

## APA Documentation

The American Psychological Association (APA) style guidelines are generally used to document research in social sciences and other disciplines, such as nursing, business, and economics. This handout is only a supplement to the detailed explanations and models in the *Publication Manual of the APA (5<sup>th</sup> Edition)*. APA documentation is divided into two essential parts that work in conjunction with each other:

**1. Parenthetical in-text citations:** citing all sources summarized, paraphrased, or quoted within your written text by name (usually the author's name) and year. APA style requires page numbers for direct quotations and recommends them for paraphrases and summaries, as per the excerpt from the below sample research paper, titled 'The History, Characteristics, and Practice of Chinese Calligraphy.' Notice that the main paragraph follows a subheading. Also note the running head, 'Calligraphy,' a shortened version of the title, which appears on each page (along with the page number).

**2. References list:** listing full bibliographic information about each source that you have mentioned in your parenthetical citations to accurately document your research. Include all the sources that you quote, paraphrase, or summarize in your paper, so readers can locate these sources. Properly citing your sources in the text and the References list is also essential to maintain academic integrity and avoid plagiarism. See the below example.

Calligraphy 4

Instead of having to be written left to right and in straight lines, Chinese calligraphy allows the artist to have much more freedom with the placement of the character in their invisible squares (Yee, 1963).

#### Characteristics of Eastern Calligraphy

The characters [that] make up calligraphy have two distinct purposes: "monosyllabic and pictographic" (Yee, 1963, p. 14). What makes [calligraphy] unique from Western writing is the way that each character represents an idea in and of itself, like a picture. In other languages such as English, letters are grouped together to form a thought, but each letter itself does not hold much significance. In calligraphy, however, each element written represents something greater—an image. Unlike letters, a character does not have to be grouped together with another character to represent a thought. This is why there is no alphabet of letters as is common in other languages (Yee).

Calligraphy 11

#### References

- Hartman, K. (2004). Colorplate #36. Retrieved March 10, 2005, from <http://www.albany.edu/faculty/Hartman.eac280/36.html>
- Ketchum, R. (Ed.). (1969). *The horizon book of the arts of China*. New York: American Heritage.
- Yee, C. (1963). *Chinese calligraphy: An introduction to its aesthetic and technique*. Great Britain: Butler and Tanner LTD.

## Overview

The information in this handout is taken from the *Publication Manual of the APA* (5th edition, 2001). Since the *APA Manual* is quite extensive, this handout is intended to help you get started on compiling a References list for *some* sources frequently used in a social sciences research paper. This handout does not review parenthetical notation, an essential component of APA documentation, nor is this resource a substitute for the current *APA Manual*, the *5<sup>th</sup> Edition*. You will need to consult this edition and its companion Web site to ensure that you have followed all guidelines for citing sources. Further, the *APA Manual* details how to format the required title page as well as format the abstract (if required), along with any footnotes, appendices, or other required documents.

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For explanations and models of entries for additional sources, such as unpublished articles, dissertations, and other documents, see the *APA Manual*.

#### **\*\*Important Note on Electronic Sources\*\***

Be aware that the APA identifies and categorizes numerous online sources, for example, a university Web site, a government Web site, a document accessed through a database, a Web page without an author, etc. Each source requires a different format for its References list entry. Since electronic sources change frequently, the APA offers free access to the following Web site: [www.apastyle.org/electsource/html](http://www.apastyle.org/electsource/html). This site provides ongoing updates and changes in APA style, so be sure to review it prior to finalizing your Reference list and turning in your paper.

## Formatting the Title Page

The APA requires that specific information appear on your title page. Note the formatting on this sample page. Some instructors may have varying expectations for a title page, so be sure to follow your specific assignment guide or ask for clarification.

The title itself should be evocative of your paper's content and might highlight its main focus or the relationship(s) among your ideas. Generally, the APA expects writers to avoid literary, flowery, or vague diction (word choice). Therefore, be careful to choose wording that is common to the social sciences field, and avoid using words that might have multiple meanings. The *APA Manual* and the Purdue Online Writing Lab (see p. 25 of this handout) offer more information on diction.

