



## APA Documentation

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**\*\*Note Well:** This is an abbreviated version of APA Documentation. Refer to the [Publication Manual of the American Psychological Association](#) (in LAC or at Ref BF 76.7 .P83 2001 Second Floor Blume Library) for complete information concerning references not covered here.

### Creating a References Page

#### General Guidelines:

- References page should be double-spaced.
- Entries must be alphabetized by author or, if no author, by title.
- Use hanging or reverse indentation for all entries.

**MSWord Hint !!!** To create a hanging indent (it's the same as reverse indentation):

Click on **Format**, choose **Paragraph**, under **Indents & Spacing, Indentation**, select **Hanging**.

- Do not number the entries.
  - n.p. = no place and/or publisher
  - n.d. = no date of publication given
  - n.pag. = no pagination given

#### Documenting Electronic Sources

- 1) Save all documents used for research. If you don't print out the information, at least save it to a disk. Information on the Internet might be removed or moved to another site when you try to find it later.
  - 2) Refer to a printed source, if available. Many Internet sources originated from print sources. The print source may contain more information than an abbreviated electronic version.
  - 3) Whenever possible, opt for a signed article. If no byline is given for information you want to cite, e-mail the Webmaster for the source of the information and explain why you need it.
  - 4) Research the author's credibility. Try to find biographical information or other material the author has written. If you cannot find this in print or electronic sources, you may need to contact the author, through e-mail or other means, to find this information or to ask the author which version of his or her text is most authoritative.
  - 5) Find out from your professor which style format s/he prefers. The most commonly used styles at St. Mary's University are the MLA (Modern Language Association) and APA (American Psychological Association).
- Disclaimer:** *There is not complete agreement among the guides presently available in citing electronic sources. These examples are simply provided as a guideline. Whichever format you follow, make sure that you are consistent throughout your work.*

#### Basic Format for Electronic Sources

**\*\*The following elements should be listed in the order given. If an element is not applicable, proceed directly to the next element, and continue to the end:**

- 1) Name of the author, editor, compiler, or translator of the source, reversed for alphabetizing and followed by the abbreviation, such as ed., if appropriate.
- 2) Date of electronic publication, of the latest update, or of posting, in parentheses.
- 3) Title of the poem, short story, article, or similar short work within a scholarly project, database, or periodical (in lower case); or the title of a posting to a discussion list or forum (taken from the subject line), followed by the description *Online posting*.
- 4) Name of the editor, compiler, or translator of the text (if relevant and not cited earlier), followed by the appropriate abbreviation, such as (*Ed.*).
- 5) Publication information for any printed version of the source.
- 6) Title of the scholarly project, database, periodical, or professional or personal site (italicized); or for a personal or professional site with no title, a description such as *Home page*.

- 7) Version number of the source (if not a part of the title) or, for a journal, the volume number, issue number or other identifying number.
- 8) For a posting to a discussion list or forum, the name of the list or forum.
- 9) The number range or total number of pages, paragraphs, or other sections, if they are numbered.
- 10) Name of the institution or organization sponsoring or associated with the Web site.
- 11) Date when the researcher accessed the source.
- 12) Electronic address, or URL, of the source.

### **Basic Format for Books**

\*\*For most books, arrange the information into the following units, each followed by a period:

- 1) the author's name, last name first, followed by first initial, and middle initial, if used;
- 2) publication date in parentheses;
- 3) title and subtitle, italicized;
- 4) place of publication, and the publisher.

\*\*This information is taken from the title page of the book and the reverse side of the title page (the copyright page), not the outside cover.

## **References**

### **Electronic Sources**

#### **Library Subscription Databases:**

Sivy, M. (2005). When stocks get smacked. *Money*, 34(3), 82-84. Retrieved March 7, 2005, from Business Source Premier database.

Helteman, J. (1981). Arthur Miller. In J. MacNicholas (Ed.), *Dictionary of literary biography: Vol. 7. Twentieth-Century American dramatists* (pp. 86-111). Detroit: Gale Research. Retrieved June 15, 2004, from Literature Resource Center database.

