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# **Why and How to Write APA- Style Citations in the Body and Reference Section of Your Papers**

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# **HOW AND WHY TO WRITE APA-STYLE CITATIONS**

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The purpose of this presentation is to explain **WHY** it is necessary to cite the sources you use to support what you write in your papers and **HOW** to cite these sources in correct APA style according to the 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association*.

# APA-Style Citations in the Body of Your Paper

# What is the purpose of including APA-style citations in the body of a paper?

The citations in the body of your paper give appropriate credit to the person or persons whose words or ideas you are using to support what you have written in your paper. If you do not give credit to those whose work you use, you are guilty of plagiarism, which is a **VERY serious violation of academic integrity**.

If you use a direct quotation from an original source, give the author(s) credit for her/his/their words as follows. Include the page number(s) of the quotation to enable your readers to find it.

“Cognitive therapy is more effective than psychoanalysis in the treatments of phobias” (Jones & Smith, 2009, p. 44).

If you paraphrase from a source (i.e., translate it into your own words), give the author(s) credit for their ideas as follows.

According to Jones and Smith (2009), phobias can be treated more successfully by cognitive therapy than psychoanalysis.

If you refer to a primary source (e.g., a journal article by Jones) you read about in a secondary source (e.g., a textbook by Smith), you must create the following type of citation.

According to Jones (as cited in Smith, 2008), phobias can be treated more successfully by cognitive therapy than psychoanalysis.

If you refer to a personal communication (e.g., an e-mail message or conversation) that is not available to your readers, include it in the body of your paper in the following way.

According to P. J. Jones, Director of the IUPUI Counseling Center (personal communication, May 1, 2008), phobias can be treated more successfully by cognitive therapy than psychoanalysis.

If you refer to an online source (e.g., the website of the British Psychological Association), include it in the body of your paper in the following way.

Phobias can be treated more successfully by cognitive therapy than psychoanalysis (British Psychological Association, n.d.).

# Important details to remember...

- Use an ampersand (&) between authors when their names are within parentheses.  
... is an effective treatment (Smith & Jones, 2009).
- Use a regular and between authors when their names are not within parentheses.  
... is the most effective treatment according to Smith and Jones (1999).
- If your source does not have a date, replace the date in the citation with n.d., which is the abbreviation for “no date.”  
... British Psychological Association (n.d.).

APA-Style Citations  
in the **Reference Section**  
of Your Paper

# What is the purpose of APA-style citations in a reference section?

The citations in your reference section provide your readers with the information necessary to retrieve the sources you cited in the body of your paper by performing a library or online search.

What questions are answered in an APA-style reference that will enable a reader to perform a successful search?

- Who wrote this document?
- When was it written?
- What was its title?
- Where was it published?
- Who published it?

# Example

Suppose you paraphrased information from a book titled *Sigmund Freud: Champion of the Unconscious* by Gerald R. Smith and Thomas T. Ferguson that was published by Worth Publishers of St. Paul, Minnesota in 2007.

# Who wrote it?

Smith, G. R., & Ferguson, T. T.

# When was it written?

Smith, G. R., & Ferguson, T. T. (2007).

# What was its title?

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious.*

# Where was it published?

Smith, G. R., & Ferguson, T. T. (2007)  
*unconscious*. St. Paul, MN:

If two or more publisher locations are given, use the location listed first in the book or, if specified, the location of the publisher's home office.

# Who published it?

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious*. St. Paul, MN: Worth.

Include only the publisher's name, without  
any unnecessary words like *Publisher, Co., or  
Inc.*, but do retain the words *Books or Press*.

# Important details to remember...

- Spacing
- Use of the ampersand (&)
- Use of italics
- Capitalization
- Hanging indentation
- Primary and secondary sources

# Spacing

Follow each punctuation mark (e.g., comma, period, and colon) with one space.

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious*. St. Paul, MN: Worth.

# Use of the ampersand (&)

Use an ampersand before the final author and precede it with a comma.

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious*. St. Paul, MN: Worth.

# Use of *italics*

Italicize the title of the book.

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious*. St. Paul, MN: Worth.

# Capitalization

Capitalize only the first word in the title of a book, except for proper nouns and the first word that follows a colon.

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious*. St. Paul, MN: Worth.

# Hanging paragraph indentation

Use your word processor's hanging indent command to indent the second and all following lines of your reference.

Smith, G. R., & Ferguson, T. T. (2007).  
*Sigmund Freud: Champion of the  
unconscious*. St. Paul, MN: Worth.

# Primary and Secondary Sources

If you cite a primary source in the body of your paper that you read about in a secondary source (but did not read in its original form), you should include only the secondary source in your reference section.

Important exceptions  
to these rules

All the important words in the title of a journal are capitalized, and the journal title and its volume number are italicized. If page numbers start at 1 in each issue of a volume, put the issue number in parenthesis—but not in italics—immediately after the volume number.

Jones, L. K. (2003). The social life of chimpanzees. *Journal of Animal Behavior*, 7(2), 1-18.

If two citations by the same author(s) with the same date appear in the text of your paper, one will appear as Jones (2006a) and the other will appear as Jones (2006b). The a or b will be determined by how they are alphabetized in the reference section, not the order in which they appear in the text. In this case, the citations in the reference section would look like the following because the B in Birds comes before the Z in Zebra. (Please note that an A or a *The* at the beginning of a title is ignored in the alphabetizing process.)

Jones, T. J. (2006a). *Birds are smart creatures*. Dallas, TX: Harcourt.

Jones, T. J. (2006b). *A zebra is a striped horse*. Peoria, IL: Wiley.

When a book has no author, use the publisher as the author and replace the publisher with the word “Author.”

Harvard University Press. (2006). *The diary of William James*. Cambridge, MA: Author.

When referencing an online source, follow the title with its url. Do not put a period after the url.

Smith, J. N. (n.d.). *Careers for psychology majors*. Yale University, Psychology Department Web site: <http://www.YalePsych.edu/jobs>

If the document is contained within a large and complex Web site (such as that for a university or government agency), identify the host organization and the relevant program or department before giving the URL for the document.

When referencing a publication of limited circulation (e.g., a class syllabus or handout), follow its title with the email and/or mailing address of where it can be obtained.

Jones, P. S. (2009). *Syllabus for PSY B380*

*Abnormal Psychology*. (Available from  
psjones@iupui.edu)

Personal communications that cannot be retrieved by readers (e.g., conversations, classroom discussions, email messages) are not included in the reference section of your paper.

# The End

Please send comments or suggestions about this presentation to the author at [dappleby@iupui.edu](mailto:dappleby@iupui.edu).