**\*Note on Abstracts:** If your instructor requires you to write an abstract (or summary) of your paper, this information would be included on a separate page following the title page. Consult the *APA Manual* and the Purdue OWL for more information on how to properly write an abstract.

\*The information on this page has been summarized from the Purdue Online Writing Lab's *APA Formatting and Style Guide*, written by David Neyhart and Erin Karper and edited on June 6, 2007. This source can be located at the following Web address: <http://owl.english.purdue.edu/owl/printable/560/>.

Writing Assessment 1

Running Head: WRITING ASSESSMENT

Writing Assessment in Philadelphia

Public High Schools

Harry Potter

Bucks County Community College

Center the title, your first and last name, and your institutional affiliation (BCCC) in that particular order. All words in the title should be capitalized, except coordinating conjunctions (for, and, nor, but, or, yet, so) and articles.

Double space the title page. Place the running head and page number at the top right-hand corner. The running head is a shortened, descriptive version of your title (usually only 2-3 words). Notice that the page number appears 5 spaces after the running head.

On the second line, type "Running Head" followed by a colon. Then identify your shortened version of the title in capital letters.

Generally, an entry in the References list contains the author, publication year, title, and publication information. However, each source has a unique APA documentation format, so carefully review your materials.

The References list follows the last page of text in your paper. Start a new page, numbered sequentially, with the running head (shortened version of the paper's title) and page number in the upper right-hand margin. This list should be titled **References** without quotations and without italics or underlining. Double space the entries and organize them alphabetically by the authors' last names.

To format your References list correctly, follow the APA guidelines for spacing, font size, margin size, and organization of entries as outlined in the *APA Manual* (5<sup>th</sup> edition) or Web site (<http://www.apastyle.org/elecref.html>). Chapter 5 of the manual also offers extensive examples of Reference list entries and other components of the research paper. The BCCC Library and Tutoring Center have copies of the handbook for your reference (although this book cannot be borrowed or checked out from either department). Below is a sample References list.

Organize the entries alphabetically by author's last name. Note the ½ inch indent of the entry's second and subsequent lines, known as hanging indent style.

If there is no author for a particular entry, alphabetize the entry by the first significant word in the source's title (omitting *a*, *an*, or *the*). Note that only the first word in the title has an initial capital letter. You should also capitalize the first letter of any proper nouns and the first letter of the first word in the subtitle. For titles of journals and meeting proceedings, capitalize the first word, any nouns and adjectives, and any words of five or more letters.

Do not abbreviate the month of publication. Check the *APA Manual* for specific directions on which sources require month and year and those that only require the year. The *APA Manual* also specifies how to list sources without dates and those that are unpublished.

If you have used more than one source by the same author, repeat that author's name and arrange the entries by publication date. The *APA Manual* has rules for group authors (universities, associations, government groups) and works that are part of a series. Do not italicize the title of an article, essay, short story, poem, or chapter. Italicize a book or periodical title.

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References

American masters: Actor's studio. (2003). Retrieved July 15, 2007, from [http://www.pbs.org/wnet/americanmasters/database/actors\\_studio.html](http://www.pbs.org/wnet/americanmasters/database/actors_studio.html)

Bakalar, N. (2006, October 3). Can't keep from shopping? Help could be on the way. *The New York Times*, p. F7.

Fitzgerald, F. (1972). *Fire in the lake: The Vietnamese and the Americans in Vietnam*. New York: Vintage Books.

Hymowitz, C., & Weissman, M. (1978). *A history of women in America*. New York: Bantam Books.

Krikland, R. (2006, October 16). The new face of labor. *Fortune*, 154 (8), 122-132.

Woolf, V. (1925). *Mrs. Dalloway*. New York: Harcourt, Brace & World.

Woolf, V. (1927). *To the lighthouse*. New York: Harcourt, Brace & World.

The running head, a shortened version of your paper's title, and the sequential page number of your paper appear ½ inch from the right top margin and 1 inch from the right side margin.

