

## A Brief Guide to Using APA Style

The following guidelines are not intended to be all-inclusive but merely to help avoid typical pitfalls in citation by students. For the purposes of this class, you should use citation style as given by the American Psychological Association. You will need to know APA Style for both in-text citation and your References page. The following are guidelines based on current APA recommendations. For more information on the intricacies of APA citation, consult the *Publication Manual of the American Psychological Association* (available in the reference section of all campus libraries). For the latest recommendations on electronic references, go to the frequently updated APA website at < <http://www.apastyle.org/electref.html>>. The following examples of format are all based on those sources.

### In-Text, Parenthetical Citation

The main purpose of in-text citation therefore is to link information in your text with entries on your References page. For that reason, you need to make the connection between citations and sources clear by using the same primary name in your text as the primary identifying reference in your References. Because science is rapidly evolving, APA citation emphasizes the date of publication by placing it second to the author's name. Therefore, when using APA style the two most important pieces of information you should have in a textual reference are the last name of the author(s) and the date. The APA suggests that you include a page number (or paragraph number if no page number exists, as on a web source) only if you are using a direct quotation from the text. If you mention the author(s) in your sentence, then you should only put the date in your parenthetical citation. Three examples:

According to J. Q. Wilson and G. L. Kelling (1982), "at the community level, disorder and crime are usually inextricably linked, in a kind of developmental sequence" (p. 33).

According to a classic study of the "broken windows" theory, "at the community level, disorder and crime are usually inextricably linked, in a kind of developmental sequence" (Wilson & Kelling, 1982, p. 33).

According to the classic study of the "broken windows" phenomenon, disorder leads inevitably to crime (Wilson & Kelling, 1982).

In parenthetical or in-text citation with three to five authors, you should include all of the names on the first reference; then in the second reference on, use the primary author's name, followed by "et al." With six or more authors you should cite the primary author and indicate others with "et al." For example:

One author: (Jordan, 2001)

Three authors: (Jordan, Slinkoff, & Presser, 2001)

Six or more: (Jordan, et al., 2001).

If the source has no discernable author, then use the title. And be sure to use the title for reference both parenthetically and in your works cited:

*Parenthetical citation for un-paginated non-authored source:*

Safir's first action was to focus on the seemingly "trivial" crime of jumping subway turnstiles to avoid paying the fare (Commissioner describes NYPD 'success story,' 2000).

*References listing for un-paginated non-authored web source:*

Commisioner describes NYPD 'success story.' (2000, January 28). *Yale Bulletin*

*and Calendar*, 28(18). Retrieved March 3, 2003, from

<http://www.yale.edu/opa/v28.n18/story4.html>

### **Non-accessible Sources**

Since the whole purpose of including citations and references is to provide your reader with the means of finding the same sources themselves for future research, you should not include the following as part of your bibliography: e-mail, personal interviews, phone communications, references to non-published lectures or speeches, and surveys or other original research you have done gathering information about the problem you are addressing in your proposal. You should, however, mention them in your text. Original research that you have done to find information about your project should especially be explained clearly. Here are some examples of how you might cite this material:

A survey of 45 Busch campus students conducted at the Busch Student Center on April 1, 2003 (see Appendix I for questionnaire and results), showed an overwhelming number avoided taking Friday classes.

In an interview on January 12, 2003, Robert Spears, the Director of Parking and Transportation for the Rutgers, New Brunswick campus, discussed some of the problems that made additional parking spaces on College Avenue Campus impractical.

In a March 10, 2003 email response to my inquiries, Professor Dowling said that he thought student evaluations "put pressure on faculty to do the popular thing rather than the right thing" and therefore ought to be replaced by another system.

### **Your References Page**

A References page is just that: it reflects the works that you have actually referenced in your text, not works that you consulted for background information but did not cite. According to the latest guidelines, it should be double spaced consistently throughout. Do not skip extra space between each entry. You must list your sources in alphabetical order, either by the author's name or the title. If you have two or more sources by the same author, list them by year and use the author's name for each. Where the author has two entries for the same year, add lowercase letters ("a," "b," etc.) to the date. Do not number your entries on the page—alphabetical order and indentation will separate one entry from the next.

The following examples will give you some idea of format; for more complete information, consult with your instructor or the APA Handbook.

### **Books**

Jacobs, J. (1961). *The death and life of great American cities*. New York: Random House.

