the year if it is the first citation of the reference within a paragraph.

Example:

(Apple et al., 2005).

Two or more references within the same parentheses

Order them alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to *et al.*). Separate with semicolons.

Example:

Several studies (Miller, 1999; Shafranske & Mahoney, 1998) show that

Two references by the same author within the same parentheses

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date.

Example:

Past research (Gogel, 1990, 2006, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Example:

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase such as *see also*, before the first of the remaining citations, which should be in alphabetical order.

Example:

(Minor, 2001; see also Adams, 1999; Storandt, 2007)

Citing Quotations in Text

Include the page number if you are citing specific parts of a source.

Example:

Culture can be defined as “the values, norms, institutions and modes of thinking to which successive generations in a given society have attached primary importance” (Brown, 2002, p. 67).

Citing ONLINE CONTENT

Direct Quotations of Online Material (Author is known)

With Pagination: Give the author, year, and page number in parentheses.

(Johnson, Sonier, & Habib, 2007, p. 2)

Without Pagination:

If paragraph numbers are visible, use them in place of page numbers. Use the abbreviation “para”.

(Johnson, Sonier, & Habib, 2007, para. 2)

Without page numbers and without paragraph numbers

Give the heading from the document and direct your reader to the paragraph after the heading where you found the quote.

(Johnson, Sonier, & Habib, 2007, Discussion section, para. 1)

Q . BUT! What if the heading is really long?

A. Then use a short title enclosed in quotation marks.

Example: “Assessment Practices Used in Programs for Adolescents with Behavior Disorders” becomes

(Johnson, Sonier, & Habib, 2007, "Assessment Practices Used in Programs," para. 4)

e-mail communications from individuals

E-mail communications from individuals should be cited as personal communications. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

Examples:

- T. K. Lutes (personal communication, April 18, 2001)
- (V.-G. Nguyen, personal communication, September 28, 1998)

Entire Website

When citing an entire website, it is sufficient to give the address of the site in just the text.

Example:

Kidspsych is a wonderful interactive website for children (<http://www.kidspsych.org>).

Website material, no author, no year, and no page numbers

Because the material does not include page numbers, you can include any of the following in the text to cite the quotation (from pp. 170–171 of the *Publication Manual*):

- A paragraph number, if provided; alternatively, you could count paragraphs down from the beginning of the document.
- An overarching heading plus a paragraph number within that section.
- A short title in quotation marks, in cases in which the heading is too unwieldy to cite in full.

Because there is no date and no author, your text citation would include the title (or short title) "n.d." for no date, and paragraph number (e.g., "Hermeneutic," n.d., para. 1).

FAQs

How do I reference a source found in another source?

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source.

For example, if Allport's work is cited in Nicholson and you did not read Allport's work, list the Nicholson reference in the reference list. In the text, use the following citation:

Allport's diary (as cited in Nicholson, 2003).

What's the difference between using p. or pp. for page numbers?

If a periodical includes a volume number, italicize it and then change to regular type and give the page range without *pp.*

If the periodical does not use volume numbers, include *pp.* before the page numbers so the reader will understand that the numbers refer to pagination.

Use *p.* if the source is a page or less long. For example, precede page numbers for newspaper articles and book chapters with *p.* or *pp.*

What if I can't find the correct reference style for the source I'm using?

Don't worry, even the APA manual doesn't contain specific guidance for all sources. If this guide or the APA manual doesn't have your exact source type listed, choose the example that is most like your source and follow that format. Don't forget to check out the APA style website for additional examples, and if you still can't find it, remember it's always better to provide more information than less. Your goal is for someone to be able to find the source you used.

(adapted from the sixth edition of the APA [Publication Manual](#), © 2010)