



Basic Guidelines

To cite a source, you will need the following items. You may not find all of the items on each item, but you should look for as many as you can:

1. Name of the author or editor with last name first. Always use initials for first name and middle name.
2. Date of publication in Year, Month Day format (2001, March 7).
3. Title of the publication. Place book titles in italics. Use no special markers for articles or documents. Only capitalize the first word of the title, subtitle, and proper nouns.
4. Name of the editor, compiler, or translator of the text (if relevant and if not cited earlier).
5. Place of publication and publisher.
6. Volume number, issue number, and page numbers for journals or magazines. Place the journal name and volume number in italics.

Paraphrasing and Quotations

Paraphrasing – Summaries and paraphrases should include the author's last name and the date either in a signal phrase or in parentheses at the end. A page number is encouraged, when it will help a reader locate the summarized material. Indicate a citation from one page with the abbreviation “p.”, or a citation that comes from a range of pages with “pp.”:

According to Davis (1978), when they learned of an ape's ability to use sign language...

OR

... both linguists and animal behaviorists were taken by surprise (Davis, 1978, pp. 111-112).

Quotations - Short quotes of 40 or less words are incorporated into the text and are enclosed by quotation marks. If the quotation falls at the end of the sentence, place the citation outside of the closed quotation marks, and before the period:

... startling news for animal behaviorists" (Davis, 1978, p.26).

If the quotation falls within a sentence, end the quotation with quotation marks, insert the citation, then continue the sentence:

Interpreting these results, Robbins (2003) suggested that the “therapists in dropout cases may have inadequately responded to the adolescents’ needs” (p. 541), contributing to an overall climate of negativity.

Quotations of more than 40 words are displayed in a free standing block of typewritten lines and the quotation marks are omitted. Start the quote on a new line and indent five spaces. Type subsequent lines flush with the indent and double space.

Members of the organization retain power to direct it, even when they do not operate within roles of leadership:

A courageous follower chooses the right tool to help a leader examine options and their potential consequences. It is important to expand our toolkit so that we have the ability to indirectly challenge ideas and behaviors if that elicits dialogue rather than defensiveness.

Anything that gets the leader to step a little to the side in viewing something is helpful (Chaleff, 1995, p. 90).

Since many electronic sources do not have page numbers, use the abbreviation "para." and the paragraph number (if it is visible) in the place of the page number in the citation:

As Myers (2000, para.5) aptly phrased it, "positive emotions are both an end - better to live fulfilled, with joy [and other positive emotions] - and a means to a more caring and healthy society."

Citations in Your Text

The citations in the text of a paper allow the reader to locate the information the author used to support his or her thesis. Each work cited in the paper must appear as both a citation in the text, and within the list of references. The in-text citation depends primarily upon the number of authors of a source.

A work by one author:

The study showed that there was a high rate of alcohol abuse among the sampled population (Kessler, 2003, p. 72).

A work by multiple authors:

This study found a significant correlation between the treatment and improved health outcomes (Smith, Vessey & Barnes, 2009, pp. 88-91).

A work with no identified author:

When a work has no identified author, use the first few words of its title, in quotation marks for an article, or in italics for a book, web site, or report.

... retention rates improved among college-bound students (*College Bound Seniors*, 2008, p. 63).

... scores improved when students utilized interactive learning activities within the classroom ("Undergraduate perceptions of information literacy", 2010, p. 336).

Reference List

The reference list is placed at the end of a paper. The page should be titled "References" and centered at the top of the page. All sources cited in your paper must be included in your reference list. The entries should be arranged in alphabetical order by the surname of the first author or by the title if no author or editor is given. Each entry should be flush to the left margin on the first line and indented five spaces on all subsequent lines and double spaced. Titles of books or journals are italicized. Titles of articles are not.

Books

Book, General format:

Author, A. A. (year). *Title of work*. Location: Publisher

Book by one author

Barth, R. S. (2001). *Learning by heart*. San Francisco: Jossey-Bass.

Book by 2 authors

Landre, R., Miller, M., & Porter, D. (1997). *Gangs: A handbook for community awareness*. New York:

Facts on File.

Book by 3 authors

Winakor, G., Farrell-Beck, J., & Payne, B. (1992). *The history of costume: From ancient Mesopotamia through the twentieth century*. New York, NY: HarperCollins.

Article or chapter in an edited book, 2 editors

Parks, S. (1995). In my mother's house: Black feminist aesthetics, television, and a raisin in the sun. In K. Laughlin & C. Schuler (Eds.), *Theatre and feminist aesthetics* (pp. 200-228). Madison: Fairleigh Dickinson University Press.

Articles

Articles found in journals, magazines, and newspapers, whether in print or found through an online database, will be cited using the following format. Many articles found online, particularly those found using library databases, will have an identifying code known as a DOI (digital object identifier). Include the DOI in your citation if one is available.

Journal Article, General Format:

Author A. A. (year). Article title. *Journal Title*, volume(issue), pages. doi:xxxxxxxxxxx

Journal Article with DOI

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi:10.1037/0278-6133.24.2.225

Morris, M., Ciesla, J., & Garber, J. (2010). A prospective study of stress autonomy versus stress sensitization in adolescents at varied risk for depression. *Journal of Abnormal Psychology*, 119(2), 341-354. doi:10.1037/a0019036.

Journal Article without DOI

Davis, C. J. (1999). Margaret Fuller, body and soul. *American Literature*, 71, 31-56.

Gross, M. & Latham, D. (2010). Undergraduate perceptions of information literacy: Defining, attaining, and self-assessing skills. *College and Research Libraries*, (70)4, 336-348.

Magazine Article

Note that the citation for a magazine article includes the month of publication within the parenthesis, where the citation for a journal article does not.

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

Newspaper Article

Feder, B. J. (1993, December 30). For job seekers, a toll-free gift of expert advice. *New York Times*, p. C1.

Internet Resources

Web Page, General format:

Author, A.A. (publication date). *Title of web page*. Retrieved from URL.

If the date is not given, use the abbreviation "n.d." for "no date" inside the parentheses.

Web Page, Author and Publication Date Provided:

Bureau of Labor Statistics, U.S. Department of Labor (2009). *Occupational Outlook Handbook, 2010-11 Edition*, Retrieved from <http://www.bls.gov/oco/ocos083.htm> .

Web Page, no Author or Publication Date Provided:

GVU's 8th WWW user survey. (n.d.). Retrieved from
<http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Remember!

This handout is to be used as a guide and tip sheet for citing sources. Please refer to the *Publication manual of the American Psychological Association* (6th ed., copy available at the Information Desk), or consult a librarian or your instructor for questions, additional, or more detailed information. The following web site may also prove helpful:

<http://www.uhd.edu/library/guides/apa.html>