APA Style Documentation

In the academic environment, to document means to acknowledge sources, or give credit to authors. It also means to provide information about the location of the sources. There are several formats or styles of documentation: MLA style, APA style, Chicago style, etc.
APA (**American Psychological Association**) style is the most commonly used format for manuscripts in the social sciences.

The Two-Part Principle of Documentation

Documentation styles vary in their details, but all styles require an academic researcher/writer to:
1. Identify in a parenthetical reference in the text of the paper any information taken from a source;
2. List all sources for the paper on a separate page at the end.

In-text citation / Parenthetical reference

- For APA style in-text citation of the source, type the author's last name and the year of publication in parenthesis: **(Fielding, 1998).** A complete reference should also appear in the reference list at the end of the paper.

- If the author's name is part of the sentence include only the publication date in the parenthetical citation: **According to Fielding (1998)…**

- Include a page reference for a quotation or specific piece of information -- e.g.: **Grusk (1997) states that "all known societies are characterized by inequalities, with the most privileged enjoying a disproportionate share of the total wealth, power and prestige" (p.47).** OR: **"All known societies are characterized by inequalities, with the most privileged enjoying a disproportionate share of the total wealth, power and prestige" (Grusk, 1997, p.47).**

- If the source has no page or paragraph numbering (as with many online sources) or easily identifiable headings, just use the name and date.

- An electronic source should be cited the same way a print source is cited: author's last name and publication date. If the document is in PDF format with stable page numbers, cite the page number as you would a print source. If the source has paragraph numbers instead of page numbers, use **para. (Higgins, 2009, para. 4).**

Basic In-Text Citation Examples

One work by one author:
- … (Hefferon, 2006)
- According to Hefferon (2006)…

One work by two authors:
- …(Hefferon & McCormack, 2006)
- According to Hefferon and McCormack (2006)…

Use **and** in text. Use **&** in parentheses.

One work by three to five authors – name all 3, 4 or 5 authors in the first citation:
- …(Hefferon, McCormack, O'Brian & Cummins, 2006)
- According to Hefferon, McCormack, O'Brian and Cummins (2006)…

One work by three to five authors – name only the first author plus et al. (*and others*) in all subsequent citations:
- …(Hefferon et al., 2006)
- According to Hefferon et al. (2006)…

One work by six or more authors – name only the first author plus et al.
- …(Hefferon et al., 2006)
- According to Hefferon et al. (2006)…

Organization or groups (abbreviated) as author – in the first citation use the full name in text and the abbreviation in the parentheses:
- … (Federal Drug Association [FDA], 2004)
- According to Federal Drug Association (FDA, 2004)
   Use the abbreviated version in all subsequent citations:
- …(FDA, 2004)
- According to FDA (2004)…

Organization or groups (no abbreviation) as author – use full name in all citations:
- … (Dorset College, 2007)
- According to Dorset College (2007)…

Unknown author – use the first one or two important words of the title of the source. Use quotation marks:
- The study showed that students … ("Unplugged", 2010)

Unknown date –use n.d. (no date) :
- Another study discovered that … ("Digital Era", n.d.).

Indirect sources:
- Palmer argued that… (as cited in Fleras, 2001, p. 81)

Electronic sources are cited as any other print source:
- … (Exler, 2009)
- Exler (2009) explained …

Two or more works in the same parenthesis:
- … (Weidung, 1985; Bolton, 1983)
- According to Weidung (1985) and Bolton (1983)

Personal communication (interview, e-mail) requires in-text citation only, no full reference:
- … (Collins, personal communication, July 23, 2010)
- According to Collins (personal communication, July 23, 2010)

Reference list: General Guidelines

APA documentation style requires a list of references where readers can find complete bibliographical information about the sources referred to in your paper. The list of references should appear at the end of your paper, beginning on a new page entitled: References.

- Your reference list should be on a new page.

- Begin with the centered title: References

- Do not **bold** or *italicize* the word References.

- Include a reference for every in-text citation, except for personal communication citations.

