Using APA Style

When using APA style, whether you summarize, paraphrase, or quote an author, you need to cite (give credit to) the original author. If you don’t do this, it is the same as claiming that you wrote the material yourself. This is called plagiarism, which is a form of intellectual theft. There is no need to plagiarize! Using other people’s work is an accepted and encouraged way of writing a paper, as long as you cite your sources. This handout outlines the most common citation types that students at DeVry will need. If you are using materials that are not outlined here, come to the library and ask for Publication Manual of the American Psychological Association, Sixth Edition, 6th ed. (call number REF BF 76.7 .P83 2009). If you are going to buy this book yourself, be sure to get the 6th edition, which is the most recent.

There are two main parts to APA:

In text citations
These are in the text (the main part) of your paper. You will provide the author’s name and the year when the material was published.

Reference List
This is a list at the end of your paper, with complete information on the items you used to do your research. Here you will provide information like book titles, publisher name and location, website addresses, etc. Information such as this should never appear in the text of your paper.

The in-text citations and the reference list should match. For every in-text citation, there should be an entry in the reference list, and for every entry in the reference list, there should be an in-text citation.

In Text Citations

Summaries and paraphrasing
Paraphrasing means that you explain what an author has said, in your own words. You still need to give credit to the original author. This is done by inserting the author’s name and the year the material was published, in parentheses.

One author
Modern encryption systems use a series of very complex algorithms (Guisnel, 1997).

or

According to Guisnel (1997), modern encryption systems use a series of very complex algorithms.

Two authors
List each author’s last name and link them with an ampersand “&”. If a source has two authors, both authors names are included every time the source is cited.
Example: One of the most enduring types of telecommunications crime has been stealing service (Grabosky & Smith, 1998).

Three to five authors
List all the authors the first time that you paraphrase their work. After the first time, use “et al.” which is Latin for “and others”.

Example (First use): Before 1861, most Americans learned to use rifles while hunting or practicing targetry (Dizard, Muth, & Andrews, 1999).

(Second use): When the Brady bill was introduced, most states already had waiting periods before gun purchase (Dizard, et al., 1999).

Six or more authors
If there are six or more authors, use the first authors last name and "et al" every time the source is cited, including the first time.

No author named
Remember that an organization or a company can be an author, in which case you will use the name of the organization or company in the place of the author’s name.

Example: Disabling the messenger service in Windows XP will help to protect your computer from spam and possible viruses (Microsoft Corporation, 2003).

However, there will still be cases where you cannot find an author at all. This is often the case with websites. Use a shortened version of the title instead. Please note that the title of a website is not its address, it is the heading that appears at the top of the page. If there is no date, insert “n.d” (no date) where you would have put the year.

Example: Social science research has not found consistent evidence that the death penalty deters crime (Death Penalty Information, n.d.).

In general, you should try to stick to material that provides author and date information, as it is usually more suitable for academic papers.

Interviews
Personal communications (letters, emails, or telephone interviews) are not included in the Reference section, but are cited in the text.
Example: (H. Chavez, personal communication, August 1, 2007)

Edited books or anthologies
Some books are collections of pieces by different authors, and there is one editor who put the whole collection together. In the in-text citation, you will provide only the name of the author who wrote the piece that you are using, and the year when it was published. For example, if you paraphrased or quoted from an essay by Carl Sagan that you found in a book edited by Martin Gardner, the in-text citation should only cite Sagan, the year, and the page number.

Secondary Sources
Authors often quote other people. The person quoted is a secondary source. If you are quoting from a book by the author Terri Apter, and she provides a quote from Janet Walker, the in-text citation looks like this:

Parents today are under more pressure than at any other time in history (Walker, as cited in Apter, 1997, p. 71).

The reference list will only include the book by Apter, there will be no reference to Walker.

Quotations
Provide the author and the date, as above, and include the page number where you found the quotation. Use “p.” (p. 40) when referring to one page, and “pp.” when referring to a range of pages (pp. 51-56).

Short Quotations
To indicate quotations of fewer than 40 words in your text, enclose the quotation within double quotation marks. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthesis. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

Example: “Before you can really begin to look at yourself as a prospective adoptive parent, you need a basic grasp of what adoption is” (Adamec, 1998, p. 27).

or

Axelrod advises “Inventory your various tasks. What do you have to do today, this week, this month, this semester?” (1998, p. 13).
Long Quotations
If the quotation you are using is 40 words or longer, start it on a new line and indent every line of the quotation one inch from the left margin. Maintain double-spacing throughout. Do not use quotation marks.

