

## "APA Style" for References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author. [The first line of the citation begins at the left margin; subsequent lines are indented. This is different from the 4th edition.]

You can also visit <http://www.apastyle.org/> for tips on references.

### **Referencing within the body of a paper (internal citations):**

In APA style, if you write about another author's work (whether it is quoted or paraphrased), you must reference it, usually with the last names of all authors and the year published (e.g., Smith & Jones, 2001).

In addition, if you use a direct quotation from another author's work, you must reference it, including the page number (e.g., Smith & Jones, 2001, p. 32). You should provide complete citations for all works utilized in writing the paper. Failure to identify paraphrased or quoted concepts and statements from other published works, whether in print or online, is plagiarism and is a violation of the student code of conduct.

If you quote or paraphrase individuals with whom you have spoken (or if you quote or paraphrase from class lectures or handouts), cite them only in the text, not in the reference list as a "personal communication" as follows: (N. Bringman, personal communication, January 5, 2004).

### **Reference page:**

Do not spell out an author's first name. Do not capitalize any words in the title of an article or a book unless they are the first word in the title, the first word immediately following a colon, or proper nouns. However, do capitalize the main words in the title of a journal or magazine.

### **PROFESSIONAL JOURNAL:**

Author, A. A., Author, B. B., & Author, C. C. (2004). Title of the article. *Title of the Journal, Volume* (issue number), xxx-xxx (pages). [Provide the first and last page numbers of the entire article, not just the pages you used.]

Lapan, R. T., Gysbers, N. C., & Petroski, G. F. (2001). Helping seventh graders be safe and successful: A statewide study of the impact of comprehensive guidance and counseling programs. *Journal of Counseling & Development, 79* (3), 320-330.

### **BOOK:**

Author, A. A. (2004). *Title of the book*. City, ST: Publisher's Name.

Wittmer, J., & Thompson, D. W. (2000). *Large group guidance activities: A k-12 sourcebook*. Minneapolis, MN: Educational Media.

**BOOK CHAPTER IN A NON-EDITED BOOK:**

Turnbull, A. A., & Turnbull, B. B. (2001). Title of chapter in the book. In *Title of the book: Including the part after the colon* (pp. xxx-xxx). Major City: Publisher. [Provide the first and last pages numbers for the entire chapter.]

**BOOK CHAPTER IN AN EDITED BOOK:**

Jones, B. B., Smith, C. C., & Davis, G. G. (2002). Title of the chapter in the book. In A. Doe & C. Doe (Eds.), *Title of the book: And the subtitle too* (pp. 12-21). City, ST: Publisher. [Provide the first and last page numbers for the entire chapter, not just the page you used.]

**INTERNET SOURCE:** [See APA manual, 5th edition, p. 268]

*GVU's 8<sup>th</sup> WWW user survey*. (n.d.). Retrieved August 8, 2000, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

Hardin, E. (n.d.). *Truth and lies game*. Retrieved January 24, 2004, from Columbia Education Center Web site: <http://www.col-ed.org/cur/misc/misc04.txt>

Kaufman, P., Alt, M. N., & Chapman, C. D. (2001). *Dropout rates in the United States: 2000*. Washington, DC: U.S. Department of Education, National Center for Education Statistics. Retrieved February 20, 2003 from <http://nces.ed.gov/pubs2002/2002114.pdf>

- If the author of the document is not identified, begin the reference with the title of the document (first example above).
- Use n.d. (no date) when a publication date is not available (first and second example above).
- If the document is available on a university, a government, or private organization Web site, identify the host organization (and relevant program or department) before giving the URL for the document itself (second and third example above).

**Note: These are just a few examples of how to cite various publications. Please refer to a copy of the 5th edition of the APA publication manual (2001) for complete details and many more examples.**