
GUIDE TO THE 5th EDITION OF THE PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

First created in 1929, *The Manual* is a set of instructions for the preparation of manuscripts, especially those intended for publication and pertaining to the behavioral sciences.

***The Manual* itself is the only authoritative source of American Psychological Association (APA) style conventions, and neither this nor any other “guide” should be considered an adequate substitute for a working knowledge and a rigorous application of the instructions as they appear in *The Manual*.** This guide will assist you locating information within *The Manual*.

Copies of *The Manual* are available for purchase in the College Bookstore, from amazon.com and barnesandnoble.com. Used copies appear for sale at amazon.com and abebooks.com. Caution: when purchasing a used copy of *The Manual* make sure you are buying the latest edition, currently the 5th edition published in 2001. Two print copies of *The Manual* are on Reserve in the Library, available at the 2nd floor Circulation Desk.

What follows is a shorthand outline of *The Manual*'s instructions on citing sources. Page numbers refer to:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, D.C.: Author.

See pages 231-239 of *The Manual* for a comprehensive index of reference examples.

For additional assistance in the use of *The Manual* see www.apastyle.org and <http://www.wisc.edu/writing/Handbook/DocAPA.html>. For matters relating to the interpretation of *The Manual*'s instructions consult with your project/thesis advisor.

PARENTHETICAL CITATIONS (*The Manual*, p. 35, p. 117-118, p. 207-214)

The Manual instructs that sources be cited in both the manuscript text and in the manuscript's list of References.

When material from another source is referred to, provide a citation within the manuscript text itself according to the following guidelines:

- If the author is named in the sentence, then that source's date of publication is cited in parentheses.
- If the author is unnamed in the sentence, then his/her name should appear in parentheses along with the date of publication.

Examples:

- Miller (1997) notes that patients often left the consulting room tearful but free from depression.
- The account recalled that patients often left the consulting room tearful, but free from depression (Miller, 1997).

When material from another source is quoted provide a citation within the manuscript text itself according the following guidelines:

- If the author is named in the sentence, then that source's date of publication, and page number (for the quotation) are cited in parentheses.
- If the author is unnamed in the sentence, then his/her name appears in parentheses along with the date of publication and page number (for the quotation).

Examples:

- Miller (1997) observed that "parts of the self that had been rejected (feelings, fantasies, wishes, fears) have become stronger" (p. 53).
- She observed that "parts of the self that had been rejected (feelings, fantasies, wishes, fears) have become stronger" (Miller, 1997, p. 53).

CITATIONS IN REFERENCES

(*The Manual*, p. 222-231)

All citations in the References list are double-spaced and "in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented" (p. 299).

See pages 232-239 of *The Manual* for a comprehensive index of reference examples.

CITING A BOOK BY ONE OR MULTIPLE AUTHORS (*The Manual*, p. 248-255)

Examples:

Miller, A. (1997). *The drama of the gifted child: The search for the true self* (Rev. ed.). (R. Ward, Trans.). New York: Basic. (Original work published 1979)

Schell, L. M., & Burden, P. (1992). *Countdown to the first day of school*. West

Haven, CT: NEA Professional Library.

Zhengu, Y. (2003). *Anatomical atlas of acupuncture points*. St. Albans, Herts, United Kingdom: Donica.

CITING AN EDITED BOOK

(*The Manual*, p. 249)

Example:

Kach, N., & Mazurek, K. (Eds.). (1992). *Exploring our educational past: Schooling in the North-West Territories and Alberta*. Calgary, Alberta, Canada: Detselig.

CITING PERIODICAL ARTICLES

(*The Manual*, p. 239-247)

Example:

Maranto, C. D., & Hill, J. T. (1987). Continuing concerns in music therapy ethics. *Music Therapy*, 6(2), 59-63.

CITING A NEWSPAPER ARTICLE

(*The Manual*, p. 242-243)

Example:

Freitag, F. (1989, August 17). The battle over medical care. *Philadelphia News*, pp. 25, 28.

CITING AN ENCYCLOPEDIA OR DICTIONARY ARTICLE

(*The Manual*, p. 254)

Example:

Dobrowski, J. F. (2000). Behaviorism. In *Encyclopedia of the social and behavioral sciences* (Vol. 3, pp. 469-471). New Haven, CT: Helmsbury.

CITING TECHNICAL AND RESEARCH REPORTS (The Manual, p. 255-260)

Example:

Price, M. E., & Botein, M. (1973). *Cable television: Citizen participation after the franchise* (Research Rep. R-1139-NSF). Santa Monica, CA: Rand.

CITING AN ERIC DOCUMENT (The Manual, p. 257)

Example:

Swanson, R. P. (2001). *Early childhood development issues* (Report No. NCRTL-RR-99-4). Lancaster, PA: National Center for Research on Development. (ERIC Document Reproduction Services No. ED 445220)

CITING DATABASES AND OTHER ELECTRONIC SOURCES
(The Manual, p. 271-281)

Example:

Crane, G. (Ed.). (2000). *The labors of Hercules*. Retrieved March 6, 2003, from Classics Department, Tufts University, Perseus Project:
<http://www.perseus.tufts.edu/Herakles/labors.html>

Tangalos, E. G., Blomberg, R. A., Hicks, S. S., & Bender, C. E. (1998, March). Mayo leadership programs for physicians. *Mayo Clinic Procedures*, 12(73), 279-284.
Retrieved March 10, 1999, from MEDLINE database.

CITING WEB SOURCES AND OTHER NONPERIODICAL DOCUMENTS ON THE INTERNET (The Manual, p. 273-278)

United States Sentencing Commission. (n.d.) *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.uscc.gov/annrpt/1997/sbtoc97.htm>