



INTEGRATING AND DOCUMENTING SOURCES

APA STYLE

6th Edition

When writing in disciplines like business, education, the sciences and social sciences you will be required to incorporate researched sources into your texts and document them following the American Psychological Association (APA) guidelines. When first attempting this, it can seem like a daunting task since there seem to be so many rules to follow. Yet, following these rules and citing accurately is important because readers who are professionals in the field, like your instructor, want to know where you got the information from so they may use it as well. Thus, when someone does not cite correctly, readers must spend more time and energy locating information about your sources. If you follow these rules, you will join this disciplinary community and most importantly, avoid accusations of plagiarism which can have grave academic and professional consequences (Mendelsohn, 2016). The following are a few brief pointers to help make this task less difficult.

QUOTING VS. PARAPHRASING

APA Style emphasizes paraphrasing over quoting because research in the sciences and social sciences demands that you *synthesize* the information you've read when writing literature reviews. Scholars must, therefore, hone their ability to summarize and analyze large bodies of information about the research on their topic. These scholars then must be able to use this research to show that their study is addressing an issue in their field or will fill gaps not explored by other researchers.

Introducing Quotes and Paraphrases

When you use a quotation or paraphrase in your paper, you should introduce it with a **signal phrase**. A signal phrase usually names the author, provides the source's publication date in parentheses and offers some context for the information to be given.

QUOTATION INTRODUCED WITH A SIGNAL PHRASE

Quotation marks must be used when the exact words or phrasing of an author is used.

Example:

As Yanovski and Yanovski (2012) have explained, obesity was once considered, "either a moral failing or evidence of underlying psychopathology" (p. 592).

PARAPHRASE INTRODUCED WITH A SIGNAL PHRASE

A paraphrase is when you use different language to express the idea(s) of an author.

Example:

Yanovski and Yanovski (2012) explained that sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain (p. 594).

DROPPED QUOTATIONS

Always avoid dropping quotations or paraphrases into a paragraph without warning.

Example:

~~Obesity was once considered in a very different light. **"For many years, obesity was approached as if it were either a moral failing or evidence of underlying psychopathology"** (Yanovski & Yanovski, 2002, p. 592).~~

CREATING SIGNAL PHRASES

Remember, repetition bores a reader, so make sure you vary your signal phrases. The following signal phrase models will help you avoid repetition:

- **In the words of** Carmona (2004). . .
- As Yanovski and Yanovski (2002) **have noted**. . .
- Hoppin and Taveras (2014), medical researchers, **pointed out that**. . .
- . . . , **claimed** Critser (2013).
- . . . , **wrote** Duenwald (2014).
- Researchers McDufie et al. (2010) **have offered a compelling argument for this view**. . .

You may also use the following verbs to make your own signal phrases:

admitted	contended	reasoned
agreed	declared	refuted
argued	denied	rejected
believed	emphasized	reported
compared	insisted	responded
commented	noted	suggested
confirmed	observed	thought

Note: APA style uses the past tense or present perfect tense to introduce quotations and paraphrases because, in general, the studies being reported have been completed in the past.

IN-TEXT CITATION

When you paraphrase or quote from another work within the text of your paper, you must briefly document the source within the text itself. This is called an **in-text citation**. The **most important thing** to remember about **in-text citation** is that **whatever is used in the parenthetical citation** should be the **first thing listed** in the source's **References page entry**.

Basic Format

QUOTATIONS

The author's name should be introduced in the signal phrase followed by the text's year of publication in parentheses. Include quote next with the words directly taken from the text bracketed with quotation marks. The page number where the information is found is placed at the end of the sentence within parentheses preceded by a "p." to indicate "page."

Example:

As **Yanovski and Yanovski (2012)** have explained, obesity was once considered, "either a moral failing or evidence of underlying psychopathology" **(p. 592)**.

PARAPHRASES

With a Signal Phrase

The author's name should be introduced in the signal phrase followed by the text's year of publication in parentheses. Include paraphrase next followed by the page number where the information is found placed at the end of the sentence within parentheses preceded by a "p." to indicate "page."