Example:
Interest revived with the assassination of President John Kennedy and peaked with passage of the Gun Control Act (GCA) in 1968. During this period, Senator Thomas Dodd chaired hearings that examined a series of bills designed to control interstate sales of firearms and increase licensing controls on dealers. Despite strong administration support, the GCA passed by the narrowest of margins after the assassinations of Martin Luther King, Jr., and Robert Kennedy. (Dizard, et al., 1999, pp. 132-133).

A Quotation within a Quotation
Your quotation should have double quotation marks, and the other one should have single quotation marks.

Example: “When I heard that I thought to myself, ‘Wow. He and I are very different people’” (Franken, 1996, p. 82).
Reference List

The reference list should appear at the end of your paper on a separate page. Center the title **References** at the top of the page (see above). The reference list should be double-spaced, just like the rest of your paper. The entries should be in alphabetical order by author’s last name. Entries should NOT be separated by publication type, for example, all the books then all the websites. If a reference is more than one line long, every line after the first one should be indented. Note the punctuation in the examples below and follow it carefully.

Print Books

Provide the author’s last name(s) and first initial(s), then the year of publication (in parentheses), the title and subtitle of the book in *italics*, any edition information in parentheses, e.g. (3rd ed.), the city and state (or country, if it is not in the U.S.) of publication, and the publishing company. There is no need to mention the state/country if the city is one that is well known for publishing. According to APA, these cities are: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna. The first letter of the title and the subtitle are capitalized (in the first example below, “Cyberwars” is the title, and “Espionage on the internet” is the subtitle). All of this information is available from the copyright page of the book, which is on the back of the title page. Some publishing companies have more than one location; use the nearest one. If several years of publication are listed, use the most recent one.

One author


Two or more authors

List all authors’ last names and first initials, and use an ampersand before the last author’s name.


Essay or chapter from an edited book or anthology


In M. Gardner (Ed.), *Great essays in science* (pp. 102-109). Amherst, NY: Prometheus Books.

Encyclopedia

Print Magazines, Journals, and Newspapers

Journal article
If there are up to five authors, name each one, and add an ampersand ("&") before the last author's name. If there are six or more authors, name the first six and add "et al" (" and others"). The journal title and the volume and issue numbers (if any) should be italicized, and the issue number should be in parentheses. Use "p." and "pp." before the page numbers in a newspaper, but not in a magazine or journal.


Magazine article
The entire date should be included, in the order year, month, day.


Newspaper article
Newspapers often come in sections and the page numbers are then given as "BI", for example, which means section B, page 1. In the example below, the article begins on page A1 and is continued on page A20.


Electronic Sources

Database articles
Write the citation for the magazine, journal or newspaper article according to the rules above, and then add information about the date on which you found it, and the database it’s from.


Retrieved from ProQuest database.

Articles from Internet versions of magazines, journals or newspapers
Write the citation according to the rules for print magazines, journals, or newspapers, and then add information about the date on which you found the article, and the website it’s from.

Video recording/DVD

*Flexibility for sport and fitness* [Motion picture]. United States: Human Kinetics Video.

Podcast

Weblog (BLOG) Post

Article with DOI
**Other Internet documents**

List as many of the following elements as are available.
- Author's name
- Date of publication (if there is no date, use "n.d.")
- Title of document (in italics)
- Date you accessed the source
- A URL (website address) that will take readers directly to the source

In the first example, the source has both an author and a date; in the second, the source lacks a date. If a source has no author, begin with the title.


If you retrieved the source from an organization’s website, name the organization in your retrieval statement.


On the following pages, the examples used in this handout, as well as the resources consulted by its author, are listed in a sample reference list.

If you have any questions, please contact the DeVry New York librarians.

Emily Turner: (212) 312-4414

Grace Bazile: (212) 312-4413

Or log on to the virtual reference desk to ask a librarian online! The virtual reference desk is open between 1PM and 9PM Monday-Friday, and 11AM-5PM Saturdays. Just log on to the library’s homepage, http://ny.devry.edu/campusinfo/, and click on “Ask a Librarian”.
References


In M. Gardner (Ed.), *Great essays in science* (pp. 102-109). Amherst, NY: Prometheus Books.