

APA STYLE – REFERENCE AND IN-TEXT CITATIONS

(Revised Summer 2002 – prepared by Dr. Michael J. Gilbert)

Important Note

This version of the citation handout reflects substantial changes in the
APA Publication Manual (2001, 5th ed.).

Discard all previous versions of this style guide handout.

General Instructions:

The APA reference and citation style is required for student term papers and assignments. The examples shown in this handout are consistent with the *APA Publication Manual (2001, 5th Edition)*. Explanatory notes follow most citation examples. These notes discuss important features of the example. Read these notes.

REFERENCE LISTS should be **single spaced with the second and succeeding lines of each citation indented 5 spaces** (double spaced reference lists are typically used in theses and doctoral dissertations). *A line should be skipped* between references.

All references must be **listed in alphabetical order** based on the last name of the lead author of the reference.

All in-text quotes of 40 words or more must be **indented from both sides** (blocked) and **single spaced** (double spacing is used only in theses or doctoral dissertations).

REFERENCE LIST CITATIONS

No Author or Editor - Book

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

NOTE: This example shows the title of the book in the author position. In the reference list this item would appear in alphabetical order based on the first significant word in the title ("Merriam-Webster"). In text the citation would appear as "(Merriam-Webster's Collegiate Dictionary, 1993)".

Single Author - Book

Reidel, M. (1993) *Stranger violence: A theoretical inquiry*. New York, NY: Garland.

NOTE: Use **initials** for the **first and middle names** of authors for consistency. Full first names or middle names are *not used* unless there are two authors with precisely the same first and middle initials. Book titles are italicized. **Capitals** in the title of the work are only on the **first word** or on the word immediately **following a colon** ("."). In most cases the two-letter abbreviation for each state is listed with the city of publication, however New York is so well known to be in New York State that it is often left out of the reference list citation. **HOWEVER, FOR YOUR PURPOSES – YOU WILL BE EXPECTED TO INCLUDE THE APPROPRIATE TWO LETTER STATE ABBREVIATION IN ALL REFERENCES THAT ARE PUBLISHED IN THE UNITED STATES AS SHOWN ABOVE ("NY")**.

Multiple Author - Book

Aaronson, D., Dienes, C., & Musheno, M. (1984). *Public policy and police discretion*. New York, NY: Clark Boardman.

NOTE: When there are several authors, use commas and the "&" symbol to separate the names. The "&" is used only between the next to last and last author's name. Book titles are italicized. The *second line* of each reference item is *indented five spaces*. Set the tabs to do this automatically.

Single Author – Academic Journal Article

Allen, D. N. (1982). Police supervision of the street: An analysis of supervisor/officer interaction during the shift. *Journal of Criminal Justice, 10*, 91-109.

NOTE: Only the first word in the article title is capitalized. When a colon (“:”) is used in the title of an article or title of a book the **first word after the colon** is capitalized but the following words in the title are not capitalized unless they are proper nouns (e.g., America, U. S. Congress, Billy Bob Thornton, etc.). The *journal title and volume number* are italicized as shown. The first letter of each major word in the journal title is capitalized as shown. The second line of this reference item is indented five spaces as shown in the note for the preceding reference example.

Multiple Author – Academic Journal Article

Alpert, G. P., & Crouch, B. (1992). Sex and occupational socialization among prison guards: A longitudinal study. *Criminal Justice and Behavior, 9*(2), 159-176.

NOTE: As shown above the title of periodicals (journals, magazines, or newspapers) are italicized and the first letter of each major word in the title is capitalized. The volume number is also italicized (“9”). The *issue number* is in parentheses “(2)”. The volume and issue numbers should be provided when they are available from the original as shown above by the segment of the citation “9(2).”

Morenoff, J. D., Sampson, R. J. & Raudenbush, S. W. (2001). Neighborhood inequality, collective efficacy and the spatial dynamics of urban violence. *Criminology, 39*(3), 517-539.

NOTE: This examples show three authors of an academic journal article with the proper use of “&”. The journal title and volume number are also italicized.

Organization as an Author - Book

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders (4th ed.)*. Washington, DC: Author.

NOTE: The author in this instance is an organization and the same organization is also the publisher. This can be indicated by the word “Author” after the city and state where the book was published.

American Psychological Association. (2001). *Publication manual of the American Psychological Association (5th ed.)*. Washington, DC: American Psychological Association.

NOTE: This is another example of a book authored and published by an organization. However, the publisher is identified after the city and state of publication by the name of the organization. This is an acceptable alternative to the use of “Author” noted immediately above.

EDITED BOOKS (This is a book with a collection of articles by many different authors.)

