

APA DOCUMENTATION HANDOUT

JCCC

APA (American Psychological Association): The APA Council of Editors first recommended a form for preparing manuscripts and a style of documentation in 1928. This format has been updated several times. The form in the following examples is the most recent revision (2001). Students in psychology, sociology, and some anthropology courses should use this format. **Students should check with their instructors about the correct documentation styles in use.** The *APA Style Manual* is available for student use in the Writing Center (LIB 308).

GENERAL GUIDELINES FOR PREPARING YOUR MANUSCRIPT

- Type all pages with a minimum of a one-inch margin. The default setting for the margins and tab indents on most word-processing software is acceptable.
- Double space the entire document.
- Do not justify the right margin, and do not break words at the end of a typed line.
- Use the italics function on the word-processing software instead of underlining whenever possible.
- Indent each paragraph with 5-7 spaces or use the tab function.
- Place the running head flush left at the top of the title page in all uppercase letters. The running head may be up to 50 characters, including punctuation and spaces.
- Place institutional affiliations (course information for students) in the byline and departmental affiliations in the author's note.
- For the references list use a hanging indent for each reference.
- It is no longer necessary to indicate in text the positioning instructions for figures and tables.
- Type horizontal rules in tables instead of drawing them in pencil.
- Only one space follows a period. Unlike manual typewriters, word-processing software uses fonts that result in proportional spacing, so additional spacing around periods is no longer necessary.

REFERENCE CITATION (IN-TEXT REFERENCES) GUIDELINES

Whether you are quoting or paraphrasing the source, you must use in-text parenthetical documentation (reference citations) to note the author and date if they are not used in text. You must include page numbers when **quoting printed sources**. You do not include page numbers for paraphrases or summaries.

Jones (1990) noted that "all victims of violent crimes suffer long term problems" (p. 54).

One psychologist believes that "all victims of violent crimes suffer long term problems" (Jones, 1991, p. 54).

Remember that following any information cited (paraphrased, quoted, or summarized), the author, date of the source, and page numbers are given in parentheses with commas separating them. If the author's name appears as part of the narrative, cite only the year of publication and the date in parentheses immediately following the name.

Jones (1991, p. 54) notes that "all victims of violent crimes suffer long term problems."

In a recent study of violent crimes . . . (Jones, 1990, p. 54).

If a source has two authors, mention them both.

(Jones & Smith, 1991, p. 54)

If your source has more than two authors, and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations use the author's name listed first followed by "et al." When your source has six or more authors, cite only the author's name listed first followed by "et al."

Jones, Smith, Williams, and Thompson (1990, p. 54) note . . . [first citation]

Jones et al. (1990, p. 54) note . . . [subsequent citations or six or more authors]

If you are citing several authors who have the same last name, use first initials to distinguish one from the other.

T. Jones (1991, p. 54) notes that . . .

S. M. Jones (1985, p. 54) also demonstrated that . . .

USE OF ELLIPSES

When writers document using the American Psychology Association (APA) style, they do **not** include brackets. So, if the ellipsis occurs at the end of a sentence, another period is used. An ellipsis should never consist of more than four spaced periods.

Original passage from the APA Guide:

Use three spaced ellipsis points (. . .) within a sentence to indicate that you have omitted material from the original source. (see section 3.34, Quotation 1). Use four points to indicate any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow. Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence. (p. 119)

USE OF ELLIPSIS BETWEEN TWO SENTENCES

Original passage:

The main story line gets a similar treatment. It becomes clear that Melvin has been destined by the filmmakers to become a better man: First he accepts dogs, then children, then women, and finally even his gay neighbor. But Brooks and Andrus, having blocked out this conventional progression, then write against it, using rich irony so that individual scenes seem fresh even while the overall progress follows ancient custom. When Melvin goes back for a belated visit to his onetime therapist, for example, they give him a perfect line: "How can you diagnose someone as having obsessive-compulsive disorder and yet criticize him for not making an appointment?"

