General Guidelines: In-Text Citations

When referencing a source in the body of your paper, the author’s last name and the corresponding year of publication should appear in the text. Include only the year of publication, even if the reference includes month and year. If you use a direct quote, you must also include the page number(s) followed by the abbreviation p. or pp. This type of citation briefly identifies the source for readers, allowing them to locate more complete information in the alphabetical reference list at the end of your paper.

One Author:

If you use the author’s name in your sentence, cite only the year of publication in parenthesis.

Johnson (1998) found that a child’s sense of security . . .

According to Johnson (1998), a child’s sense of security . . .

If both the year and the author are mentioned in the text, do not add parenthetical information.

In 1998, Johnson measured feelings of security in children with . . .

If you do not use the name or year of publication in your text, insert the information where appropriate. If the citation occurs at the end of a sentence, the end punctuation appears after the parenthetical reference.

A recent study (Johnson, 1998) found that a child’s sense of security is measured . . .

The basis for this argument is provided by a recent comprehensive study of childhood definitions of security (Johnson, 1998).

**NOTE:** Within each paragraph, you always need to include the year in the first citation of any source; omit the year from subsequent citations after this first citation within the same paragraph.

In a recent study of reaction times, Walker (2000) described the method . . . Walker also found . . .

Two Authors:

When a work has two authors, cite both last names every time the reference occurs in your text. Use the word “and” to connect the authors in your text; use an ampersand (&) in parenthetical material.

Hawkins and Stevenson (1989) researched the . . .

According to one study (Hawkins & Stevenson, 1989), the link between . . .
Direct Quotations:

Provide a page number for direct quotations; use p. or pp.

According to Morley and Greer (1993), “Virtually all the steps required to reduce greenhouse emissions would have positive economic effects” (p.111).

One common perception is that “all the steps required to reduce greenhouse emissions would have positive economic effects” (Morley & Greer, 1993, p. 111).

A prominent study found that “all the steps required to reduce greenhouse emissions would have positive economic effects” (Morley & Greer, 1993, p. 111), but subsequent studies have challenged this assumption.

Place quotations longer than 40 words in a free-standing block and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin. Maintain double-spacing throughout. The parenthetical citation comes after the closing punctuation mark.

Albert (1997) reported the following:

Whenever these pathogenic organisms attack the human body and begin to multiply, the infection is set in motion. The host responds to this parasitic invasion with efforts to cleanse itself on the invading agents. When rejection efforts of the host become visible, the disease status exists. (pp. 314-315)

Three, Four, or Five Authors:

Cite all authors the first time the reference occurs. In any other references, include only the last name of the first author followed by “et al.” and the year if it is the first citation in the paragraph.

First citation for this source in your paper:
Swarez, Thomas, and Brown (1997) found . . .
A current study (Swarez, Thomas, & Brown, 1997) demonstrated . . .

Subsequent citations to this source in your paper:
Swarez et al. (1997) also discussed . . .
This study (Swarez et al., 1997) also found . . .

Six or More Authors:

Include only the last name of the author followed by “et al.” from the outset.

One study (Rutter et al., 1996) attempts to explain . . .
Two or More Works by Different Authors:
List the works in alphabetical order and separate them with semi-colons.

Several researchers have confirmed Erikson’s theory of adolescent identity crises (Bryson, 1963; Drummond, 1970; Oluphant, 1968).

Multiple Works by One Author with Same Publication Date:
Identify works by the same author with the same publication date by adding the suffixes a, b, c, and so forth after the year. These kinds of references are ordered alphabetically by title on the References page.

Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983) found that . . .

Johnson (1991b) conducted an additional . . .

An Indirect Source:
If you are paraphrasing or quoting material that is cited within the text of one of your sources, indicate the author of the original material in the body of your sentence. Use the phrase “cited in” followed by the author and year of the text in which you found the material.


Seidenberg and McClelland concluded that “determining criteria for studying home movies of autistic children was difficult due to the differences in quality and dating of the available videotapes” (cited in Coltheart, 2000, p. 45).

Corporate Authors:
The names of groups that serve as authors (e.g. corporations, associations, government agencies) are usually spelled out each time they appear in a text citation. The names of some associations or government agencies acting as group authors, however, are spelled out in the first citation and abbreviated thereafter. 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.

