APA Style: Quick Citation Guide

This is the style established by the American Psychological Association (APA) for citing sources used in research papers. APA Style is used primarily in the behavioral and social sciences. The rules for APA Style are found in the Publication Manual of the American Psychological Association (6th ed.). Copies of the APA manual are available at the reference desks at Smith Library, the Wanek Center Learning Commons, and the School of Education Resource Center.

This guide gives examples of the most common types of source citations as well as select pages from a sample paper. Our full APA guide is accessible from the library website at: http://guides.highpoint.edu/apa

APA FORMATTING GUIDELINES

- Your paper should be double spaced with default 1” margins. Font is 12 pt. Times New Roman.
- Always include a title page with running head, full title, your name and the name of your university.
- All pages—including the title page—should have a number in the top right of the header.
- Most undergraduate papers are not long enough to require an abstract (but ask your professor).
- In-text citations usually consist of the author’s or authors’ last names and the year of publication.
- Direct quote citations also include a page number (e.g. p. 50) or paragraph number (e.g. para. 50).
- If the quotation is fewer than 40 words, enclose it with double quotation marks within your text.
- If the quotation has 40 or more words, display it as a block quotation (indented 5 spaces).
- Every in-text citation MUST correspond with a full citation in the reference list.
- Your reference list should be titled “References,” and should begin on a new page.
- References are ordered alphabetically; all pages include the running head and page number.
- The first line of an APA citation should be flush with the left margin. All other lines are indented.

See the sample APA paper at the end of this guide for an example of how to format your paper.

APA QUICK GUIDE CONTENTS

The next four pages of this quick guide present examples of the following types of references (in this order):

1. BOOK (Single Author) 10. NEWSPAPER ARTICLE
2. BOOK (Two Authors) 11. WEB PAGE
3. BOOK (Three or More Authors) 12. WEB PAGE (Group or Corporate Author)
4. EDITED BOOK 13. WEB PAGE (No Author or Date)
5. CHAPTER or PART OF AN EDITED BOOK 14. ONLINE VIDEO
6. eBook 15. DIGITAL IMAGE
7. DICTIONARY or ENCYCLOPEDIA ENTRY 16. LECTURE NOTES & PRESENTATIONS (Online)
8. SCHOLARLY JOURNAL ARTICLE 17. PERSONAL COMMUNICATIONS
9. MAGAZINE ARTICLE

Sample APA Paper Starts on Page 6
The sample references may contain the following **abbreviations** commonly used in APA citations:

- **Edition:** ed.
- **Revised edition:** Rev. ed.
- **Second Edition:** 2nd ed.
- **Editor(s):** Ed. or Eds.
- **No date:** n.d.
- **No publisher:** n.p.
- **Page(s):** p. or pp.
- **Translator(s):** Trans.
- **Number:** No.
- **Part:** Pt.
- **Volume(s):** Vol. or Vols.
- **Supplement:** Suppl.

1. **BOOK (Single Author)**

*Only the first and middle initial of author name(s) are used in APA [e.g. Smith, J. A.]. Do not write out first and middle names. Capitalize ONLY the first word of the title of a book or article, the subtitle, and proper nouns.*


**In text:** (Packer, 2002)

2. **BOOK (Two Authors)**

*Within a parenthetical citation and when listing authors in the reference list, multiple authors are separated by commas, with the last author offset by an **ampersand** (&) not the word “and.”*


**In text:** (Postman & Powers, 2008)

3. **BOOK (Three or More Authors)**

*If there are three to five authors, list them all in the reference list and the first time you cite the source in-text. Afterward, you may simply use the first author followed by “et al.” which is simply Latin for “and others.” For six or more authors, simply list the first author and “et al.” for **all** in text citations, including the first.*


**In text (first citation):** (Daniels, Garner, & Jones, 1999)

**In text (subsequent citations):** (Daniels et al., 1999)

4. **EDITED BOOK**

*If editors are listed instead of authors, add the appropriate abbreviation (Ed.) or (Eds.) before the date.*


**In text:** (Keeble & Wheeler, 2007)
5. **CHAPTER or PART OF AN EDITED BOOK**

Italicize titles of books and journals, but not titles of book chapters or journal articles. List any editors or translators and follow the book title with the page range (pp.) of the chapter within the book.


**In text:** (Khan, 2007)

6. **eBOOK**

Begin the citation like a print book, but omit the location and publication information and instead give a URL. You can also list the database name in place of the URL [e.g. Retrieved from EBSCO].


