



# APA Style Guide (6<sup>th</sup> Edition)

The following are examples and explanations that follow the *Publication Manual of the American Psychological Association* Sixth Edition. This handout is intended as a guide. If you have specific questions, always check with your instructor. **Note:** Examples in this handout may be single-spaced to conserve paper. **ALWAYS** double-space between **ALL** lines.

## IN-TEXT CITATION

In addition to providing a reference list at the end of your paper, you must also cite your sources within your paper by using **in-text citations**. You must cite direct quotes, paraphrases, or summaries of someone else’s words, as well as facts, figures and ideas that are someone else’s works. This allows your audience to see where the information is coming from, while also giving credit to the original source. **Note:** Sentence punctuation occurs **after** in-text citations. See examples below.

### 1. Single author

<p>If the name of the author appears in a signal phrase in the sentence, cite only the year of the publication in parentheses following the author’s name.</p>	<p>Cartwright (2010) suggested that paying strict and narrow focus to a problem may not be the best way to solve it.</p>
<p>While it is not required, it is encouraged to also provide the page number for a paraphrased citation, to help your reader find the passage in the text.</p>	<p>Cartwright (2010) noted that most adults need between seven to nine hours of sleep per night on average (p. 36).</p>
<p>If you do not introduce the author’s name in the sentence, place both his/her name and the year, separated by a comma, in parentheses.</p>	<p>Most adults need between seven to nine hours of sleep per night on average (Cartwright, 2010, p. 36).</p>
<p>All citations <b>in</b> parenthesis should include the year, regardless of how often they appear in a paragraph.</p>	<p>Most adults need between seven to nine hours of sleep per night on average (Cartwright, 2010). A good indicator of how much sleep is necessary is to look at unscheduled sleep (Cartwright, 2010).</p>
<p>Within the same paragraph, if the name of the author is <b>outside</b> of the parenthesis, <b>after the first citation</b>, you do not need to include the year in additional references to the author’s work, as long as the work cannot be confused with other citations.</p>	<p>Cartwright (2010) noted that most adults need between seven to nine hours of sleep per night on average. Cartwright pointed out that unscheduled sleep is a good indicator of how much sleep is necessary.</p>
<p>Material directly quoted from the author must be enclosed in quotation marks. Give the author’s last name, date of publication, and page number (<b>page number is required for quotations</b>).</p>	<p>Cartwright (2010) observed that “the use of stay-awake medicine is strongly related to shift work” (p. 37).</p> <p>It is observed that “the use of stay-awake medicine is strongly related to shift work” (Cartwright, 2010, p. 37).</p>

## 2. Two authors

<p>Give the last name of both authors in the signal phrase or in the parentheses every time you cite. In the signal phrase, use "and."</p>	<p>Anderson and Fuller (2010), determined that "the reading comprehension of three-quarters of the students in this study declined significantly when listening to music, compared with their performance in a quiet setting" (p. 184).</p>
<p>In parentheses, use "&amp;" between the authors' last names.</p>	<p>"The reading comprehension of three-quarters of the students in this study declined significantly when listening to music, compared with their performance in a quiet setting" (Anderson &amp; Fuller, 2010, p. 184).</p>

## 3. Three to five authors

<p>Name all of the authors in the signal phrase or in the parentheses the first time you cite the source.</p>	<p>Perryman, Moss, and Cochran (2015) concluded: "expressive arts activities can be especially important to adolescents as they begin the process of individuation" (p. 207).</p>
<p>Separate author names by a comma. Before the last author listed, use the word "and" in the signal phrase, use "&amp;" in parentheses.</p>	<p>They concluded, "expressive arts activities can be especially important to adolescents as they begin the process of individuation" (Perryman, Moss, &amp; Cochran, 2015, p. 207).</p>
<p>In additional citations, use only the first author's name, followed by "et al." in either the signal phrase or in parentheses.</p>	<p>Perryman et al. (2015) observed that "the art process provides alternative channels for communication that might have otherwise remained unknown" (p. 207).</p>

