

Crediting Sources

Scientific knowledge represents the accomplishments of many researchers over time. A critical part of the writing process is helping readers place your contribution in context by citing the researchers who influenced you. In this chapter, we provide the ground rules for acknowledging how others contributed to your work. We begin by describing the appropriate level of citation and offer a brief review of plagiarism and self-plagiarism. Next, we offer guidelines on formatting quoted material in text and information on seeking permission to reprint or adapt previously published material. This is followed by instruction on citing sources in text and a description of key elements of the reference list.

When to Cite

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not common knowledge. Figure 6.1 provides an example of the appropriate level of citation, adapted from an article in an APA journal.

The number of sources you cite in your work will vary by the intent of the article. For most articles, aim to cite one or two of the most representative sources for each key point. However, because the intent of a review article is to acquaint readers with all that has been written on a topic, authors of literature reviews typically include a more exhaustive list of citations.

Figure 6.01 Example of Appropriate Citation Level

Left-handers make up 8% to 13% of most human populations, with left-handedness more common in men than in women (Gilbert & Wysocki, 1992; McManus, 1991). Secondary school and university students engaged in “interactive” sports such as tennis and basketball are significantly more likely to be left-handed than those engaged in “noninteractive” sports such as swimming or rowing, or than those in the general population (Grouios, Tsorbatzoudis, Alexandris, & Barkoukis, 2000; Raymond et al., 1996). One possible explanation for this handedness bias is that left-handers are better than right-handers at some visuomotor tasks, as has been invoked to explain the left-handed bias among elite tennis players (Holtzen, 2000).

Note. Adapted from “Frequency-Dependent Performance and Handedness in Professional Baseball Players (*Homo sapiens*),” by E. D. Clotfelter, 2008, *Journal of Comparative Psychology*, 122, p. 68. Copyright 2008 by the American Psychological Association.

6.01 Plagiarism

As stated in Chapter 1, “Authors do not present the work of another as if it were their own work” (p. 16). Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source. To avoid charges of plagiarism, take careful notes as you research to keep track of your sources and cite those sources according to the guidelines presented in this chapter (see also section 1.10).

6.02 Self-Plagiarism

Whereas *plagiarism* refers to the practice of claiming credit for the words, ideas, and concepts of others, *self-plagiarism* refers to the practice of presenting one’s own previously published work as though it were new. As noted in Chapter 1, “The core of the new document must constitute an original contribution to knowledge, and only the amount of previously published material necessary to understand that contribution should be included, primarily in the discussion of theory and methodology” (p. 16). Avoid charges of self-plagiarism by familiarizing yourself with the ethical standards regarding duplicate publication and the legal standards of fair use (see also section 1.10).

Quoting and Paraphrasing**6.03 Direct Quotation of Sources**

Reproduce word for word material directly quoted from another author’s work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants. When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material (see section 6.05) in the text and include a complete reference in the reference list (see Citing References in Text, p. 174, for exceptions to this rule).

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks. If the quotation appears in mid-

sentence, end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation.

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parenthesis.

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double-space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111–112)

Alternatively, if the quoted source is cited in the sentence introducing the block quote (e.g., “In 1997, Purcell contradicted this view . . .”), only the page or paragraph number is needed at the end of the quotation.

6.04 Paraphrasing Material

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

6.05 Direct Quotations of Online Material Without Pagination

Credit direct quotations of online material by giving the author, year, and page number in parentheses. Many electronic sources do not provide page numbers. If

paragraph numbers are visible, use them in place of page numbers. Use the abbreviation *para.*

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material.

In their study, Verbunt, Pernot, and Smeets (2008) found that “the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition” (Discussion section, para. 1).

In some cases in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation:

“Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted,” para. 4).

(The heading was “Mandatory Labeling Has Targeted Information Gaps and Social Objectives.”)

6.06 Accuracy of Quotations

Direct quotations must be accurate. Except as noted here and in sections 6.07 and 6.08, the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect.

If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicized and bracketed, immediately after the error in the quotation. (See sections 4.08 and 4.10 regarding the use of brackets in quotations.) Always check the manuscript copy against the source to ensure that there are no discrepancies.

6.07 Changes From the Source Requiring No Explanation

The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter. The punctuation mark at the end of a sentence may be changed to fit the syntax. Single quotation marks may be changed to double quotation marks and vice versa. Any other changes (e.g., italicizing words for emphasis or omitting words; see section 6.08) must be explicitly indicated.

6.08 Changes From the Source Requiring Explanation

Omitting material. Use three spaced ellipsis points (. . .) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate

any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow. Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence.

Inserting material. Use brackets, not parentheses, to enclose material such as an addition or explanation inserted in a quotation by some person other than the original author (see also the second example in section 4.10).

“They are studying, from an evolutionary perspective, to what extent [children’s] play is a luxury that can be dispensed with when there are too many other competing claims on the growing brain . . .” (Henig, 2008, p. 40).

