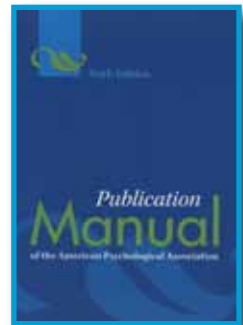




## APA DOCUMENTATION

When you do research to find supporting evidence for your ideas or arguments, you need to credit your outside sources. Depending on what type of essay you are writing or which type of course you are writing for, you will need to choose a type of documentation style and continue with that style for the entire essay. Two of the most common styles, especially for freshman and sophomore students, are MLA (Modern Language Association) and APA (American Psychological Association).

If you write an essay in the social sciences, you will usually be asked to use documentation guidelines created by the American Psychological Association. The *Publication Manual of the American Psychological Association*, in its sixth edition, provides a full description of the conventions used by this particular community of writers; updates to the APA manual can be found at <[www.apastyle.org](http://www.apastyle.org)>.



### DID YOU KNOW?

The American Psychological Association was founded in 1892 at Clark University. The APA, now with over 152,000 members, is the primary professional association for social science scholars in the United States.



This chapter provides a general overview of APA documentation style and an explanation of the most commonly used APA documentation formats.

**38a****Using APA in-text citations**

In-text citations (also called *parenthetical citations*) point readers to where they can find more information about your researched supporting materials. In APA documentation style, the author's last name (or the title of the work, if no author is listed) and the date of publication must appear in the body text of your paper. The author's name can appear either in the sentence itself or in parentheses following the quotation or paraphrase. The date of publication can appear either in the sentence itself, surrounded by parentheses, or in the parentheses that follow the quotation or paraphrase. The page number(s) always appears in the parentheses following a quotation or close paraphrase.

Your parenthetical citation should give enough information to identify the source that was used for the research material as the same source that is listed in your References list. Where this in-text information is placed depends on how you want to phrase the sentence that is summarized, paraphrased, or quoted. Be sure that the in-text citation guides the reader clearly to the source in the References list, where complete information about the source is given.

The following are some of the most common examples of in-text citations.

**1. Author's name and date in reference**

When using a parenthetical reference to a single source by a single author, use this form: (Author's Last name, Year of publication). Note that the period is placed after the parenthetical element ends.

- When a teenager sleeps more than 10 hours per night, it is time to question whether she is having significant problems (Jones, 1999).

## 2. Author's name and date in text

In APA, you can also give the author's name and date within the sentence, using this form: Author's Full Name (Year of publication)

- Stephanie Jones (1999) describes the signs to look for and when to be concerned.

## 3. Using a partial quotation in text

When you cite a specific part of a source, give the page number, using *p.* (for one page) and *pp.* (for two or more pages).

- Stephanie Jones (1999) describes the signs parents should look for when concerned about their children: "excessive sleeping, refraining from eating, and lying about simple things" (p. 63).



## 4. No author given

When a work has no credited author, use the first two or three words of the work's title or the name that begins the entry in the References list. The title of an article or chapter should be in quotation marks, and the title of a book or periodical should be in italics. Inside the parenthetical citation, place a comma between the title and year.

- In a recent *Time* article, a list of 30 common signs of teenage trouble cites lack of sleep as the most common sign ("Thirty," 2010).

## 5. Two to five authors given

When you use a source that was written by two to five authors, you must use all the names in the citation. For the in-text citation, when a work has two authors, use both names each time the reference occurs in the text. When a work has three to five authors, give all authors the first time the reference occurs in the text, and then, in subsequent citations, use only the surname of the first author followed by *et al.* (Latin for "and others") and the year for the first citation of the reference in a paragraph.

- ➔ The idea that “complexity is a constant in biology” is not an innovative one (Sole & Goodwin, 1997, p. 63).

The last two authors’ names in a string of three to five authors are separated by a comma and an ampersand (e.g., Jones, Smith, Black, & White).

- ➔ Most signs in English that the authors encountered on the road had “grammar mistakes, misspellings, or just odd pictures” (Smith, Jones, & Best, 1999, p. 55). The most common mistake was an “incorrect or misplaced apostrophe” (Smith, et al., p. 56).



