This handout answers some of the most common questions DeVry students have about using the 2009 version of APA format. If you have questions that are not answered here, please consult the following resources:

- The Writing Tutors at the ASC or the Librarian
- The NoodleTools at http://library.devry.edu

I. Overview

APA documentation is a method for correctly acknowledging sources you include in your writing either as paraphrases, summaries, or direct quotations. It also enables you to tell your readers where to find your sources if they want to get more information on your topic themselves. It is not the only correct method for documentation; however, it is the acceptable format for documenting sources when writing in the social sciences, such as psychology and economics. It is also the method used in CCN courses and most DeVry courses. It is essential that you acknowledge your sources correctly using APA (or another appropriate format) to avoid plagiarism.

APA documentation consists of two parts:

- **In-text parenthetical citations** that follow quoted, paraphrased, or summarized material from sources and identify the source by stating the author’s name and the year of publication. If the material is directly quoted, include the page numbers in the citation when available. Headings and/ or paragraph numbers should be used if page numbers are not available. **If you are using an electronic source, the URL should not appear in the text of your paper. The only place it should appear, if at all, is on the References page.**

- **A References page** that contains bibliographic information about each source cited in the paper. The References page is double-spaced, and the entries are arranged in alphabetical order. The first line of each entry is justified with the left margin, and the second and following lines are indented 5 spaces.
This handout gives you some brief advice about the format of each part of the documentation process.

II. In-Text Citations

In-text citations give the reader brief information about the source. They appear in parentheses in the text of your paper itself. They serve several purposes:

1) they make it clear to your readers which material is from sources and which is your own ideas and experience;
2) they identify which source the material came from;
3) they give enough information for the reader to go back to the References (bibliography) page to find the complete publication and/or access information on the source; and
4) they give the reader a clue about whether you quoted (used the author’s exact words) or paraphrased/summarized (expressed the author’s ideas in your own words and sentence structure) the material.

If You Are Quoting a Source Directly

If you are using the source’s exact words, then you need to signal that in three ways:

1) An acknowledgement phrase (According to, In a recent article, etc.) in the sentence itself to identify who is speaking;
2) Quotation marks at the beginning and end of the author’s exact words to indicate that these are someone else’s words; and
3) Parentheses with year of publication, and the page or paragraph number where you found the quote. Insert your citation immediately after the quoted passage, regardless of where it appears in your sentence.

If no author is named, then use the title of the source. If you do not acknowledge the author’s name in your sentence itself, then include it in the parentheses along with the year. In other words, you do not have to name the author again in the citation if you have already done so in your sentence.

EXAMPLE

Karim and Layton (2000) explain that the hybrid “attempts to significantly increase the mileage and reduce the emissions of a gas-powered car while overcoming the shortcomings of an electric car” (Electric cars section, para. 1). A second article claims that “gas-electric hybrid cars have become a practical choice for consumers” (“Hybrid Cars,” 2010) now that they have progressed in engineering and design.

Do I need to use paragraph numbers?

The first article’s citation also includes a heading and paragraph number. The manual dictates (on pages 171-172) that page numbers or paragraph numbers should be provided in direct quote citations when listed. If neither pages nor paragraph numbers appear but headings are given, list the heading and the paragraph number. In other words, whenever possible, provide specific information that points to the part of the source that you quoted.

Also note that the second article’s title is capitalized and appears in quotation marks in the in-text citation, as directed by the APA Manual, page 176. However, the title appears in italics on the References page (see page 3 of this packet).
If You Are Paraphrasing or Summarizing

If you are using the source’s ideas, but explaining them in your own words and sentence structure, then you need to signal that by inserting

1) Parentheses with the author’s name and the year of publication. If no author is named, then use the title of the source. If you have searched for a publication date but are unable to find one, then put (n.d.). If you use the author’s name in your sentence itself, then include only the publication date in parentheses. Providing page and paragraph numbers in in-text citations is encouraged for paraphrased material but not required.

Acknowledgement phrases (According to…) in the sentence itself are optional.