Haas, K. C., & Alpert, G. P. (Eds.). (1995). *The dilemmas of corrections: Contemporary readings (3rd ed.)*. Prospect Heights, IL: Waveland Press.

NOTE: An edited book is cited as shown above, placing the names of the editors in the author position. However, students often confuse editors and authors and cite the editors as if they were the authors of articles written by others but published in their edited book.

DO NOT CITE OR REFERENCE EDITORS FOR THE WORK OF OTHER AUTHORS PUBLISHED IN THE EDITED BOOK. CITING THE EDITORS FOR THE WORK OF OTHERS IS A SERIOUS ERROR BECAUSE IT GIVES THE WRONG PEOPLE CREDIT FOR THE WORK. IT ALSO MAKES IT DIFFICULT OR IMPOSSIBLE READERS TO FIND YOUR SOURCE. FINALLY, IT UNDERCUTS THE CREDIBILITY OF YOUR WORK. AFTER ALL -- IF YOU CANNOT CITE YOUR SOURCES CORRECTLY, WHY SHOULD THE READER HAVE ANY CONFIDENCE IN YOUR WORK?

Single Author Article – In an Edited Book with a Single Editor

Argyris, C. (1971). The impact of the formal organization upon the individual. In D. S. Pugh (Ed.), *Organizational theory*. New York, NY: Penguin.

NOTE: Where an article or chapter published in edited book of readings the **author(s) of the article or chapter** must be cited in the reference list. In the citation show above the author is “Argyris, C.”. The **editor** of the edited book in which the article or chapter appears must be **identified after the article title**. The editor is identified by first initial, middle initial and last name as shown “D. S. Pugh”. When there is a single editor use “(Ed.)” after the name of the editor.

Multiple Author Article – In an Edited Book with Multiple Editors

Alpert, G., Crouch, B. & Huff, C. R. (1995). Prison reform by judicial decree: The unintended consequences of *Ruiz v. Estelle*. In K. C. Haas & G. P. Alpert (Eds.), *The dilemmas of corrections: Contemporary readings* (3rd ed.). Prospect Heights, IL: Waveland Press.

NOTE: A citation to an article within an edited book should use the name of the author(s) of that article in this example the authors are “Alpert, G., Crouch, B. & Huff, C. R.”. This item would be placed alphabetically in the reference list based on “Alpert”. The editors are identified as follows “In K. C. Haas & G. P. Alpert (Eds.)...”. Note that the editors’ names are listed as first initial, middle initial, last name. Note also that the legal case (“*Ruiz v. Estelle*”) cited in the title of the article is italicized.

Haas, K. C & Alpert, G. P. (1995). American prisoners and the right of access to the courts: A vanishing concept of protection. In K. C. Haas & G. P. Alpert (Eds.), *The dilemmas of corrections: Contemporary readings* (3rd ed.). Prospect Heights, IL: Waveland Press.

NOTE: In this example the editors of the book actually wrote a section or chapter within their edited book. The referenced for their own contribution to their edited book would be referenced in the format shown above.

Single Author Article – Newspaper

Ariav, A. (1983, November 13). Corrections chief is forced to play legislative hardball. *Arizona Republic*, p. A-1.

NOTE: Where a newspaper article is referenced the full date is required for newspaper articles along with the page number using the “p.” or “pp.” The single “p.” refers to an article on a single page. The double “pp.” refers to sequential or multiple pages (“pp. A-1, A-5”). Newspapers are not sequentially numbered except within sections. This requires the use of a section label with the page number within that section such as “A-1.” The full date is essential for all newspaper articles. The name of the newspaper is capitalized and italicized (“*Arizona Republic*”).

Gott, N. (2002, May 24). Texas acts to punish Arthur Anderson. *San Antonio Express-News*, pp. 1A-18A.

NOTE: The “pp.” indicates the article continues onto a second page. Also note that the section and page identification style is different than that shown in the previous example. This is simply a function of how the particular newspaper identifies their pages within sections.

Multiple Author Article – Newspaper

Margasak, L. & Solomon, J. (2002, May 24). Agent points to FBI ‘roadblock’: Probe ordered after claims in pre-9-11 case. *San Antonio Express News*, p. 11A.

NOTE: The “p.” indicates the article appears on a single page (“p. 11A”). The names of the two authors follow the conventions noted before and would be listed alphabetically in the reference list based on the last name of the lead author (“Margasak”).

No-Author Listed Article – Newspaper

Cell structure: Politics, popular philosophy affect design of correctional centers. (1984, February 19). *Arizona Republic*, pp. A-1, A-25.