## 6. Six or more authors given

When there are six authors or more of an item to be cited, include only the first author’s name followed by *et al.* (Latin for “and others”). Use this form for the first reference of this text and all references of this text after that. Note: be sure, though, to list all six or more of the authors in your References list.

- ➔ In Hong Kong, most signs are in Chinese and English; however, once you are in mainland China, English is rarely found on signs, except in tourist areas (Li, et al., 2007).

## 7. Authors with the same last names

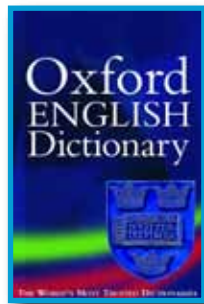
If your source material includes items by authors who happen to have the same last name, be sure to use each author’s initials in all text citations.

- ➔ When a teenager sleeps more than 10 hours per night, it is time to question whether she is having significant problems (S. Jones, 1999, p. 63).
- ➔ Another sign of trouble can be when you do not see your child for meals (B. Jones, 2003, p. 114).

## 8. Encyclopedia or dictionary unsigned entry

When you use an encyclopedia or dictionary to look up a word or entry, be sure to include the word or entry title in the parenthetical entry.

- The word *thing* has more definitions than any other entry in the *Oxford English Dictionary* (“thing,” 2001).



## 9. Indirect quotation

When you use a quotation of a quotation—that is, a quotation that quotes from another source—use “as cited in” to designate the secondary source.

- Smith has said, “My parents really didn’t understand me” (as cited in Jones, 1990, p. 64).

## 10. Personal communication

Personal communications—private letters, memos, non-archived emails, interviews—are usually considered unrecoverable information and, as such, are not included in the References list. However, you do include them in parenthetical form in the text, giving the initials and surname of the communicator and providing as exact a date as possible.

- A. D. Smith (personal communication, February 2, 2010)
- J. Elbow (personal interview, January 6, 2009)

### 38b

## Using long or block quotations

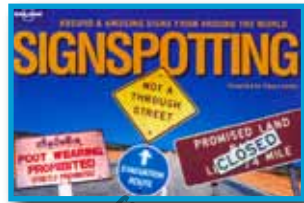
Long or block quotations have special formatting requirements of their own. If your quotation is prose and longer than 40 words, this is called a *block quotation*. Follow these APA guidelines for block quotations.

1. If introducing the block quotation with a sentence, use a colon at the end of the sentence.
2. Begin the quotation on a new line.
3. Do not use quotation marks to enclose the block quote.

4. Indent the quote five spaces from the left margin, and extend the right margin to the end of the line.
5. Double space the entire quotation.
6. Indent the first line of any additional paragraph.
7. Put a period at the end of the quotation, and then add the parenthetical citation.

➔ However, Lansky (1999) states:

Despite the statement on <[www.signspotting.com](http://www.signspotting.com)> that we don't accept signs with the intention of being funny, people like sending them in. I've opted not to use these as it could encourage people to start making them, sticking them up in their driveway, and snapping a picture. Plus, funny signs are so much more amusing when the humor is accidental. (p. 72)



### 38c

## Adding or omitting words in a quotation

### 1. Adding words in a quotation

Use square brackets ( [ ] ) to point out words or phrases that are not part of the original text.

- ➔ Original quotation: “When we entered the People’s Republic of China, we noticed that the signage began dropping English translations” (Donelson, 2001, p. 141).
- ➔ Quotation with added word: She said, “When we entered the People’s Republic of China, [Dunkirk and I] noticed that the signage began dropping English translations” (Donelson, 2001, p. 141).

You can also add your own comments inside a quotation by using square brackets. For example, you can add the word *sic* to a quotation when you know that there is an error.

- ➔ Original quotation: “When we entered the People’s Republic of China, we noticed that the signage began dropping English translations” (Donelson, 2001, p. 141).

- Quotation with added comment: She said, “When we entered the People’s Republic [sic] of China, we noticed that the signage began dropping English translations” (Donelson, 2001, p. 141).

## 2. Omitting words in a quotation

Use an ellipsis ( . . . ) to represent words that you delete from a quotation. The ellipsis begins with a space, then has three periods with spaces between them, and then ends with a space.