First text citations:
According to a recent study (National Institute of Mental Health [NIMH], 1999) . . .
One source has questioned the results of the use of aspirin for arthritis treatment in children (American Medical Association [AMA], 2000).

Subsequent text citations:
In the NIMH (1999) report . . .
A study found that aspirin actually does not improve the condition of children with arthritis (AMA, 2000).
Electronic Material

Searchable Databases:
Journal articles retrieved from any searchable database (such as EBSCO, HealthSource, or PsycARTICLES) should be cited as any other source, using the author’s last name, the year the journal article was published, and the corresponding page number if you use a direct quote.

Material from the World Wide Web:
Web documents share many of the same elements found in a print document (authors, titles, dates); therefore, the citation for a Web document often follows a format similar to that for print. When possible, follow the author/date format described above. For quotations, give page numbers if they are available.

For electronic sources that do not provide page numbers, use the paragraph number, if available, followed by the abbreviation para.

As Meyers (2000, para. 5) states, “Positive emotions are both an end . . . and a means to a more caring society.

If neither paragraph or page numbers are available, direct readers to a specific location by listing the heading under which the quotation appears and then (by counting the paragraphs yourself) note the number of the paragraph in which the quotation appears.

Stevens (2000, Introduction section, para. 2) found that . . .
One study (Morrison & Lee, 2001, Method section, para. 4) investigated the link between . . .

If the site does not indicate a date, indicate this by using the abbreviation “n.d.”.

Heinrich (n.d., Findings section, para. 10) claims that the ratio of . . .

To cite an entire Web site (but not a specific document on the site), provide the complete URL of the site.

Kidpsych is a wonderful interactive Web site for children (http://www.kidpsych.org).

Personal Communications
Email communications, telephone conversations, memos, interviews, and conversations are cited in the text only and not included in the list of references at the end of your paper. In your text, give the initials as well as the last name of the source, and provide as exact a date as possible.

St. Joseph’s Hospital is committed to improving its neo-natal care unit (S. Schwartz, personal communication, September 28, 2001).

According to museum official F. Calabria (personal communication, May 22, 2000), the renovations will be completed by 2001.
General Guidelines: Formatting

1. Use 1” margins

2. Use a 12 pt. Times New Roman or Courier font

3. Avoid abbreviations; if one is used, write it out the first time and include the abbreviation in parentheses directly following the phrase: American Psychological Association (APA). Then you may use the abbreviation.

4. Use commas before “and” in lists, and for separating a series within a sentence as in: “three choices are (a) yes, (b) no, and (c) maybe.”

5. Spell out numbers below 10; use numerals for numbers 10 and above or for numerals grouped with 10 or above: from 5 to 12 hours of sleep.

6. There are three levels of headings:

   Level A: Centered and Set in Caps

   Level B: Left Margin, Italicized, Caps

   Level C: indented, italicized, sentence caps with a period at the end.

   For example:

   Individual Differences  9

   Results

   Recall Data

   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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   Reading data. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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5
APA Formatting


Title Page:

Individual Differences  1

Running head: INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSES

Individual Differences in

Bimodal Processing and Text Recall

Bruce R. Dunn and Kate I. Rush

University of West Florida

The manuscript page header (Individual Differences 1) captures the first two or three words from the title and is repeated on the top right of every page, five spaces to the left of the page number.

The running head for publication is an abbreviated title that will be used as a running head for the published article. This only appears on the title page; it is positioned flush left below the manuscript header in all uppercase letters.
Abstract

The differences in semantic recall among students with either an analytic or holistic cognitive style were investigated. The cognitive style was determined by the amount of bilateral alpha activity (8-13 Hz) measured from the cerebral cortex of the brain during 2 eyes-open baseline recordings. The results indicated that the analytic group (who produced less bilateral alpha activity than did the holistic group) recalled more of the logically or semantically important information from structured expository text than did the holistic group. Holistic individuals recalled more of the semantically important information from structured expository text than did analytic individuals. The findings are congruent with the bimodal theory of conscious processing and support the position that individual differences are important factors in memory research.