



## Oregon Coast Community College Library

# APA STYLE SHEET

Jan 2012

### Parenthetical Documentation

Whenever you use someone else's ideas or words in your paper, you will need to insert a brief parenthetical acknowledgment. Following are two of the more commonly used in-text citations. You may wish to consult the APA Publication Manual for other situations.

For a short direct quote, place the author's last name, publication date, and page number in parenthesis directly after the quote.

**Example:** "The major diseases in the industrialized world are caused by departures from the diet to which our early ancestors were adapted." (Shields, 2008, p. 185).

If you are using someone else's ideas, but not directly quoting, then the author and the date are all that are needed, such as: (Shields, 2008).

### The Basic Format for the APA References Page

The References page is where you list the full citation for all of the brief in-text citations you used in your paper.

- Place your References page on a separate sheet at the end of your research paper. Center the title, References, under the running head. Continue the page numbering from the body section. All entries are double-spaced.
- The first line of the citation is left-justified. Indent the second and subsequent lines of citations five spaces to form a hanging indent.
- Authors' names are listed by the last name first, then the first initial. Citations should be alphabetized by the author's last name.
- Capitalize all major words in the titles of journals. For any work that is not a journal; such as an article, a book, or website, capitalize only the first letter of the first word of the title or subtitle and all proper nouns.
- Italicize the titles of larger works such as books and journals. Do not italicize, underline, or put quotes around the titles of shorter works, such as articles.

### Books

**The Basic Format:** Author, A. A. (Year). *Title of book*. City, Country: Publishing Agency.

**Example:** Linzey, A. (2009). *Why animal suffering matters*. New York, NY: Oxford University Press.

**For an edited book with no author:** Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

## Web Publications

The APA guidelines do not require a reference citation if you are citing an entire website. You just include the web address in the text of your paper. However, some instructors may still want you to cite the website on your References page. Only use retrieval dates if the source is likely to change, such as a wiki or a blog.

### **Format for a Chapter or Section of a Web Document:**

Author, A. (Date of publication). Title of article. In *Title of book or larger document*.

Retrieved from <http://www.address.gov/whatever>

## Electronic Databases

Most databases today have a citation feature, which puts a citation together for you in whichever style you choose. You may need to make slight alterations in format or punctuation, so inspect the results closely.

When referencing material obtained from an online database, format the citation just as you would the print version. If you believe that the article would be difficult to locate, provide the database information. The following is an example that provides the database information.

### **Example:**

Maisel, E., Maisel, A., & Flora, C. (2010). Go ahead, obsess. *Psychology Today*, 43(3), 78-85. Retrieved from Academic Search Premier database.

## Sources of Help

There isn't space enough on this handout to address all of the different resource mediums or situations that might arise. Therefore you are strongly encouraged to check out the following helpful sources:

- Visit the OCCC Library homepage at <http://occc.cc.or.us/library/index.html> for tutorials and aids to help with the research process. There are good examples under the APA Style Aid link.
- The Purdue Online Writing Lab is an excellent source for help with research papers. Go to: <http://owl.english.purdue.edu/owl/resource/560/01/> for help with APA style citations.
- [www.apa.org](http://www.apa.org) is the American Psychological Association website, and it has some helpful information.
- Go to Son of Citation Machine at <http://citationmachine.net/index2.php?start=&reqstyleid=0#> to use a very friendly online citation generator.
- The OCCC Library has the **Publication Manual of the American Psychological Association** available for check-out.
- Stop by the OCCC Library for additional help from the librarians.