- Put references in alphabetical order by author's last name.

- Give the last name and first or both initials for each author.

- Put the publication year in parentheses following the author or authors' names.

- Capitalize only the first word and proper nouns in titles. Also capitalize the first word following the colon in a subtitle.

- Use *italics* for titles of books but not articles. Do not enclose titles of articles in quotation marks.

- Include the city and publisher for books. If the city is not well known, include the state or province and/or country as well.

- Include the periodical name and volume number (both in *italics*) as well as the page numbers for a periodical article.

- Separate the author's or authors' names, date (in parentheses), title, and publication information with periods.

- Begin the first line of each entry flush left, and indent all subsequent lines of an entry one-half inch (1.25 cm). (see MS Word -> Format -> Paragraph -> Indents and Spacing -> Indentation -> Special: Hanging, By: 0.5'')

- Double-space within and between entries.

References: Examples

Book with one author:
Brander, J. A. (2005). *Government policy toward business.* Mississauga, ON: John Wiley & Sons.

Book with two or more authors:
Guffey, M., Rhodes, K., & Rogin, P. (2008). *Business communication: Process and product.* Toronto: Nelson.

Translation – after the title of the translation, put the name(s) of the translator(s) in parentheses, followed by the abbreviation 'Trans.':
Mankell, H. (2006). *Before the frost.* (E. Segerberg, Trans.). Toronto: Vintage Canada.

Article in a journal:
Acklin, C. (2010). Design-driven innovation process model. *Design Management Journal, 5,* 50-60.

Article in a newspaper:
Fowlie, J. (2011, May 11). One-third of drivers face higher rates. *The Vancouver Sun*, p. A4.

DOI – Digital Object Identifier (http//doi.org/).
URL – Universal Resource Locator, or Internet address.
DOI is a unique alphanumeric combination assigned to a particular electronic article in order to provide a persistent link to its location on the Internet. It is recommended by the APA to indicate the DOI, when it is available, for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article. DOIs are assigned to articles in scientific publications. The publisher has to be a participant of a registration agency such as CrossRef (http://www.crossref.org).

A digital object identifier (DOI) can be used to cite and link to electronic documents. A DOI never changes, so you can use it to link permanently to electronic documents. To find a document using a DOI copy the DOI of the document you want to open. The correct format for citing a DOI is as follows: doi:xxxxxxx . Open the following DOI site in your browser: http://dx.doi.org
Enter the entire DOI citation in the text box provided, and then click Go.
The document that matches the DOI citation will display in your browser window.
If no DOI is available use URL instead.

Electronic Journal Article with DOI:
Langhorne, P. (2011). Stroke rehabilitation. The Lancet, 377(9778), 1693-1702.
        doi:10.1016/S0140-6736(11)60325-5

Electronic Journal Article without a DOI:
Kelley, M. (2011, May 17). Design institute explores changing place of libraries. *Library Journal.* Retrieved from http://www.libraryjournal.com/lj/home/890649-264/design_institute_explores_changing_place.html.csp

Article from a Database – When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work):

Shute, N. (2008). What will we eat? [Cover story]. *U.S. News & World Report*, *145*(3), 48.

Online dictionary (if no date given put n.d. in parentheses):
Oblique. (n.d.). *In Merriam-Websters online dictionary*. Retrieved May 25, 2011, from
        http://www.m-w.com/dictionary/

Online encyclopedia:
Colombo, J.R. (n.d.) Ookpik. *In The Canadian encyclopedia.* Retrieved May 12, 2011,
        from http://www.thecanadianencyclopedia.com/

Electronic book:
Kafka, F. (2005, August 16). Metamorphosis. [EBook #5200] Available from
        http://www.gutenberg.org/ebooks/5200.txt.utf8

Wiki:
Gravitational singularity. (2011, May 16). *In Wikipedia. The free encyclopedia.* Retrieved
May 26, 2011, from http://en.wikipedia.org/wiki/Gravitational_singularity

Online newspaper article:
Palmer, V. (2011, May 25). HST moves signal shift in corporate-friendly tax policies. *The
Vancouver Sun.* Retrieved from
http://www.vancouversun.com/news/moves+signal+shift+corporate+friendly+p
olicies+Vaughn+Palmer/4838807/story.html

APA Style: Paper Format

The following guidelines will help you prepare your research paper in the format
recommended by the Publication Manual of the American Psychological Association,
sixth ed.