### **Books with more than one author**

Wilson, J. Q. & Herrnstein, R. (1985). *Crime and human nature: the definitive study of the causes of crime*. New York: Simon & Schuster.

### **Book chapters**

Wilson, J. Q. & Kelling, G. Broken windows: The police and neighborhood safety. In J. Q. Wilson (Ed.), *Thinking about crime* (pp. 77-90). New York: Vintage Books.

### **Periodical articles**

If the periodical is paginated continuously throughout the year, only the volume number is needed. If each issue begins with page 1, include the issue number after the volume number, with the issue number in italics and the volume in parentheses. For example, for "volume 17, issue 4," use *17(4)*.

Brown, Lawrence and Wycoff, M.A. (1987). Policing Houston: Reducing fear and improving service. *Crime and Delinquency*, *33(1)*, 71-89.

Strecher, V. (1991). Revising the histories and futures of policing. *Police Forum*,

I, 1-9.

### **Newspaper articles**

Remember to introduce page numbers with “p.” or “pp.” in the case of newspapers.

Campbell, G. A. (1997, October 14). Crime is down all over. *New York Times*,  
p.14.

### **Unpublished, in-house documents**

Brown, M. (1997). Log of daily accounts. (Available at Bryan Dentistry, Westerly Place,  
West Park, NY 02984).

### **Web references**

For referring to documents on the web, please check the APA website <http://www.apastyle.org/electsource.html> for the latest recommendations. For most web documents, you can use the same format as non-web sources, but you then need to add “Retrieved Month Day, Year, from the website: <http://etc.org/whatever.html>.” Differences arise because of the impermanence of web sources and the fact that many do not have clear authors or titles on their pages. The impermanence of web sources makes it necessary to add the date you retrieved it. In the case where there is no listed author, then use the title as your main listing, and only if there is no author or title should you merely list the source (such as the sponsor of the website). In any case, be sure to list the web address of the actual article or page you are using, not simply the address of the website you accessed first. Do not expect your reader to be able to follow all of the links you followed to find the article. If you are only referring to a website in general, and not a specific article or page on the site, you can just record the name and web address in your text without including any specific listing in your References. Do not include a period after web addresses.

Muzzey, E. H. (2001). Biochemical reactions in toddlers: The effects of television on the lymphatic system. *Journal of Northeastern Medicine*, 36, 90-123. Retrieved April 7, 2001 from the JNM website: <http://www.jnm.org/journal/muzzey/23000.html>

# Sample Annotated Bibliography

An annotated bibliography is simply a preliminary References page to which notes (or “annotations”) have been added after each entry. The main information required would be a sentence or two summing up what the source says and how it will be useful to your project. You might also want to say whether you will be using the source to quantify the problem or to set up the research paradigm for your project.

## References

Bocamazo, L. M. (1991). Sea Bright to Manasquan, New Jersey: Beach erosion control projects. *Shore and Beach*, 59, 37-42.

This paper shows beach control projects that have been used in New Jersey in the past fifty years. It will help me decide the best method for stopping the erosion at Bayport. Although not all of the projects deal with a similar ecosystem, there may be some that will function as models for my own.

Jackson, N. L. (1996). Stabilization of the shoreline of Raritan Bay, New Jersey.

*Estuarine Shores: Evolution, Environments, and Human Alterations*, 17, 397-420.

Seawalls are discussed in this article, along with other methods of alleviating erosion. This will help me decide if a seawall would be helpful at Bayport, and if so, will help me determine what height the seawall should be.

Nordstrom, K.F. (1989). Erosion control strategies for bay and estuarine beaches. *Coastal Management*, 17, 25-35.

A seawall alone may not be enough to control the erosion and sea level problem at Bayport. The seawall combined with other structures and techniques to hold back the sea would be a strategy I might consider, and this paper presents models used along bays like the Tranry Bay. Additional control structures will probably be needed. This source is important to my paradigm.

Thorstein, G. (2000). *Land-sea barrier methods*. New York: Putnam.

This book will help me design a good plan for alleviating the effects of sea-level rise in Bayport. Thorstein’s failure analysis of methods that did *not* work well will be useful for me in avoiding unsafe or unsuitable designs. Since he includes many sample projects carried out in areas similar to Bayport, I can use them to develop an approach based on an existing paradigm. This source is therefore very important to my paradigm.