## 4. Six or more authors

<p>Use only the first author's name, followed by "et al." in the signal phrase or in parentheses.</p>	<p>Pea et al. (2012) found that "even heavy online media users tended to derive their positive feelings principally from in-person friends" (331).</p>
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## 5. Author unknown

<p>If the author's name is not available, use the title of the work in the signal phrase or give the first word or two of the title in parenthesis. Titles of <b>short works</b> like articles are put in "quotation marks." Titles of <b>long works</b> like books are <i>italicized</i>.</p>	<p>The listeners in this study had very emotional reactions to these types of music ("Dysphoric Mood," 2012).</p>
<p>In the rare case that the work you are using indicates the author as "Anonymous," treat it as if it is a real name.</p>	<p>"Couples/family work helps traumatized people to feel less alone and more supported and teaches loved ones positive ways to be of assistance" (Anonymous, 2007, p. 563).</p>

## 6. Organization as author

<p>If an organization (e.g., corporation, association, government agency) is the author of the source, give the full name of the organization in the signal phrase or parentheses.</p>	<p>It was reported that 7.1% of middle schoolers and 23.2% of high schoolers were currently using a tobacco product (Centers for Disease Control and Prevention, 2012).</p>
<p>If the organization has a familiar abbreviation or is readily understandable, you can include the abbreviation in brackets [ ] the first time you cite it, then use the abbreviation alone in subsequent citations.</p>	<p>It was reported that 7.1% of middle schoolers and 23.2% of high schoolers were currently using a tobacco product (Centers for Disease Control and Prevention, [CDC], 2012).</p> <p>“From 2009-2011, among middle school students, no statistically significant declines were observed for any of the tobacco use measures” (CDC, 2012).</p>

## 7. Indirect sources

<p>When you quote information that has already been quoted from another source, name the original work and put “as cited in” before the indirect source. Try to use secondary sources sparingly, instead, try to track down the original source.</p>	<p>Kurdek observed that “male and female adolescents listened to any genre of preferred music to deal with the feelings of anxiety” (as cited in Shafron &amp; Karno, 2013, p. 76).</p>
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## 8. Web Source

<p>If possible, cite web sources as you would any other source, with author and year. Oftentimes, there will be no page numbers for web sources. In this case, count the number of paragraphs and indicate which paragraph the information you are citing appears. Use the abbreviation “para.”</p>	<p>Wein (2016) found that “Both the structure and function of muscle, including contractile function and forelimb grip strength, improved in the treated mice” (para. 6).</p>
<p>If the web page has headings, you can cite the heading in parentheses along with the paragraph numbers.</p>	<p>Kassinove (2016) reported that “those who were lowest on anger control had the highest risk of fatal and non-fatal cardiovascular events” (Potential Health Consequences section, para. 2).</p>
<p>If you are using a PDF document, use the page numbers indicated on the document.</p>	<p>Pea et al. (2012) found that “even heavy online media users tended to derive their positive feelings principally from in-person friends” (331).</p>
<p>If there is no date for the web page, use the abbreviation “n.d.” for “no date.”</p>	<p>The EPA looks at a combination of dietary exposure, worker exposure, and environmental exposure (EPA, n.d.).</p>

## Reference List

At the end of your paper, you will have a separate reference list page. In the list of **references**, you will alphabetically list all of the sources that you quoted, paraphrased, or summarized throughout your paper. Each entry that you used in-text citations for will have a corresponding entry on your reference list page. Note these capitalization rules: For books and article titles, capitalize **only** the first word of the title and subtitle, and all proper nouns. For journals, magazine and newspaper titles, capitalize all major words, and maintain punctuation that is used by the journal.

