

APA Documentation in Research Papers

The Purpose of Documentation

- 1) to identify (**cite**) other people's ideas and information used **within your essay or term paper**, and
- 2) to indicate the authors or sources of these in a **References list** at the end of your paper.

APA Format

The APA format is only one of many methods of documentation. Details about the format are found in

- the *Publication Manual of the American Psychological Association* (5th ed.) or at www.apastyle.org
(Available for purchase in the MRC Bookstore or for use in the MRC Library.)

Citation Principles for Essays and Term Papers – Avoiding Plagiarism

Within essays, term papers, and any other written assignments (as in all academic work), quotations, paraphrases, and ideas from someone else's work must be identified (cited). The original author or source must be named and quoted material must be either set within quotation marks or in a block format as described below. Copying something and submitting it as your own (**plagiarism**) is an academic offence. Examples of **plagiarism** include

- copying any text word-by-word from a Web source or written source without citing it as a quotation
- changing just a few words without referencing the original author or indicating the quoted sections (this is **not** what it means to paraphrase)
- copying someone else's work
- buying or downloading an essay from the Internet.

These and other forms of **plagiarism** may result in failure on the assignment and, in some cases, expulsion from a course. (See the section on "Integrity of Student Work" in the Mount Royal College Calendar.)

Citing Sources Within Your Paper


Whenever you use a quotation from an author, or summarize or paraphrase a person's ideas or research, you must identify (cite) the source. The citation is written within parentheses () at the end of the quoted or paraphrased piece and shows

- the last name of the **author(s)** of the work (unless it was already stated), **or** the first few words of the References list entry (usually the title) if the author is not known
- the **year** of publication
- **page** number(s) if the direct quotation was taken from a non-Web, printed source.

Note: Page numbers are not needed for paraphrases.

How to Cite Short Quotations (fewer than 40 words)

When you incorporate a direct quotation into a sentence, you must cite the source. The examples which follow include a quotation taken from page 8 in a book by Floyd Bertram:

Bertram (1997) states, "The learning module enabled students to overcome the difficulties associated with the transition into college" (p. 8).	OR	
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The conclusion was that the “learning module enabled students to overcome the difficulties associated with the transition into college” (Bertram, 1997, p. 8).

How to Cite Long Quotations (40 or more words)

If the quotation is long (40 or more words), you must use

- a block format in which the quotation is indented approximately 4 inch from the left margin
- **no** quotation marks.

(See the final block quotation in the Sample Paragraph on page 3.)

How to Cite Summaries or Paraphrases

Even if you put information in your own words by summarizing or paraphrasing, you must cite the original author or researcher. For example, a paraphrase of Bertram’s earlier quotation might be identified as follows:

The information helped students adjust to college (Bertram, 1997). **OR**

Bertram (1997) stated that this information helped students adjust to college.

How to Cite Information When You Have Not Seen the Original Source

Sometimes an author writes about research that someone else has done, but you are unable to track down the original research report. For example, in your paper you might include research described in your course textbook. In the sample paraphrase below, the information about Fong’s research is taken from a book written by Bertram.

Note: Because Fong’s report was never seen, only Bertram’s book will appear in the References list.

Fong’s 1987 study found that older students’ memory can be as good as that of young people, but this depends on how memory is tested (as cited in Bertram, 1997).

Some Tips for APA Citation

- If the author’s name is unavailable, use the title of the article or the Web source. (“Asthma rates increasing,” 1985)
Note the quotation-mark format for a chapter or article title that is substituting for the author’s name in a citation.
- Use ‘n.d.’ for ‘no date’ when the date of publication is unavailable. (*North - further problems*, n.d.)
- Use ‘&’ between two authors in a parenthetical citation. (Smith & Jones, 1991, p. 82)
- For three to five authors, name all authors the first time you cite their work, but for subsequent citations provide only the surname of the first author, followed by ‘et al.’. (Downing et al., 1995)
For six or more, always use the ‘et al.’ format.
- Fit quotations within your sentences, making sure the sentences are grammatically correct.
- Where you need to leave out part of a quotation to make it fit grammatically or because it contains irrelevant/unnecessary information, insert ellipses. . . . (See 3rd sentence in the Sample Paragraph on page 3.)
- If you must add or slightly change words or phrases within a quotation for reasons of grammar or clarity, surround the changes with square brackets.
e.g. Brown (1999) argued that “we [will need to] base our decisions on these results” (p. 12).

Sample References Page

References

- Asthma rates increasing. (1985, December 12). *Winnipeg Free Press*, p. C4.
- Australian Bureau of Statistics. (1996). *Suicide rates among teenagers*. Canberra: Author.
- Bertram, F. (1997). *The tragedy of youth* (2nd ed.). New York: Macmillan.
- Brown, K. L. (1996). Attitude and change in college students. *Canadian Journal of Sociology*, 10(2), 10-15.
- Downing, L., Carter, J. C., & McManus, T. (1995). *Students in our midst*. Toronto: Doubleday.
- Family Counselling Centre. (1994). *Dealing with a delinquent student*. [Brochure]. Calgary: Author.
- Haynes, R. T. (Producer), & Cooney, E. (Director). (1991). *Where do we go from here?* [Film]. New Jersey: Prentice Hall.
- Morris, W. (Ed.). (1993). *The American heritage dictionary of the English language*. Boston: Houghton Mifflin.
- North - further problems*. (n.d.). Retrieved November 6, 2001 from <http://klinzhai.iuma.com/~drseuss/seuss/zax.meta.html>
- Smith, F. M., & Jones, W. (1991). The college student. In C. Wood (Ed.), *Cross-cultural education* (pp. 75-105). London, ON: MacMillan.