Original quotation → “The Great Wall is something that can be seen from space. When we reach a time when advertisements can be seen from space, we have probably gone too far” (Jones, 1993, p. 101).



Quotation with words omitted in middle of sentence → Frank Jones, author of *Signs in Space*, remarks, “The Great Wall . . . can be seen from space. When we reach a time when advertisements can be seen from space, we have probably gone too far” (1993, p. 101).

If you omit words at the end of a quotation, and that is also the end of your sentence, you should use an ellipsis plus a period with no space before the ellipsis or after the period. Only use an ellipsis if words have been omitted.

Original quotation → “The Great Wall is something that can be seen from space. When we reach a time when advertisements can be seen from space, we have probably gone too far with our advertising and signage” (Jones, 1993, p. 45).

Quotation with words omitted at end of sentence → Frank Jones, author of *Signs in Space*, remarks, “The Great Wall is something that can be seen from space. When we reach a time when advertisements can be seen from space, we have probably gone too far . . .” (1993, p. 45).

### Helpful hint

APA guidelines can change with a new edition. Sometimes, class textbooks can use an older APA documentation style. Always check with your instructor if rules seem to be in conflict.

## 38d

### Citing online sources

In the APA documentation style, online or electronic sources have their own formatting guidelines since these types of sources rarely give specific page numbers.

The APA recommends that you include in the text, rather than in an in-text citation, the name(s) of the person that begins the matching References list entry. If the author or creator of the Web site uses paragraph or page numbers, use these numbers in the parenthetical citation. If no numbering is used, do not use or add numbers to the paragraphs, pages, or parenthetical citation.

When Web site does not number paragraphs → In his review of the film *Signs*, Roger Ebert says that Shyamalan “does what Hitchcock said he wanted to do, and plays the audience like a piano.”

When Web site numbers paragraphs → In his review of the file *Signs*, Roger Ebert says that Shyamalan “does what Hitchcock said he wanted to do, and plays the audience like a piano” (para. 8).



## 38e

### General formatting guidelines for the APA References list

If you cite any sources within a paper, be sure to include a References list at the end of the paper. Here are some general formatting guidelines to follow when setting up a References list.

1. Put the References list at the end of your paper as a separate page.

2. Use one-inch margins on all sides.
3. Include any header used for the paper on the References page.
4. Center the title **References** at the top of the page, using no underlining, quotation marks, or italics.
5. Place the first line of each entry flush left with the margin. Indent any additional lines of the entry one-half inch (or one tab) to form a hanging indent.
6. Double space the entries in the References list, not adding any extra spaces between entries.
7. Alphabetize the References list. Use the first major word in each entry, not including articles such as *a*, *an*, or *the*, to determine the alphabetical order. If the cited source does not have an author, alphabetize by using the first word of the title of the source.
8. Put author's last name first and then the initial representing the author's first name and the initial for the author's middle name, if given (e.g., Ebert, R.). If a work has more than one author, invert all the authors' names, follow each with a comma, and then continue listing all the authors, putting a comma and ampersand (&) before the final name (e.g., Ebert, R., & Siskel, G.).
9. Arrange two or more works by the same authors in the same name order by year of publication.
10. Capitalize only the first word in a title and a subtitle unless the title or subtitle includes a proper noun, which would also be capitalized.
11. Do not use quotation marks for titles of shorter works, including articles, book chapters, episodes on television or radio, poems, and short stories.
12. Italicize the titles of longer works, including album or CD titles, art pieces, books, films, journals, magazines, newspapers, and television shows.
13. Give the edition number for works with more than one edition [e.g., *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.)].

14. Include the DOI (digital object identifier), a unique alpha-numeric string assigned by a registration agency that helps identify content and provides a link to the source online. All DOI numbers begin with a 10 and contain a prefix and suffix separated by a slash (for example, 10.11037/0278-6133.27.3.379). The DOI is usually found in the citation detail or on the first page of an electronic journal article near the copyright notice.

### CITATION DETAIL WITH DOI

#### Citation Detail

Title:

An Ability Traitor at Work: A Treasonous Call to Subvert *Writing* From Within.