### General guidelines for listing authors

One author	List the author's last name and initial(s):  Cartwright, R. D. (2010). <i>The twenty-four hour mind: The role of sleep and dreaming in our emotional lives</i> . Oxford: Oxford University Press.
Two to seven authors	List up to seven authors by last name and initial. Use an ampersand (&) before the last name of the last author:  Wardrop, P. A., & Yaremchuk, K. (2011). <i>Sleep Medicine</i> . San Diego: Plural Publishing.
Eight or more authors	List the first six authors followed by three ellipsis dots (...) and the last author's last name:  Pea, R., Nass, C., Meheula, L., Rance, M., Kumar, A., Bamford, H., . . . Zhou, M. (2012). Media use, face-to-face communication, media multitasking, and social well-being among 8- to 12-year-old girls. <i>Developmental Psychology</i> , 48(2), 327-336. <a href="http://dx.doi.org/10.1037/a0027030">http://dx.doi.org/10.1037/a0027030</a>
Organization as author	Use the organization name as the author:  National Institute of Child Health and Human Development Early Child Care Research Network. (2008). Mothers' and fathers' support for child autonomy and early school achievement. <i>Developmental Psychology</i> , 44(4), 895-907. <a href="http://dx.doi.org/10.1037/0012-1649.44.4.895">http://dx.doi.org/10.1037/0012-1649.44.4.895</a>
Unknown authors	Use the work's title in place of an author:  Children and sleep disorders. (2012). <i>Journal of Sleep</i> , 17(3), 36-42.

### Books

Basic format	Last name, first initial(s) of author. (Year). <i>Title of book is italicized</i> . Place of publication: Publisher.
Print	Cartwright, R. D. (2010). <i>The twenty-four hour mind: The role of sleep and dreaming in our emotional lives</i> . Oxford: Oxford University Press.
Electronic book from a database	Marsh, M. (2015). <i>Practically joking</i> . Retrieved from <a href="http://www.ebrary.com">http://www.ebrary.com</a>

### Articles in a Journal

Basic format	Last name, first initial(s) of author. (Year). Article title. <i>Journal Title Italicized, Volume issue italicized</i> (volume number), pages.
Journal article in print	Anderson, S. A., & Fuller, G. B. (2010). Effect of music on reading comprehension of junior high school students. <i>School Psychology Quarterly, 25</i> (3), 178-187.
Journal article from a database	Shafron, G. R., & Karno, M. P. (2013). Heavy metal music and emotional dysphoria among listeners. <i>Psychology of Popular Media Culture, 2</i> (2), 74-85. doi:10.1037/a0031722  <u>Note:</u> Articles found in our library databases will have a "DOI" number, which goes at the end of the citation. A DOI number is a unique alphanumeric string that provides a persistent link to content online. It is unique and permanent, so your readers will be able to find your articles. Recently, DOI numbers have been changed to a more user-friendly format in the form of a URL. So you might see DOI numbers like this: <a href="http://dx.doi.org/10.1037/a0039764">http://dx.doi.org/10.1037/a0039764</a>
Journal article from a website with URL	Xu, S., Wang, Z., & David, P. (2016). Media multitasking and well-being of university students. <i>Computers in Human Behavior, 55</i> , 242+. Retrieved from <a href="http://go.galegroup.com/ps/i.do?id=GALE%7CA435957244&amp;v=2.1&amp;u=milin_s_quincoll&amp;it=r&amp;p=AONE&amp;sw=w&amp;asid=5f17fd34ac39e63301dc1ceef19997c5">http://go.galegroup.com/ps/i.do?id=GALE%7CA435957244&amp;v=2.1&amp;u=milin_s_quincoll&amp;it=r&amp;p=AONE&amp;sw=w&amp;asid=5f17fd34ac39e63301dc1ceef19997c5</a>  <u>Note:</u> If the online article does not have a DOI number, use the URL.