Example of ellipsis between two sentences (also an example of a block quotation):

Ebert's review of *As Good As It Gets* points out Melvin Udall's constant struggle to overcome his illness:

The main story line gets a similar treatment. It becomes clear that Melvin has been destined by the filmmakers to become a better man: First he accepts dogs, then children, then women, and finally even his gay neighbor. But Brooks and Andrus, having blocked

out this conventional progression, then write against it. . . . When Melvin goes back for a belated visit to his onetime therapist, for example, they give him a perfect line: "How can you diagnose someone as having obsessive-compulsive disorder and yet criticize him for not making an appointment?" (2002, p. 20)

USE OF ELLIPSIS WITHIN A SENTENCE

Original passage:

In the movie *As Good As It Gets*, the character played by Jack Nicholson suffers from obsessive-compulsive behavior as seen in the way he avoids cracks in the pavement and locks and relocks his apartment door five times.

Example of ellipsis in the middle of the quote:

Sometimes movies promote stereotypical attitudes about mental disorders such as the obsessive-compulsive behavior in *As Good As It Gets* when " Jack Nicholson . . . avoids cracks in the pavement and locks and relocks his apartment door five times" (Mohr, 2001, p. 119).

Basic Guidelines for References

- Start the reference list on a new page. Type the word References (or Reference for a single reference) in uppercase and lowercase letters, centered, at the top of the page.
- Alphabetize by first main word (author's last name, name of article or book, etc.).
- Double space all entries.
- Introduce each reference with a hanging indent, with the first line flush left and the subsequent lines indented. (It is permissible to use the paragraph indent if the hanging indent is difficult to accomplish with the author's word-processing software.)
- Use the italics function on the word-processing software instead of underlining whenever possible.

For further information regarding the APA reference list, consult the *Publication Manual of the American Psychological Association, Fifth Edition*.

Basic Citation Information

Check specific examples of type of source you are referencing.

Book

Author's last name, Author's initials. (Publication date). Title in italics with only the first word capitalized. Publication place: publisher.

Periodical or Scholarly Journal

Use volume numbers for scholarly journals and issue number for continuous pagination.

Author's last name, Author's initials. (Publication date). Title of article with only the first word capitalized. Title of periodical italicized with first letter of each word capitalized, volume number (issue number), page numbers.

Databases and Internet Websites

See pages 11-17 of this handout for information on citing databases and websites.

The following examples are taken from the *Publication Manual of the American Psychological Association, Fifth Edition*. For any sources not listed in this handout, go to the Writing Center (LIB 308).

Volume numbers should follow the publication title, but do not use Vol. before the number. If an issue number of the journal is given, include it in the parentheses following the volume number ONLY if the issue begins on page 1. If the issue has continuous pagination, no issue number is given.

Page numbers are shown in the in-text citation as they would if the print material is quoted. On-line sources will not have page numbers unless they are PDF files. Do not include page numbers for paraphrases or summaries in in-text citations.

Citing journals, magazines, abstracts, and newspapers

1. Journal article, one author

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3, 635-647.

Reference citation: (Paivio, 1975, p. 635)

2. Journal article, two authors, journal paginated by issue

Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37 (2), 1-7.

Reference citation: (Becker & Seligman, 1981, p. 1)

Note: In reference citations and on the reference page, with two or more author names use an ampersand (&) instead of the word "and" before the final surname.

3. Journal article, three, four, or five authors

Horowitz, L. M., Post, D. L., Frenzy, R. S., Willis, K. D., & Siegelman, E. Y. (1981). The prototype as a construct in abnormal psychology: 2. Clarifying disagreement in abnormal psychiatric judgments. *Journal of Abnormal Psychology*, 90, 575-585.

First reference citation: (Horowitz, Post, Frenzy, Willis, & Siegelman, 1981, p. 575)

Note: When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations include only the surname of the first author followed by et al. and the year if it is the first citation of the reference within a paragraph.