Adding emphasis. If you want to emphasize a word or words in a quotation, italicize the word or words. Immediately after the italicized words, insert within brackets the words *emphasis added*, that is, [emphasis added] (see section 4.08, second example).

6.09 Citations Within Quotations

Do not omit citations embedded within the original material you are quoting. The works cited need not be included in the list of references (unless you happen to cite them as primary sources elsewhere in your paper).

“In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths” (Miller et al., 2009, p. 209).

6.10 Permission to Quote, Reprint, or Adapt

You may need written permission from the owner of copyrighted work if you include lengthy quotations or if you include reprinted or adapted tables or figures. *Reprinting* indicates that the material is reproduced exactly as it appeared originally, without modifications, in the way in which it was intended. *Adaptation* refers to the modification of material so that it is suitable for a new purpose (e.g., paraphrasing or presenting an original theory or idea discussed in a long passage in a published article in a new way that suits your study; using part of a table or figure in a new table or figure in your manuscript). Requirements for obtaining permission to quote copyrighted material vary from one copyright owner to another; for example, APA policy permits authors to use, with some exceptions, a maximum of three figures or tables from a journal article or book chapter, single text extracts of fewer than 400 words, or a series of text extracts that total fewer than 800 words without requesting formal permission from APA. It is important to check with the publisher or copyright owner regarding specific requirements for permission to quote from or adapt copyrighted material.

It is the author’s responsibility to find out whether permission is required from the copyright owner and to obtain it for both print and electronic reuse. APA cannot publish previously copyrighted material that exceeds the copyright holder’s determination of “fair use” without permission.

If you must obtain written permission from the copyright owner, append a footnote to the quoted material with a superscript number, and in the footnote acknowl-

edge permission from the owner of the copyright. Format the footnote as shown in Chapter 2, section 2.12.

Citing References in Text

References in APA publications are cited in text with an author–date citation system and are listed alphabetically in the reference list. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. Make certain that each source referenced appears in both places and that the text citation and reference list entry are identical in spelling of author names and year.

However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur’an, whose sections are standardized across editions, and references to personal communications (see sections 6.18 and 6.20). References in a meta-analysis are not cited in text unless they are also mentioned in the text (see section 6.26)

6.11 One Work by One Author

The author–date method of citation requires that the surname of the author (do not include suffixes such as *Jr.*) and the year of publication be inserted in the text at the appropriate point:

Kessler (2003) found that among epidemiological samples

Early onset results in a more persistent and severe course (Kessler, 2003).

If the name of the author appears as part of the narrative, as in the first example, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example). Even if the reference includes month and year, include only the year in the text citation. In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information:

In 2003, Kessler’s study of epidemiological samples showed that

Within a paragraph, when the name of the author is part of the narrative (as in the first example above), you need not include the year in subsequent nonparenthetical references to a study as long as the study cannot be confused with other studies cited in the article. Do include the year in all parenthetical citations:

Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course. Kessler also found. . . . The study also showed that there was a high rate of comorbidity with alcohol abuse or dependence and major depression (Kessler, 2003).

However, when both the name and the year are in parentheses (as in the second example above), include the year in subsequent citations within the paragraph:

Early onset results in a more persistent and severe course (Kessler, 2003).
Kessler (2003) also found. . . .

6.12 One Work by Multiple Authors

When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* (not italicized and with a period after *al*) and the year if it is the first citation of the reference within a paragraph.

Kisangau, Lyaruu, Hosea, and Joseph (2007) found [Use as first citation in text.]

Kisangau et al. (2007) found [Use as subsequent first citation per paragraph thereafter.]

Kisangau et al. found [Omit year from subsequent citations after first nonparenthetical citation within a paragraph. Include the year in subsequent citations if first citation within a paragraph is parenthetical. See section 6.11.]

Exception: If two references of more than three surnames with the same year shorten to the same form (e.g., both Ireys, Chernoff, DeVet, & Kim, 2001, and Ireys, Chernoff, Stein, DeVet, & Silver, 2001, shorten to Ireys et al., 2001), cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and *et al.*

Ireys, Chernoff, DeVet, et al. (2001) and Ireys, Chernoff, Stein, et al. (2001)

Precede the final name in a multiple-author citation in running text by the word *and*. In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&):

as Kurtines and Szapocznik (2003) demonstrated
as has been shown (Jöreskog & Sörbom, 2007)

When a work has six or more authors, cite only the surname of the first author followed by *et al.* (not italicized and with a period after *al*) and the year for the first and subsequent citations. (See section 6.27 and Example 2 in Chapter 7 for how to cite works with more than six authors in the reference list.) If two references with six or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and *et al.* For example, suppose you have entries for the following references:

Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)

Kosslyn, Koenig, Gabrieli, Tang, Marsolek, and Daly (1996)

In text you would cite them, respectively, as

Kosslyn, Koenig, Barrett, et al. (1996) and Kosslyn, Koenig, Gabrieli, et al. (1996)

Table 6.1 illustrates the basic citation styles. Exceptions and citation styles that do not work in the tabular format are discussed in text or included as part of the example references.