EXAMPLE

A solely electric car can travel 50 to 100 miles between charges, and its pollutants are minimal (Nice & Layton, 2000). In today’s market, two types of gasoline-electric hybrids are available: series and parallel (“Hybrid Cars,” 2010).

What about paraphrasing?

Effective paraphrasing is more than simply changing a few words of the original source material. For tips on how to paraphrase appropriately, see page 8 of this packet.

III. The References Page

The References page (also known as a bibliography) gives your readers the complete publication or access information to the sources you cited in your paper. References entries are arranged in alphabetical order according to the author’s name, or if no author is named, by the title of the document. The in-text citations in the preceding examples correspond to the entries in the sample Reference list below.

EXAMPLE

References


What about URLs and retrieval dates?

Unlike the previous version of APA format, URLs are not listed for every electronic source, as you will see in the remainder of the packet. Retrieval dates (the dates that you accessed your electronic sources) are no longer used unless the information in the source is subject to change over time, such as in a wiki format.

What about the title page?

Your instructor should have specific preferences regarding the title page for your assignment. See the sample papers beginning on page 41 for an example. Note that the running header now serves as the page header; separate page headers are no longer required.

The information a reader needs to find and/or access the same information you used depends on the kind of source it is. For example, you access Internet information very differently from the way you get your hands on a book. The first step in completing your bibliography is to determine what kind of source you have. Once you determine that, follow the formula for citing it. The formulas for some common kinds of sources appear in the boxes below. Each formula is followed by an example.
**References Page General Forms and Examples**

Please note: The numbers connected with each source refer to page numbers and items in the *Publication Manual of the American Psychological Association, 6th* ed. (available in the library).

**Electronic Sources**

**Nonperiodical Web Document, Web Page, or Report** [200: 9]

<table>
<thead>
<tr>
<th>Author’s Last Name, First Initial. Second Initial. (Year of publication). Title of document. Retrieved from URL</th>
</tr>
</thead>
</table>

- **Note:** When no author is present, use the title, publication date, and URL (in that order) for your entry. If your article was found via a search from the home page of the website, list only the URL of the home page.

**An Article from a Newspaper or Magazine Available Online** [200-201: 7 & 11]

<table>
<thead>
<tr>
<th>Author’s Last Name, First Initial. Second Initial. (Year, Month day). Title of article. Title of Newspaper or Magazine. Retrieved from home page URL</th>
</tr>
</thead>
</table>

- **Note:** The URL of the home page is listed because the article was found via a search.

**Online Journal Article with DOI, Two to Seven Authors** [198: 1]

<table>
<thead>
<tr>
<th>Author’s Last Name, First Initial. Second Initial., Author’s Last Name, First Initial. Second Initial., &amp; Author’s Last Name, First Initial. Second Initial. (Year of publication). Title of the article. Title of the Magazine/Journal, Volume number(Issue number if known), page numbers. doi: 10.####/#######.#####</th>
</tr>
</thead>
</table>
What is a DOI?
A DOI is a Digital Object Identifier—a number assigned to some journal articles as a way to identify and manage material. DOIs may be available on both online and print journal articles, especially in the social sciences. They may be listed separately or under the term “article” or a vendor’s name, such as “CrossRef.” It is more permanently reliable than a URL, so you should include only the DOI, and not a URL, in your entry whenever your source provides one. See pages 188 and 189 of the manual for details.

What if I used a database? The manual states (page 192) that it is not necessary to include database information in most entries. You should include the Journal’s home page URL only if you accessed your article directly through that Journal’s website. Use a “Retrieved from” statement as in the previous examples.