Subsequent citations: (Horowitz, et al., 1981, p. 499)

4. Magazine article

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

Reference citation: (Posner, 1993, p. 673)

5. Newsletter article, no author

The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

Reference citation: ("The New Health-Care Lexicon," 1993, p. 1)

6. Daily Newspaper article, no author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The*

Washington Post, p. A12.

Reference citation: ("New Drug," 1993, p. A12).

- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title for the reference citation: ("Study Finds," 1982).
- If a periodical includes a volume number, italicize it and then change to regular type and give the page range without "pp." If the periodical does not use volume numbers, include "pp." before the page numbers so the reader will understand that the numbers refer to pagination. Use "p." if the source is a page or less long.

6. Citing an abstract only (Secondary Source)

Nakazato, K., Shimonaka, Y., & Homma, A. (1992). Cognitive functions of centenarians: The

Tokyo Metropolitan Centenarian Study. *Japanese Journal of Developmental Psychology*,

3, 9-16. (From *PsycSCAN: Neuropsychology*, 1993, 2, Abstract No. 604)

Reference citation: (Nakazato, et al., 1992, p. 9)

- If only the abstract and not the entire article is used as the source, cite the collection of abstracts in parentheses at the end of the entry.
- If the date of the secondary source is different from the date of the original publication, cite in text both dates (separated by a slash) with the original date first.

7. Citation of a work discussed in a secondary source

Beatty, J. (1982). Task-evoked pupillary responses, processing load, and the structure of processing resources. *Psychological Bulletin*, 91, 276-292.

Reference citation: (Beatty, 1982, p. 276)

- Give the secondary source in the reference list and cite the original work with the secondary source in text. For example, if Johnson's unpublished manuscript is cited in Beatty, cite Beatty in the reference list. In text, use the following citation: Johnson's study (cited in Beatty, 1982).

Citing Books

8. Elements of a reference to an entire book

Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.

Reference citation: (Bernstein, 1965, p. 104)

- Capitalize only the first word of the title and of the subtitle, if any, and any proper names: italicize the title.
- Enclose additional information necessary for identification and retrieval (e.g., 3rd ed. Or Vol. 2) in reference information.
- In two-part titles, use Arabic numerals, not Roman numerals, unless the Roman numeral is part of the published title.
- Finish the element with a period.

9. Book, no author or editor

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

Reference citation: (*Merriam-Webster's*, 1993, p. 1134)

- Alphabetize books with no author or editor by the first significant word in the title.
- In text, use the following reference citation: (*Merriam-Webster's Collegiate Dictionary*, 1993).
- If the city is not well known for publishing or could be confused with another location, give the city as well as the state (or country) where the publisher is located. Use U.S. Postal Service abbreviations for states. Use a colon after the location.
- Give the name of the publisher in as brief a form as is intelligible. Spell out the names of

associations and university presses, but omit superfluous terms such as Publishers, Co., or Inc., that are not required for easy identification of the publisher.

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

10. Article or chapter in an edited book, two editors

Gurman, A. S., & Kniskern, D. P. (1981). Family therapy outcome research: Knowns and unknowns. In A. S. Gurman & D. P. Kniskern (Eds.), *Handbook of family therapy* (pp. 742-775). New York: Brunner/Mazel.

Reference citation: (Gurman & Kniskern, 1981, p. 743)

- In a reference to an edited book, place the editors' names in the author position and enclose the abbreviation "Ed." or "Eds." in parentheses after the last editor.
- Finish the element with a period. In a reference to an edited book, the period follows the Reference abbreviation "(Eds.)." (When an author's initial with a period ends the element, do not add an extra period.)

11. Review of a book

Carmody, T. P. (1982). A new look at medicine from the social perspective [Review of the book *Social contexts of health, illness, and patient care*]. *Contemporary Psychology*, 27, 208-209.