#### **Abstract from a Subscription Database:**

Borenstein, D. (2003). Gray memories. *California Journal*, 34(11), 34. Abstract retrieved February 18, 2004, from Academic Search Premier database.

#### **Online Book:**

Austen, J. (1996). *Pride and prejudice*. (H. Churchyard, Ed.). Based on R.W. Chapman, Ed. (1923). *Jane Austen information page*. Retrieved February 19, 2004, from <http://www.pemberley.com/janeinfo/pridprej.html>

Steed, R. P., Moreland, L. W., & Baker, T. A. (Eds.). (1997). *Southern parties and elections: Studies in regional political change*. Tuscaloosa, AL: University of Alabama Press. Retrieved June 10, 2004, from NetLibrary database.

**Publication on CD-ROM:**

Time Warner, Inc.: Sales summary, 1988-1992. (1993, October). Disclosure/Worldscope. [CD-ROM]. Bethesda, MD: Disclosure.

**Non-Periodical Publication on CD-ROM:**

Aristotle. (1994). *The complete works of Aristotle: The revised Oxford translation*. (J. Barnes, Ed.). [CD-ROM]. 2 vols. Clayton, GA: IntelLex. (Reproduced from 1984, Princeton, NJ: Princeton University Press)

**Web Site:**

Peterson, J. D., & McDonald, B. D. (2003, June). Fixed income investing: Should you own individual bonds or bond mutual funds? *Schwab center for investment research*. Retrieved February 12, 2004, from [http://a15.g.akamai.net/f/15/5616/5s/schwab.download.akamai.com/5616/report/bonds\\_bond\\_funds.pdf](http://a15.g.akamai.net/f/15/5616/5s/schwab.download.akamai.com/5616/report/bonds_bond_funds.pdf)

**Online Scholarly Project or Reference Database:**

Willett, P. (Ed.). (2000, May). *Victorian women writers project*. Retrieved February 19, 2004, from Indiana University, Library Electronic Text Resource Service Web site: <http://www.indiana.edu/~letrs/vwwp/>

**Numeric Databases (Compustat):**

*Research Insight*. (2003). (Version 7.9) [CD-ROM]. New York: McGraw-Hill.

**Online Posting:**

Boulton, R. (1995, July 21). Explosion proof refrigerator? Message posted to Safety electronic mailing list, e-mail: SAFETY@uvmvm.uvm.edu

Crosby, C. (1996, February 2). Literary criticism. Message posted to <http://www.utne.com/motet/bin/show?-u4sul+it-la+Literature+12>

Gaiman, N. (2004, July 20). Gahan Merritt? Message posted to [http://www.neilgaiman.com/journal/2004\\_07\\_18\\_archive.asp](http://www.neilgaiman.com/journal/2004_07_18_archive.asp)

Schwartz, R. B. (1997, August 27). Re: Explosive proof vs. flammable refrigerators in laboratories Message posted to Safety electronic mailing list, archived at <http://list.uvm.edu/cgi-bin/wa?A2=ind9708D&L=safety&D=0&I=-3&P=14527>

**E-Mail:** According to the *Publication Manual of the American Psychological Association* (2001, section 3.102, p. 214), email communications from individuals should be cited as personal communications. The format in text (personal communications are not cited in the reference list) is as follows: L. A. Chafez (personal communication, March 28, 1997).

**Electronic Journal Article:**

Abram, S., & Jones, R. (2001). Intelligent conferences: Reality or oxymoron? *Searcher*, 9(1).

Retrieved June 10, 2004, from <http://www.infotoday.com/searcher/jan01/abram&jones.htm>

**Legal Cases:**

Cisneros v. Alpine Ridge Group, 508 U.S. 10 (1993). Retrieved June 10, 2004, from LexisNexis Academic database.

Cisneros v. Alpine Ridge Group, 508 U.S. 10 (1993). Retrieved June 10, 2004, from <http://caselaw.findlaw.com/cgi-bin/getcase.pl?court=US&vol=508&invol=10#>

Compaq Computer Co. v. Lapray, No. 02-0705, 2004 Tex. LEXIS 435 (May 7, 2004). Retrieved June 30, 2004, from LexisNexis Academic database.