Authors:

Holbrook, Teri<sup>1</sup> [tholbrook@gsu.edu](mailto:tholbrook@gsu.edu)

Source:

Qualitative Inquiry; Mar2010, Vol. 16 Issue 3, p171-183,

13p

Document Type:

Article

Subject Terms:

\*DISABILITIES  
 \*QUALITATIVE research  
 \*MANAGEMENT science  
 \*SIGN language  
 \*WRITING

Author-Supplied Keywords:

assemblage  
 disability  
 multigenre  
 multimodal writing

NAICS/Industry Codes:

541930 Translation and Interpretation Services

Abstract:

In questioning conventional qualitative research methods, St. Pierre asked, "What else might *writing* do except mean?" The author answers, it oppresses. Co-opting the

race traitor figurative, she calls on qualitative researchers to become “ability traitors” who interrogate how a valuable coinage of their trade—the written word—is used to rank and categorize individuals with troubling effects. In this article, she commits three betrayals: (a) multigenre *writing* that undermines the authoritative text; (b) assemblage as a method of analysis that deprivileges the written word; and (c) a gesture toward a dis/comfort text intended to take up Lather’s example of challenging the “usual ways of making sense.” In committing these betrayals, the author articulates her “traitorous agenda” designed to interrogate assumptions about inquiry, power, equity, and *writing* as practice-as-usual. [ABSTRACT FROM AUTHOR]

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Author Affiliations:

<sup>1</sup>Georgia State University

ISSN:

10778004

DOI:

10.1177/1077800409351973

Accession Number:

47934623

Database:

Academic Search Premier

View Links:

Find Fulltext

## 38f

## Formats for print sources

**1. Books (includes brochures, pamphlets, and graphic novels)**

Author's Last name, Author's Initial of first name. (Year of publication). *Title of book*. Place of publication: Publisher.

→ Lansky, D. (2005). *Signspotting*. Oakland, CA: Lonely Planet.


 Helpful  
hint

Only use the state after the city if the city is not a place that would be commonly known or if there may be more than one commonly known city by that name.

**2. Books with two or more authors**

A comma is used between the author names, even if there are only two authors.

First Author's Last name, First author's Initial of first name, & Second author's Last name, Second author's Initial of first name. (year of publication). *Title of book*. Place of publication: Publisher.

→ Maasik, S., & Soloman, J. (2008). *Signs of life in the USA: Readings on popular culture for writers*. Boston, MA: Bedford/St. Martin's.

**3. Two books by the same author**

Be sure the entries are in sequential time order with earliest date first.

→ Maasik, S., & Soloman, J. (2004). *California dreams and realities: Readings for critical thinkers and writers* (3<sup>rd</sup> ed.). Boston, MA: Bedford/St. Martin's.

→ Maasik, S., & Soloman, J. (2008). *Signs of life in the USA: Readings on popular culture for writers*. Boston, MA: Bedford/St. Martin's.

#### 4. Anthology or collection

Editor's Last name, Editor's Initial of first name. (Ed.). (Year of publication). *Title of book*. Place of publication: Publisher.

→ Smith, A. D., Smith, T. G., & Wright, K. (Eds.). (2007). *COMPbiblio: Leaders and influences in composition theory and practice*. Southlake, TX: Fountainhead.

#### 5. Work within an anthology or collection

Author's Last name, Author's Initial of first name. (Year of publication). Title of work. In Editor's Name(s) (Ed.). *Title of anthology* (page numbers). Place of publication: Publisher.

→ Tan, A. (2010). Mother tongue. In R. Bullock, M. D. Goggin, & F. Weinberg (Eds.). *The Norton field guide to writing* (pp. 564-70). New York, NY: Norton.

#### 6. Article in a scholarly journal without DOI (digital object identifier)

Include the issue number if the journal is paginated by issue. If there is not a DOI available and the article was found online, give the URL of the journal home page.

Author's Last name, Author's Initial of first name. (Year of publication). Title of the article. *Journal Title*, volume number (issue number), pages. URL (if retrieved online).

→ Holbrook, T. (2010). An ability traitor at work: A treasonous call to subvert writing from within. *Qualitative Inquiry*, 16(3), 171-183. Retrieved from E-Journals database.