Online Journal Article without DOI, Found using Database [199: 3]

| Author’s Last Name, First Initial. Second Initial. (Year of publication). Title of article. Title of Journal, Volume(Issue, if known), page numbers. |
| author's last name, first initial. second initial. (year of publication). title of article. title of journal, volume(issue, if known), page numbers. |
| Note: No URL is provided in this example because database information is not required (see previous note). Therefore, this type of entry will resemble a print entry. However, if you find a journal article on the journal’s website and not through the use of a database, provide the URL of the journal’s home page at the end of the entry. See the next example. |

Online Journal Article, Found Without Database, More than Seven Authors [198: 2 & 199: 3]

| First Author’s Last Name, First Initial. Second Initial., 2nd Author, 3rd Author, 4th Author, 5th Author, 6th Author’s Last Name, First Initial. Second Initial., … Last Author’s Last Name, First Initial. Second Initial. (Year of publication). Title of article. Title of Journal, Volume(Issue, if known), page numbers. Retrieved from home page URL |
| first author's last name, first initial. second initial., second initial., third author, fourth author, fifth author, sixth author's last name, first initial. second initial., … last author's last name, first initial. second initial. (year of publication). title of article. title of journal, volume(issue, if known), page numbers. retrieved from home page url |
| Note: This example was found directly on the journal’s website, so the home page’s URL is listed in the entry. |
### A Government Publication Available Online [205: 31]

Name of Government Department or Agency. (Year of publication). *Title of the document* (report number if given). Retrieved from specific URL


**Note:** For government publications, you should name the publisher in the retrieval statement only if it has not already been named as the author (Retrieved from Agency Name website: URL). In the example above, the publisher is not named at the end of the entry because it was named in the author position.

### Web Log Post (Blog) [215: 76]

Author’s Last Name, First Initial. Second Initial. (Year, Month day). Title of post [Description of form]. Retrieved from specific URL


**Note:** Insert the blogger’s screen name as the author if no author’s name is provided. See page 204 for examples of format descriptions for titles.

### Video Blog Post [215: 77]

Author’s Last Name, First Initial. Second Initial. (Year, Month day). Title of post [Video file].


**Note:** Since no author is present, the title, publication date, and URL are used in this entry.

### Online Presentation or Lecture Notes [Follows format of 200: 9]

Author’s Last Name, First Initial. Second Initial. (Year, Month Day if given). *Title of lecture or presentation* [File format]. Retrieved from specific URL

**Map Retrieved Online** [210: 53]

Organization that Published Map or Last Name, First Initial. Second Initial if Given.

(Cartographer). (Date of Publication). Title of the map [Type of map if given]. Retrieved from specific URL


**Online Reference Entry, No Author, Editor, or Date of Publication** [205: 30]

Name of entry. (n.d.). In *Title of the Reference work* (# ed.). Retrieved from specific URL


**Note:** The example above was found online but refers to a specific print work. We must name the website before providing the URL because both *Roget’s* and Thesaurus.com must be cited.

### Print and Nonprint Sources

**An Entire Book** [203: 18]

Author’s Last Name, First Initial. Second Initial. (Year of publication). *Title of the book*. Place of publication: Publisher.


**Note:** The state abbreviation can be included in the place of publication if given (ex. Springfield, MA: Merriam-Webster). Do not include unnecessary terms (Co., Inc., etc.) in your entry, but do include “Books” and “Press” if listed.

**Book Chapter or Reference Book Entry** [204: 25]

Author’s Last Name, First Initial. Second Initial. (Year of publication). Title of the chapter or entry. In *Title of the Book* (pp. page numbers). Place of publication: Publisher.

**Note:** If you are citing a reference book entry, you may have an editor instead of an author. List the editor’s name in the author position and insert an identifier immediately afterwards: Smith, J. (Ed.). (2005). etc.

### A Magazine Article [200: 7]

Author’s Last Name, First Initial. Second Initial. (Year, Month day if given). Title of the article. 

*Title of the Magazine, volume number*(Issue, if known), page numbers.


### A Newspaper Article [200: 10]

Author’s Last Name, First Initial. Second Initial. (Year, Month day of publication). Title of the article. *Title of the Newspaper, pp. page numbers.*


### Personal Communications (Private letters, memos, emails, or phone interviews) [179: 6.20]

Acknowledge a personal interview or other personal communication in your text by identifying the person interviewed and the date of the interview. **Do not include personal communication in the References page** because it is information of limited circulation—that is, most readers will not have access to your personal sources. References pages should include only information that is widely available to everyone.