Esperanza Peace & Justice Center v. City of San Antonio, Cause No. SA-98-CA-0696-OG, 2001 U.S. Dist. LEXIS 6259 (May 15, 2001). Retrieved January 26, 2004, from LexisNexis Academic database.

Roper v. Simmons, No. 03-633, 2005 U.S. LEXIS 2200 (March 1, 2005). Retrieved March 10, 2005, from LexisNexis Academic database.

**Books:**

**Bible:**

*Oxford annotated Bible* (RSV). (1965). New York: Oxford University Press.

**A Book by a Single Author or Editor:**

Simon, K. (1990). *Etchings in an hourglass*. New York: Harper & Row.

Graham, J. (Ed.). (1990). *The best American poetry: 1990*. New York: Maxwell MacMillan.

**A Book by an Agency or Corporation:**

American Medical Association. (2000). *Essential guide to depression*. New York: Pocket Books.

**A Book by Two or Three Authors or Editors:**

Enright, R. D., & North, J. (Eds.). (1998). *Exploring forgiveness*. Madison: University of Wisconsin Press.

**A Book by More than Three Authors or Editors:**

Edens, W., et al. (1977). *Teaching Shakespeare*. Princeton, NJ: Princeton University Press.

Senior, D., et al. (Eds.). (1990). *The Catholic study Bible*. New York: Oxford University Press.

**A Book by an Unknown Author:**

*What life was like at the dawn of democracy: Classical Athens, 525-322 BC*. (1997). Alexandria, VA: Time-Life Books.

**An Edition Prepared by a Named Editor:**

Arnold, M. (1979). *The poems of Matthew Arnold*. (K. Allott, Ed.). London: Longman.

**Short Works Collected in Larger Works (Anthology):**

Thoreau, H. (1989). Resistance to civil government. In N. Baym, et al. (Eds.), *The Norton anthology of American literature* (Vol. 1, 3rd ed., pp. 1620-1635). New York: Norton.

Helterman, J. (1981). Arthur Miller. In J. MacNicholas (Ed.), *Dictionary of literary biography: Twentieth-Century American dramatists, Part 2: K – Z* (pp. 86-111). Detroit: Gale Research.

Harrington, D. J. (1990). Mark. In R. E. Brown, J. A. Fitzmyer, & R. E. Murphy (Eds.), *The new Jerome biblical commentary* (pp. 618-619). Englewood Cliffs, NJ: Prentice Hall.

**A Translation:**

Mahfouz, N. (1995). *Arabian nights and days* (D. Johnson-Davies, Trans.). New York: Doubleday.

**An Introduction, Preface, Foreword, or Afterword:**

Gill, S. (1999). Introduction. In C. Dickens, *Oliver Twist* (pp. vii-xxv). New York: Oxford University Press.

**Articles**

**An Article in a Reference Book:**

Nickelodeon. (1997). *Encyclopedia Americana* (Vol. 20, p. 320). Danbury, CT: Grolier.

**An Article in a Biblical Dictionary:**

Wessel, W. W. (1967). Blessing. In J. D. Douglas, et al. (Eds.), *The new Bible dictionary* (p. 160). Grand Rapids, MI: Eerdmans.

**An Article in a Journal with Continuous Annual Pagination:**

Marotti, A. F. (1978). Countertransference, the communication process, and the dimensions of psychoanalytic criticism. *Critical Inquiry*, 4, 471-489.

**An Article in a Journal that Paginates Each Issue Separately:**

Festinger, L. (1962). Cognitive dissonance. *Scientific American*, 7(2), 93-102.

**An Article from a Daily Newspaper:**

Lublin, J. S. (1980, December 5). On idle: The unemployed shun much mundane work, at least for a while. *Wall Street Journal*, pp. 1, 23.

**An Article in a Magazine or Journal:**

Serrill, M. S. (1990, July 30). Bareknuckle banking. *Time*, 48-50.