6.13 Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, write out the name each time it occurs (see examples in Table 6.1).

6.14 Authors With the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references (see section 6.25 for the order of appearance in the reference list).

References:

Light, I. (2006). *Deflecting immigration: Networks, markets, and regulation in Los Angeles*. New York, NY: Russell Sage Foundation.

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8, 73–82.

Text Cites:

Among studies, we review M. A. Light and Light (2008) and I. Light (2006).

6.15 Works With No Identified Author or With an Anonymous Author

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report:

on free care ("Study Finds," 2007)
the book *College Bound Seniors* (2008)

6.16 Basic Citation Styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Treat references to legal materials like references to works with no author; that is, in text, cite materials such as court cases, statutes, and legislation by the first few words of the reference and the year (see Appendix 7.1 for the format of text citations and references for legal materials).

When a work's author is designated as "Anonymous," cite in text the word *Anonymous* followed by a comma and the date:

(Anonymous, 1998)

In the reference list, an anonymous work is alphabetized by the word *Anonymous* (see section 6.25).

6.16 Two or More Works Within the Same Parentheses

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to *et al.*).

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date.

Training materials are available (Department of Veterans Affairs, 2001, 2003)
Past research (Gogel, 1990, 2006, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes *a*, *b*, *c*, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations with semicolons.

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase, such as *see also*, before the first of the remaining citations, which should be in alphabetical order:

(Minor, 2001; see also Adams, 1999; Storandt, 2007)

6.17 Secondary Sources

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source. For example, if Allport's work is cited in Nicholson and you did not read Allport's work, list the Nicholson reference in the reference list. In the text, use the following citation:

Allport's diary (as cited in Nicholson, 2003).

6.18 Classical Works

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by *trans.*, or the year of the version you used, followed by *version*. When you know the original date of publication, include it in the citation.

(Aristotle, trans. 1931)
James (1890/1983)

Reference list entries are not required for major classical works, such as ancient Greek and Roman works or classical religious works; simply identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (Revised Standard Version)
(Qur'an 5:3–4)

6.19 Citing Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations (see section 6.03). Note that *page*, but not *chapter*, is abbreviated in such text citations:

(Centers for Disease Control and Prevention, 2005, p. 10)
(Shimamura, 1989, Chapter 3)

For guidance on citing electronic sources that do not provide page numbers, see section 6.05.

See section 6.18 for citing parts of classical works.

6.20 Personal Communications

Personal communications may be private letters, memos, some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

T. K. Lutes (personal communication, April 18, 2001)
(V.-G. Nguyen, personal communication, September 28, 1998)

Use your judgment in citing other electronic forms as personal communications; online networks currently provide a casual forum for communicating, and what you cite should have scholarly relevance.

Some forms of personal communication are recoverable, and these should be referenced as archival materials. See section 7.10 for templates, descriptions, and examples of archival sources in the reference list.

6.21 Citations in Parenthetical Material

In a citation that appears in parenthetical text, use commas, not brackets, to set off the date:

(see Table 3 of U.S. Department of Labor, 2007, for complete data)

Reference List

The reference list at the end of a journal article provides the information necessary to identify and retrieve each source. Choose references judiciously and include only the sources that you used in the research and preparation of the article. APA journals and other journals using APA Style generally require reference lists, not bibliographies.¹ APA requires that the reference list be double-spaced and that entries have a hanging indent. Because a reference list includes only references that document the article and provide recoverable data, do not include in the list personal communications, such as letters, memoranda, and informal electronic communications. Instead, cite personal communications only in text (see section 6.20 for format).

6.22 Construction of an Accurate and Complete Reference List

Because one purpose of listing references is to enable readers to retrieve and use the sources, reference data must be correct and complete. Each entry usually contains the following elements: author, year of publication, title, and publishing data—all the information necessary for unique identification and library search. The best way to ensure that information is accurate and complete is to check each reference carefully against the original publication. Give special attention to spelling of proper names and of words in foreign languages, including accents or other special marks, and to completeness of journal titles, years, volume and issue numbers, page numbers, and electronic retrieval data. Authors are responsible for all information in their reference lists. Accurately prepared references help establish your credibility as a careful researcher.

Abbreviations. Acceptable abbreviations in the reference list for parts of books and other publications include the following:

Abbreviation	Book or publication part
ed.	edition
Rev. ed.	Revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
Vols.	Volumes (as in Vols. 1–4)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

Arabic numerals. Although some volume numbers of books and journals are given in Roman numerals, APA journals use Arabic numerals (e.g., Vol. 3, not Vol. III) because they use less space and are easier to comprehend than Roman numerals. A Roman numeral that is part of a title should remain Roman (e.g., *Attention and Performance XIII*).