Center the title—References. Do not use italics, underlining, or quotation marks. The title should appear 1 inch from the top margin. Double space the entire References list and use 1 inch margins on both sides as well as at the top and bottom of the page.

Use the full name of the publisher, dropping *Co.*, *Inc.*, *Publishers*, and so on. Do keep *Books* or *Press* in the name. For US publishers, cite city and state (using postal abbreviations). Do not add the state to Baltimore, Boston, Chicago, New York, Los Angeles, Philadelphia, San Francisco. If the state is included in the publisher's name, do not cite it after the city. See the *APA Manual* to properly list international publishers and for a list of other abbreviations to use in the References list.

For page references, use digits. Generally, indicate page numbers for published journals, particularly if they are paginated or do not have volume numbers. Separate discontinuous pages with commas. Use *p.* and *pp.* before page numbers of parts of books or material in newspapers. The abbreviation *pp.* designates a range of pages, such as pp. 2-10.

### Book with One Author References List Information

To properly compile a References list entry for a book with one author, you will need the following information:

- Name of author
- Publication (copyright) date of book
- Title of book
- Location and name of publisher

**\*Note:** *This handout provides only three sample entries for books. Be aware that the **APA designates over ten types of books**, for instance, books without an author, multi-volume books, translations, books written in languages other than English, encyclopedias/dictionaries. The APA also outlines specific rules for referencing an article or chapter of several different types of books. Consult the *APA Manual, 5<sup>th</sup> Edition* to be sure that you have properly formatted your entry for your unique sources.*

Book with One Author  
Formatted Example

**Fitzgerald, F. (1972). *Fire in the lake: The Vietnamese and the Americans in Vietnam*. New York: Vintage Books.**

Follow these steps to complete the References entry for a book with one author:

1. First, type the author's last name, a comma, and first and/or second initial of the author's name (with each initial followed by a period):

Fitzgerald, F.

2. Next, type the publication date in parentheses, followed by a period:

(1972).

3. Then, type the book's title in italics. Capitalize just the first letter of the first word of the title and the subtitle as well as any proper nouns. A period follows the title:

*Fire in the lake: The Vietnamese and the Americans in Vietnam.*

4. Finally, list the city (and, if needed, the state) as well as the book's publisher. Type the geographic location, followed by a colon. Then list the publisher's name, followed by a period:

New York: Vintage Books.

**\*Note:** Do not add the state to Baltimore, Boston, Chicago, New York, Los Angeles, Philadelphia, or San Francisco. If the state is included in the publisher's name, do not list it after the city. See the *APA Manual* to properly identify international publishers and for a list of other abbreviations to use in the References list.

Be sure to follow APA style guidelines for proper spacing, punctuation, and formatting.

## Book with Two or More Authors References List Information and Formatted Examples

- For a book with **two authors**, such as *A History of Women in America* by Carol Hymowitz and Michaela Weissman, you need the same information as a book with one author (author's name, publication date, book title, and publisher's information). The formatting for such an entry will, however, slightly differ.

**Hymowitz, C., & Weissman, M. (1978). *A history of women in America*. New York: Bantam Books.**

For the author named first, list the last name, comma, first/second initials, followed by period(s). Add another comma and the ampersand (&). Then, list the second author's last name, comma, first and/or second initials, followed by period(s). Finally, list the book title, publication date, and publisher's information as you would when citing a book with one author.

- For a book with **several authors**, such as *Great Issues in Western Civilization Since 1500* by Brian Tierney, Donald Kagan, and L. Pearce Williams, follow the same format as with two authors, adding the ampersand before the final author's last name. Notice the left alignment of the first line and the indentation of the second line:

**Tierney, B., Kagan, D., & Williams, L. P. (1967). *Great issues in western civilization since 1500*. New York: Random House.**

**\*Note:** For a book with more than six authors, list all six, but add the phrase et al. (in plain text and followed by a period) to indicate additional authors. The remainder of the entry follows the same model as outlined above (publication date, book title, publisher's information).