Example:

Yanovski and Yanovski (2012) explained that sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain **(p. 594)**.

Without a Signal Phrase

The following information should be in parentheses at the end of your sentence: (authors' last name, year of text publication, page number).

Example:

Obese children often engage in limited physical activity **(Sothorn & Gordon, 2003, p. 104)**.

FAQS: WHAT DO I DO WITH?

Works With More Than One Author

FOR WORKS WITH THREE TO FIVE AUTHORS

- For the first citation, identify all authors.

Example:

In 2003, **Berkowitz, Wadden, Tershakovec, and Cronquist** concluded,

“Sibutramine. . . must be carefully monitored in adolescents, as in adults, to control increases in [blood pressure] and pulse rate” (p. 1811).

- In subsequent citations, use the first author’s last name followed by “et al.” in the signal phrase or parentheses following the paraphrase or quotation.

Example:

As **Berkowitz et al.** (2003) advised, “Until more extensive safety and efficacy data are available . . . weight loss medications should be used only on an experimental basis for adolescents” (p. 1811).

FOR WORKS WITH SIX OR MORE AUTHORS

Use the first author’s last name followed by “et al.” in the signal phrase in the first and all subsequent citations.

Multiple Citations of the Same Work in One Paragraph

If you include the author’s name in your signal phrase the first time you mention the source in a paragraph, when you mention that source again, you only have to mention the author’s last name.

Example:

Principal **Jean Patrice** said, “You have to be able to reach students where they are instead of making them come to you. If you don’t, you’ll lose them.” (personal communication, April 10, 2006). **Patrice** expressed her desire to see all students get something out of their educational experience.

Indirect Sources

Indirect sources are sources quoted within another source. The author of the original source should be named in the signal phrase before the quotation. The parenthetical citation after the quotation must begin with the abbreviation "as cited in" followed by the secondary source's: Author's last name, year of publication, page #.

Example

Former Surgeon General **Dr. David Satcher** described "a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness" (**as cited in Critser, 2003, p.4**).

****Graduate students should locate and quote from the original source.**

Long Quotations = 40 or More Words

Introduce the quote with a signal phrase including the author's name followed by the date the work was published in parentheses and ending with a colon. On the next line, insert the quotation after indenting 5 spaces. No quotation marks are needed as the indentation signals the lines is a quote. End the quote with a period followed by the page number(s) where the quote was taken from enclosed in parentheses.

Example

Yanovski and Yanovski (2002) have traced the history of treatments for obesity:

For many years, obesity was approached as if it were either a moral failing or evidence of underlying psychopathology. With the advent of behavioral treatments for obesity in the 1960s, hope arose that modification of maladaptive eating and exercise habits would lead to sustained weight loss, and that time-limited programs would produce permanent changes in weight. (**p. 592**)

Websites

Cite websites in-text as you would other sources with author's last name, year of publication and page number. Yet, if the website has:

NO PAGE NUMBERS

- For sites *with numbered paragraphs*, cite the paragraph number instead of the page number.

Example:

(Hall, 2012, para. 5)

- For sites *with headings*, cite the heading with paragraph number even if paragraphs are not numbered instead of the page number.

Example:

Hoppin and Taveras (2004) pointed out that several other medications were classified by the Drug Enforcement Administration as having the "potential for abuse" **("Weight-Loss Drugs," para. 6)**.

NO AUTHOR

Use the source's title in your signal phrase or use the first one to two words in the title in parentheses at the end of the sentence followed by the year of publication.

Example:

The body's basal metabolic rate, or BMR, is a measure of its at-rest energy requirement **("Exercise," 2003)**.

*All examples and signal phrase information taken from (Hacker & Sommers, 2015, pp.182-191).

REFERENCES LIST:

Every work that appears in an **in-text citation** in your paper **must also appear** on your **references page** with the same **information** found in the **in-text citation listed first**. Readers use the in-text citation information to locate the information about the source on your references page.