¹Note that a *reference list* cites works that specifically support a particular article. In contrast, a *bibliography* cites works for background or for further reading and may include descriptive notes.

6.23 Consistency

Consistency in reference style is important, especially in light of evolving technologies in database indexing, such as automatic indexing by database crawlers. These computer programs use algorithms to capture data from primary articles as well as from the article reference list. If reference elements are out of order or incomplete, the algorithm may not recognize them, lowering the likelihood that the reference will be captured for indexing. With this in mind, follow the general formats for placement of data and use the electronic reference guidelines detailed in this chapter to decide which data are necessary to allow readers to access the sources you used.

6.24 Using the Archival Copy or Version of Record

When using information and data retrieved online, check to see whether you are citing the appropriate version of your reference source. In-progress and final versions of the same work might coexist on the Internet, which can present challenges in determining which version is most current and most authoritative. In most cases, it is best to cite the archival version or version of record, which has been peer-reviewed and may provide additional links to online supplemental material. If the most current version available was an advance release version at the time that you originally cited it, recheck the source and update its publication status as close as possible to the publication date of your work (see section 6.32).

6.25 Order of References in the Reference List

The principles for arranging entries in a reference list are described next. You may also find it helpful to look at the reference list in Chapter 2 in the sample manuscript and at reference lists in journals that are published in APA Style.

Alphabetizing names. Arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name, and use the following rules for special cases:

- Alphabetize by the author's surname. This surname/given name formula is commonly used in Western countries but is less commonly used in many Eastern countries. If you are uncertain about the proper format for a name, check with the author for the preferred form or consult the author's previous publication for the commonly used form (e.g., Chen Zhe may publish under Zhe Chen in the United States).
- Alphabetize letter by letter. When alphabetizing surnames, remember that "nothing precedes something": Brown, J. R., precedes Browning, A. R., even though *i* precedes *j* in the alphabet.

Singh, Y., precedes Singh Siddhu, N.

López, M. E., precedes López de Molina, G.

Ibn Abdulaziz, T., precedes Ibn Nidal, A. K. M.

Girard, J.-B., precedes Girard-Perregaux, A. S.

Villafuerte, S. A., precedes Villa-Lobos, J.

Benjamin, A. S., precedes ben Yaakov, D.

- Alphabetize the prefixes *M'*, *Mc*, and *Mac* literally, not as if they were all spelled *Mac*. Disregard the apostrophe: *MacArthur* precedes *McAllister*, and *MacNeil* precedes *M'Carthy*.
- Alphabetize entries with numerals chronologically (e.g., *Macomber, J., II*, precedes *Macomber, J., III*).

Order of several works by the same first author. When ordering several works by the same first author, give the author's name in the first and all subsequent references, and use the following rules to arrange the entries:

- One-author entries by the same author are arranged by year of publication, the earliest first:

Upenieks, V. (2003).

Upenieks, V. (2005).

- One-author entries precede multiple-author entries beginning with the same surname (even if the multiple-author work was published earlier):

Alleyne, R. L. (2001).

Alleyne, R. L., & Evans, A. J. (1999).

- References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author or, if the second author is the same, the surname of the third author, and so on:

Boockvar, K. S., & Burack, O. R. (2007).

Boockvar, K. S., Carlson LaCorte, H., Giambanco, V., Friedman, B., & Siu, A. (2006).

Hayward, D., Firsching, A., & Brown, J. (1999).

Hayward, D., Firsching, A., & Smigel, J. (1999).

- References with the same authors in the same order are arranged by year of publication, the earliest first:

Cabading, J. R., & Wright, K. (2000).

Cabading, J. R., & Wright, K. (2001).

- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by title (excluding *A* or *The*).

Exception: If the references with the same authors published in the same year are identified as articles in a series (e.g., Part 1 and Part 2), order the references in the series order, not alphabetically by title.

Place lowercase letters—*a*, *b*, *c*, and so forth—immediately after the year, within the parentheses:

Baheti, J. R. (2001a). Control . . .

Baheti, J. R. (2001b). Roles of . . .

Order of several works by different first authors with the same surname. Arrange works by different authors with the same surname alphabetically by first initial:

Mathur, A. L., & Wallston, J. (1999).

Mathur, S. E., & Ahlers, R. J. (1998).

Note: Include initials with the surname of the first author in text citations (see section 6.14).

Order of works with group authors or with no authors. Occasionally, a work will have as its author an agency, association, or institution, or it will have no author at all.

Alphabetize group authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g., American Psychological Association, not APA). A parent body precedes a subdivision (e.g., University of Michigan, Department of Psychology).

If, and only if, the work is signed “Anonymous,” begin the entry with the word *Anonymous* spelled out, and alphabetize the entry as if Anonymous were a true name.