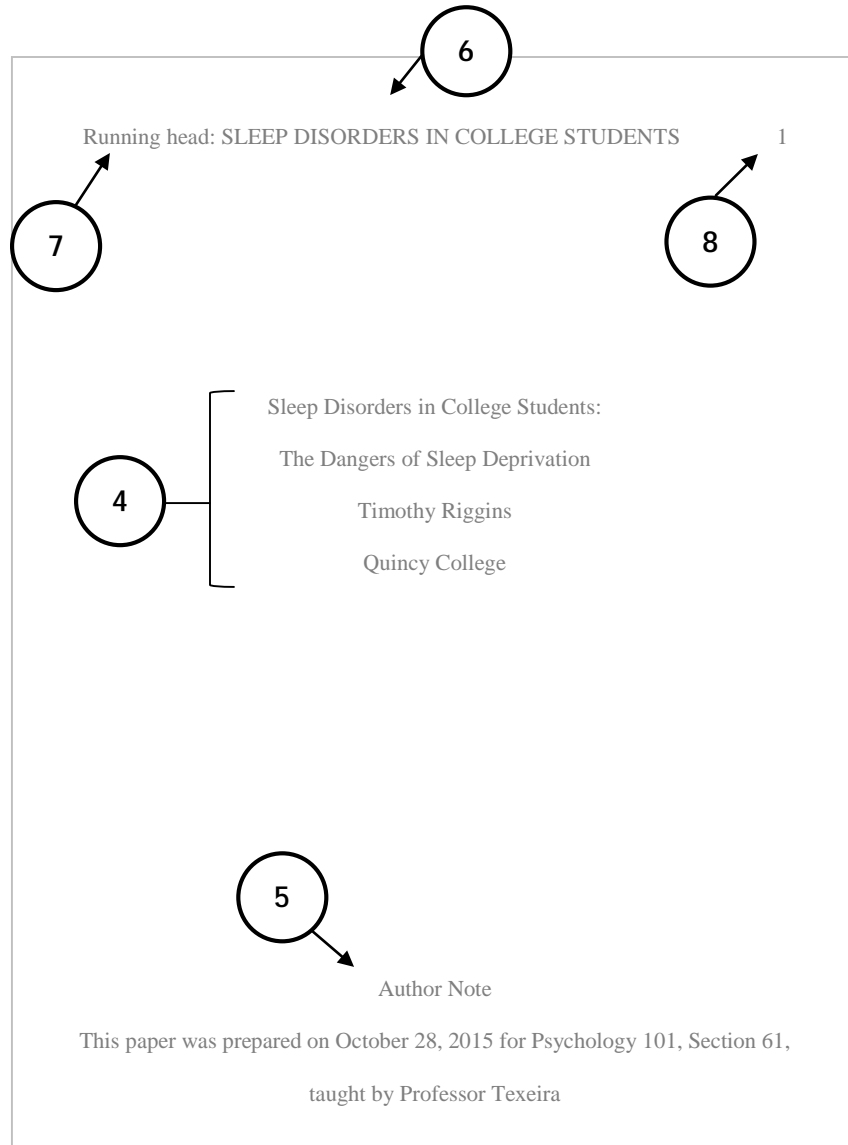
### Electronic Sources

Website document basic format	Last name, first initial(s) of author. (Year). <i>Title of document italicized</i> . Retrieved from <a href="http://URL">http://URL</a>
Website document with no date	Kassinove, H. (n.d.). <i>How to recognize and deal with anger</i> . Retrieved from American Psychological Association website: <a href="http://www.apa.org/helpcenter/recognize-anger.aspx">http://www.apa.org/helpcenter/recognize-anger.aspx</a>  <u>Note:</u> If there is no date of publication use "n.d." (for "no date").
Website document with known publisher	Wein, H. (2016, January 12). <i>Gene editing improves muscle in mice with muscular dystrophy</i> . Retrieved from National Institutes of Health (NIH) website: <a href="http://www.nih.gov/news-events/nih-research-matters/gene-editing-improves-muscle-mice-muscular-dystrophy">http://www.nih.gov/news-events/nih-research-matters/gene-editing-improves-muscle-mice-muscular-dystrophy</a>  <u>Note:</u> If the publisher is known and is not used as the author, you can include the publisher's name in the "Retrieved from...website" statement.
Website document with no author	Centers for Disease Control and Prevention. (2015, April 7). <i>Protect your kidneys</i> . Retrieved from <a href="http://www.cdc.gov/Features/WorldKidneyDay/">http://www.cdc.gov/Features/WorldKidneyDay/</a>  <u>Note:</u> If the author is not known, use the publisher.

