

Brief Guide to APA Style

This brief handout includes examples from the 6th edition of the *Publication Manual of the American Psychological Association* (APA), but it should not be considered comprehensive. Comprehensive coverage of the APA style can be found in the *Publication Manual*, though there are innumerable sources online, many of them linked from the ANU Library's Writing Tips Help Guide: <http://library.an.edu/writingresearch/writingtips>.

Citing within the text

APA style requires both the author and date to be cited within the text of your paper, if available.

Single author:

1. In one research study (Rogers, 2014), employees were more likely...
2. In the study by Rogers (2014), employees were more likely...
3. In 2014, Rogers demonstrated that employees were more likely...

Multiple authors:

1. Two authors: cite both names when referencing the work
 - In the study by Emory & Jones (2013), employees were more likely...
2. Three to five authors: cite all authors and date in the first reference, and the first author followed by et al. in subsequent references.
 - Example: Callaway et al. (2012) found that managers...
3. Six or more authors, cite only the first author followed by et al. and the year

No identified author:

When a source has no named author, cite the first words of the reference (usually the title). Use quotes for articles, websites, etc., and italics for periodical titles, books, reports, and the like. Note: court cases, statutes, legislation, etc. are treated as authorless works.

- The site suggests that employee motivation was linked to office culture ("Culture Troubles," 2015).
- The report identifies six ways to improve morale (*Building Bridges*, 2009).

Two or more works:

List in the order they appear in the reference list.

- Several studies (Anderson & Yost, 2014; Benson, 2001; Zimmerman & Ross, 1999) indicate that...

Parts of a source:

Include page numbers for quotations, tables, and graphs.

- Profit is "directly tied to employee motivation" (Mathias, 1984, p. 64).

Citations in a Reference List

References should contain the author, publication date, title, and publication information. Include the issue number if the journal is paginated by issue. All lines after the first line should be indented ½ inch.

For online / electronic sources, include the Digital Object Identifier (DOI) if one is provided. When a DOI is included, no other retrieval information (such as URL) is required.

Note: Many databases, including those from Gale, provide a valid citation associated with the article. Example:

Citation

MLA 7th Edition **APA 6th Edition**

Hauser, L. (2014). Work motivation in organizational behavior. *Economics, Management, and Financial Markets*, 9(4), 239+. Retrieved from <http://go.galegroup.com/ufairfax.idm.oclc.org/ps/i.do?id=GALE%7CA399572255&v=2.1&u=sale91661&it=r&p=PPBE&sw=w&asid=82360f0dd83cced35b1083bb51786820>

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Book:

Munter, M. (2012). *Guide to managerial communication* (9th ed.). Boston, MA: Prentice Hall.

Book Chapter:

Alexander, M. & Hosmane, P. Fractals. In M.D. Patel & P.S. Mitra (Eds.), *Data mining techniques: A guide to marketing data* (pp. 102-135). New York, NY: Springer.

Journal Article with DOI:

Carolina, D. (2014). A model-driven methodology for developing secure data-management applications. *IEEE Transactions of Software Engineering*, 40(4), 324-337. doi:10.1109/TSE.2013.2297116

Journal Article (DOI unavailable):

Hauser, L. (2014). Work motivation in organizational behavior. *Economics, Management, and Financial Markets*, 9(4), 239+. Retrieved from <http://go.galegroup.com/ufairfax.idm.oclc.org/ps/i.do?id=GALE%7CA399572255&v=2.1&u=sale91661&it=r&p=PPBE&sw=w&asid=82360f0dd83cced35b1083bb51786820>

Online Newspaper Article:

Shoop, B. (2013, February 26). Weather effects on small businesses: why it pays to be small. *The Chicago Tribune*. Retrieved from <http://www.chicagotribune.com>

Encyclopedia Article:

History of the organization of work. (2016). In *Encyclopaedia Britannica*. Retrieved from <http://academic.eb.com.ufairfax.idm.oclc.org/EBchecked/topic/648000/history-of-work-organization>

Olson, D.L. (2013). Decision support systems. In Kessler, E. H. (Ed.), *Encyclopedia of Management Theory* (pp. 185-188). Thousand Oaks, California: SAGE Publications, Inc.

Technical and Research Reports:

Apple Inc. (2014, October 27). *2014 Annual Report*. Retrieved from <http://investor.apple.com/secfiling.cfm?filingid=1193125-14-383437>

Book Review:

Terrell, R. Character Matters After All: Emphasizing good character at work has proven to be not only a morale-boosting endeavor, but also a means to improving business success. [Review of the book *Making character first: building a culture of character in any organization*, by T. Hill & W. Jenkins]. *The New American* 24 Oct. 2011: 29+.

Data Set:

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

Blog post:

K Smith. (2008, June 6). Why do they do that? [Web log comment]. Retrieved from <http://www.ksmithbusiness.com/why-do-they-do-that>

Website:

James, P.D., & Miller, J. (2011). Data-mining for business. In *Online business principals*. Retrieved from <http://www.jamesandmiller.com/infotech/datamining.html>

Additional Resources

The following sources provide invaluable help in formatting your paper and citing sources:

- Purdue Online Writing Lab (OWL): <https://owl.english.purdue.edu/owl/>
- ANU Library Writing Tips: <http://library.an.edu/writingresearch/writingtips>