If there is no author, move the title to the author position, and alphabetize the entry by the first significant word of the title.

Treat legal references like references with no author; that is, alphabetize legal references by the first significant item in the entry (word or abbreviation). See Appendix 7.1 for the format of references for legal materials and ways to cite them in the text.

6.26 References Included in a Meta-Analysis

If the number of articles contributing studies to the meta-analysis is relatively small (e.g., about 50 or fewer), they should appear in the reference list with an asterisk included to identify them. If the number of articles in the meta-analysis exceeds 50, then the references to the articles should be placed in a list and submitted as an online supplemental archive. In this second case, if an article is mentioned in the text and is included in the meta-analysis, it should be cited both in the reference list and in the supplemental materials.

Add the following statement before the first reference entry: *References marked with an asterisk indicate studies included in the meta-analysis.* The in-text citations to studies selected for meta-analysis are not preceded by asterisks.

Bandura, A. J. (1977). *Social learning theory*. Englewood Cliffs, NJ: Prentice Hall.

*Bretschneider, J. G., & McCoy, N. L. (1968). Sexual interest and behavior in healthy 80- to 102-year-olds. *Archives of Sexual Behavior*, 14, 343–350.

Reference Components

In general, a reference should contain the author name, date of publication, title of the work, and publication data. The following sections (6.27–6.31) describe these components. Detailed notes on style accompany the description of each element, and example numbers given in parentheses correspond to examples in Chapter 7 in sections 7.1–7.11.

6.27 Author and Editor Information

Authors.

- Invert all authors' names; give surnames and initials for up to and including seven authors (e.g., Author, A. A., Author, B. B., & Author, C. C.). When authors number eight or more, include the first six authors' names, then insert three ellipses, and add the last author's name (see Chapter 7, Example 2). In text, follow the citation guidelines in section 6.12.
- If the reference list includes different authors with the same surname and first initial, the authors' full first names may be given in brackets:

Janet, P. [Paul]. (1876). La notion de la personnalité [The notion of personality]. *Revue Scientifique*, 10, 574–575.

Janet, P. [Pierre]. (1906). The pathogenesis of some impulsions. *Journal of Abnormal Psychology*, 1, 1–17.

In text:

(Paul Janet, 1876)

(Pierre Janet, 1906)

- If an author's first name is hyphenated, retain the hyphen and include a period after each initial (Lamour, J.-B., for Jean-Baptiste Lamour).
- Use commas to separate authors, to separate surnames and initials, and to separate initials and suffixes (e.g., Jr. and III; see Chapter 7, Example 24); with two to seven authors, use an ampersand (&) before the last author.
- Spell out the full name of a group author (e.g., Royal Institute of Technology; National Institute of Mental Health; see Chapter 7, Examples 31, 32, 35, 68). In a reference to a work with a group author (e.g., study group, government agency, association, corporation), a period follows the author element.
- If authors are listed with the word *with*, include them in the reference in parentheses: Bulatao, E. (with Winford, C. A.). The text citation, however, refers to the primary author only.
- In a reference to a work with no author, move the title to the author position, before the date of publication (see Chapter 7, Examples 9, 30, 71). A period follows the title.

Editors.

- In a reference to an edited book, place the editors' names in the author position, and enclose the abbreviation *Ed.* or *Eds.* in parentheses after the last editor's name. The period follows the parenthetical abbreviation (Eds.).
- In a reference to a chapter in an edited book, invert the chapter authors' names as noted above but do not invert book editors' names.
- The name of the book editor should be preceded by the word *In*. Provide initials and surnames for all editors (for substantial reference works with a large editorial board, naming the lead editor followed by *et al.* is acceptable).

Author, A. A. (2008). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. xx–xx). Location: Publisher.

- For a book with no editor, simply include the word *In* before the book title.

6.28 Publication Date

- Give in parentheses the year the work was published (for unpublished or informally published works, give the year the work was produced).
- For magazines, newsletters, and newspapers, give the year and the exact date of the publication (month or month and day), separated by a comma and enclosed in parentheses (see Chapter 7, Examples 7–11). If the date is given as a season, give the year and the season, separated by a comma and enclosed in parentheses.
- For papers and posters presented at meetings, give the year and month of the meeting, separated by a comma and enclosed in parentheses.
- Write *in press* in parentheses for articles that have been accepted for publication but that have not yet been published (see Chapter 7, Example 6). Do not give a date until the article has actually been published. (To reference a paper that is still in progress, under review, or being revised, see Chapter 7, Example 59.)
- If no date is available, write *n.d.* in parentheses.
- For several volumes in a multivolume work or several letters from the same collection, express the date as a range of years from earliest to latest (see Chapter 7, Examples 23 and 65).
- For archival sources, indicate an estimated date that is reasonably certain but not stated on the document by using *ca.* (circa) and enclose the information in square brackets (see Chapter 7, Example 67).
- Finish the element with a period after the closing parenthesis.