Reference citation: (Carmody, 1982, pp. 208-209)

- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.

Citing Films, Videos, Television Series, Interviews, Electronic Media

12. Film, limited circulation

Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). *Changing our minds: The story of Evelyn Hooker* [Film]. (Available from Changing Our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023).

Reference citation: (Harrison & Schmiechen, 1992)

- Give the name and, in parentheses, the function of the originator or primary contributors (in this example, Harrison and Schmiechen, who are, respectively, the producer and the director).
- Specify the medium in brackets immediately after the title (in this example, the medium is film: other nonprint media include videotapes, audiotapes, slides, charts, and art work).
- Give the location and name of the distributor (in this example, because Changing Our Minds is a small establishment, a complete address is provided).

13. Computer program, software, or programming language

Bender report [Computer software]. (1993). Melbourne, FL: Psychometric Software. Miller, M. E. (1993). *The Interactive Tester (Version 4.0)* [Computer software]. Westminster, CA: Psytek Services.

Reference citation: (Bender, 1993)

14. An information service

Weaver, D. (1988). *Software for substance abuse education: A critical review of products*. Portland, OR: Northwest Regional Educational Lab. (ERIC Document Reproduction Service No. ED 303702).

Reference citation: (Weaver, 1998)

Reece, J. S. (1978). *Measuring investment center performance*. *Harvard Business Review* 56 (3), 28-40. (Dialog file 107, item 673280 047658).

Reference citation: (Reece, 1978, p. 29)

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346 082).

Reference citation: (Mead, 1992)

- Give ERIC number in parentheses at end of entry.

15. Published Interview

- Published Interview

Newman, P. (1982, January). [Interview with William Epstein, editor of *JEP: Human Perception and Performance*]. *APA Monitor*, pp. 7, 39.

Reference citation: (Newman, 1982, p. 39)

17. Personal Communications

Because personal communications (letters, memos, personal interviews, telephone conversations, and so on) do not provide recoverable data, they are not included in the reference list. Cite personal communications as text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

According to M. J. Morrow (personal communication, April 18, 1999), social cohesion is critical for societies to prosper economically.

17. Review of a video

Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the video program *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

Reference citation: (Kraus, 1992, p. 1146)

18. Television series

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

Reference citation: (Miller, 1989)

19. Electronic media

- Online periodical:

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*, volume number, (issue number). Retrieved month day, year, from URL of the website.

Sadeh, A., Raviv, A., Gruber, R. (2000, May). Sleep patterns and sleep disruptions in school-age children. *Developmental Psychology*, 36, (3), 291-301. Retrieved August 21, 2001, from <http://www.apa.org/journals/dev/dev363291.html>

Reference citation: (Sadeh, et al., 2000)

◆ When you are quoting from an electronic source that does not have the page numbers (only PDF reproductions of articles have page numbers), use paragraph numbers following the paragraph symbol (¶) or para.

Example of quotation: Sadeh et al. (2000, ¶ 4) noted that “[s]leepiness and alertness are considered direct correlates of the sleep-wake system.”

NOTE: When you have retrieved an article from a newspaper's searchable Web site, give the URL for the site, not for the exact source.

- Online journal

Kibbey, A. (2003) Editorial: gender and the American ideology of war. *Genders*, 37. Online journal retrieved March 3, 2003, from http://www.genders.org/g37/g37_kibbey.html

Reference citation: (Kibbey, 2003)

Example of quotation: Kibbey's (2003, ¶ 6) research reveals that "a crucial part of debates about gender must be about exposing the relevance of gender . . . regarding many of the issues we face as human beings."

- Online document created by an organization:

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source.

World Bank Group. (1999, August 24). *PovertyNet: What is social capital?* Retrieved August 24, 2001, from <http://www.worldbank.org/poverty/scapital/whatsc.htm>

Reference citation: (World Bank Group, 1999)

American Academy of Child & Adolescent Psychiatry (n.d.). *Glossary of symptoms and mental illness affecting teenagers*. Retrieved February 27, 2002, from http://www.aacap.org/about/glossary/AACAP_Glossary.pdf

Reference citation: (American Academy, n.d.)

