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ROBERT MORRIS UNIVERSITY
Information Technology Library

APA-Style Reference List & Manuscript Preparation

Why do we have to do this?

The purposes of a Reference List (bibliography) are to give proper credit to the sources used, to refer the reader to relevant sources, and to allow the reader to recreate the path followed in preparing the research paper. Your Reference List should be clear and accurate enough to lead your readers precisely to the same sources you found and used in your paper. The APA guidelines are so different from MLA style that you will need to refer often to the APA manual for details not found in this handout. Either buy your own copy, or go to the library to use it there (*see below*).

Current Edition APA Manual:

Publication Manual of the American Psychological Association (6th ed.). (2010).

Washington, DC: American Psychological Association.

RMU Call No.: REF 808.0661/Pub

- To prepare your **Reference List**, see **Section 6.22 (pg. 180)** “**Reference List.**”
- To **type your paper**, see **Section 8.03 (pg. 228)** “**Preparing the Manuscript for Submission.**”
- **APA web page:** www.apastyle.org

BASIC FACTS OF APA STYLE MANUSCRIPTS

General Format

- Preferred fonts: Times New Roman 12-pt.
- Number all pages in the upper right corner.
- Double space everything!
- If a number is less than 10, write it out. If it is 10 or higher, use the number.
- If a number starts a sentence, spell out the number, even if it is higher than 10.
- Use a “0” before a decimal point for numbers <1. For example, 0.25 cm.
- Indent the first line of every paragraph.
- Use one-inch margins on each side of text
- Do not justify the right margin, just use “ragged” edge.
- Do not hyphenate words at the end of the sentence.
- Capitalize the first letter of each sentence, major words in titles and headings, proper nouns and trade names, and the first letter after a colon [:] if it is in independent clause.
- Use italics, bold, and abbreviations sparingly.
- Space only once after punctuation.

Quotation

- Quotations of fewer than 40 words should be put into quotes and inside the sentence. Longer quotes should be block quoted, no quotation marks, double-spaced, with ½ inch indent from the left margin (*see sec. 6.03*)
- Direct, in-text quote: use parenthesis, give author’s last name, year published, and page number.

For example: An earlier study illustrated this point (Brown, 2004, p. 416).

- Do not use footnotes at the bottom of the page; Put them together on a separate page.
- All citations in the manuscript must appear in the reference list, and all references must be cited in the text.
- When quoting an electronic source within the text, use the paragraph symbol ¶ or paragraph number instead of page numbers. Many web pages, other than Adobe documents, do not provide accurate page numbering. Count the paragraphs and use either the paragraph symbol, or the abbreviation “para.” followed by the number.

To insert the paragraph symbol in MS-Word, go to “Insert; Symbol; Special Characters” and select the paragraph symbol.

As Myers (2000, ¶ 5) aptly phrased it, “positive emotions...”

If you do not have the paragraph symbol, use the abbreviation “para.” followed by the paragraph number.

As Myers (2000, para. 6) aptly phrased it, ...

Basic facts of APA style Reference Lists

- A complete citation will contain the author, year of publication, title, and publishing data. Make sure the citation is accurate and complete.
- Initials only of author's first and middle names.
Brown, D. T. and Smith, J.
- Date of publication always follows author's name in parenthesis
Brown, D. T. and Smith, J. (2004).
- Titles of articles are just plain text.
- Titles of publications are *italicized*.
- Order of references (*see page 181*):
 - Alphabetize list entries by surname;
 - Multiple authors: list in order given;
 - No author, but corporate author: alphabetize using the first significant word of the agency, association, institution or organization.
 - If there is no author, or agency, as above, the title moves to the first position and is alphabetized by the first significant word of the title.
 - If there is more than one work by the same author, arrange by the year of publication, with the earliest first.
- All citations in the manuscript must appear in the reference list, and all references must be cited in the text.
- **(NEW) DOI-Digital Object Identifier** should be provided if assigned to a digital source used in a manuscript. For more information see pages 188-189.

A DOI (Digital Object Identifier) is a unique alphanumeric string assigned to content to provide a persistent link to its location on the internet. The number is assigned by International DOI Foundation and provide by the publisher when the article is published electronically (p.188-189).

Sample Citations from the APA Publication Manual

BOOK with one author or editor, no author, and multi-volume works:

Author. (Year published). *Publication Title*. City of publication: Publisher.

Fukuyama, F. (2002). *Our Posthuman Future: Consequences of the Biotechnology Revolution*. New York: Farrar.

Gibbs, J. T. (Ed.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York: McGraw-Hill.

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: McMillan.

BOOK with multiple authors or editors:

Author, Author, Author. (Year published). *Title*. City of publication: Publisher.

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

BOOK Chapters or Essays

Author(s). (Year published). Title of article or chapter. In [editor's name] (Ed.), *Book title* (pp.).

City of publication: Publisher.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

Book with DOI or found at a website:

Author(s). (Year published). *Title of work*. doi:xxxxx

Author(s). (Year published). Title of work. Retrieved from <http://www.xxxxxxxx>

PERIODICALS (Journals, Newsletters, Newspapers, and Magazines)**Journal:**

Author(s). (Year published). Article title. *Journal title*, volume number, page numbers.

Deutsch, F. M., Lussier, J. B., & Servis, L. J. (1993). Husbands at home: Predictors of paternal participation in childcare and housework. *Journal of Personality and Social Psychology*, 65, 1154-1166.

Journal article with more than six authors:

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000).

An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

Journal articles 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

Journal articles found at a website:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research, 5*, 117-123.
Retrieved from <http://jbr.org/articles.html>

Magazine:

Author(s). (Year published, Month Day). Article title. *Magazine Title, volume number*, page numbers.

Henry, W. A., III. (1990, April 9). Beyond the melting pot. *Time, 135*, 28-31.

Newsletter:

Brown, L. S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist, 46*, 83-87.

Newspaper article:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Newspaper article found at a website:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4. Retrieved from <http://www.washingtonpost.com/obesity/5654>.

MULTIMEDIA FORMATS:**Motion picture review:**

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me*
[Motion picture]. United States: Paramount Pictures.

Television broadcast:

Crystal, L. (Executive Producer). (1993, October 11). The MacNeil/Lehrer news hour
[Television broadcast]. New York and Washington, D.C.: Public Broadcasting Service.

Music recording:

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On
Title of album [Medium of recording: CD, record, cassette, etc.]. Location: Label.
(Recording date if different from copyright date)

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York: Polygram
Music.

Podcast:

Van Nuys, D. (Producer). (2007, December 19). Shrink rap radio [Audio podcast].
Retrieved from <http://www.shrinkrapradio.com/>

INTERNET:**Internet articles:**

Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and
well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved from
<http://journals.apa.org/prevention/volume3/pre0030001a.html>

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New
York Times*. Retrieved from <http://www.nytimes.com>

INTERVIEWS:

Citing Personal Communications – Personal Interviews, telephone conversations, e-mail,

letters and the like:

Because this type of sources is not recoverable data like articles or reports, it is not cited in the reference list (p. 179). It is cited in the text only like this:

T.K. Lutes (personal communication, April 18, 2001)