6.29 Title

Article or chapter title. Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; do not italicize the title or place quotation marks around it. Finish the element with a period.

Mental and nervous diseases in the Russo-Japanese war: A historical analysis.

Periodical title: Journals, newsletters, magazines. Give the periodical title in full, in uppercase and lowercase letters. Italicize the name of the periodical.

Social Science Quarterly

Nonperiodical title: Books and reports.

- Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; italicize the title.
- Enclose additional information given on the publication for its identification and retrieval (e.g., edition, report number, volume number) in parentheses immediately after the title. Do not use a period between the title and the parenthetical information; do not italicize the parenthetical information.

Development of entry-level tests to select FBI special agents (Publication No. FR-PRD-94-06).

- If a volume is part of a larger, separately titled series or collection, treat the series and volume titles as a two-part title (see Chapter 7, Example 24).
- Finish the element with a period.

Nonroutine information in titles. If nonroutine information is important for identification and retrieval, provide it in brackets immediately after the title and any parenthetical information. Capitalize the first letter of the notation. Brackets indicate a description of form, not a title. Here are some of the more common notations that help identify works:

Notation

[Letter to the editor]
 [Special issue]
 [Special section]
 [Monograph]
 [Abstract]
 [Audio podcast]
 [Data file]
 [Brochure]
 [Motion picture]
 [Lecture notes]
 [CD]
 [Computer software]
 [Video webcast]
 [Supplemental material]

6.30 Publication Information

Periodicals: Journals, newsletters, magazines.

- Give the volume number after the periodical title; italicize it. Do not use *Vol.* before the number.
- Include the journal issue number (if available) along with the volume number if the journal is paginated separately by issue (see Chapter 7, Examples 3, 7, 8). Give the issue number in parentheses immediately after the volume number; do not italicize it. Give inclusive page numbers on which the cited material appears.
- Finish the element with a period.

Social Science Quarterly, 84, 508–525.

- Periodical publisher names and locations are generally not included in references, in accordance with long practice.

Nonperiodicals: Books and reports

- Give the location (city and state or, if outside of the United States, city and country) where the publisher is located as noted on the title page for books; reports; brochures; and other separate, nonperiodical publications.

- If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location.
- The names of U.S. states and territories are abbreviated in the reference list and in the Method section (suppliers' locations); use the official two-letter U.S. Postal Service abbreviations. To cite locations outside the United States, spell out the city and the country names. However, if you are publishing outside the United States or for an international readership, check your institution's or publisher's specific style guidelines for writing out or abbreviating state, province, territory, and country names.
- Use a colon after the location.
- Give the name of the publisher in as brief a form as is intelligible. Write out the names of associations, corporations, and university presses, but omit superfluous terms, such as *Publishers, Co.*, and *Inc.*, which are not required to identify the publisher. Retain the words *Books* and *Press*.
- If two or more publisher locations are given in the book, give the location listed first or, if specified, the location of the publisher's home office.
- When the author is also the publisher, use *Author* to indicate the publisher.
- Finish the element with a period.

New York, NY: McGraw-Hill.

Washington, DC: Author.

Newbury Park, CA: Sage.

Pretoria, South Africa: Unisa.

6.31 Electronic Sources and Locator Information

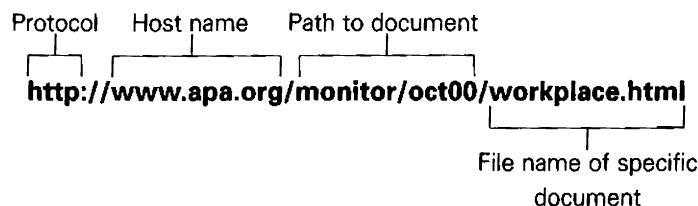
Since this manual was last updated, electronic journal publishing has gone from being the exception to the rule. Publishing in the online environment has greatly increased the efficiency of publication processes and has contributed to a more vibrant and timely sharing of research results. However, the electronic dissemination of information has also led to a number of new publishing models. Unedited articles can now be disseminated on the Internet in advance of publication. Links to supplementary material such as long data sets and videos can be embedded in electronic articles and made accessible with a simple click. Corrections that were formerly noted in a subsequent journal issue can now be made with no fanfare as a simple update to online files. All of these circumstances have called for new ways of tracking digital information.

In this new environment, some former models for referencing material no longer apply. It is not always clear how to distinguish the advance online version of an article from the final published version or how to determine which is the "version of record" (see section 6.24). Moreover, readers may be consulting the electronic version with supplemental material or the print version of the same article without supplemental material. In the ephemeral world of the web, article links are not always robust.

In general, we recommend that you include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources you cited. We discuss next some key elements of the electronic retrieval process, beginning with some general information about uniform resource locators (URLs) and digital object identifiers

(DOIs) and ending with formatting guidance for citing publication data from electronic sources.