Be sure to follow APA guidelines for proper spacing, punctuation, and formatting.

Book with Editor or Translator  
References List Information

To properly compile a References list entry for an anthology or edited book, you will need the following information:

- Name of author(s) and/or editor(s), translator(s)
- Publication (copyright) date of book
- Title of book
- Location and name of publisher



Book with Editor or Translator  
Formatted Example

**Marx, K. (1963). *Early writings*. (T.B. Bottomore, Trans. and Ed.). New York: McGraw-Hill Book Company.**

1. List the author, publication date, and title according to APA style guidelines, followed by a period. Notice the punctuation and spacing:

Marx, K. (1963). *Early Writings*.

2. Since the above book has one author and one editor/translator, list the editor/translator in parentheses followed by the abbreviation *Trans.* or *Ed.* Follow this information with a period. However, APA requires different documentation for a book with no author or a book with multiple editors. Consult the *APA Manual* if you are citing these types of sources.

(T.B. Bottomore, Trans. and Ed.).

3. Finally, type the location and name of the publisher, followed by a period:

New York: McGraw-Hill Book Company.

Be sure to follow APA style guidelines for proper spacing, punctuation, and formatting.

Magazine Article  
(In Print)

References List Information

To properly compile a References entry for a *magazine article in print and by one author*, you will need the following information:

- Name of author or editor
- Publication (copyright) date of magazine
- Title of article
- Title of magazine, including volume and/or issue number
- Page numbers

**\*Note:** You will need the above information to format a References entry for a magazine *article in print*. The APA differentiates between multiple types of periodicals—newsletters, newspapers, magazines, scholarly journals, etc., each of which may have varying formats for Reference entries. Therefore, APA documentation requires different formatting for the various entries, including periodical entries with more than one author, no author, special issues, letters to the editor, supplements, translations, or online sources. Use the *APA Manual* in conjunction with this handout to find examples of Reference entries for such sources.

Magazine Article  
(In print)  
Formatted Example

**Krikland, R. (2006, October 16). The new face of labor. *Fortune*, 154 (8), 122–132.**

1. First, list the author or authors according to APA style guidelines, followed by a period:

Kirkland, R.

2. Then, list the publication date in parentheses, followed by a period. *Fortune* is a magazine published every two weeks, so follow the APA guidelines for a weekly magazines (as opposed to monthly magazines):

(2006, October 16).

3. Next, list the article title without quotation marks. Capitalize only the first letter in the first word of the title. A period follows the title:

The new face of labor.

4. List the magazine's title in italics and followed by a comma. Then, list the volume and/or issue number(s), followed by a comma. In this entry, the volume is 154, and the issue number is 8. Italicize the volume number but not the issue number:

*Fortune*, 154 (8),

5. Finally, list the page numbers, without *p.* or *pp.*, followed by a period:

122–132.

**\*Note:** See the *APA Manual* for specifics on entries for print articles viewed in electronic form (section 4.16, #71, p. 271).

Be sure to follow APA style guidelines for proper spacing, punctuation, and formatting.

Journal Article Accessed via Database/Library Subscription Service  
(Article in print *and* online)  
References List Information

To list a References entry for a journal article online (based on a print source) and taken from a library subscription service or database such as ERIC or Newsbank, you will need to format the entry for the source retrieved and provide the date of retrieval. Further, you will list the database name as well as the following information:

- Name of author or editor (if given)
- Publication (copyright) date of source
- Title of article
- Title of journal
- Volume number and page numbers
- Name of information service
- Date source retrieved and URL (only necessary if the online article may have been revised or altered from its original print form)
- Item/article accession number in parentheses (optional)

**\*Note:** See [www.apastyle.org/electsource/html](http://www.apastyle.org/electsource/html) for ongoing updates on proper citations for electronic sources.

