Citing Sources: APA Style

The following citation examples follow the method recommended by the 
Publication Manual of the American Psychological Association (APA). The Publication 
Manual is the style usually preferred for social science disciplines such as 
psychology, education, social work, etc.

Refer to the Publication Manual of the American Psychological Association for 
guidelines on citation, paper format, writing style, and how to quote works 
within your paper. There is a copy of this publication at the Reserve desk in the 
Lobby. The call number is BF 76.7 .P83 2001. See our Citing Sources Web Page 
for online help at: 
http://www.jsu.edu/depart/library/graphic/cite.htm

When quoting works within your paper:
● Use parenthetical citations. For example: 
Phillips (2003) discovered that he could “run faster after eating five banana 
sandwiches” (p. 25).

“I ran a mile in four minutes after eating five banana sandwiches” (Phillips, 2003, 
p49).

● Use block quotes for quotes with 40 words or more.

● Quoting from a secondary source. For example, 
Phillips (as cited in Higgins, 2003) concludes that there is a direct correlation 
between bananas and speed. 
Only cite Higgins in the reference list at the end of your paper since you have read the 
work by Higgins but not the work of Phillips.

● For Internet documents that do not have page numbers but do have 
paragraph numbers:
Use the following paragraph symbol: ¶ For example: 
Phillips recommends a “ full diet of banana sandwiches and chocolate milk” 
(2003, ¶ 2).
To make the paragraph symbol in Microsoft Word:
• Click on “Insert”
• Click on “Symbol”
• Click on “Special Characters”
• Click on the “Paragraph” symbol.

Format for the reference list at the end of your paper
Double space your reference list.
Alphabetize references by last name. If the publication does not have an author, use the first word in the title. If the title begins with an article (e.g., the, a) start with the next word in the title.
Use hanging indents (see examples below)
After the first line of the citation, indent the following lines 0.5. This is called a hanging indent. You can format your references page to create hanging indents in Microsoft Word by following the following steps:
• Click on “Format”
• Click on “Paragraph”
• Under “Indents and Spacing” click on “Special”
• Click on “Hanging”
• Make sure the indent is set at 0.5

Examples of Reference Citations

Journals
Basic format for journal articles:
Author last name, initials. (year of publication). Title of the article. Journal Title, volume number, issue number within the volume, page numbers.

*Notice that only the first word of article titles and books as well as the first word of the subtitle or after the colon are capitalized

Journal Article


Six authors or more (this is also how you cite a popular magazine)
“et al .” is the Latin abbreviation for et alii (and others)
**Book Review Examples**


**Newspaper**

**Letter to the Editor**

**ERIC Document**
Make sure you include the ERIC Document number (ED) in parentheses at the end of the citation.

**Books**

**Edited Book**

**Chapter out of a book**

**Proceedings**
Encyclopedia Entry ("Piaget, Jean" is the entry)


Electronic Sources

- You must include the **Internet address** for information found on the Internet.
- When using an **aggregated database** such as EBSCOhost’s **Academic Search Elite** you only need to list the name of the database. You do not need to include an Internet address. In the ODLIS: Online Dictionary of Library and Information Science, Joan Reitz defines an **aggregator** as a “bibliographic service that provides online access to the digital full-text of periodicals published by different publishers. Currently, the top three journal aggregators in the United States are EBSCO, Gale Group, and ProQuest” (2002).
- Make sure all links to Internet sources still work before you turn in your paper.

**For aggregated databases** (searchable database such as EBSCOhost’s ERIC).


**For Web sites**

**Publication on the Internet**


**Government Publication**

No date listed. The author is an organization.

**Online Newsletter**

**E-journal** (journals published solely online with no print counterpart)

**Proceedings**

**Jacksonville State University’s Policy towards Plagiarism**

*From the JSU Handbook* (under “university policies”)
Internet Address: http://www.jsu.edu/depart/handbook/index.html

I. ACADEMIC HONESTY
In a University community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited. Violations include BUT ARE NOT LIMITED TO, the following actions:

...F. The use of a commercially prepared term paper or research project or the submission of a paper, project, or experiment completed by someone other than the student submitting any of the above for academic credit

...L. Plagiarism, which is the deliberate act of copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of their true source.

...Note: Students may be found in violation of the Academic Honesty Policy through the academic grading procedure as long as notice and hearing are granted and appeal is available and/or through the University Judicial System (See Judicial Procedures, Section III, 1-4)