**Mendocino College- APA STYLE SHEET**

The American Psychological Association has a book that is available in the reference area in our library that will assist you in compiling a Reference List. In addition, it will show you how to do parenthetical references, and it even has samples of how to format a research paper. Currently, it is in its 6th edition. It is located at: *Publication Manual of the American Psychological Association* **Ref/BF 76.7/P83/2010**. Below are some samples of how to do an entry for some different kinds of sources. Refer to the handbook or your friendly reference librarian for help on entries not listed.

**For a book with one author:**

James, S. (2001). *Godiva and the golden dragon.*  San Jose, CA: Writer’s Showcase.

**For a book with two to six authors:**

Dugan, M. K., & Hock, R. (2000). *It’s my life now: Starting over after an abusive relationship or domestic*

*violence.* New York: Routledge.

**For a book with more than six authors:**

Jung, C. G., et al. (1969). *Studies in word association.* New York: Russell and Russell.

**For a book with an editor:**

Pinker, S. (Ed.). (2004). *The best American science and nature writing, 2004.* Boston: Houghton Mifflin.

**For an essay within a book with two editors:**

Weinstein, J. M. (1985). Civil defense: Strategic implications, practical problems. In C. W. Kegley & E. R.

Witkopf (Ed.), *The nuclear reader* (pp. 290-311). New York: St. Martin’s Press.

**For a reference work with multiple volumes:**

Krapp, K. (Ed.). (2002). *The Gale encyclopedia of nursing and allied health.* (Vol. 3). Detroit: Gale Group. (Note: cite only the volume(s) used)

**For an E-book (electronic book):**

Lehar, S. (2003). *The world in your head: A Gestalt view of the mechanism of conscious experience.*

Mahwah, N.J.: Lawrence Erlbaum Associates. Retrieved April 23, 2005, from NetLibrary database.

**For a newspaper article from a database:**

Milstein, M. (2003, December 4). Wolves in Yellowstone. *Billings Gazette*, pp. C1. Retrieved April 23,

2005, from Newsbank database.

**For an article from a magazine:**

Alter, J. (2003, December 22). The new law of uncertainty. *Newsweek*, 134(12), 34.

**For an article from a scholarly journal:**

Gjurchinovski. A. (2004). Reflection of light from a uniformly moving mirror.*American Journal of*

*Physics,* 72, 6-8.

**For an article from an online periodical with DOI assigned**

Brownlie, D. Toward effective poster presentations: An annotated bibliography. *European Journal*

*of Marketing,* 41(11/12), 1245-1283. doi:10.1108/03090560710821161

**For an article from an online periodical with no DOI assigned**

Online scholarly journal articles without a DOI require an URL

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist*

*Ethics, 8.* Retrieved from http://www.cac.psu.edu/jbe/twocont.html

**For an article from a research database:**

Elvin, J. (2001, April 2). Wolves win again. *Insight on the News*, p 34. Retrieved March 30, 2005,

from Expanded Academic ASAP database.

**For a web page:**

Jokinen, A. (2004, April 5). Anniina’s Alice Walker page. *Luminarium.* Retrieved October 10, 2004,

from http://www.luminarium.org/contemporary/alicew/

**For an entire website:**

Witcombe, C. L. C. E. (Ed).(2004, October 12). *Art history on the web.* Retrieved October 31, 2004,

from http://witcombe.sbc.edu/ARTHLinks.html

**For a television or radio program:**

Crystal, L. (Executive producer). (1993, October 11). *The McNeil/Lehrer news hour.* [Television

broadcast]. New York and Washington, DC: Public Broadcasting Service.

**For a personal interview:**

An interview is not considered recoverable data so no entry is needed in the References list. Cite within the text of your paper as a personal communication.

**For more information on the APA style and to find additional examples check:**

*Publication manual of the American Psychological Association.* (6th ed.). (2010). Washington DC: APA. **Ref/BF 76.7/P83/2010**

**Mendocino College- Parenthetical References- APA**

In-text references are used instead of footnotes or endnotes in a research paper. Their purpose is to acknowledge your use of borrowed material. APA uses the author-date method of citation. If an author’s words are quoted EXACTLY, enclose the words quoted in quotation marks, and include the page number at the end of the sentence in parentheses. If an author’s ideas are paraphrased, give that author credit but do not include the page number. Do this by placing in parentheses the author's last name and the year of the work. Because in-text citations are so brief they **must always be accompanied by a list of References**.

**PLACEMENT AND PUNCTUATION GUIDELINES**

1. Keep the parenthetical references as brief as possible. Do this by inserting the author's last name, year of publication and if you are quoting the author, include a page number in parentheses after the statement you are documenting:

"In the mid-1950s, dolphin echolocation was on a theory" (Friend, 2004, p. 17).