Reference list entries differ depending on the following:

1. Type of online source: newsletter, government report, research/technical report, chapter, abstract, etc.
2. Sponsoring agency: government, university, private organization, meeting, conference, online message

Journal Article Accessed via Database/Library Subscription Service  
(Article in print *and* online)  
Formatted Example

This example is for an online journal article originally found in print and stored in a database, ERIC (Education Resources Information Center).

**Laursen, E.K. (2005, Fall). Rather than fixing kids—build positive peer cultures. *Reclaiming Children and Youth*:**

***The Journal of Strength-Based Intervention*, 24, 10-35. Retrieved November 2, 2006, from ERIC Document Reproduction Service (No. EJ725767)**

1. List the author's name according to APA style guidelines, followed by a period:

Laursen, E.K.

2. Then, list the publication date in parentheses, followed by a period:

(2005, Fall).

3. Next, list the title of the article, followed by a period:

Rather than fixing kids—build positive peer cultures.

4. Next, list the journal title in italics and followed by a comma:

*Reclaiming Children and Youth: The Journal of Strength-Based Intervention,*

5. List the publication information (volume and page numbers), followed by a period. Add the retrieval date (followed by a comma):

24, 10-35. Retrieved November 2, 2006,

6. Finally, list the name of the information service, and insert the item or accession number in parentheses (if available):

ERIC Document Reproduction Service (No. EJ725767)

Be sure to follow APA style guidelines for proper spacing, punctuation, and formatting.

Online Journal Article  
(Not available in print)  
References List Information

Generally, APA requires the following information for an online source: document title or description, date (of publication or access/retrieval), and URL. Include the author when known.

**\*Note:** APA differentiates between journal *articles published solely online* and those available *both online and in print*, so the format of your Reference entry will depend on your source. Further, APA also requires formatting a Reference entry for an *online journal article* differently than an entry for an *online newsletter*. So, be sure to check the *APA Publication Manual* and [www.apastyle.org/electsource.html](http://www.apastyle.org/electsource.html) for more specific information on citing Internet articles (both scanned from print or published only online, for instance online journals, newsletters, documents from a university, etc.).

To properly list a References entry for a *journal article published only online*, you will need the following information:

- Name of author (if provided)
- Publication date of article (copyright)
- Title of article
- Title of journal
- Publication information, including volume (issue number if available)
- Article number and/or page numbers (if any) \*\*\*
- Date article was accessed
- URL address

**\*\*\*Note:** the *APA Manual* and Web site are not clear as to whether or not the article number is sufficient without the page numbers. Therefore, include the page numbers if this information is included in your source. Since your goal is to direct your reader to the source, it is best to include more information rather than less.

Online Journal Article  
(Not available in print)  
Formatted Example

**Whithaus, C. & Lakin, M.B. (2004). Working (on) electronic portfolios: Connections between work and study.**

***Kairos*, 9 (2). Retrieved May 30, 2007, from <http://kairos.technorhetoric.net/9.2/binder2.html?coverweb/whithaus/cover.htm>**

1. First, list the author's or authors' name(s) according to APA style guidelines, followed by a period:

Whithaus, C. & Lakin, M.B.

2. Then, list the publication date in parentheses (followed by a period) and the article's title, according to APA style guidelines:

(2004). Working (on) electronic portfolios: Connections between work and study.

3. Next, list the journal's title (in italics and followed by a comma) as well as the publication information (including volume and issue numbers), followed by a period:

*Kairos*, 9 (2).

\*Notice that only the volume number appears in italics. Do not italicize the issue number.

4. Finally, list the retrieval information. Type the word "Retrieved," the date the Web site was accessed (followed by a comma), and the word "from." Then, type the URL of the exact Web page viewed (if possible):

Retrieved May 30, 2007, from <http://kairos.technorhetoric.net/9.2/binder2.html?coverweb/whithaus/cover.htm>

**\*Note:** If the URL address is lengthy and moves to a second line in the References entry, begin the new line before a period or after a slash in the URL.

Be sure to follow APA style guidelines for proper spacing, punctuation, and formatting.

