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APA Documentation in Research Papers

Plagiarism: What is it?

The term *plagiarize* means to “commit literary theft” (Merriam-Webster’s Collegiate Dictionary). Some instances of plagiarism involve passing of someone else’s ideas as your own, failing to cite the source of your idea, paraphrasing inadequately, and failing to put quotation marks around direct quotations. St. Mary’s plagiarism policy is available in the academic calendar under the section titled “Academic Dishonesty.”

The Goal of Documentation

The goal of documentation is to give your reader as much information as is necessary to find the source you include in your essay. APA (American Psychological Association) is the citation style used most often in the behavioural and social sciences. For an extensive list of proper source citation, please refer to the *Publication Manual of the American Psychological Association* 6th edition.

Before You Begin: Guidelines for Reducing Bias

Social and behavioural science articles tend to involve the study of people and specific conditions. As such, APA citation requires you to be sensitive to these parameters, and report information responsibly. Please have a look at the “Guidelines for Reducing Bias” listed below to reduce bias in your papers. For a more detailed outline of biases, please refer to Chapter Three of the *Publication Manual of the American Psychological Association* 6th ed.

1. Appropriate Level of Specificity- When referring to a person or persons, please use words that are accurate, clear and free from biases.
2. Gender Bias- Remember that gender refers to a *role*, not biological sex, and is cultural. Sexist bias can occur when pronouns are used carelessly, as when the masculine pronoun *he* is used to refer to both sexes, or when the use of man is used as a generic noun (e.g. using policeman instead of police officer). Using the term “individual” instead of *he* and *she* may reduce the amount of gender bias.

3. Sexual Orientation- Sexual orientation refers to an enduring pattern of attraction, behaviour, emotion, identity, and social contacts, and should be used in lieu of the term sexual preference. In addition, lesbians, gay men, and bisexual men and women are preferable to homosexual when referring to people who identify this way.
4. Racial and Ethnic Identity- Language that essentializes or reifies race is strongly discouraged, and is generally considered inappropriate. When possible, use the actual name of the group(s) to which you are referring.
5. Disabilities- When referring to people with disabilities, avoid euphemisms that are condescending (e.g. special, handi-capable). Some people with disabilities consider these terms patronizing and offensive.
6. Age- *Girl* and *boy* are correct terms for referring to individuals under that age of 12 years. *Young man/young woman* and *female/male adolescent* are suitable when referring to individuals aged 13-17 years. For people over the age of 18, use *man* and *woman*. *Elderly* and *senior* are not acceptable as nouns.

APA Format

Paper should be typed, double-spaced with 1 inch (2.5cm) margins on all sides. Font should be 10-12pt. in Times New Roman or a similar font. Your page header appears at the top of every page of your essay, including the title page.

Page Header: There should be a page header on each page. Insert page numbers flush right, then type "The Title of Your Paper" flush left.

Your paper should include four main elements: Title page, Abstract, Main Body, and References.

Title Page: Include your running head on the title page. In the upper- middle half of the page, center your margins and type (in this order): Title, first and last name of the author, and institutional affiliation.

Abstract: Some of your assignments may require an abstract. Please consult your assignment closely to determine whether or not to include an abstract.

- An abstract is a brief summary detailing what the longer article or essay is about. Your abstract should be brief, to the point, and encapsulate the main points of your larger essay.
- Center the word "Abstract" then begin typing the abstract on the next line flush left with no indentation.

Parenthetical References: Citing Sources in the Text

References in APA publications are cited in text with an author-date citation system, and are listed alphabetically in the reference list.

i. Accuracy of Quotations

Quotations must be accurate and reproduced exactly as they appear in the original text.

- *Changes Requiring No Explanation*- the first letter of a quotation may be changed to upper or lower case. Punctuation at the end of the sentence may also be changed without indication of the change.
- *Changes from the Source Requiring Explanation*- use three ellipsis points (...) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate omission between two sentences.
- *Adding Material*- use square brackets around the added word to indicate that the word is not used in the original source.

ii. Short Quotations

If you are quoting directly from a source, your citation information must include name, date, and page number. Short quotations consist of less than 40 words, and are incorporated into your text. If the quotation appears mid-sentence, end the passage with quotation marks and immediately cite the source in parentheses while continuing the sentence.