NOTE: The author was not identified for this newspaper article consequently the title is used as the primary identifier. This source would be alphabetically listed in the reference list based on the first word in the title (“Cell...”). The “pp.” indicates multiple pages. In the text, the citation to this article would look like this “(Cell structure..., 1984, p. A-1)”.

Single and Multiple Author Articles - Popular or Professional Sources (Non-academic magazines)

Honnold, J., & Stinchcomb, J. B. (1985, December). Officer stress: Costs, causes and cures. *Corrections Today*, pp. 46-51.

NOTE: The “pp.” is used because the article was published in *Corrections Today* which is a **popular / professional journal** than an academic journal. This example shows that volume and issue numbers were not available for the periodical.

Gest, T. & Friedman, D. (1994, August 29). The new crime wave. *U.S. News & World Report*, 117, p. 26.

NOTE: This is an example of how to write a reference list item for an article in a popular news magazine.

Czajkoski, E. H. (2002, March/April). One more journal. *The Criminologist: The Official Newsletter of the American Society of Criminology*, 27(2), pp. 1, 3-4.

NOTE: This is an example of a newsletter from a professional association.

Single Author - Encyclopedia Article

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

NOTE: If there is no author for an encyclopedia article, place the title in the author position. List this source alphabetically based on the author’s last name. If the article title is used because there is no author listed, place this source in the reference list alphabetically based on the first significant word in the title.

Single Author Article – Electronic Library Source (Not an exact duplicate of the original)

Sabatino, J. M. (1997). Privatization and punitives: Should government contractors share the sovereign’ immunity from exemplary damages? *Ohio State Law Journal*, 58, 175-239. Retrieved October 16, 1998 from Lexis-Nexis Academic Universe, //web.lexis-nexis.com.

NOTE: This is an example of a citation for a law journal article taken off the internet – Lexis-Nexis web site during a literature search. The fact that it was taken from the online service is indicated within the word “Retrieved”. The full internet address (URL) is not needed in this article case because it can easily be located on Lexis-Nexis Academic Universe – an electronic library -- or in paper based on the information provided. However, it was not an exact duplicated of the original publication and does not use “Electronic version” as shown in the next example. In text the citation would be (Sabatino, 1997) or if specific information is related (Sabatino, 1997, p. 183). The more specific the information is, the more a page number in the citation is needed in the text.

Multiple Author Academic Article – Electronic Source (Exact duplicate of the original)

Vasquez, G., Knapp, S., & Dunfield, J. (2001). The psycho-social developmental histories among a sample of pedophiles [Electronic version]. *Journal of Psychological Research*, 16(2), 117-137.

NOTE: This fictitious example shows the citation for an exact duplicate of an article retrieved electronically. The only modification to a standard reference list item for an academic source is the “[Electronic version]” in brackets after the title of the article.

Non-Periodical Documents from the Internet – Private Organization

Corrections Corporation of America (1998). To our shareholders: Letter by Doctor R. Crants, CEO. In Corrections Corporation of America, *1997 Annual Report*. Nashville, TN: Corrections Corporation of America. Retrieved January 7, 1999 from <http://www.correctionscorp.com/letter97.html>.

NOTE: The source for this document was a corporate internet web site. The author and the publisher are the corporation. The document included a publication date because it was the annual report for the organization published in 1998 for the year 1997. However, since this source can be easily changed or removed it is important to identify the source with the complete internet address to the specific document. The term “Retrieved” with the retrieval data signifies that the source was online. The full URL address to the document allows the reader or find the document or lets them know it has been removed it is no longer available. Also, note that the author and publisher are both the same – Corrections Corporation of America. The in-text citation would be the same as for any other work (Corrections Corporation of America, 1998).

Thomas, C. & Bolinger, D. (1997). Private adult correctional facility census: A December 31, 1997 statistical profile. *Private Corrections Project at University of Florida*. Retrieved November 27, 1998
<http://web.crim.ufl.edu/pcp/census/11th.html>.

NOTE: This is a citation for material that can be easily changed or taken off the internet. This time the source was from a university related internet site developed by a grant funded project. The online source is indicated by the term "Retrieved" and the retrieval date. The full internet address is presented. Two authors are identified in the online document.

GOVERNMENT PUBLICATIONS

Congressional Publications

Congressional Record. 89th Cong., 2nd sess., 1966. Vol. 72, pt. 5, pp. 12161-214.

U. S. Congress, House. (1992a). Committee on Agriculture. Subcommittee on Dairy and Poultry. *Federal loan for poultry processing plant in New Castle, PA*. Hearing, 89th Cong., 1st sess., Oct. 19, 1992. Washington, DC: U.S. Government Printing Office.