Article from a Daily Newspaper  
References List Information

To properly compile a References entry for an article from a daily newspaper, you will need the following information:

- Name of author(s) if given
- Date the article was published
- Title of article
- Title of newspaper
- Page number(s)

**\*Note:** APA Reference entry formats vary for newspapers, magazines, and newsletters. For newspapers, pay particular attention to the *APA Manual's* specific directions on sources with the following features:

- Daily and weekly newspaper articles
- Articles with continuous or discontinuous pages
- Articles with or without a designated author



Article from a Daily Newspaper  
Formatted Example

**Bakalar, N. (2006, October 3). Can't keep from shopping? Help could be on the way. *The New York Times*, p. F7.**

1. First, list the author's name and the publication date according to APA style guidelines, followed by a period:

Bakalar, N. (2006, October 3).

2. Then, list the title of the article, followed by a period:

Can't keep from shopping? Help could be on the way.

3. Next, list the title of the newspaper in italics, followed by a comma:

*The New York Times*,

4. Finally, list the article's page numbers, using *p.* (for page) or *pp.* (for multiple pages), followed by a period:

p. F7.

Be sure to follow APA style guidelines for proper spacing, formatting, and punctuation.

Government Report  
(Technical or Research)  
References List Information

The APA differentiates between government publications such as a book published by corporate government authors (for instance, the Government Printing Office) and a government report published by a non-government publisher.

To properly compile a References entry for a government report that is *not* published by the Government Printing Office (GPO), you will need the following information:

- Individual authors (if any) or government institution/body that serves as a group author
- Publication (copyright) date
- Title of report
- Report number (if given)
- Location and name of institution, agency, or department who published the report
- Name of larger governing body (if publisher not well known)

**\*Note:** Consult the *APA Manual* to properly cite a source published by the Government Printing Office (GPO).

Government Report  
(Technical or Research)  
Formatted Example

**Pennsylvania Department of Education. (2002, October). *Status report on education in Pennsylvania.***

**Harrisburg, PA: Author.**

1. List the name of the government institution/department, followed by a period. This example is written by a corporate author.

Pennsylvania Department of Education.

2. Then, list the publication date in parentheses, followed by a period:

(2002, October).

3. Next, list the title of the publication in italics, followed by a period. No report number is available for this particular source. The report number, if available, would appear in parentheses immediately after the title and before the period. See the *APA Manual* pp. 256-57 for an example.

*Status report on education in Pennsylvania.*

4. Finally, list the location and name of the publisher, followed by a period. If the same government institution is both the author and the publisher, then instead of retyping the institution's name, type the word "Author." According to the *APA Manual*, if the Government Printing Office made this particular document available, then list the GPO as the publisher. If a document deposit service, such as ERIC, made this document available, then indicate as such.

Harrisburg, PA: Author.

Be sure to follow APA style guidelines for proper spacing, punctuation, and formatting.

Film  
References List Information

To properly compile a References entry for a film, you will need the following information:

- Name of director and/or producer
- Year the film was released
- Title of film
- Type of medium (motion picture)
- Country where film was made and released
- Name of film studio

Film  
Formatted Example

**Winkler, I. (Director), Winkler, I., Cowan, R., & Winkler, C. (Producers). (2004). *De-Lovely* [Motion picture].**

**United States: Metro Goldwyn Mayer.**

1. First, list the names of the directors and producers (if given), with title in parentheses, and followed by a period:

Winkler, I. (Director), Winkler, I., Cowan, R., & Winkler, C. (Producers).

2. Then, list the date of the film's release in parentheses, followed by a period:

(2004).

3. Next, list the film's title in italics: *De-Lovely*

4. Immediately after the title, indicate the medium in brackets, followed by a period:

[Motion picture].

5. Finally, list the country where the motion picture was filmed and released, followed by a colon. Then include the name of the film studio, followed by a period:

United States: Metro Goldwyn Mayer.

Be sure to follow APA style guidelines for proper spacing, formatting, and punctuation.