- D'Ambrosio (2003) suggests that "the Clash burst onto the London rock scene to become one of the great rebel rock bands of our time" (p. 34) opening up a space for a new genre of music.

If the quotation appears at the end of the sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence.

- There are many sociological ties to punk rock: "The Clash for example, had a cultural theorist in their group" (Cogan, 2007, p. 79).

Citing a work by multiple authors

When a work has two authors, cite both last names every time the reference occurs in the text.

When a work has 3-5 authors, cite all authors the first time the reference occurs; in subsequent citations include only the surname (last) of the first author followed by et al.

If the work has more than six authors, cite the surname of the first author followed by et al.

- Two authors- Research by Bert and Ernie (1994) suggests.....
- Three to five authors-First citation: Crosby, Stills, and Nash (1999) argue.....

Subsequent Citations: Crosby et al. (1999) indicate.....

c) Six Authors- Smith et al. (1996) posit.....

iii. *Long quotations*

If the quote is 40 words or more, display it in a freestanding block of text and omit quotation marks. Start the quotation on a new line and indent the block about a half-inch from the left margin. Double-space the entire quotation. At the end of the block quotation cite the quoted source in the following way: END OF QUOTE. (Krahn, 2010, p. 5)

iv. *Paraphrasing*

Make sure to include author's name, year, and page number, even if you are using your own words to explain someone else's theory/ idea/ article.

v. *Citing an Indirect Source* (a source cited in a source)

When citing an indirect source, include the original author's name in the information leading up to the quote, and include where the source is from in the parenthetical information.

- Thomas Berry has said that "the universe...is a single gorgeous celebratory event" (as cited in McFague 2000 p. 70).

Work from an Anonymous Author

If no author is indicated, cite the first few words of the reference list entry and the year.

- This indicates a "closed loop holistic approach to energy renewal" (Dockside Green 2009).

vi. *Citing Personal Communications*

Personal communications like letters, emails, and class notes do not provide recoverable data, and therefore, are only cited in the text; personal communications are not included in the reference list.

vii. *Citing Electronic Sources*

If the citation is an online article, include the same citation information that you would for a print article (name, year, page number).

If the author's name is not mentioned, include the first few words of the title.

Many online sources do not indicate page numbers; if a paragraph number is visible, use it in place of page numbers with the abbreviation *para*.

If the document includes headings, but neither paragraphs or page numbers, cite the heading, and the number of the paragraph following it, to direct the reader to the location of the quoted material. (e. g. Discussion section, para. 1).

References- Creating a List of Sources Cited

- The main purpose of a References list is to provide complete and accurate list of sources that are easily retrievable based on the citation information you provide.
- The Reference page is a separate page at the end of your paper.
- Type “References” at the top of a separate page and center it; your title should still appear on this page in the top left corner.
- It should include all sources cited in your paper (except for personal communications- see section vii.).
- The list is double-spaced with no extra spacing between entries.
- Each entry has a hanging indent which means that the first line is flush left, and subsequent information included in the citation is indented a half-inch.
- Arrange entries in alphabetical order starting with the surname of the first author followed by ONLY the initials of the author’s given name.
- For two or more entries by the same author, arrange the entries from least recent to most recent.
- The order of information and punctuation is standardized. Please follow it precisely, paying specific attention to colons, commas, italics etc.

Referencing Print Sources

Note: When including the location of the publication, always include the city and the state indicated by the two letter postal abbreviation without periods (New York, NY).

A. References: Entire Books

1) Entire book with one author

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

2) Several volumes in a multivolume work

Koch, S. (Ed.) (1959-63). *Psychology: A study of science*. (Vols. 1-6). New York, NY: McGraw-Hill.