- Online book

Orlov, D. and Roumell, M. T. (1999). *What every manager needs to know about sexual harassment*. An online eBook retrieved March 3, 2003, from <https://www.linccweb.org/ersourdes.asp>

Reference citation: (Orlov & Roumell, 1999)

- Email, Listserv, or Newsgroup

APA states that electronic communication (email, listserv, or electronic bulletin board messages) should be cited as personal communication. Personal communications are not cited in the reference list – cite them in text only. The format is as follows:

Rachel Fustini (personal communication, December 12, 2003)

or

(Fustini, Rachel, personal communication, December 12, 2003)

. Electronic Mailing List (listserv)

Fustini, R. (2003, December 3). Final Examinations. Message posted to comp I mailing list, archived at <http://www.jccc.net/mail-archive/msg12345html>

- Electronic database

(If the article retrieved is an abstract only, indicate “Abstract retrieved from. . .”)

Clancy, S. A., McNally, R. J., Schacter, D. L., Lenzenweger, M. F., and Pitman, R. K. (2002,

August). Memory distortion in people reporting abduction by aliens. *Journal of Abnormal Psychology*, 111 (3). Abstract retrieved November 18, 2002, from Expanded Academic ASAP database.

- First reference citation: (Clancy, McNally, Schacter, Lenzenweger, & Pitman, 2002)
- Subsequent reference citations: (Clancy, et al., 2002)
- See page 2 of this handout for additional information on reference citations.

Rose, N. & Blackmore, S. (2001, June). Are false memories psi-conductive? *The Journal of Parapsychology*, 65 (2). Retrieved November 18, 2002, from Expanded Academic ASAP database.

Reference citation: (Rose & Blackmore, 2001)

National Health Interview Survey--Current health topics: 1991--Longitudinal study of aging

(Version 4) [Electronic data tape]. (1992). Hyattsville, MD: National Center for Health Statistics [Producer and Distributor].

- Government Agency Website

United States Sentencing Commission. (n.d.). *2001 sourcebook of federal sentencing statistics*.

Retrieved December 3, 2002, from <http://www.ussc.gov/ANNRPT/2001/SBtoc01.htm>

Reference citation: (United States Sentencing, n.d.)

U.S. Department of Health and Human Services: Administration for Children and Families.

(1998, August 20). *HHS announces welfare caseload continues unprecedented decline and releases employment retention and advancement grants*. Retrieved August 11, 2004, from <http://www.acf.dhhs.gov/news/press/1998/13grants.htm>

Reference citation: (U.S. Department of Health and Human Services [DHHS], 1998)

Note: In subsequent reference citations the abbreviation may be used alone.

Subsequent reference citations: (DHHS, 1998)

- Internet Website
(Be sure your source is credible and acceptable under APA guidelines.)

Carrol, R. T. (1999) ESP (extrasensory perception). *The Skeptics Dictionary*. Retrieved 22 February 2003, from <http://www.skepdic.com/esp.html>

Reference citation: (Carrol, 1999)

This handout prepared by the Writing Center at Johnson County Community College.

Fall and Spring Hours

Monday – Thursday: 8:00-8:00

Friday: 8:00 – 2:00

Saturday: 9:00 – 3:00

Sunday: 12:00 – 4:00

Summer Hours

Monday – Thursday: 8:00 – 8:00

The Writing Center is closed between semesters and during breaks.

If you have any questions, please call or email the Grammar Hotline:

- Telephone: 913-469-4413 Email: wcenter@jccc.net

Additional sources regarding APA documentation can be found at the following web sites:

- <http://www.dianahacker.com/resdoc/> -- this site has excellent examples and a sample paper.
- <http://www.apastyle.org/>
- http://www.founders.howard.edu/guides/citing_resources.html#APA

The Parts of an APA Paper

The **title page** as illustrated later in this handout.