#### 7. Article in a scholarly journal with DOI (digital object identifier)

Author's Last name, Author's Initial of first name. (Year of publication). Title of the article. *Journal Title*, volume number (issue number), pages. doi:

→ Franks, L. (2006). The play in language. *Child Signs*, 73(1), 3-17. doi:10.1770/69873629



## 8. Article in a newspaper

Use *p.* or *pp.* before the page numbers in references of newspapers.

Note: if the newspaper article appears on discontinuous pages, be sure to give all the page numbers, separating them with a comma (e.g., pp. A4, A10, A13-14).

Author's Last name, Author's Initial of first name. (Year of publication, Month and Date of publication). Title of article. *Newspaper Title*, pp. page numbers.

→ **Genzlinger, N. (2010, April 6). Autism is another thing that families share. *The New York Times*, p. A4.**

## 9. Article in a magazine

Author's Last name, Author's Initial of first name. (Year of publication, Month of publication). Title of article. *Magazine Title*, volume number (issue number), pages.

Note: only use day if magazine is published on a weekly or bi-weekly basis.

→ **Musico, C. (2009, November). Sign 'em up! *CRM Magazine*, 13(11), 49.**

## 10. Review

Be sure to identify the type of work being reviewed by noting if it is a book, film, television program, painting, song, or other creative work. If the work is a book, include the author name(s) after the book title, separated by a comma. If the work is a film, song, or other media, be sure to include the year of release after the title of the work, separated by a comma.

Reviewer's Last name, Reviewer's Initial of first name. (Year of publication, Month and Date of Publication). Title of review [Review of the work *Title of work*, by Author's Name]. *Magazine or Journal Title*, volume number (issue number), pp. page numbers. doi number (if available).

→ **Turken, R. (2008, May 5). Life outside of the box. [Review of the film *Signs*, 2002]. *Leisure Times*, pp. A12.**

## 11. Article in a reference book

Author's Last name, Author's Initial of first name. (Year of publication). Title of chapter or entry. In A. Editor (Ed). *Title of book* (pp. xx-xx). Location: Publisher.

→ **Jones, A. (2003). Semiotics. In B. Smith, R. Lore, and T. Rex (Eds.). *Encyclopedia of signs* (pp. 199-202). Boston, MA: Rutledge.**

## 12. Religious and classical works

In APA, classical religious works, such as the Bible and the Qur'an, and major classical works that originated in Latin or Greek, are not required to have entries in the References list but should include reference to the text within the sentence in the essay. Note: it is always a good idea to check with your instructor on this type of entry since there can be some variety across instructors and schools.

### 38g

## Formats for online sources

### 1. Web site

The documentation form for a Web site can also be used for online message, blog, or video posts.

Author's Last name, Author's Initial of first name (if author given). (Year, Month Day). *Title of page* [Description of form]. Retrieved from <http://www.xxxx>

→ **United States Post Office (2010). *United States Post Office Services Locator* [search engine]. Retrieved from [http://usps.whitepages.com/post\\_office](http://usps.whitepages.com/post_office)**

## 2. Article from a Web site, online newspaper, blog, or wiki (with author given)

Author's Last name, Author's Initial of first name. (Year, Month Day of publication). Title of article. *Name of Webpage/Journal/Newspaper*. Retrieved from <http://www.xxxxxxx>

→ Ebert, R. (2002, August 2). Signs. *Chicago Sun-Times*. Retrieved from <http://rogerebert.suntimes.com/>

## 3. Article from a Web site, online newspaper, blog, or wiki (with no author given)

Title of article. (Year, Month Day of publication). *Name of Webpage/Journal/Newspaper*. Retrieved from <http://www.xxxxxxx>

→ China's traditional dress: Qipao. (2001, October). *China Today*. Retrieved from <http://chinatoday.com>



## 4. Online journal article

The reference for an online journal article is set up the same way as for a print one, including the DOI.

Author's Last name, Author's Initial of first name. (Year of publication). Title of the article. *Journal Title*, volume number (issue number), pages. doi:xxxxxxxxxxx

→ Franks, L. (2006). The play in language. *Child Signs*, 73(1), 3-17. doi:10.1770/69873629

If a DOI is not assigned to content you have retrieved online, use the home page URL for the journal or magazine in the reference (e.g., Retrieved from <http://www.xxxxxxx>).