Understanding a URL. The URL is used to map digital information on the Internet. The components of a URL are as follows:



Protocol indicates what method a web browser (or other type of Internet software) should use to exchange data with the file server on which the desired document resides. The protocols recognized by most browsers are hypertext transfer protocol (HTTP), hypertext transfer protocol secure (HTTPS), and file transfer protocol (FTP). In a URL, the protocol is followed by a colon and two forward slashes (e.g., `http://`).

Host or *domain name* identifies the server on which the files reside. On the web, it is often the address for an organization's home page (e.g., `http://www.apa.org` is the address for APA's home page). Although many domain names start with "www," not all do (e.g., `http://journals.apa.org` is the home page for APA's electronic journals, and `http://members.apa.org` is the entry page to the members-only portion of the APA site). The domain name is not case sensitive; for consistency and ease of reading, always type it in lowercase letters.

The domain name extension (in the preceding example, ".org") can help you determine the appropriateness of the source for your purpose. Different extensions are used depending on what entity hosts the site. For example, the extensions ".edu" and ".org" are for educational institutions and nonprofit organizations, respectively; ".gov" and ".mil" are used for government and military sites, respectively; and ".com" and ".biz" are used for commercial sites. Domain name extensions may also include a country code (e.g., ".ca" for Canada or ".nz" for New Zealand). The rest of the address indicates the directory path leading to the desired document.

All content on the Internet is prone to being moved, restructured, or deleted, resulting in broken hyperlinks and nonworking URLs in the reference list. In an attempt to resolve this problem, scholarly publishers have begun assigning a DOI to journal articles and other documents.

The DOI system. Developed by a group of international publishers, the DOI System provides a means of persistent identification for managing information on digital networks (see `http://www.doi.org/`). The DOI System is implemented through registration agencies such as CrossRef, which provides citation-linking services for the scientific publishing sector. According to their mission statement, CrossRef is dedicated "to enable easy identification and use of trustworthy electronic content by promoting the cooperative development and application of a sustainable infrastructure" (`http://www.crossref.org/`).

CrossRef's participants have developed a system that provides two critical functions. First, they assign each article a "unique identifier and underlying routing system" that functions as a clearinghouse to direct readers to content, regardless of where

the content resides (Kasdorf, 2003, p. 646). Second, they collaborate to use the DOI as an underlying linking mechanism “embedded” in the reference lists of electronic articles that allows click-through access to each reference. CrossRef currently has more than 2,600 participating publishers and scholarly societies.

The DOI as article identifier. A DOI is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet.

The publisher assigns a DOI when your article is published and made available electronically. All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards. We recommend that when DOIs are available, you include them for both print and electronic sources.

The DOI is typically located on the first page of the electronic journal article, near the copyright notice (see Figure 6.2). The DOI can also be found on the database landing page for the article (see Figure 6.3).

The linking function of DOIs. The DOIs in the reference list function as links to the content you are referencing. The DOI may be hidden under a button labeled *Article*, *CrossRef*, *PubMed*, or another full-text vendor name (see Figure 6.4). Readers can then click on the button to view the actual article or to view an abstract and an opportunity to purchase a copy of the item. If the link is not live or if the DOI is referenced in a print publication, the reader can simply enter the DOI into the *DOI resolver* search field provided by the registration agency CrossRef.org and be directed to the article or a link to purchase it (see Figure 6.5). Locating the article online with the DOI will give you electronic access to any online supplemental archives associated with the article (see section 2.13 regarding supplemental materials).

6.32 Providing Publication Data for Electronic Sources

- For electronic versions based on a print source (as in PDF), give inclusive page numbers for the article cited. Use *pp.* before the page numbers in references to newspapers. See Chapter 7, Examples 1–3.

Figure 6.3 Location of Digital Object Identifier (DOI) in Journal Article

Journal of Experimental Psychology:
Learning, Memory, and Cognition
2008, Vol. 34, No. 3, 439–459

Copyright 2008 by the American Psychological Association
0278-7393/08/\$12.00 DOI: 10.1037/0278-7393.34.3.439

How to Say No: Single- and Dual-Process Theories of Short-Term Recognition Tested on Negative Probes

Klaus Oberauer
University of Bristol

Three experiments with short-term recognition tasks are reported. In Experiments 1 and 2, participants decided whether a probe matched a list item specified by its spatial location. Items presented at study

Location of Digital Object Identifier for Article on Database Landing Page**Full Record Display**

Unique Identifier

2008-08834-010

Title

A taxonomy of behavior change techniques used in interventions.

Publication Year

2008

Language

English

Author

Abraham, Charles ; Michie, Susan

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Abraham, Charles: s.c.s.abraham@sussex.ac.uk

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Charles Abraham, Department of Psychology, University of Sussex, Falmer, Brighton, England, BN1 9QG, s.c.s.abraham@sussex.ac.uk

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Michie, Susan Department of Psychology, University College London, London, England

Source

Health Psychology, Vol 27(3), May 2008, 379-387.