Your references should be listed on a **separate page**, arranged in alphabetical order by author's last name with a hanging indent like this:

EFFECTS OF DEPRESSION ON SLEEP	26	The running head and page number appear at the top of this page as they do on all other pages of your paper.
References		The title for the References list should be centered at the top of the page. Do not format the title with bold, italics, underlining, or use quotation marks.
Gray, W. D. (Ed.). (2007). <i>Integrated models of cognition systems</i> . New York, NY: Oxford University Press.		The References list is arranged in alphabetical order by the first author's last name or, when the author is unknown, by the title of the work. Note that the name of the sponsoring organization may be provided if the author's name is unknown.
Krauss, H., Weber, A., Appel, M., Enders, B., Isenberg, H. D., Schiefer, H. G., & Zahner, H. (2003). <i>Zoonoses: Infectious diseases transmissible from animals to humans</i> . Washington, DC: ASM Press.		Format each citation with a hanging indent.
Levitin, D. J. (2002). <i>Foundations of cognitive psychology: Core readings</i> . Retrieved from http://ehis.ebscohost.com		In a citation with 7 authors or more, use ellipsis points between the sixth author's name and the last author's name.
Marsh, J. K., & Ahn, W. (2012). Memory for patient information as a function of experience in mental health. <i>Journal of Applied Cognitive Psychology</i> , 26(3), 462-474. doi:10.1002/acp.2832		Titles of articles in a periodical are presented in plain type. Do not italicize or surround the article title in quotation marks.
Murphy, V. M. (1960). Anxiety: Common ground for psychology and sociology. <i>The American Catholic Sociological Review</i> , 21(3), 213-220.		Include the digital object identifier (DOI) whenever present. Do not add a period after the DOI's final number or letter.
Oruç, I., Krigolson, O., Dalrymple, K., Nagamatsu, L. S., Handy, T. C., & Barton, J. S. (2011). Bootstrap analysis of the single subject with event related potentials. <i>Journal of Cognitive Neuropsychology</i> , 28(5), 322-337. doi:10.1080/02643294.2011.648176		For titles of books and periodical articles, capitalize the first letter of the first word, proper nouns, and the first word in a subtitle.
Reynolds, W. M., & Johnston, H. F. (Eds.). (1994). <i>Handbook of depression in children and adolescents</i> . New York, NY: Plenum Press.		In a citation with two to six authors, use an ampersand between the fifth author's name and the sixth author's name.
Riding, R. (2001). The nature and effects of cognitive style. In Sternberg, R. J., & Zhang, L.-F. (Eds.), <i>Perspectives on thinking, learning, and cognitive styles</i> (pp. 47-72). Mahwah, NJ: Lawrence Erlbaum.		For titles of periodicals, capitalize the first letter of all major words.
		Italicize the titles of full-length works, such as books.
		Abbreviate "Editor" to "Ed." and "Editors" to "Eds."

(Janecheck, 2014)

General Guidelines

Each entry should include for:

Books

Author's Last name, First initial. (Year of publication). *Title of book*. Place of Publication:
Publisher.

Example

Rosenberg, T. (2011). *Join the club: How peer pressure can transform the world*.^{*} New York, NY: Norton.

Journal Articles

Authors' Last names, First initials. (Year, Publication Month Day &). Article title. *Journal Title, Volume*, (issue), Pages where article is found. doi: if from a database or Retrieved from URL for journal homepage

IN PRINT

Example:

Ludwig, J., Duncan, G.J., Genetian, L.A., Katz, L.F., Kessler, R. C., Kling, J.R., & Sanbonmatsu, L. (2012, May 1st). Neighborhood effects on the long-term well-being of low-income adults. *Science*, 337, 1505-1510.

FROM A DATABASE

Example:

Sohn, K. (2012). The social class origins of U. S. teachers, 1860-1920. *Journal of Social History*, 45(4), 908-935. doi: 10.1093/jsh/shr121

^{*}Please note that in APA Style, only the first word of a title is capitalized.

FROM A WEBSITE

Example:

Brenton, S. (2011). When the personal becomes political: Mitigating damage following scandals. *Current Research in Social Psychology*. Retrieved from <http://www.uiowa.edu/~grpproc/crisp/crisp.html>

Websites

Do not include an **entire website** in your **references list**. Give the URL in parentheses after the in-text citation.