1. If you include the author's name in a sentence, follow it with the year of the publication in parentheses. The page number of the reference appears at the end of the sentence in parentheses:

Friend 2004) states that " In the mid-1950s, dolphin echolocation was on a theory" (p. 17).

1. If you are citing an entire work rather than a specific passage or section, give the author's last name in your sentence followed by the year of the work:

Throughout his work, Friend (2004) argues that every animal on earth speaks a common nonverbal language.

1. In general, place the parenthetical reference at the end of the sentence before the final period:

The whole earth does have a language with few words and all species continue to use it everyday (Friend, 2004).

1. In some cases it may be clearer to place the reference within the sentence. In such cases, place the reference at the end of the clause, but before the comma that would normally occur:

All animals have nonverbal means of communicating according to Friend (2004), but other linguists and scientists do not necessarily agree.

1. When your reference is used to document a quotation of forty or more words indent the entire quotation, keep it double-spaced and do not include quotation marks around the quotation. Always include author, year and a specific page number placed in parentheses at the end of the quoted passage but after the final period.
2. Do not list personal communications as a citation in your final Reference list. Cite these in the text of your paper only. Give the initials as well as the surname of the communicator and provide as exact a date as possible. Example: R. Hock (personal communication, August 18, 2005).

**Examples of parenthetical References**

The following examples of parenthetical references cover works with no author, multiple authors and government agencies.

|  |  |
| --- | --- |
| 1. A work by an author with the same last name  as another author in your Reference list | Supply initials and last name.  T. Friend (2004) |
| 2. A work by more than one author | Two authors: Dugan & Hock (2000)  Or (Dugan & Hock, 2000)  Seven or more authors: (Hock et al., 1996) |
| 3. Work with no author | Use shortened version of title or whole title if it is short. Book, periodical and report titles are italicized and articles or chapters are put in quotation marks. If you shorten the title, be sure to begin with the word by which the source is alphabetized in your References list: (*Americana,* 2005) or (“Finally,” 2004). |
| 4. Corporate author or government agency | Give the full name of the organization the first time you cite the source, followed by the familiar abbreviation for the group in brackets. In subsequent references you can use the familiar abbreviation, if applicable: (American Psychological Association [APA], 2003). Subsequent reference: (APA, 2003) |
| 5. A work by 3-5 authors | Cite all the authors the first time you cite the source. For subsequent references use the first author followed by et al. First: (Howard, Marx, Curly & Shemp, 2004) Subsequent: (Howard et al., 2004) |

**Mendocino College APA Style Sheet -- Reference List**

A Reference List lists the sources used and cited in a research project or essay where you have quoted or paraphrased some material. Below is an example of a Reference List done in APA (American Psychological Association) format. The list should be formatted in the following way:

* Center the title, Reference List, one inch from the top
* Double space within and between all of the citations
* Alphabetize by author’s last name or by title is there is no author. Ignore articles such as “a, an, the” as the first word in a title.
* Begin the Reference List on a new page at the end of the paper. Number the page as a continuation of the text. (If your text ends on page 8, then your Reference List will start on page 9.)
* Use a 5 space indent (hanging indent) for all lines after the first line of an entry

**Reference List**

Alter, J. (2003, December 22). The new law of uncertainty. *Newsweek*, 134(12), 34.

Crystal, L. (Executive producer). (1993, October 11). *The McNeil/Lehrer news hour.* [Television broadcast].

New York and Washington, DC: Public Broadcasting Service.

Dugan, M. K., & Hock, R. (2000). *It’s my life now: Starting over after an abusive relationship or domestic*

*violence.* New York: Routledge.

Elvin, J. (2001, April 2). Wolves win again. *Insight on the News*, p 34. Retrieved March 30, 2005, from

Expanded Academic ASAP database.

Gjurchinovski. A. (2004). Reflection of light from a uniformly moving mirror.*American Journal of Physics,*

72, 6-8*.*

James, S. (2001). *Godiva and the golden dragon.*  San Jose, CA: Writer’s Showcase.

Krapp, K. (Ed.). (2002). *The Gale encyclopedia of nursing and allied health.* (Vol. 3). Detroit: Gale Group.

Lehar, S. (2003). *The world in your head: A Gestalt view of the mechanism of conscious experience.*

Mahwah, N.J.: Lawrence Erlbaum Associates. Retrieved April 23, 2005, from NetLibrary database.

Pinker, S. (Ed.). (2004). *The best American science and nature writing, 2004.* Boston: Houghton Mifflin.

Weinstein, J. M. (1985). Civil defense: Strategic implications, practical problems. In C. W. Kegley & E. R.

Witkopf (Ed.), *The nuclear reader.* (pp. 290-311). New York: St Martin’s Press.

Witcombe, C. L. C. E. (Ed).(2004, October 12). *Art history on the web.* Retrieved October 31, 2004, from

<http://witcombe.sbc.edu/ARTHLinks.html>