

## Preparing References Using The Publication Manual of the American Psychological Association (APA) 6<sup>th</sup> Edition

Always check with your professor to make sure that referencing is according to his/her expectations. Spacing is always double-spaced when creating your reference list; however, these examples will be single-spaced for the purpose of saving paper.

### REFERENCES

The APA publication manual contains examples of different reference types (pp. 41-59, 198-224). Here are a few examples of the most commonly used formats.

#### PREPARING THE REFERENCE LIST

The reference list (References) is a list of sources that you used in your research paper. These sources specifically support your paper and provide the information needed to identify and locate each source. The reference list appears at the end of the paper, is double-spaced within and between sources, and is arranged alphabetically by the surname of the first author. Sources without authors are arranged alphabetically by title within the same list. The entries should also have a hanging indent.

#### REFERENCES TO PERIODICALS

These should include article author(s), date of publication, article title (*Only the first word of title, subtitle and any proper nouns should be capitalized.*), and periodical title, volume number (*italicized*), and page numbers.

#### ARTICLE, ONE AUTHOR

Smith, J. (1990). In search of health. *Journal of the American Medical Association*, 61, 23- 25.

#### ARTICLE, TWO AUTHORS, PAGINATED BY ISSUE

Burdette, W., & Carey, P. (1989). Hiring practices. *Personnel Journal*, 5(1), 5-10.

#### ARTICLE, THREE TO SIX AUTHORS

Smith, J., Burdette, W., Carey, P., & Murray, F. (1979). Supervisory experience in the seventies. *Personnel Journal*, 12(2), 80-85.

#### NEWSPAPER ARTICLE, NO AUTHOR

Columbine: Tragedy strikes. (1999, July 1). *Atlanta Journal*, p. A1.

Alphabetize works with no author by the first significant word in the title. In text, use the first four words of the reference list entry for the parenthetical citation ("Columbine," 1999). Precede page numbers for newspaper articles with "pp".

#### REFERENCES TO BOOKS

These should include book authors or editors, date of publication, book title (*Italicized, only the first word of title, subtitle and any proper nouns should be capitalized.*), and publication information (*place: publisher*).

#### BOOK, SINGLE AUTHOR, EDITION OTHER THAN FIRST

Williams, T. (1998). *Organizational habits* (2<sup>nd</sup> ed.). New York: McGraw-Hill.

#### EDITED BOOK

Troy, A., Anthony, P., & Wind, J. A. (Eds.). (1964). *Blacks in Education*. San Francisco: Jossey-Bass.

**CHAPTER IN AN EDITED BOOK**

*These should include author of the chapter, date of publication, chapter title, book editors, book title and chapter page numbers, and publication information.*

Peters, M. (1990). Perceptions of fuzzy logic. In T. Mitchell, Sr., S. Potts, & D. Hairston (Eds.), *Fuzzy logic uncovered* (pp. 201-210). New York: McGraw-Hill.

**REFERENCES TO TECHNICAL AND RESEARCH REPORTS**

*These should include report authors or editors, date of publication, report title (Italicized, only the first word of title, subtitle and any proper nouns should be capitalized.), and publication information (place: publisher). Rule of thumb – cite these reports like you would a book.*

**REPORT AVAILABLE FROM THE GOVERNMENT PRINTING OFFICE**

U.S. Department of Education. (1998). *The status of higher education in America*. (DHHS Publication No. ADM 98-1679). Washington, DC: U.S. Government Printing Office.

Note: Government Documents available from the Government Printing Office should show GPO as the publisher.

**REPORT AVAILABLE FROM THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)**

Varnedoe, R. (1991). *Photography: The art of pictures in the classroom*. East Lansing, MI: National Center for Research on Teacher Education. Retrieved from ERIC database. (ED 926863)

Note: Give the ERIC number in parentheses at the end of the entry.

**REFERENCES TO PROCEEDINGS OF MEETINGS AND SYMPOSIA****PUBLISHED PROCEEDINGS**

Mitchell, W.B., & Shepherd, S. (1999). Librarians in a university setting: What are the challenges? In L. Davidson (Ed.), *National Library Conference: Vol. 35. The Status of Librarians* (pp. 313-316). Athens: University of Georgia Press.

Note: Published proceedings are cited like books or chapters with a book. Proceedings published on a regular basis are cited like a journal or magazine article.

**UNPUBLISHED PAPER PRESENTED AT A MEETING**

Franks, V., Samms, P., & Harper, T. (1985, October). *Trauma Symptom Checklist for Babies (TSC-B)*. Paper presented at the meeting of the American Professional Society on the Abuse of Babies, Los Angeles, CA.

