

## **An APA Job Aid (updated August 26, 2006)**

Following are examples of common citation structures with which you should be familiar. *But this job aid IS ABSOLUTELY NOT DESIGNED TO be the sole resource on which you rely.* The American Psychological Association offers a number of guides (see: <http://apastyle.apa.org/>); among the most popular (and reasonably priced) is *Concise Rules of APA Style*.

**Keep in mind that *all of the examples provided here are completely fictitious; the page references associated with them are drawn from the full Publication Manual.***

**Magazine—as opposed to a peer-reviewed journal (#6, pg. 241):**

Cleveland, J. A. (2003, November). The comprehensive exam: What does a comprehensive exam really assess? *Training & Development*, 17, 115-118.

**Journal, two authors (#2, pg. 240):**

Stevenson, B. A., & Russell, A. J. (2004). Working with the tired student who just submitted the comprehensive exam. *Journal of Educational Research*, 55(2), 18-36.

Caveat:

When an article has been authored by more than 6 people (egads!), list the first six authors ... and then use *et al.* For example:

Stevenson, B. A., Russell, A. J., Cramer, L., Dolt, B. E., Shuster, E., Lewis, T. J., et al. (2004). Working with the tired student who just submitted the comprehensive exam. *Journal of Educational Research*, 55(2), 18-36.

**Newspaper article, no author (#9, pg. 242):**

School police plan for increased safety (2005, September 19). *The San Diego Union-Tribune*, p. B6.

**Newspaper article (ONLINE/no author; retrieved via a search of the archives) (#89, pg. 279):**

School police plan for increased safety (2005, September 19). *The San Diego Union-Tribune*. Retrieved March 2, 2005, from <http://www.signonsandiego.com/>

**Letter to the editor/newspaper (#11, pg. 243)**

Smith, L. V. (2005, October 25). How to write a good comps question: Help for professors lacking creativity. [Letter to the editor]. *The Los Angeles Times*, p. C27.

**Message posted to an online forum or discussion group (#86, pg. 278)**

Dearborn, S. B. (2005, September 2). FEMA only adds to Louisiana's misery. [Msg 12]. Message posted to American Evaluation Association Discussion List (EvalTalk) at EVALTALK@BAMA.UA.EDU

**Book, edited (#25, pg. 249)**

Gómez, V. R., Jr. (Ed.). (1997). *The United States in film: A sweep of the past 60 years*. New York: Longman.

**Book (single author) that's in its third edition (#27, pg. 249)**

Gómez, V. R., Jr. (1999). *The United States in film: A sweep of the past 60 years*. (3<sup>rd</sup> ed.) Augusta, GA: Longman.

**Book, no author or editor ... like a dictionary (#26, pg. 249)**

*Merriam-Webster's collegiate dictionary* (200th ed.). Springfield, IL: Merriam-Webster.

[You'll want to review #30 as well ... pg. 250.]

**Chapter in an edited book, one author/two editors (#34, pg. 252 )**

Brazil, L. L. (1998). What it's like to take the comprehensive exam. In H. E. Green & B. L. Jones (Eds.), *My life as a test-taker* (pp. 21-42). Washington, DC: American Psychological Association.

**ERIC Report ... should be able to use this for a Digest as well (#43, pg. 257)**

Osborne, K. A., & Kittner, B. (2001). *Let's take the comps together* (ERIC Digest No. 15). Eugene, OR: ERIC Clearinghouse on Educational Management. (ERIC Document Reproduction Service No. ED425672)

**Unpublished paper, presented at a meeting/conference (#52, pg. 260)**

Susans, J. B. (1994, February). *Early results on home schooling*. Paper presented at the annual meeting of Computer Using Educators, Sacramento, CA.

**Unpublished dissertation (#56, pg. 262)**

Willey, T. E. (1997). *Thank goodness I finished graduate school: I gained 50 pounds in the process*. Unpublished doctoral dissertation, University of Arizona.

**Article in an Internet-only journal (#72, pg. 272)**

Tobey, S. R. (2002). I need a vacation; I deserve one. *Journal of the Exhausted*, 35. Retrieved February 2, 2003, from <http://www.coe.edu/abcdef/index.htm>

**Article in an *electronic version* of a journal: (#71, pg. 271)**

Tobey, S. R. (2002). I need a vacation; I deserve one [Electronic version]. *Journal of the Exhausted*, 35, 17-34.

**Article in a journal you've downloaded from a database such as WilsonWeb or EBSCO ... where page #s are provided in the citation, but *may not be* within the download itself (#90, pg. 279)**

Tobey, S. R. (2002). I need a vacation; I deserve one. *Journal of the Exhausted*, 35, 17-34. Retrieved February 2, 2003, from Academic Search Elite (EBSCO) database.

**Document available on a university or department website ... messy, but this should work (#78, pg. 274)**

Cintas, B. E. (2001). *TE 925 -- Helping the young child: Week 8*. Retrieved November 2, 2004, from San Diego State University, College of Education, School of Teacher Education website: <http://coe.sdsu.edu/lmnop/index.html>

**Stand-alone document, no author, no date ... SO, probably not your best choice of a reference! (#77, pg. 274)**

*Technology user survey*. (n.d.). Retrieved August 25, 2000, from [http://www.abc.com/users/user\\_survey/survey.htm](http://www.abc.com/users/user_survey/survey.htm)

**FINALLY, APA 5 does a fine job of covering ...**

- how you incorporate secondary sources into your narrative ... and then handle them in your reference list -- on pg.247. ***This is the one that will get you in trouble; I ENCOURAGE you to review this section before submitting ANY paper for grading.***
- how to reference personal communications within the narrative *and* what constitutes a personal communication -- on pg. 214.

- when it is or isn't necessary to cite the database from which an article is downloaded ... (see pgs 271 and 278). *APA does recognize that today's materials are available from multiple venues.*