**In text:** (Perret-Clermont, 2004)

7. **DICTIONARY or ENCYCLOPEDIA ENTRY**

List the author(s), date, entry title, editor(s), title of reference work, edition, volume, page range for the entry and publication information. This format also applies to non-reference multivolume works.


**In text:** (Buckley, 2001)

8. **SCHOLARLY JOURNAL ARTICLE**

Capitalize every important word in journal, magazine, and newspaper titles. For journal articles, always include the volume and issue number, the page range of the article within the journal, and the DOI (if available).

DOI stands for Digital Object Identifier, a unique number assigned to an article to make it easier to locate. Many journals use DOIs, but if your article does not have one, don’t panic! Many older articles will simply not have one. Always include “Retrieved from” and either the URL for the article or the database name in place of a missing DOI.


doi:10.1089/cpb.2008.0117

**In text:** (Hart, 2009)
9. **MAGAZINE ARTICLE**

*Give full dates of publication for magazine, newspaper and web articles, beginning with the year.*


**In text:** (Walsh, 2010)

10. **NEWSPAPER ARTICLE**

*Newspaper article pagination should include the section letter. For online articles, include the URL.*


**In text:** (Michaels, 2010)

11. **WEB PAGE**

*Web sources will always end with “Retrieved from” and the URL of the source. Do not end the citation with a period if you include the URL. Remove hyperlinks and break up long links so that no line looks too short.*


**In text:** (Schulman, 2011)

12. **WEB PAGE (Group or Corporate Author)**

*If no personal author is given, look for a corporate author or organization. If long, the names of groups that serve as authors can be spelled out in the first citation and abbreviated thereafter. Introduce the abbreviation in brackets.*


**In text (first citation):** (National Heart, Lung, & Blood Institute [NHLBI], 2011)

**In text (subsequent citations):** (NHLBI, 2011)

13. **WEB PAGE (No Author or Date)**

*When you cannot find a personal, corporate, or group author, begin the citation with the title. Your in text citation will be a shortened “signal phrase” from the title in quotation marks.*

*If you cannot find a date for a source you must use, substitute the abbreviation (n.d.), which means “no date.” Include a retrieval date only if the information in the source is likely to change.*

**In text:** (“History and Culture,” n.d.)

14. ONLINE VIDEO

A format description in brackets is used to clarify the format of web sources which are not simply web pages. A screen name can be given as the author if no personal name is listed.


**In text:** (Bellofolletti, 2009)

15. DIGITAL IMAGE

Cite as much information as you can find. You can give the image a working title in brackets if none is provided.


**In text:** (Westinghouse Electric Corporation, 2009)

**Note:** The rights to this digital image are owned by a corporation. If one is given, you would cite a personal author, which could be the name of the photographer, painter, graphic artist, etc.

16. LECTURE NOTES & PRESENTATIONS (Online)


**In text:** (Abrams, 2016)

**Note:** Lecture and presentation notes not available online may be cited as personal communication. See below.

17. PERSONAL COMMUNICATIONS

*Personal communications (including interviews) are only cited in-text—not in the reference list.*

**In text:** (B. Jones, personal communication, January 14, 2016)

For examples of nearly every type of source citation, see our full APA citation guide at http://guides.highpoint.edu/apa
Varying Definitions of Online Communication and Their Effects on Relationship Research

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Numerous studies have been conducted on various facets of Internet relationships, focusing on the levels of intimacy, closeness, different communication modalities, and the frequency of use of CMC. However, contradictory results are suggested within this research mostly because only certain aspects of CMC are investigated, for example, email only. Cummings, Butler, and Kraut (2002) suggest that FtF interactions are more effective than CMC (read: email) in creating feelings of closeness or intimacy, while other studies suggest the opposite. In order to understand how both online (Internet) and offline (non-Internet) relationships are affected by CMC, all forms of CMC should be studied. This paper examines Cummings et al.’s research against other CMC research to propose that additional research be conducted to better understand how online communication effects relationships.

In Cummings et al.’s (2002) summary article reviewing three empirical studies on online social relationships, it was found that CMC, especially email, was less effective than FtF contact in creating and maintaining close social relationships. Two of the three reviewed studies focusing on communication in non-Internet and Internet relationships mediated by FtF, phone, or email modalities found that the frequency of each modality’s use was significantly linked to the strength of the particular relationship (Cummings et al., 2002). The strength of the relationship was predicted best by FtF and phone communication, as participants rated email as an inferior means of maintaining personal relationships as compared to FtF and phone contacts (Cummings et al., 2002).
References


