

# Using APA Style

## In-Text References

### 1. Citing One Author:

In 1985, Smith studied . . .

Smith (1985) studied . . .

A recent study (Smith, 1985) indicates that . . .

The results of the experiment (Smith, 1985, pp. 73-75) . . .

Smith (1985, chap. 5) gives a summary . . .

### 2. Citing Two Authors:

Smith and Johnson (1986) found . . .

A recent study (Smith & Johnson, 1986) found . . .

Please note that an ampersand (&) source is placed within parentheses. The ampersand is used only within parenthetical material, within tables and captions, and in the reference list.

### 3. Citing More Than Two Authors (Up to Five Authors):

*For the first citation:*

Please follow very carefully the punctuation used in the samples above. The *is* abbreviated, and always comma always follows the period:

However, in the following sample a comma is not needed:

**4. Citing Six or More Authors:**

For six or more authors, cite only the  
--for the first and subsequent citations. In the reference list,  
however, provide initials and surnames of the first six authors, then insert three

**5. Corporate Author:**

The names of groups that serve as authors (corporations, associations, etc.) are usually spelled out each time they appear in a text citation, but also may be abbreviated after the first citation. If you decide to abbreviate the name of a

communication, May 22, 2006). Complete date and name (initials) are preferred.

**8. No Author Given:**

Current information (*Education Handbook*, 1987) shows . . .

**9. Several Studies by One Author in the Same Year:**

If, in your dissertation, you cite several studies by John Smith, all written in the year 2005, then you must place these works in alphabetical order in the

Smith (2005a) has pointed out that . . .

Several studies (Brown, 1980; Jones, 2005a, 2005b, 2005c) indicate that . . .

Suppose, however, that you cite only one work by John Smith in your dissertation. But in the reference list to the work where you found his citation, the entry

A recent study (Shertzer, 2001, as cited in Merriam, 2002) points out . . .

**12. Second Use of the Source:**

Many students ask: *How often do I have to keep repeating the date, once I have given the author and date?* APA suggests that the date should reappear with each new paragraph. If just one study is being discussed, the date should appear

## Miscellaneous

### 1. Use of Numbers:

numerals to express numbers 10 and above and words to express numbers below 10" (APA, 2010, p. 111). Any numbers referring to time, dates, ages, sample, and points on a scale are written as numerals. See pp. 111-115 for all the exceptions to this rule!

In about 3 years  
2 weeks ago  
2-year-olds  
scored 4 on a 7-point scale

### 2. Percent Symbol:

The percent symbol  
a numeral. Use the word *percentage* 10, p.  
118).

The study found that 18% of the rats never left their cages.

However:

The researchers determined the percentage of rats to be insignificant for this particular study.

### 3. Statistical Symbols:

All statistical symbols are set in italics: *N*, *M*, *df*, *p*, *SE*, *t*, *F*, *MS*, *r*, *SD*, etc. This is true for every place they occur, even tables. Pay particular attention to whether the symbol is uppercase or lowercase. A *t* test is lower case even if it begins a sentence. See APA, 2010, pp. 116-123.

A one-tailed *t* test was used to determine whether a significant difference existed ( $p = .191$ ).  
[Note that *t* test is not hyphenated.]

*t* tests provided sufficient information for each sample.

However, note the hyphen here:

*t*-test results could not be explained by . . .

**4. Use of “I”:**

Do not mean yourself. This can be ambiguous and may give the impression that you did not take part in your own study. Instead, use a personal pronoun: We instructed the participants.  
yourself. Use I (APA, 2010, p. 69).

**5. Enumerations:**

- 4.
5. All tables and figures must be introduced in the text before they can appear. Once a table/figure has been introduced, it must appear on that page or the next page.
6. Skip three blank lines (at least) before and after tables that appear on a page with text. Tables that are page or longer in length may appear on page alone without text.
7. Tables too wide for a page made be turned broadside. However, the page
8. Notes to tables take three forms: a general note that refers to the whole

Table X

*Recognition Memory for Words and Non-words as a Function of Age and Viewing Condition*

Viewing Condition	Adults <sup>a</sup>	Children <sup>b</sup>	Difference
Words			
Dim	91	73	18*
Moderate	88	63	25
Bright	61	45	16
Non-words			
Dim	78	58	20
Moderate	65	62	3
Bright	80	51	29

*Note.* The values represent mean percentages of correctly recognized words or *Publication Manual of the American Psychological Association*, 2002, Washington, DC: American Psychological Association.

<sup>a</sup>Adults were 18-21 years old. <sup>b</sup>Children were 12-14 years old.

\* $p < .05$ .



## Reference List

1. Remember that every source cited in the text must be included in the reference list. Conversely, additional source materials, not cited, should not be included in the list.
2. For cities in the USA, give the **city and state** for publishers of books, brochures, and other non



## **6. Entire book, revised edition**

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects* (Rev. ed.). Washington, DC: American Psychological Association.

## **7. Entry in an encyclopedia or dictionary**

Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.

## **8. Brochure, corporate author**

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities*

## 15. **Doctoral dissertation from the web**

Bruckman, A. (1997).

*Durlinger v. Artiles*