According to J. A. Hagemann (personal communication, March 12, 2004), ...

**What about paraphrasing?**

You must **paraphrase and cite** appropriately to avoid plagiarism. To be able to paraphrase effectively, you need to conduct your research carefully. Remember the following steps:

- Choose your sources carefully. Make sure they are scholarly and that they will support your paper or project.
- Print and read your source material thoroughly. Take notes in the margins, highlight material you will likely cite, and cross out passages that do not apply to your paper or project. Be sure that you understand the material.
- When you are ready to paraphrase, turn over the source material and write what you understood from memory. In doing this, you are truly putting the source material into your own words and sentence structure—you are paraphrasing.
  - If you are unable to complete the previous step, you may not have understood the source material. Reread the source and try the paraphrasing strategy again. If you are still unable to complete this step, it may be because the source is not appropriate for your paper or project.
• Cite the source material appropriately in the text of your paper and on the References page. Use this packet as a guide, and seek help at the ASC if you need it.

**Frequently Asked Questions**

When available, corresponding page numbers in the manual are provided.

**How often do I have to insert an in-text citation?** As a general rule, insert a citation with every direct quote and whenever you are introducing cited material from a different author. If several sentences include information from the same source, it is acceptable to insert a citation in the last sentence.

**How do I correctly capitalize and italicize the title of my source?** The answer varies depending on your use of the title: in the text of your paper, in an in-text citation, or on your References page.

- **In a sentence in your paper** (101, 176), capitalize major words in the titles of books and articles; capitalize all words of four letters or more; capitalize all nouns, pronouns, verbs, adjectives, and adverbs. Italicize the title of a periodical, book, brochure, or report. Use quotation marks around the title of an article, chapter, or web page.

- **In your in-text citation** (176), if your article has no author, cite the title and year of publication in parentheses. Italicize the title of a periodical, book, brochure, or report. Use quotation marks around the title of an article, chapter, or web page. Capitalize it according to the “In a sentence” rules above. You may use the first few words of the title if it is long; just make sure your reader can tell which source you are citing.

- **On your References page** (101, 185), capitalize the first word of the title; capitalize the first word after a colon or dash (subtitle); capitalize all proper nouns. Italicize the title of your article only if it does not appear in a larger work. If your article appears in a larger work, such as a journal, italicize only the journal title and not the article title.

**What if my source quotes another source (178)?** This is called a secondary source citation. If you read an article by Dr. Smith, and he quotes Dr. Jones, list only Dr. Smith’s article on your References page. In the text of your paper, cite both authors as follows: ...as revealed in Dr. Jones’ study (as cited in Smith, 2009).

**For my electronic source, how do I know whether to provide the URL? Should I provide a specific URL or the home page URL (192, 198-99)?**

- If you are referencing a journal article, you should provide the DOI instead of the URL whenever it is available (see p. 5 of this packet for DOI information and example entries).

- If you are referencing a journal article and you found it through a database, your entry should not include the URL. Your entry will resemble that of a print source.

- If you are referencing a journal article and you found it through the journal’s website, your entry should include the URL of the website’s home page.

- If you are referencing other online sources and you found them by conducting a search on the source’s website, you should include the URL of the website’s home page.

**How do I cite multiple authors?** The answer depends on the number of authors you are citing and whether you are citing in-text or on the References page.

- **For your in-text citation**, there are specific guidelines for the number of authors of the source and the number of times the source is cited. Refer to pages 175-177, especially the chart on page 177, for guidance.

- **For your References page**, use commas to separate the authors’ names, and use an ampersand (&) before the last author’s name. If your source has more than seven authors, list the first six, then ellipses, then the last author listed. Always list them in the order in which they are provided. See page 197 for a list of Reference page examples with multiple authors.
This is an example of what the References section at the end of a paper should look like.

**References**


