WRITING CENTER
Academic Enrichment & Support Center

APA Documentation

This is an overview. ALWAYS check the full APA Handbook (Publication Manual of the American Psychological Association. 7th Edition) for complete information.

APA (American Psychological Association) is generally used in disciplines in the social sciences: psychology, sociology, anthropology, education, political science, and economics.

Stylistic Guidelines for writing in the social sciences:
-- Write from a third-person perspective.
-- Use the past tense to describe methods and results; use the past or past perfect tense for literature reviews; use the present tense to report established knowledge or to discuss conclusions.
--Write using 11 pt: Calibri, Arial, Georgia or 12 pt: Times New Roman
-- Use the technical language of the discipline correctly, but avoid excessive jargon.
-- Include graphs, charts, and illustrations when they convey information more readily than words. Label them clearly.
-- Incorporate numbers, statistics, and equations clearly and accurately; include thorough explanations.
-- Include a list of sources cited at the end of the paper. The list is titled "References" and should follow the formatting and content guidelines of APA documentation.

Title Page:
The title page should include a header containing a page number (starting at 1) at the top right corner of the page. A running head (an abbreviated title in all uppercase letters at the top of the page) should only be included if requested by instructor. Center the title in the upper half of the page and use upper- and lowercase letters. Underneath the title, type your name, and beneath your name type your institutional affiliation (Bethel University).

Long Quotations (block quotations):
Quotations of forty words or longer should begin on a new line indented five spaces and double-spaced. Do not use quotation marks with block quotations. Parenthetical citation should go after the concluding punctuation. Note that this placement of the punctuation (before the parenthetical citation) is an exception to the norm of APA style.
Example:
Therefore, several sources give various arguments about the preservation of coffee: It is generally thought that freezing can preserve coffee. This is a major fallacy. Coffee is freshest if used within the first fourteen days of being ground. Freezing coffee after the first fourteen days will not have much effect on it. (Starbucks, 2003)

In Text Citations
One author:
"It is good to write clearly, and anyone can" (Williams, 2005, p. 4). According to Williams (2005), "It is good to write clearly, and anyone can" (p. 4). Anyone can write clearly (Williams, 2005).

** Note: A page number is encouraged but not required with paraphrased information. A quotation requires a page number.

Two authors:
Rivera and Mulberry (2001) agree that it is important to study the relationship of faith and reason. Understanding the relationship of faith and reason is critical (Rivera & Mulberry, 2001, p. 887).

** Note: The word 'and' is used between author names in in-text citation but an ampersand (&) is used between author names in a parenthetical citation.

Three or more authors:
Rivera et al. (2005) agree that it is important to study the relationship of faith and reason. Understanding the relationship of faith and reason is critical (Rivera et al., 2005, p. 887).

Unknown author:
The Cookie Book (1999) states that the best way to make peanut butter cookies is to use chunky peanut butter. Chocolate chunks rather than chips are best for cookie baking ("What Goes with Milk," 1995).

Authors with the same last name:
To avoid confusion in citing two or more authors with the same last name, include each author's initials in every citation.
Examples: (A. M. Long, 1984) (B. L. Long, 1954) (A. M. Long, 1984; B. L. Long, 1954)

Secondary sources:
Use secondary sources sparingly. When reference to a secondary source is necessary, use the phrase "as cited in" in the parenthetical reference.
> Example: Erickson and Long's (1984) study (as cited in Author, A. A., date) found that grocery lists in written in blue ink were easier to remember than those written in black.

References page

Ordering the reference page:
Include a list of the sources cited in the work at the end of the paper. The list is titled "References" and should be arranged alphabetically, double-spaced, with a hanging

indent. The following examples illustrate reference page entries for several types of sources.

Alphabetizing:
"Nothing precedes something." In other words, the name Brown would come before the name Browning. M', Mc, and Mac should all be alphabetized according to the order of their letters. MacAllister should come before M'Cartney, which comes before McMillian. When listing multiple sources for the same author, earliest dates come first. If the sources are from the same year, alphabetize by the beginning of the title.

Books, Reference Books, Book Chapters

Whole print book:
> Author, A. A. (date). Title of work. Publisher.

Chapter in a print book or entry in a reference book:
> Author, A. A. (date). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xx-xxx). Publisher.
> Author, A. A. (date). Entry title. In Title of encyclopedia. (Vol. #, pp. xx-xx). Publisher.
> **Note: If the entry has no byline, place the title in the author position.

Online reference book entry:
> Author, A. A. (date). Title of article. In A. A. Editor (Ed.), Title of encyclopedia. http://www.xxxxxxxxxxxxxxxxxxx

Edited print book with no author:
> Editor, A. A. (Ed.). (date). Title of work. Publisher.

Edited print book with named author:
> Author, A. A. (date). In A. Editor, B. Editor, & C. Editor (Eds.), Title of work. Publisher.
> **Note: If there is no author or editor, move the title to the author position, before the date.

Electronic Book:
> Author, A. A. (date). Title of work. http://www.xxxxxxxxxxxxxxxxxxxx

Ancient Text (Bible):
> The New Jerusalem Bible. Henry Wansbrough (gen. ed.). (1985). Doubleday.
> **Note: Cite editor information if it is given, otherwise cite the translation, year, and
publisher in normal APA format

Periodicals
**Note: The title of an article should only have the first word of the title, subtitle and any proper nouns capitalized. The rest of the words should remain lowercase.

Print Periodical Article with Volume and Issue:

      Author, A. A., Author, B.B., & Author C.C. (year). Title of article. Title of periodical,
            vol.#(issue #), page-page.

Online Periodical:

** Electronic documents should contain a digital object identifier (DOI) if one is assigned. If no DOI is assigned and you retrieved the content online, treat the document as a print work. [See the entry below for an example of each type of reference]

      Author, A. A. (date). Title of article. Title of journal, vol.#(issue #), page-page.
            xx.xxxxxxxxxxx
      Author, A. A. (date). Title of article. Title of journal, vol.#(issue #), page-page.

Magazine Article:

      Author, A. A., Author, B.B., & Author C.C. (Month, year). Title of article. Title of
            magazine, vol.#(issue #), page-page.

Online Magazine Article:

      Author, A. A., Author, B.B., & Author C.C. (Month, year). Title of article. Title of
            magazine, vol.#(issue #). http://www.xxxxxxxxxxxxxxxxxxxx

Newspaper Article:

      Author, A. A. (year, month day). Title of article. Title of newspaper, pp. xx, xx.

Online Newspaper Article:

      Author, A. A. (year, Month day). Title of article. Title of Newspaper.
            http://www.xxxxxxxxxxxxxxxxxxx

Audiovisual Media

Video:

      Name. (Producer). (year). Title [DVD]. http://www.xxxxxxxxx

Film:

      Name, A. A. (Producer), & Name, B.B. (Director). (year). Title [Motion picture]. Country
of origin: Studio.

Podcast:

      Name. (Producer). (year, Month day). Title [Audio podcast]. http://www.xxxxxxxxx

Blog post:

      Author, A. (year, Month day) Re: title [Web log message]. http://xxxxxxxxxxxxxxxxxxx