APA Style (6th) Quick Guide

Dalhousie University Libraries

Citations indicate the exact location for sources of information used in the text of the paper; the references (or list of works cited) describes, as a whole, the works from which the citations are taken. PLEASE NOTE: The examples on the following pages are based on the style recommended in the American Psychological Association Publication Manual (6th ed. 2010).

SAVE TIME: Use RefWorks to easily keep track of your references and quickly format them correctly for your bibliography. RefWorks is a personal bibliographic citation managing system that Dalhousie subscribes to. For more information, go to http://www.library.dal.ca/RefWorks/.

IMPORTANT: Dalhousie University defines plagiarism as “the presentation of the work of another author in such a way as to give one's reader reason to think it to be one's own. Plagiarism is a form of academic fraud.” Find out what plagiarism is and how to avoid it at http://plagiarism.dal.ca.

Remember: APA requires double-spacing between ALL text lines – that includes references. Please note that, in an attempt to save space, this document has been formatted in single spacing.

REFERENCES

Books

• **one author:**

• **two to seven authors:**

• **more than seven authors:**

• **no author given:**

• **no publication date given:**

• **an organization or institution as "author":**

• **an editor as "author":**
- **an edition of an author’s work:**

- **a translation:**
  (Original work published 1940)

- **a work in a series:**

- **a work in several volumes:**

- **conference proceedings:**

- **chapter in an edited book:**

**Articles**

- **journal / periodical (continuous pagination):**

- **journal / periodical (non-continuous pagination):**

- **journal article with three to seven authors:**

- **journal article more than authors:**

- **newspaper:**

- **magazine:**

- **review:**
• **article in a reference book or encyclopedia - signed and unsigned:**
  


• **a work in a collection or anthology:**
  


• **paper published as part of the proceedings of a conference:**
  

**Dissertations / Theses**

• **obtained from university:**
  

• **obtained from Dissertations and Theses database:**
  

• **an abstract from DAI:**
  

**Other materials**

• **patent:**
  

• **video or DVD (motion pictures):**
  

• **television program:**
  
**personal communications** (email messages, interviews, lectures, and telephone conversations):
Because the information is not retrievable it should not appear in the reference list. In your paper they should look as follows: J. Burnitz (personal communication, September 20, 2000) indicated that .... or In a recent interview (J. Burnitz, personal communication, September 20, 2000).

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**ELECTRONIC / ONLINE / WORLD WIDE WEB**

**Books (Online)**

- **an entire electronic book retrieved from a database:**

- **an entire electronic book with direct link to item:**

- **an article or chapter in an electronic book:**

- **entire electronic technical or research report - available on the web:**

- **paper from the proceedings of a conference:**

**Journal Articles (Online)**

New style guidelines use the DOI (Digital Object Identifier) which is an assigned alpha-numeric code that usually appears on the article or in the database record. If the DOI is not provided, enter the citation information using Cross/Ref Simple Text Query <http://www.crossref.org/SimpleTextQuery/>. The retrieval date is no longer required.

- **article with DOI assigned:**

- **article from electronic journal (no print version):**

- **article with no DOI:** (include URL for journal website not database)
• **article - preprint version**

• **newspaper article from an online database:**

• **a newspaper article from newspaper’s website:**

• **company information from a database:**

• **an article posted on an open-access or personal website:**


• **a cd-rom publication:**

### Web Sites

• **website of an organization or government:**


• **a personal homepage:**

• **a posting to an online discussion group or listserv:**

• **a blog post:**

• **an online video:**

**NOTE:** The URL should not be underlined. Sometimes underlining appears automatically when a URL is displayed in a browser or in Word. Remove the underlining before submitting your paper.
In APA style, you acknowledge your sources by including parenthetical citations within your text. These refer the reader to the alphabetical list of references or works cited that appears at the end of the document. Use the first piece of information that appears in the reference and the year. For example:

Researchers have pointed out that the lack of trained staff is a common barrier to providing adequate health education (Fisher, 1999) and services (Weist & Christodulu, 2000).

When you are quoting directly from a work, you should also include the page number.

The close of the millennium was marked by a deep suspicion of the natural world and an increasing reliance "upon the pronouncements of soothsayers and visionaries, who caused hysteria with their doom-laden forecasts of the end of humanity" (Mulligan, 1977, p. 234).

If the context in which the quotation appears makes it clear which document in the bibliography the quoted text comes from, then no further identification is needed:

Baudino and Wyatt (2004) advocate "active learning promotes critical thinking and direct application of critical concepts" (p. 17).

A quotation from a web document with no pagination should include a paragraph number.

"Lake Champlain's ecosystem is under enormous pressure from urban growth" (Cushman, 2002, para. 3).

When you are quoting from a work with no author, use the first few words of the reference list entry (usually, part of the title).

Web Usability Studies are commonly conducted in libraries ("Benefits of Usability Studies," 2002, p. 34).

Personal communications, such as lectures or e-mail messages to you, or private interviews that you conducted with another person, should be referred to in your in-text citations but NOT in your reference list. For example:

J. Reiss indicated that "anthropologists are still debating the reasons for the Neanderthals’ disappearance” (personal communication, May 3, 2000)

Place direct quotations longer than 40 words in a free-standing block and omit quotation marks.

Jones’s 1993 study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

When a source that has three to five authors is cited, all authors are included the first time the source is cited. If that source is cited again, the first author's surname and "et al." For example, (Baldwin, Bevan, & Beshalke, 2000) then (Baldwin et al., 2000). When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time). For example, (Utley et al., 2001)

To cite secondary sources, refer to both sources in the text, but include in the References list only the source that you actually used. For example "(Bandura, 1989, as cited in Feist, 1998)." Feist (1998) would be fully referenced within the list of References. Bandura (1989) would not be listed.

Footnotes

Content footnotes are occasionally used to support substantive information in the text (or to acknowledge copyright permission status). They begin on a separate page with a heading centered on the first line below the manuscript page header. The first line of each footnote is indented 5-7 spaces and they are numbered with Arabic superscript numerals following punctuation marks within the text.

This guide is available online at http://www.library.dal.ca/how/apa_style6.pdf. There are also a variety of websites which provide examples of APA style available at http://www.library.dal.ca/How/.