



Using APA Documentation

For some research papers you will write, you will need to know about the American Psychological Association (**APA**) system. This system of documentation is usually used in the social sciences classes. Just as the Modern Language Association (MLA) documentation system alerts readers to sources' names and page numbers within the body of the paper, the APA documentation system uses in-text citations to show material used from outside sources. These in-text citations work with an alphabetical listing of References located at the end of your paper to show readers where to retrieve the sources you have either **quoted** from, **paraphrased**, or **summarized**.

To cite sources in the body of a research paper in APA style, your in-text citations should identify a source usually by the author's last name and the year that the source was copyrighted. When you place these in-text citations, you can often incorporate the author's name and the year in your sentence. If this is not done, place the information in parentheses (), placing the parenthetical reference so that the reader knows exactly to what it refers. This way, it is less distracting to the flow of your written work.

If you refer to a work more than once in a paragraph, you should give the author's name and date the first time you mention the work, and then give only the name after that. The one exception to this rule is that if you are citing two or more works by the same author, each citation must include the date so that the reader knows which work is being cited.

APA style requires page numbers for **direct quotations, paraphrases, and summaries**.

APA style uses an author-date style of citations. If the source is introduced by a signal phrase that gives the author or authors' names, put the date of publication in parentheses. Use consistent verb tenses (e.g. "Smith *showed*") or present perfect tense (e.g. "researchers *have shown*"). Past tense and present perfect tense are appropriate for the literature review and description of the procedure if the discussion is of past events. Use the present tense

(e.g. “the results of Experiment 2 *indicate*”) to discuss implications of the results and to present the conclusions. Using present tense for reporting conclusions allows readers to join in deliberating the matter at hand. Put page numbers in parentheses using the abbreviation *p.* before a single page number and the abbreviation *pp.* when the material you are citing is on more than one page.

APA Documentation Guidelines

1. Within the body of the paper, use in-text citations.

Example: (**quote**) “A recent report of reductions in SAD-related depression in 87 percent of patients” (Binkley, 1990, p. 203) reverses the findings of earlier studies. [Author’s name, date, and page number in parentheses immediately following the quotation.]

Example: (**quote**) Binkley (1990) reported reductions in SAD-related depression in 87 percent of patients (p. 203). [Author’s name incorporated into the sentence using the quotation, date in parentheses immediately following author and page number in parentheses following the quotation.]

For short quotations as those in the above examples, incorporate a direct quotation of fewer than 40 words into your own sentence and enclose it in quotation marks. If the quotation is longer than 40 words, set it off from your own words by starting it on a new line and indent each line of the quotation 5 spaces from the left margin. Do **not** enclose the long quote in quotation marks. Place the parenthetical citation two spaces after the end parenthesis of the last sentence.

REMEMBER: You can often introduce source names, including titles when necessary and even years into your own sentences.

2. At the end of your paper, provide a list of sources referred to in your paper. Include in this References list the “recoverable” sources that you quote from, paraphrase or summarize. A **recoverable source** is one that another person could retrieve with reasonable effort. Do not include in the References list any source not available to others, such as personal letters and other personal communication.

References

Binkley, S. (1990). *The clockwork sparrow*. Englewood Cliffs, NJ: Prentice Hall.

Bonner, P. (1991, July). Travel rhythms. *Sky Magazine*, 72-73, 76-77.

Coleman, R. (1986). *Wide awake at 3:00 a.m.: By choice or by chance?* New York: Freeman.

Lewis, R. (1995, December 24). Chronobiology researchers say their field's time has come. *The Scientist*, 9,14 [On-line newspaper]. Retrieved December 30, 1997, from the World Wide Web: <http://www.the-scientis.library.upenn.edu/yr1995/dec/chronology951211.html>

Sources: *Publication Manual of the American Psychological Association*, 6th ed., and *Rules For Writers*, 5th edition

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