- Use standard-sized paper (8.5"x11").

- Use 1 inch (2.5 cm) margins on all sides.

- Double-space your text throughout the paper.

- Use 12 pt. Times New Roman.

- The first page of your paper should be a title page. The title of your paper should
  by typed in the upper half of the title page and centered.

- Put your first and last name a few lines below the title.

- All pages including title page should include running head. The running head is a
  shortened version of the paper's full title. The running head cannot exceed 50
  characters, including spaces and punctuation. The running head should be in
  capital letters. The running head should be flush left, and page numbers should
  be flush right. On the title page, the running head should include words "Running
  head". E.g. Running head: THE UNRECOGNIZED GLOBAL CRISIS
  For pages following the title page, repeat the running head in all caps without
  "Running head."

- All pages, including the title page, should be numbered in the upper right-hand
  corner of each page.

- Indent the first word of each paragraph one-half inch (see MS Word -> Format -> Paragraph -> Indents and Spacing -> Indentation -> Special: Hanging, By: 0.5''').

- The primary headings should be centered and all words in the heading should be capitalized.

- The secondary headings if needed should be italicized flush against the left-hand margin.

Visuals – are tables, charts, graphs, and images.
- Place visuals close to the place in your text where you refer to them.

- Label each visual as a table or figure, and number each kind consecutively:
    - Table1, Table 2, Figure 1, Figure 2

- Provide title of the visual. Note that the title of the table should be on the nest line:
    - Table 2.
    General Rules in Technical Writing.
- Cite the source of the material used in the visual, use the word *Note*:
    - *Note.* From "Innovative Roles", by M. Meyer, 2000, *Business Communication, 37,* p.338.

Other APA Style Formatting Examples

Headings

APA styles uses 5 levels of headings:

Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Heading**
2	**Flush left, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending with a period.** (only first word is capitalized)
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** (only first word is capitalized)
5	*Indented, italicized, lowercase paragraph heading ending with a period.* (only first word is capitalized)

Tables and Figures

The purpose of tables and figures in documents is to enhance readers' understanding of the information in the document. All tables must be numbered sequentially as referred to in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.).

Table 1 *Title*			
Header			
Subhead	Column head	Column head	Column head
Row 1			
Row 2			
Row 3			
Row 4			
Note.			

Abbreviations

In-text abbreviation should be presented, in its first appearance, in full words, and then followed immediately by its abbreviation in parenthesis: **Federal Drug Association (FDA).**

All abbreviations that appear in figures or tables should be explained.

Abbreviations accepted as words do not need explanation in text: **IQ, AIDS, REM, HIV**, etc.

Use the following standard Latin abbreviations only in parenthetical material. Use the English translations of the Latin terms in text:

cf..	confer	compare
e.g.,	**exempli gratia**	**for example,**
, etc.	**et cetera**	**, and so forth**
i.e.,	**id est**	**that is,**
viz.,	**videlicet or vedere licet**	**namely**
vs.	**versus**	**versus, against**
Exception: use the Latin abbreviation et al., which means "and others".		

Do Not Abbreviate	Abbreviate
day	hour – hr
week	minute – min
month	millisecond – ms
year	nanosecond – ns
	second - s
	kilogram - kg
	kilometer - km
	kilometers per hour - kph
	meter - m
	inch – in.
	liter – L
	milligram – mg
	milliliter – ml
	post meridiem – p.m.
	ante meridiem – a.m.
	centimeter – cm

For full list of accepted abbreviations see APA Publication Manual, 6th ed., p.10.