→ Austen, V. (2003). Writing spaces: Performance of the word. *Kairos*. Retrieved from <http://kairos.com>

## 5. Article from an online service, such as General One-File, LexisNexis, JSTOR, ERIC

When using APA, it is not necessary to include database information as long as you can include the publishing information required in a normal

citation. Note: this is quite different from using MLA documentation, which requires full information about the database.

## 6. Article in an online reference work

Author's Last name, Author's Initial of first name. (Year of publication). Title of chapter or entry. In A. Editor (Ed). *Title of book*. Retrieved from <http://xxxxxxxxxx>

→ Jones, A. (2003). *Semiotics*. In B. Smith, R. Lore, and T. Rex (Eds.), *Encyclopedia of signs*. Retrieved from <http://brown.edu/signs>

### 38h

## Formats for other commonly used sources

### 1. Television or radio program (single episode)

Writer' Last name, Writer's Initial of first name. (Writer), & Director's Last name, Director's Initial of first name. (Director). (Year). Title of episode [Television/Radio series episode]. In Executive Producer's name (Executive Producer), *Title of show*. Place: Network.



→ Bell, J. (Writer), Carter, C. (Creator), & Manners, K. (Director). (2000). *Signs and wonders* [Television series episode]. In C. Carter (Executive Producer), *The X files*. New York, NY: FOX.

### 2. Sound recording

Writer's Last name, Writer's Initial of first name. (Copyright year). Title of song. [Recorded by Artist's name if different from writer]. On *Title of album* [Medium of recording]. Location: Label. (Date of recording if different from song copyright date).

→ Emmerson, L. (1970). *Signs*. [Recorded by Five Man Electrical Band]. On *Good-byes and butterflies* [LP]. New York, NY: Lionel Records.

→ Emmerson, L. (1970). *Signs*. [Recorded by Tesla]. On *Five man acoustical jam* [CD]. New York, NY: Geffen. 1990.

### 3. Film

Producer's Last name, Producer's Initial of first name. (Producer), & Director's Last name, Director's Initial of first name. (Director). (Year). *Title of film* [Motion picture]. Country of Origin: Studio.

→ Kennedy, K. (Producer), & Shyamalan, M. N. (Director). (2002). *Signs* [film]. USA: Touchstone.

### 4. Painting, sculpture, or photograph

Artist's Last name, Artist's Initial of first name. (Year, Month Day). *Title of material*. [Description of material]. Name of collection (if available). Name of Repository, Location.

→ Gainsborough, T. (1745). *Conversation in a park*. [Oil painting on canvas]. Louvre, Paris, France.

### 5. Personal interview

Unlike MLA documentation, personal interviews and other types of personal communication are not included in APA References lists. Be sure to cite personal communications in the text only.

### 6. Lecture, speech, address, or reading

Speaker's Last name, Speaker's Initial of first name. (Year, Month). Title of speech. *Event name*. Lecture conducted from Sponsor, Location.

→ Stephens, L. (2009, December). *The signs of the times*. *MLA annual convention*. Lecture conducted from Hilton Hotel Downtown, New York, NY.

## 38i

## Sample References list using APA

Following is an example of how a completed References list would look at the end of your paper.

Your Last name 14

## References

- Emmerson, L. (1970). Signs. [Recorded by Five Man Electrical Band]. On *Good-byes and butterflies* [LP]. New York, NY: Lionel Records.
- Franks, L. (2006). The play in language. *Child Signs*, 73(1), 3-17.  
doi:10.1770/69873629
- Kennedy, K. (Producer), & Shyamalan, M. N. (Director). (2002). *Signs* [film]. USA: Touchstone.
- Jones, A. (2003). Semiotics. In B. Smith, R. Lore, and T. Rex (Eds.). *Encyclopedia of signs*. Retrieved from <http://brown.edu/signs>
- Lansky, D. (2005). *Signspotting*. Oakland, CA: Lonely Planet.
- Stephens, L. (2009, December). The signs of the times. *MLA annual convention*. Lecture conducted from Hilton Hotel Downtown, New York, NY.
- Tan, A. (2010). Mother tongue. In R. Bullock, M. D. Goggin, & F. Weinberg (Eds.). *The Norton field guide to writing* (pp. 564-70). New York, NY: Norton.