### Television Series References List Information

APA style differentiates between a television broadcast, an episode, and a series. To properly compile a References entry for a *television series*, you will need the following information:

- Name of director, producer, writer (depending on what information is available)
- Date of production
- Title of series
- Location of production
- Name of broadcasting company/distributor

Television Series  
Formatted Example

**Spielberg, S. (Executive Producer), Felvey, J. & Frank, D. (Co-Executive Producers), Rosemont, D.A., Ellis, K. & Rapaport, L. (Producers). (2005). *Into the West* [Television series]. Calgary and New Mexico: Turner Network Television.**

1. List the names of the director, writer, or producer (whichever are given), with each individual's title in parentheses and followed by a comma. A period follows this list:

Spielberg, S. (Executive Producer), Felvey, J. & Frank, D. (Co-Executive Producers),  
Rosemont, D.A., Ellis, K. & Rapaport, L. (Producers).

2. Then, list the publication date in parentheses, followed by a period:

(2005).

3. Next, list the series title in italics. Then, include the type of program in brackets, followed by a period:

*Into the West* [Television series].

5. Finally, list the production location(s) and the name of the broadcasting company/distributor, followed by a period:

Calgary and New Mexico: Turner Network Television.

Be sure to follow APA style guidelines for proper spacing, formatting, and punctuation.

**Personal Communications**  
(E-mail, Personal Interview, Phone Conversation, etc.)  
Formatted Example as an In-Text Citation

In APA style, personal correspondence is not included in the References list. Cite such sources as an e-mail, a personal interview, or a phone conversation in the text of your paper with a parenthetical notation indicating that it is personal communication. See the *APA Manual* for specifics.

Example:

**Barbara Long commented that the historic preservation of Tyler Gardens is a "work in progress" (personal communication, October 5, 2006).**

1. Within your sentence, list the name of the interviewee (Barbara Long) and the information quoted, summarized, or paraphrased (in this example, "a work in progress").
2. Then, in parentheses, identify that this information came from personal communication, and provide the interview's date, followed by a period:

(personal communication, October 5, 2006).

**\*Note:** If you do not mention the individual's name in your sentence, include his/her first initial and last name in the parenthetical notation (followed by a comma and the date).

A representative of Bucks County Community College commented that the historic preservation of Tyler Gardens is a "work in progress" (B. Long, personal communication, October 5, 2006).

The *APA Manual* includes examples of parenthetical citations for an array of sources. Be sure to consult the *APA Manual* to properly format your unique sources.



## Additional Resources on APA Style

### **\*\*Important Note\*\***

The *Publication Manual of the American Psychological Association, 5<sup>th</sup> Edition* is the authoritative text on parenthetical citation and the References list. Students should consult this source prior to turning in a paper. The Bucks Tutoring Center and libraries have copies of this reference book, though it cannot be checked out from either office. The following resources are most effectively used as supplements to the *APA Manual*.

### **APA Online**

1. You will need to check the APA's Web site for updates on electronic sources: [www.apastyle.org/electsource/html](http://www.apastyle.org/electsource/html).

### **Purdue University Online Writing Lab**

1. Online Tutorial on APA Style (In Text Citations and Reference Page) with Sample Papers  
(Most up-to-date guide from Purdue)  
<http://owl.english.purdue.edu/owl/resource/560/01/>
2. Page on General Research from Purdue  
(Not as current as the above site but useful)  
<http://owl.english.purdue.edu/handouts/research/index.html>
3. Page on APA style (Step-by-step guide)  
(Not as current as site #1 above but useful)  
<http://owl.english.purdue.edu/workshops/hypertext/apa/index.html>

### **Cornell University Library**

1. APA Citation Guide  
[http://www.library.cornell.edu/newhelp/res\\_strategy/citing/apa.html#apa](http://www.library.cornell.edu/newhelp/res_strategy/citing/apa.html#apa)

***The Simon and Schuster Handbook for Writers*** by Lynn Troyka and Doug Hesse. 7<sup>th</sup> or 8<sup>th</sup> Editions. Prentice Hall.  
(Available for reference purposes at the BCCC Newtown Tutoring Center but cannot be checked out)