U. S. Congress, House. (1992b). Committee on Post Office and Civil Service. *Background on the Civil Service Retirement System*. Report prepared by the Congressional Research Service, Washington, DC: U. S. Government Printing Office.

NOTE: There are two U.S. Congress, House (1992) sources and these could not be distinguished without adding a lower case "a" or "b" to the publication year. Whenever there are multiple sources with the same author from the same public year add a lower case letter to distinguish each source. In text the citations would appear as "(U. S. Congress, House, 1992a)" or "(U. S. Congress, House, 1992b)".

No Identified Author(s) - Government Agency Publications

Bureau of Justice Statistics. (1992). *Criminal victimization in the United States, 1991* (December, NCJ-139563). Washington, DC: U.S. Department of Justice.

Office of National Drug Control Policy. (1995). *National drug control strategy: Executive summary*. Washington, DC: Author.

Panel on Research on Child Abuse and Neglect, Commission on Behavioral and Social Sciences and Education, National Research Council. (1993). *Understanding child abuse and neglect*. Washington, DC: National Academy Press.

NOTE: The Bureau of Justice Statistics (1992), Office of National Drug Control Policy (1993), Panel on Research on Child Abuse and Neglect, Commission on Behavioral and Social Sciences and Education, National Research Council (1993) documents show above are examples of government publications without identified authors.

Identified Author(s) – Government Agency Publications

Flanagan, T. J., & Maguire, K. (1992). *Sourcebook of criminal justice statistics – 1991* (Grant No. 88-BJ-CX-K018). Washington, DC: U. S. Department of Justice, Bureau of Justice Statistics.

Mullen, J. (1980). *American prisons and jails-Volume 1: Summary of findings and policy implications of a national survey*, U. S. Department of Justice. Washington, DC: U. S. Government Printing Office.

Snell, H. N. (1997). *Capital punishment 1996* (Bureau of Justice Statistics Bulletin NCJ-167031). Washington, DC: U.S. Department of Justice.

NOTE: Where possible list the government document number associated with the source. In Snell (1997) it is NCJ-167031.

CASE LAW CITATIONS

(Note: APA does not require italicized case names but most Criminal Justice publications underline or italicize case names. Consequently the case names are italicized below.)

Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wisc. 1972).

NOTE: The format for legal case citation is “Name v. Name, Volume Source Page (Court and Date).” The citation in text would appear as “(*Lessard v. Schmidt*, 1972)” or “*Lessard v. Schmidt* (1972)”.

Durflinger v. Artiles, 563 F. Supp. 322 (D. Kansas 1981), *aff’d*, 727 F. 2d 888 (10th Cir, 1984)

NOTE: The “aff’d” in the example means that the case was appealed and affirmed by the 10th Circuit Court of Appeals in 1984. The original case was decided in 1981 and the appeal was decided in 1984. The in text citation would appear as “(*Durflinger v. Artiles*, 1981/1984)” or “*Durflinger v. Artiles* (1981/1984)”.

Brown v. Board of Education, 347 U.S. 483 (1954).

NOTE: This is a citation to a U. S. Supreme Court ruling published in *United States Reports* (“347 U.S. 483”).

Maryland v. Craig, 110 S. Ct. 3160 (1990)

NOTE: This is a citation to a U.S. Supreme Court ruling published in Supreme Court Reporter (“110 S. Ct. 3160”).

EXAMPLES OF IN-TEXT CITATIONS

1. Jonas (1992, p. 2) argues that...(*closely paraphrased material or very specific information found on a specific page*)

NOTE: This in text citation is to a signal authored work written by someone with the last name of Jonas published in 1992. The page number is needed because very specific information or closely paraphrased information is presented in the rest of the sentence that follows.

2. Aaronson, Dienes, and Musheno (1984, p. 92) state that “...*insert quoted material here...*”.

NOTE: This reference is to the book by these three authors (see the example on page 1 of a multiple author book). **All authors** must be **cited one time** in the text **before** “et al.,” can be used – (Aaronson, et al., 1984). The in text citation requires a page number in the citation because of the quote that follows in the sentence. **ALL QUOTES MUST BE CITED WITH A PAGE NUMBER IN THE IN-TEXT CITATION – THERE ARE NO EXCEPTIONS.**

3. The stress felt by correctional officers is mostly linked to the unrealistic expectations of their supervisors (Cheek & Miller, 1982).

NOTE: This is a reference to a general theme found throughout the source. Consequently, the in text citation does not need a page citation. A page citation should be given only if such a comment were derived from specific pages within the cited work. Sources with two authors must include both authors in text citations – all the time. There are no exceptions.