**Other Sources****Government Publication:**

President's Council on Bioethics. (2004). *Reproduction and responsibility: The regulation of new biotechnologies*. Retrieved March 29, 2005, from <http://purl.access.gpo.gov/GPO/LPS49455>  
*Death sentencing issues: Hearings before the Subcommittee on Civil and Constitutional Rights of the Committee on the Judiciary, House of Representatives*, 102d Cong., (1991).

United Nations, Department of Economic and Social Affairs, Population Division. (1998). *National Population Policies*. New York: Author.

**Sound Recording:**

Springsteen, B. (1984). Dancing in the dark. *Born in the U.S.A.* [Audiocassette]. New York: Columbia.

Bizet, G. (1996). *Carmen*. [Performed by J. Larmore, T. Moser, A. Gheorghiu, and S. Ramey]. [CD]. Hamburg, Germany: Teldec. (1995)

**Film or Video Recording:**

Zemeckis, R. (Director/Producer). (1997). *Contact* [Videocassette]. Burbank, CA: Warner Home Video.

**Interviews:** See the [Publication Manual of the American Psychological Association](#) (2001, section 3.102, p. 214).

**Lecture:**

Jenkins, P. (2004, February 17). The coming of global Christianity. *Lin Great Speakers Series*. St. Mary's University, San Antonio, TX.

## **Documentation Within the Text**

### **Author's Name in the Text:**

Steed, Moreland, & Baker (1997) note that, "there has been significant change in the South's political system" (p. 185).

### **Author's Name in Reference:**

"There has been significant change in the South's political system" (Steed, Moreland, & Baker, 1997, p. 185).

### **Documenting a Long Quote:** *(Four or more lines of typewritten text)*

R.N. Stromberg (1966) offers his observation on European philosophical dynamism:

The great philosophers of the Middle Ages, long since rescued from the prejudices against them and the charges that they were trivial or obscure—men like Anselm and Aquinas—labored to assimilate Greek philosophy into Christianity, to plant in barbarian Europe the rational outlook, seeking to shape one great tradition out of the Greeks, Romans, and Christian Fathers. (p. 6)

### **Documenting a Paraphrase:**

When considering companies rocked by scandal, investors should consider whether the underlying businesses of a company are solid and still capable of growth (Sivy, 2005).

### **Documenting a Quote from a Bible:**

The first time you make a citation from the Bible, state in the text of your paper the chapter and the verse of the book of the Bible you are quoting, along with the name and the version of the Bible you are using. For example: "In Luke 12.27 in the *Oxford Annotated Bible*, Revised Standard Edition, it says . . ."

From that point on, you can simply refer to the book, chapter, and verse you are quoting. For example: "And when Jesus finished these sayings, the crowds were astonished at his teaching, for he taught them as one who had authority, and not as their scribes" (Matthew 7.28-29).

**For further information**

\* primary guide

**APA**

American Psychological Association. (2003). *General form for electronic references*. Retrieved March 24, 2005, <http://www.apastyle.org/electgeneral.html>

\* *Publication manual of the American Psychological Association*. (5th ed.). (2001). Washington, DC: American Psychological Association. [REF DESK & REF BF 76.7 .P83 2001](#)

**Chicago**

University of Chicago Press. (2003). *Chicago manual of style*. (15th ed.). Chicago: Author. [REF DESK Z 253 .U69 2003](#)

Turabian, K. L. (1996). *A manual for writers of term papers, theses, and dissertations*. (6th ed.). (J. Grossman & A. Bennett, Rev.). Chicago: University of Chicago Press. [RESERVE LB 2369 .T8 1996](#)

**Other Guides**

Garner, D. L., & Smith, D. H. (1993). *The complete guide to citing government information resources: A manual for writers & librarians*. (Rev. ed.). Bethesda, MD: Congressional Information Service. [REF Z 7164 .G7 G37 1993](#)

Harnack, A., & Kleppinger, E. (2003). *Online! A Reference Guide to Using Internet Sources*. Boston: Bedford/St. Martin's. Retrieved March 28, 2005, from <http://www.bedfordstmartins.com/online/>

Li, X., & Crane, N. B. (1996). *Electronic styles: A handbook for citing electronic information*. (2nd ed.). Medford, NJ: Information Today. [REF DESK & REF PN 171 .F56 L5](#)

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