**DISSERTATIONS/THESES****DISSERTATION/THESIS IN DISSERTATION ABSTRACTS AND OBTAINED FROM UMI**

Shepherd, S. (2003). *The relationship between computer skills and the levels of technostress among faculty and academic librarians from selected institutions within the University System of Georgia*. (Doctoral dissertation). *Dissertation Abstracts International*. (UMI No. 3108828)

Note: Identify whether the resource is either a Doctoral dissertation or Master's thesis in parenthesis.

**DISSERTATION/THESIS IN DISSERTATION ABSTRACTS AND OBTAINED FROM UNIVERSITY**

Williams, G. G. (2003). *Georgia Southern University's Mentoring Administrators Program: A program evaluation* (Doctorial dissertation). Retrieved from <http://gil.georgiasouthern.edu>

**UNPUBLISHED DISSERTATION**

Robertson, J. W. (2003). *Training needs of school board members as perceived by school board chairpersons and superintendents in Georgia*. (Unpublished doctoral dissertation). Georgia Southern University, Statesboro.

**BOOK REVIEW**

White, F. (1990). Myths of self-knowledge [Review of the book *The self-knower* by A. A. Allen]. *Contemporary Psychology*, 22, 450-455.

Note: If the review is untitled, use the material in brackets as the title; retain the brackets.

**REFERENCES TO ELECTRONIC MEDIA**

*If the print and electronic forms of the material are the same, a reference for the print form currently is preferred. If they are not the same, for the electronic version, include the article author(s), the date of publication, the article title (Only the first word of title, subtitle and any proper nouns should be capitalized.), and the periodical title (italicized), type of media, availability (specify path).*

**ARTICLE IN GALILEO DATABASE**

Ericson, D. (1993). Prevention of ontogenesis. *American Journal of Community Psychology*, 54(1), 50-60. Retrieved from <http://www.galileo.usg.edu>

**ARTICLE ON A WORLD WIDE WEB PAGE**

Jacobs, P. (1994). A history of facilitated communication. *American Psychologist* 50, 750-765. Retrieved from <http://www.apa.org/journals/jacobs.html>

**E-BOOK IN GALILEO**

Taylor, P. J. (2008). *How to find educational resources effectively*. Retrieved from <http://www.galileo.usg.edu>

**E-BOOK ON INTERNET**

Cohen, L., Manion, L., & Morrison, K. (2007). *How Research methods in edition* (5<sup>th</sup> ed.). Retrieved from [http://books.google.com/books?id=5twk1pHwyl8C&printsec=frontcover&dq=education+research&lr=&as\\_brr=0#v=onepage&q=&f=false](http://books.google.com/books?id=5twk1pHwyl8C&printsec=frontcover&dq=education+research&lr=&as_brr=0#v=onepage&q=&f=false)

**DATA SETS**

Thompson, K. (2006). Perceptions of student leadership and student achievement [Data file and code book]. Retrieved from <http://www.galileo.usg.edu>

Note: If you are able to identify the exact URL for the database searched to retrieve the information use that; otherwise, use GALILEO's general url.

**BLOG, NEWSGROUP, ONLINE FORUM, DISCUSSIONS GROUP, OR E-MAIL LIST**

Shepherd, S. (2009, July 9). New online resources in Education [Blog]. Retrieved from <http://drshepherd.edublogs.org/2009/07/09/new-online-resources-for-education/>

### REFERENCE CITATIONS IN TEXT

*In your research paper, you must point out exactly what you have taken from each source listed in the “References” list. APA recommends you do this by citing the author and date of the work. For example:*

Tricyclic antidepressants appear to be no more effective than placebo in treatment of depression in children and adolescents (Hazell, O’Connell, Heathcote, Robertson, & Henry, 1995).

*When a work has no author, cite the first few words of the reference list entry (usually the title) and the year. For example:*

Fewer patients died (“New drug appears,” 1993).

### PERSONAL COMMUNICATIONS (i.e., email, interviews)

R. Smith (personal communication, December 30, 2007) or (R. Smith, personal communication, December 30, 2007)

Note: Cite personal communications in text only. Do not include in “References” list.

*Note: Check the APA Manual (p. 198-224) for additional instructions on how to format your paper. An example of a paper and reference list is provided. Also, check with your professor for clarification on the use of this citation guide in order to meet course guidelines.*

### ADDITIONAL RESOURCES

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

APA Style Homepage <http://www.apastyle.org/>

APA Style Tips <http://www.apastyle.org/previoustips.html>

Frequently Asked Questions About APA Style <http://www.apastyle.org/learn/faqs/index.aspx>

Learning APA Style <http://www.apastyle.org/learn>

Purdue University Writing Lab. (2000). *Using APA Format*. Available at: [http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)