4. “...*insert quoted material here...*” (Aaronson et al., 1984, p. 13).

NOTE: In-text citations for references with **two authors must use both names every time** the citation is used. In-text citations for references with **three or more authors must list all authors the first time it is used** in the text **thereafter “et al.” may be used**. Citations are listed in alphabetical order. The page number is required because the citation is related to a quote.

5. “...*insert quoted material here...*” (Jonas, 1992, pp. 12-13).

NOTE: Long quotes (**40 words or more**) must be indented five spaces from both left and right margins. Indented quotes are single spaced (unless used in a thesis or doctoral dissertation). Quotation marks are not used with indented quotes.

6. *[...insert paraphrased material here...]* (Jonas, 1992, p. 1, 4, 6).

NOTE: Quotation marks are not needed for paraphrased material (i.e., material restated in your own words). Paraphrasing means that the idea is presented in your own words but a citation is still needed because the idea comes from a source that can and should be documented. Page numbers are needed when the information paraphrased refers to information on specific pages or when the information itself is highly specific **When in Doubt include page numbers.**

7. A number of works have noted that *[...insert paraphrased material here...]* (Aaronson et al., 1984; Allen, 1982; Durham, 1989a, 1989b, 1989c; Mullen, 1985a, 1985b).

NOTE: When ideas come from many sources use compound in text citations such as that shown above. Note that there are two works by Mullen and three works by Durham published in the same years. In order to distinguish one from another in the reference list and the in text citation add a lower case “a”, “b”, “c” to the year of publication **in both the in text and the reference list items.**

8. *Lessard v. Schmidt* (1972, p. 1078) states that “...insert quoted material here...”

NOTE: this is an in-text citation for a legal case decision. The name of the case is italicized.

GENERAL COMMENTS ON WRITING A GOOD TERM PAPER

1. **Follow the guidelines** established in your course syllabus and this style guide.
2. **Make sure you cite appropriately authors from whom you have drawn knowledge.** Do not plagiarize their works by “borrowing” their ideas or their words without attribution.
3. **Make sure you cite the correct people as authors in text and in the reference list.** Editors are rarely authors of the articles they collect and publish in their edited books. Yet **students commonly mistake the editors for the authors** of articles within their book. *When you mistake the editors for the actual authors you have given credit for the work to someone other than the actual authors. This is a very serious error.*
4. **Make sure you list all authors in the correct order and spell their names correctly in the reference list and all in text citations.** When you change the order of the authors’ names or you misspell their names you are citing some other source that probably does not exist and is not the one you read for your paper. For example, McDaniels and Smyth (1992) **is not** (MacDaniels & Smyth, 1992), (McDaniels & Smith, 1992) or (Smyth & McDaniels, 1992).

YOU HAVE TO LIST THE NAMES IN THE RIGHT ORDER AND THEY MUST BE SPELLED CORRECTLY TO DO CREDIBLE ACADEMIC WORK.

5. **Make sure you list the correct publication year in the reference list and all in text citation.** If you cite a source but type the wrong publication year you have identified a source the probably does not exist and certainly is not the one you read for your paper. For example, Jones (1990) **is not** Jones (1980) or Jones (1991).

YOU MUST USE THE CORRECT PUBLICATION YEARS TO DO CREDIBLE ACADEMIC WORK.

6. **Provide an organized structure for your paper.** Your paper should include an introduction that has a thesis statement (i.e., what will the paper accomplish), a discussion of the literature you have researched, use subheadings to identify subsections, and a conclusion section in which you explore the meaning and implications you have drawn from your research.
7. **Do not over use direct quotes.** The paper should reflect your thinking. It should not be a series of quotes held together with transitional sentences that you wrote. You need to showcase your own critical thinking. The authors you cite should be simply a foundation from which you develop your own analysis.

8. **Restrict your use of block quotes** (indented and single spaced) to one or two (paragraph size quotes) in a 10-15 page paper.
9. **Provide a PAGE NUMBER reference (in an in-text citation) for ALL QUOTES.**
10. **Paraphrased material (using your own words)** captures the essence of an author's point of view or findings. Consequently paraphrased material **must be cited in the text**. If the paraphrase captures a general theme throughout the entire work, a page number reference is not needed in the in-text citation. However, if the paraphrased material is very specific or contains numerical data that was found on specific pages in the work you must include a page number reference with your in-text citation.
11. **Do not "pad" your reference list** by listing works that you do not use in the text of your paper.
12. **Do not cite a source** in the text of your paper **that does not appear in the reference list** at the end of your paper.
13. **Number the pages of the text** starting with the first page of the narrative (i.e., the introduction section) not the cover page and number all the pages there after (including the reference list).