The **abstract** which is a brief, comprehensive summary of the article.

Most manuscripts which are in APA style and are intended for publication must include an abstract. Note its characteristics if your instructor requires you to include the abstract:

- + accurately reflects the meaning and purpose of the article.

- + is self-contained explaining unique terms, including key words, paraphrasing rather than quoting.

- + is concise and specific, no more than 290 words.

- + reports rather than evaluates.

- + is coherent and readable.

The **text** with the following parts:

- Introduction of the problem--background, purpose, and rationale.

- Method--explaining the procedure

- Results--tables and figures, statistical presentations, significant findings, etc.

- Discussion--evaluate and interpret the implications of the study.

- References--list of cited sources

- Appendix--if any

- Author's note--if warranted

Running head: ADULT VICTIMS OF CHILDHOOD

Adult Victims Of Childhood Sexual Abuse:

Can They Be Healed?

Anna Smith

Introduction to Psychology, Sec. 04

Johnson County Community College

More than one out of three women have experienced forms of sexual abuse as a child, ranging from sexual fondling to intercourse (Mosedale, 1991). The perpetrator may have been anyone, although in most cases, the abuser was known to the victim (Kohn, 1987). According to the National Center for Post-Traumatic Stress Disorder (Whealin, n.d.), “Researchers estimate that, in our country, about 10% of boys and 25% of girls are sexually abused.”

As adults, victims of sexual abuse may suffer the effects of abuse including low self-esteem, depression, isolation (Goldsmith, 1987), borderline personality disorder (Kohn, 1987), and post-traumatic stress syndrome (Kohn, 1987; Mosedale, 1989). Fortunately, at least one-half of sexual abuse victims survive without serious problems (Kohn, 1987). The other fifty percent, however, do not recover as completely.

In a case study of 68 abused children, researchers found that five years after their ordeal these children exhibited more behavior problems and lower self-esteem than their peers who had suffered no abuse (Swanston, Tebbutt, O’Toole, & Oates, 1997).

While part of the reason for more complete recovery may depend on the severity and frequency of the abuse and who the perpetrator was, talking about the abuse is a key issue in recovery. Famous people including Oprah Winfrey, U.S. Senator Paula Hawkins, and author Gail Sheehy have reported feeling “liberated by sharing the stories of their abuse” in an effort to help other victims (Goldsmith, 1987, p. 88). Some sexual abuse victims who wrote to *Glamour* magazine in response to a request stated that just writing the letter made them feel better. Other respondents who reported being in therapy found opening up to a therapist invaluable to

recovery. For this reason, survivors should seek professional help (Mosedale, 1989).

Therapists have learned that if adult victims of child abuse share their experiences, they can begin to heal and become healthier adults. By doing this, they will pave the way for other victims to share similar revelations and let the abusers know that child abuse is not going to be the family secret and that victims need not suffer in silence any longer.

References

- Goldsmith, B. (1987, August). We are survivors. . . . *MS*, pp. 88-89.
- Kohn, A. (1987, February). Shattered innocence, uprooted lives. *Psychology Today*, pp. 54-58.
- Mosedale, L. (1991). Breaking the silence that holds us back. *Developmental Psychology*, 35, 246-249, 288.
- Swanston, H. Y., Tebbutt, J. S., O'Toole, B. I., & Oates, R. K. (1997, October). Sexually abused children 5 years after presentation: a case-control study. *Pediatrics* 1997, 100 (8).
Abstract retrieved August 13, 2004, from Lexis Nexis Academic.
- Whealin, J. (n.d.) Child sexual abuse. A National Center for PTSD Fact Sheet. Retrieved August 13, 2004, from http://www.ncptsd.org/facts/specific/fs_child_sexual_abuse.html