Using This Handout to Format Your References List

1. Look through the following examples, which include information sources such as books, book chapters, journal and newspaper articles, Websites, online publications and government reports.
2. For each of your information sources, find the combination of formatting from one or more examples that seems to work best.
3. Your goal is to provide the information in each reference listing that would allow someone reading your essay or term paper to find or get to that particular source of information or document.
4. Note that journal articles accessed from full-text online databases such as EBSCO or Canadian Business & Current Affairs do not require URLs (website addresses) to be included. However, articles directly accessed through the Internet must include the dates you retrieved them and their full URLs. (See appropriate examples on pages 5 and 6.)
5. For Internet sources with no electronic publication date given, write n.d. (which means 'no date'), but always include the date on which you retrieved the information.
 - For up-to-date information on documenting Web pages, please refer to <http://www.apastyle.org/elecref.html>

Sample References: Books

one author / edition is stated

Bertram, F. (1997). *The tragedy of youth* (2nd ed.). New York: Macmillan.

two or more authors

Downing, L., Carter, J. C., & McManus, T. (1995). *Students in our midst*. Toronto: Doubleday.

author unknown

College bound seniors. (1979). Princeton, NJ: College Board Publications.

the Bible and other sacred writings

Judges. *Holy Bible: New international version*. (1978). Grand Rapids, MI: Zondervan.

Sample References: Articles or Chapters in Edited Books or Encyclopedia

chapter with known author(s) in an edited book

Smith, F. M., & Jones, W. (1991). The college student. In C. Wood (Ed.), *Cross-cultural education* (pp. 75-105). London, ON: MacMillan.

chapter / article, author unknown, in an edited book

Supportive programs for infants and parents. (1979). In J. D. Osofsky (Ed.), *Handbook of infant development* (pp. 837-851). Toronto: Wiley.

article in an encyclopedia, author unknown (See also “encyclopedia accessed online” on page 6.)

Child labor. (1993). In *Academic American encyclopedia* (Vol. 4, p. 350). Danbury, CT: Grolier.

Sample References: Periodical/Journal Articles (See also “electronic journal article” on page 6.)

journal article with one author

Brown, K. L. (1996). Attitude and change in college students. *Canadian Journal of Sociology*, 10(2), 10-15.

journal article with more than one author, accessed via Proquest or other full-text database

Haverson, T. M., Wark, J. N., & Wong, A. A. (1999). Pseudoscience and antiscience. *American Psychologist*, 53, 87-95.
Retrieved January 20, 2002, from EBSCO.

review of a book, in a journal

Glynn, A. A. (1989). The great egg debate [Review of the book *Safe shopping, safe cooking, safe eating: Simple rules that can protect you and your family*]. *Nature*, 339, 671-672.

newspaper article, author unknown

Asthma rates increasing. (1985, December 12). *Winnipeg Free Press*, p. C4.

newspaper article with author

Morton, D. (1998, January 10). Rating the school board system in Alberta. *Calgary Herald*, p. A7.

magazine article

Rose, M. (1997, July 18). Trends in education. *Maclean's*, 301, 42-43.

Sample References: Internet Sources

website with one author

Young, S. L. (1993). *Here be dragons: Psychological empowerment and other mythological beasts*. Retrieved November 6, 2001, from <http://www.treaty7.org/document/dragons/dragntab.htm>

website, author unknown, no date

North - further problems. (n.d.). Retrieved November 6, 2001, from <http://klinzhai.iuma.com/~drseuss/seuss/zax.meta.html>

encyclopedia accessed online

The Renaissance. *Britannica online*. Retrieved October 9, 2001, from <http://www.eb.com:180/bol/search?type=topic&query=renaissance&DBase=Articles&x=36&y=7>

electronic journal article accessed online (not from a full-text database)

Denning, P. J. (1996). Business designs for the new university. *Educom Review* 31(6). Retrieved June 12, 2002, from <http://www.educom.edu/webs/pubs/review/reviewArticles/31620.html>

Sample References: Other Kinds of Information Sources

government report

Alberta Social Services and Community Health. (1985). *Breaking the pattern: Understanding wife abuse*. Edmonton, AB:

Author.

(Note: The publisher is the same as the author.)

government report with identified author, accessed as full-text online

Sosiak, Al. (1999). *Evaluation of recent trends in water quality in the Elbow River upstream from Glenmore Reservoir*.

Retrieved from Alberta Environment, Water Sciences Branch, August 14, 2002 from

<http://www3.gov.ab.ca/env/water/reports/Elbow River Trends>.

(Note: This paper is retrieved from within a large site.)

ERIC document

Gottfredson, L. S. (1980). *How valid are occupational reinforcer pattern scores?* Baltimore: Johns Hopkins University

Center for Social Organization of Schools. (ERIC Document Reproduction Service No. ED 182 465)

(Note: The Document Reproduction Service number is key to finding the document.)

audiovisual media

Brandt, F. (Producer), & Messina, P. F. (Director). (1985). *Too smart for strangers* [Videotape]. Burbank, CA: Walt Disney

Home Video.

(Note: For videos, the producer and director must be identified.)