Example:

The U.S. Center for Nutrition Policy and Promotion website (<http://www.cnpp.usda.gov/>) provides useful information about diet and nutrition for children and adults.

DOCUMENTS

Authors' Last names, First initials. (Date electronically published). *Document title*. Retrieved from Name of Sponsoring Institution: Document URL

Example:

Wagner, D.A., Murphy, K.M., & De Korne, H. (2012, December). *Learning first: A research agenda for improving learning in low-income countries*. Retrieved from Brookings Institution website: <http://www.brookings.edu/research/papers/2012/12/learning-first-wagner-murphy-de-korne>

SECTIONS

Authors' Last names, First initials. (Date electronically published). Title of selection. In *Title of Website*. Retrieved from Name of Sponsoring Institution website: Document URL

Example:

Chang, W.-Y., & Milan, L.M. (2012, October). Relationship between degree field and emigration. In *International mobility and employment characteristics among recent*

recipients of U. S. doctorates. Retrieved from National Science Foundation website:
<http://www.nsf.gov/statistics/infbrief/snf13300>.

AUTHOR = ORGANIZATION

Begin your entry with the organization's name instead of the author's.

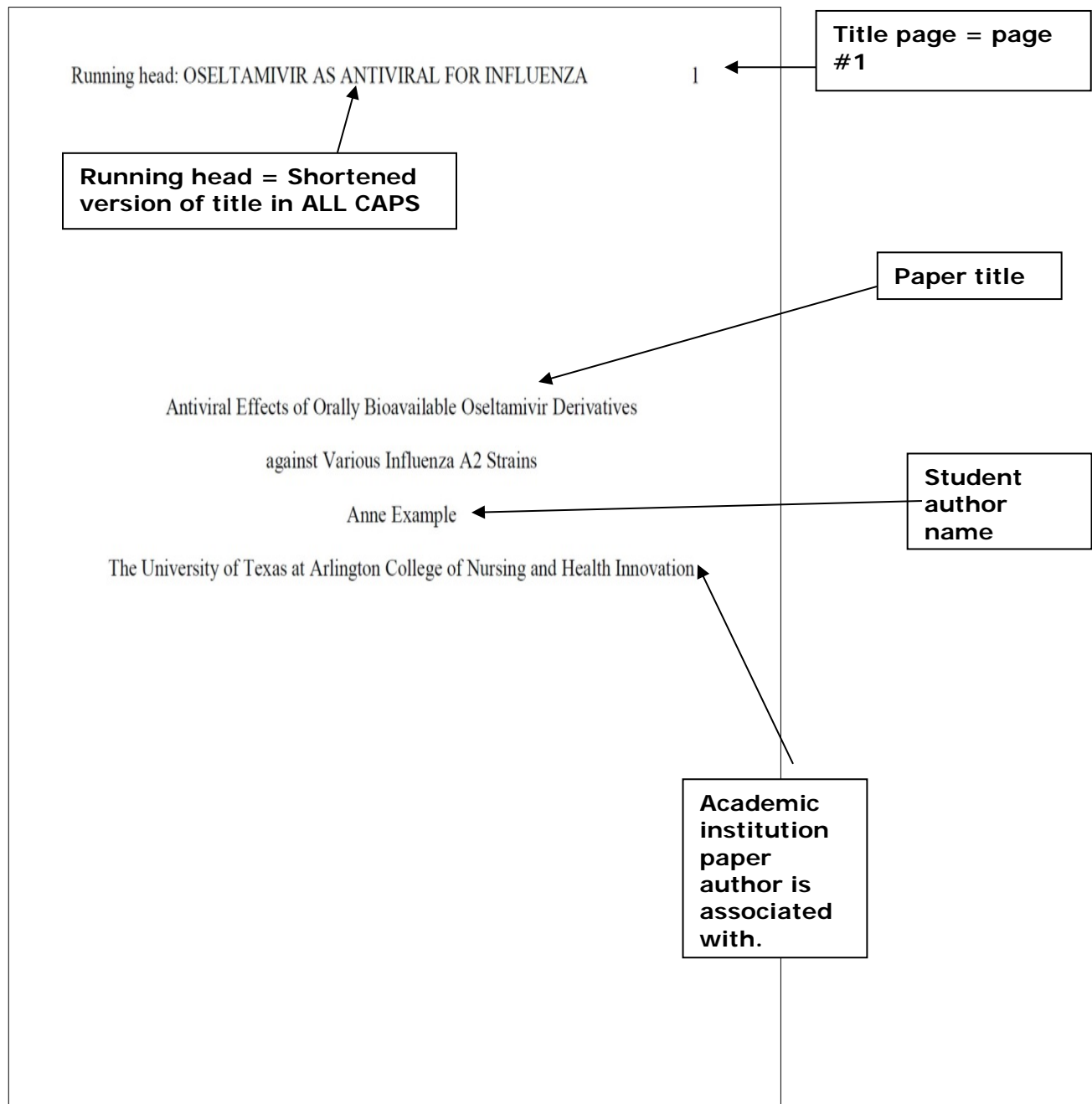
Example:

Centers for Disease Control and Prevention. (2012, December 10). *Concussion in winter sports*. Retrieved from <http://www.cdc.gov/Features/HockeyConcussions/index.html>

*All examples and general guidelines information taken from (Hacker & Sommers, 2015, pp.190-199; 210).

TITLE PAGE

A title page formatted according to APA guidelines contains the following elements:



("Subject and Course Guides," 2017)

HEADER FORMATTING ON SUBSEQUENT PAGES

The title page, as pictured above, uses a unique header. To make the header on the first page different from subsequent pages, first double click on the header. Next, click on the “Different first page” button under the Design tools for Headers and Footers. Then, on the next page right after the Title page, you can modify your header. Use only the shortened version of your title in all caps on the left hand side, and the page number on the right hand side. Remove the words “Running head” from the header.

HELPFUL WEB RESOURCES:

- APA Style
<https://www.apastyle.org/learn/index>
- Cabrini University Writing Center’s “Integrating and Documenting Sources APA Style”
<https://www.cabrini.edu/globalassets/pdfs-website/ctl/quotations--apa-documentation-cabrini-handout.pdf>
- Purdue OWL’s APA Guide
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- Temple Writing Center’s Guide to APA Documentation
http://www.temple.edu/writingctr/support-for-writers/documents/APA_Guide_Revised.pdf

References

American Psychological Association. (2017). *APA Style*. Retrieved from

<http://www.apastyle.org/>

Hacker, D., & Sommers, N. I. (2015). *A pocket style manual* (7th ed.). Boston, MA:

Bedford/St. Martins.

Janecek, J. (2014, July 13). References page template (APA). Retrieved from

<http://writingcommons.org/open-text/writing-processes/format/apa-format/1138-references-page-template-apa>

Mendelsohn, S. (2016). Lesson_The rhetoric of citation styles.docx. Retrieved from

<https://drive.google.com/file/d/0B8DWHWaRwE1sSDZsbjVkJMDJYYTA/view>

Publication manual of the American Psychological Association (6th ed.). (2010).

Washington, DC: American Psychological Association.

Subject and Course Guides: APA Guide (Based on the 6th Edition): Formatting: Title Page.

(2017, April 21). Retrieved from <http://libguides.uta.edu/apa/titlepage>

Temple University Writing Center. (2009, October 29). Guide to APA documentation.

Retrieved from <http://www.temple.edu/writingctr/support-for-writers/handouts.asp>

Warwick, C. (2016). Help...I've been asked to synthesize! Retrieved from

<https://www.bgsu.edu/content/dam/BGSU/learning-commons/documents/writing/synthesis/asked-to-synthesize.pdf>

Subject and Course Guides: APA Guide (Based on the 6th Edition): Formatting: Title Page.

(2017, April 21). Retrieved from University of Texas Arlington Libraries website:

<http://libguides.uta.edu/apa/titlepage>