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

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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 (i.e., according to the *Publication Manual of the American Psychological Association*).
APA-Style References in the Body of Your Paper
What is the purpose of including APA-style references in the body of a paper?

The references 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, 2002, 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 (2002), 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, 2003), 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, 2002), 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 the most effective treatment (Smith & Jones, 1999)

• 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 References in the Reference Section of Your Paper
What is the purpose of APA-style references in a reference section?

The references 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

Who wrote it?

Smith, G. R., & Ferguson, T. T.
When was it written?

What was its title?

Where was it published?


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?


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.

Use of the ampersand (&)

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

Use of *italics*

Italicize the title of the book.

Capitalization

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

Hanging paragraph indentation

Use Word’s hanging indent command to indent the second and all following lines of your reference. (Format → Paragraph → Indent and Spacing → Special → Hanging)

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.

If two references 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 references 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.)


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

When referencing an online source, follow the title with the date you retrieved it and its url. Do not put a period after the url.


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

Jones, P. J. (2004). *Syllabus for PSY B301 Abnormal Psychology*. (Available from the Butler University Psychology Department, 402 Main Street, Indianapolis, IN 46222-3456)
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.