ISSN

0278-6133 (Print); 1930-7810 (Electronic)

Publisher

American Psychological Association: US

Other Publishers

Lawrence Erlbaum Associates, US

Format Availability

Electronic; Print

Format Covered

Electronic

Publication Type

Journal; Peer Reviewed Journal

Document Type

Journal Article

Digital Object Identifier

10.1037/0278-6133.27.3.379

Keywords

behavior change; intervention; content; techniques; taxonomy; CONSORT

Index Terms

*Behavior Change; *Health Promotion; *Intervention; *Taxonomies

Classification Codes

3300 Health & Mental Health Treatment & Prevention

Population Group

Human

Methodology

0400 Empirical Study; 1800 Quantitative Study

Auxiliary Materials

Other (Internet Available)

Release Date

20080714

Example of Reference in Electronic Document With Digital Object Identifier Hidden Behind a Button

<ref>Hedges, L. V., & Vevea, J. L. (1998). Fixed- and random-effects models in meta-analysis. *Psychological Methods*, 3, 486<en>504. [PsychINFO](#) [Article](#)

- Provide the DOI, if one has been assigned to the content. Publishers who follow best practices publish the DOI prominently on the first page of an article. Because the DOI string can be long, it is safest to copy and paste whenever possible. Provide the alphanumeric string for the DOI exactly as published in the article. This is not a style issue but a retrieval issue.
- Use this format for the DOI in references: doi:xxxxxxx
- When a DOI is used, no further retrieval information is needed to identify or locate the content.
- If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. If you are accessing the article from a private

Digital Object Identifier Resolver

crossref.org | the reference linking backbone | Mozilla Firefox

http://www.crossref.org

crossref.org
DOI# FOR RESEARCH CONTENT

ABOUT CROSSREF | FOR PUBLISHERS | FOR LIBRARIES | FOR AFFILIATES | FOR RESEARCHERS

Meetings & News

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- CrossRef Launches STQ Service
- Microsoft Web Services Agreement
- DOI links for books
- CrossRef Web Services
- Multiple Resolution Pilot
- DOI link ownership transfer
- New members this week
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- How to deposit
- Web deposit form
- Forward linking information
- Simple Text Query
- FAQ
- User and Publisher Guidelines
- Browsable title list

Membership Info

- Request membership forms
- Membership fees
- Membership rules
- Affiliate fees
- Local hosting
- Info for libraries

Welcome.

CrossRef is an independent membership association, founded and directed by publishers. CrossRef's mandate is to connect users to primary research content, by enabling publishers to work collectively. CrossRef is also the official DOI® link registration agency for scholarly and professional publications. It operates a cross-publisher citation linking system that allows a researcher to click on a reference citation on one publisher's platform and link directly to the cited content on another publisher's platform, subject to the target publisher's access control practices. Our citation-linking network today covers millions of articles and other content items from several thousand scholarly and professional publishers.

DOI Resolver

If you encounter a DOI string (e.g., 10.1037/0007-068X.99.3.229) that is not hyperlinked, you can enter it in the box below:

TIP: You can turn a DOI string into a URL by appending the DOI string to <http://dx.doi.org/>

RECENT BLOGS

CROSSREF SURPASSES 25 MILLION DOI MARK
02/18/07 10:02 am

CROSSREF BLOG
CrossRef's council forum for discussing new publishing technologies.
Latest Entry: ONYMOCLININE 84 85 OASIS STANDARD
02/18/07 10:02 am

database, you may need to do a quick web search to locate this URL. Transcribe the URL correctly by copying it directly from the address window in your browser and pasting it into your working document (make sure the automatic hyphenation feature of your word processor is turned off).

- Do not insert a hyphen if you need to break a URL across lines; instead, break the URL before most punctuation (an exception would be `http://`). Do not add a period after the URL, to prevent the impression that the period is part of the URL. This is not a style issue but a retrieval issue.
- Test URLs in your references at each stage prior to the submission and/or publication of your work. If the document you are citing has moved, update the URL so that it points to the correct location. If the content is no longer available, substitute another source (i.e., the final version if you originally cited a draft) or drop it from the paper altogether.
- In general, it is not necessary to include database information. Journal coverage in a particular database may change over time; also, if using an aggregator such as EBSCO, OVID, or ProQuest (each of which contain many discipline-specific databases, such as PsycINFO), it may be unclear exactly which database provided the full text of an article.
- Some archival documents (e.g., discontinued journals, monographs, dissertations, or papers not formally published) can only be found in electronic databases such as ERIC or JSTOR. When the document is not easily located through its primary publishing channels, give the home or entry page URL for the online archive.
- Do not include retrieval dates unless the source material may change over time (e.g., Wikis).
- As with references to material in print or other fixed media, it is preferable to cite the final version (i.e., archival copy or version of record; see section 6.24).