3) Reference book

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological

Association.

4) *Edited book with an author*

Plath, S. (2000). *The unabridged journals* K. V. Kukil. (Ed.). New York, NY: Anchor.

5) *Edited book with no author*

Duncan, J. G., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

6) *A translation*

LaPlace, P. S. (1951). *A philosophical essay on probabilities*. (F.W Truscott & F.L Emory, Trans.). New York, NY: Dover. (Original work published 1814).

B. References: Selections from Books

1) *Chapter/Article in an edited anthology*

Haybron, D. M. (2008). Philosophy and the science of the subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

2) *Entry in a standard encyclopedia*

Schizophrenia. (1998). In *The new encyclopaedia Britannica* (Vol. 10, p. 520). Chicago: Encyclopaedia Britannica.

3) *Entry in a dictionary*

Kinesics. (1998). In *The Canadian oxford dictionary* (p. 781). Don Mills: ON: Oxford University Press.

C. References: Print Periodicals

Periodicals are items that are published on a regular basis, and include journal articles, newspapers, and magazines.

1) *Print journal article*- volume numbers appear after the title of the journal ,and the issue number is included in parentheses.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15 (30), 5-13.

2) *Article in a magazine*

Henry, W. A., III. (1990 April 9). Making the grade in today's schools, *Time*, 135, 28-31.

3) *Article in a newspaper*

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

D. References: Other Types of Reference Material

1) Review of a book

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of Information*, by J. S Brown & P. Duguid]. *Science*, 290, 1304.

2) Video

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient Expressions of sexual attraction* [DVD].

3) Podcast

Van Nuys, D. (Producer). (2007, December 19). *Shrink up radio* [Audio podcast].

4) Class notes, emails, and Interviews

See section viii. for in text citation rules. Not included in reference list.

Referencing Electronic Sources

Electronic journal publishing in the last five years has gone from being the exception to the rule. As such, APA has modified the referencing practises to adapt to this change. In general, APA recommends including the same elements, in the same order, that you would for a fixed-media source (like print), and including as much electronic information as needed for source location.

URLs and DOI Cataloguing

Uniform resource locators (URLs) and digital object identifiers (DOI) are ways of retrieving information from your research databases.

URLs- Are an older way of cataloguing information than DOI. If a DOI is not assigned, include the URL in your citation to firstly, indicate it is an electronic source, and secondly, to help readers find the source. When including a URL, turn off the automatic hyperlinking function of your computer. This can be achieved by right clicking the mouse after including the URL, at which time it will ask you to remove hyperlinking.

The DOI system was recently developed by a group of publishers to provide a means of persistent identification for digital network managing. The DOI may be hidden under a button labelled *Article*,

CrossRef, PubMed, or another full-text vendor name. The DOI alphanumeric code must be included in your citation if there is one available.

References: Electronic

1) *Article from an online journal with no DOI assigned*

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8.

Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

2) *Article from an online journal with a DOI assigned*

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European*

Journal of Marketing, 41(11/12), 1245-1283. doi:10.1108/03090560710821161

3) *Electronic Books*

De Huff, E. W. *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from

<http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

4) *An Online Dictionary or Encyclopedia*

Feminism. (n.d.) In *Encyclopædia Britannica online*. Retrieved from <http://www.britannica.com>

(n. d. indicates "no date")

5) *Entry from a government organization*

U.S Department of Health and Human Services, National Institutes of Health, National Heart, Lung and

Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650).

Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

6) *Report from an organizational website*

Questions about emotions which carers often feel. (2002). Retrieved September 9, 2003, from the

Alzheimer's Dementia Care and Research Web site: <http://www.alzheimers.org.uk/>

[questions/q_emotional.html](http://www.alzheimers.org.uk/questions/q_emotional.html)

*For a more detailed list of specific types of citations, please consult the *Publication Manual of the American Psychological Association* 6th ed., or contact the Learning Centre to schedule a citation consultation.

When in Doubt, Cite it Out!!!