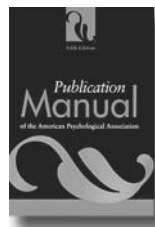


## Style Guide for Citing Sources in the Text of a Manuscript

Based on the *Publication Manual of the American Psychological Association, 5th ed. [BF76.7 .P82 2001]*.

This guide shows the most frequently used citation types. For other citation or style questions in APA format, copies of the complete manual are located at these libraries: Suzzallo, Odegaard, Social Work, Health Sciences, Engineering, Foster, Bothell and Tacoma.

Unless stated below, all rules shown are applicable to most common types of sources: articles, books, and book chapters.



Additional information on APA Style is available online at [www.lib.washington.edu/research/wri.html](http://www.lib.washington.edu/research/wri.html); or contact a University of Washington Librarian at [www.lib.washington.edu/about/contacts.html](http://www.lib.washington.edu/about/contacts.html).

**General rule for citing a source in the text of your manuscript:**  
[author's last name], [year of publication].

### Indirect Quotations (paraphrasing):

#### Works by one author:

##### First citation of this source in your manuscript:

Walker (2000) compared reaction times... **-or-**  
 In a recent study of reaction times (Walker, 2000)... **-or-**  
 In 2000 Walker compared reaction times...

##### If citing the same source more than once in the same paragraph:

###### First citation in a paragraph:

Walker (2000) compared reaction times...

###### Subsequent citations of same source in same paragraph:

Walker also found...

#### Works by three to five authors:

##### First citation of this source in your manuscript:

Wasserstein, Sapula, Rosen and Gerstman (1994) showed...

##### After first citation of your source, use the following rules if using the same source again in the rest of your paper:

###### First citation in a paragraph:

Wasserstein et al. (1994) studied conditions...

###### Subsequent citations of same source in same paragraph:

Wasserstein et al. also found...

**Note:** If more than five authors of a work, consult the *Publication Manual of the American Psychological Association, 5th ed.*, p. 209.

#### Works by two authors:

Use the same format as you would for one author, *except always* refer to both authors' names whenever you cite the source in your paper:

Walker and Smith (2000) compared reaction times...

#### Newspaper article with no author named:

A comprehensive study showed dramatic results ("New Drug," 1993). (The full title of this article is: "New drug appears to sharply cut risk of death from heart failure.")

### Direct Quotations:

See section 3.34 (p. 117) of the *Publication Manual of the American Psychological Association, 5th Ed.* for more on quotations and sources. In general, for a direct quote (rather than a paraphrase), provide a page number in the citation in addition to the reference information shown above.

#### Resource with page numbers:

She stated, "The 'placebo effect' disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276).

**Electronic resources without page numbers:** Use the heading of the section (if available) and the paragraph number in that section preceded by the ¶ symbol: "The current system of managed care and the current approach to defining empirically supported treatments are shortsighted." (Beutler, 2000, Conclusion section, ¶1).

## Style Guide for Citing Sources in Reference Lists

### General Guidelines:

- References are cited on separate pages at the end of a manuscript under the label References (with no quotation marks or underlining), centered at the top of the pages.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names. Use "&" instead of "and" when listing multiple authors of a single work.
- References should be **double-spaced** and have a **hanging indent**: the first line of a reference is set flush with the left margin, and subsequent lines are indented one-half inch from the left margin.
- *Italicize* titles of books and journals. Do not put quotation marks around article titles.
- Instructors may have preferred variations: check with them.

### Type of Entry

### Reference List

**journal article retrieved from a print version of a journal**

Rhoades, G. (1987). Higher education in a consumer society. *The Journal of Higher Education*, 58, 1-24.

**journal article retrieved from an online database**

Crisologo-Mendoza, L. (2001). Population growth and customary land law: The case of Cordillera villages in the Philippines. *Economic Development and Cultural Change*, 49, 631-58. Retrieved March 1, 2003, from ABI Inform/Global database.

**article in an Internet-only journal**

McGowan, J. (2002). Understanding jazz styles through sociolinguistic models. *Discourses in Music*, 4(1). Retrieved February 1, 2003, from <http://www.discourses.ca/v4n1a1.html>.

**Internet article based on a print source**

Lufi, D., Parish-Plass, J., & Cohen, A. (2003). Persistence in higher education and its relationship to other personality variables. [Electronic version]. *College Student Journal*, 37, 50-59.

**newspaper article with no author named**

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

**magazine article**

Posner, M.I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

**books and other non-periodical literature (i.e., reports, brochures, manuals, audiovisual materials)**

Kirk, H.D. (1964). *Shared fate: A theory of adoption and mental health*. London: Free Press of Glencoe.

**book chapter**

Ready, S.K. (1987). Search strategy in the research process: Sociology. In M. Reichel, & M. A. Ramey (Eds.), *Conceptual frameworks for bibliographic education: Theory into practice* (pp. 75-85). Littleton, CO: Libraries Unlimited.