## APA Cover Page Format

The cover page of your paper should follow these formatting guidelines:

1. Use 1" margins on the top, bottom, and sides of your page.
2. Use a standard, readable font (e.g. Times New Roman) and type size (e.g. 12 point).
3. Double-space the entire page.
4. About halfway down the page, center the full title on the page. Do not underline, italicize, or put quotations around your title. On separate lines, list your name, and the school's name.
5. At the bottom of the page, you can add an "Author Note" (centered), and list the course name and the instructor. Ask your instructor if they would also like you to include the date.
6. Add a heading to your paper (the heading will automatically place itself within the top margin), so that the title of your paper will appear on the top left of every page in capital letters. Use a shortened version if your title if it is longer than fifty characters.
7. **For the title page only**, use the words "Running head," then a colon, then the title of your paper (in all capitals).
8. Include a page number in the heading, at the top right corner of every page. Start the numbering with the title page and continue through the reference list.



## APA Main Body Format

A paper in APA format should follow these formatting guidelines:

1. Keep a 1" margin on the top, bottom, and sides of your page.
2. Keep a standard, readable font (e.g. Times New Roman) and type size (e.g. 12 point).
3. Double-space the entire paper.
4. Continue the running head on the top left of every page in capital letters (you no longer need to repeat the words "Running head").
5. Continue the page number on the top right corner of every page.
6. On the first page of the main body, center the full title of the paper. Do not underline, italicize, or put quotations around your title.
7. Indent the first word of each paragraph ½" (or five spaces from the left margin).
8. If a quotation has more than forty words, set it off from the text. Begin the block quote on a new line and indent the entire quotation ½". Double-space the entire quotation. Do not add quotation marks. The citation should appear **after** the end punctuation.

4 → SLEEP DISORDERS IN COLLEGE STUDENTS

5 → 2

6 → Sleep Disorders in College Students:  
The Dangers of Sleep Deprivation

7 → There are many types of sleep disorders, and there have been many studies that have examined the effects of sleep disorders among adults and adolescents. College students are at particular risk for developing sleep disorders for a variety of factors. For instance, there is a trend among college students to sleep fewer hours a night during the week, and attempt to make up this lost sleep on the weekends (Cartwright, 2010). This loss of sleep however is oftentimes not in fact made up on the weekends, and therefore a

← 1" →

created. According to the National Sleep Foundation

4 → SLEEP DISORDERS IN COLLEGE STUDENTS

5 → 3

as well as the increased risks involved. It was observed that they were particularly vulnerable to the changes in circadian rhythm (Lund, Reider, Whiting, & Prichard, 2010).

Included in the study was a comparison between first year college students and high school seniors, which examined the differences in bedtimes and rise times:

8 → Both weekday bedtimes and rise times appear to be 75 minutes later in our cohort of first year college students when compared to a cohort of seniors in high school. Sleep schedule differed significantly by year in school. First-year students had significantly later bedtimes and rise times than juniors and seniors during the weekends. (Lund, et al., 2010, p. 126)

Several factors were considered for this difference includin

## APA Reference List Format

The References page in APA format should follow these formatting guidelines:

1. Center the title – References – at the top of the page. Do not underline, type in all capital letters, or use quotation marks.
2. Running head and page number heading should continue on this page
3. Double-space the entire page.
4. Alphabetically list all of the sources you used in your research paper by author. If there is no author, alphabetize by the title.
5. The **first line of each entry** is even with the left margin. **Extra lines** in the entry should be indented ½" (or five spaces from the left margin).
6. Remember the title capitalization rules, found on page 4 of this handout.

