

Excerpted from Publication manual of the American Psychological Association. - 6th ed.

American Psychological Association (Ed. 6). (2010). *Publication manual of the American Psychological Association*. Washington, DC: American Psychological Association.

Submission categories:

A. Empirical research

1. Empirical Studies

Empirical studies are reports of original research. These include secondary analyses that test hypotheses by presenting novel analyses of data not considered or addressed in previous reports. They typically consist of distinct sections that reflect the stages in the research process and that appear in the following sequence:

- introduction: development of the problem under investigation, including its historical antecedents, and statement of the purpose of the investigation;
- method: description of the procedures used to conduct the investigation;
- results: report of the findings and analyses; and
- discussion: summary, interpretation, and implications of the results.

2. Case Studies

Case studies are reports of case materials obtained while working with an individual, a group, a community, or an organization. Case studies illustrate a problem; indicate a means for solving a problem; and/or shed light on needed research, clinical applications, or theoretical matters. In writing case studies, authors carefully consider the balance between providing important illustrative material and using confidential case material responsibly. (See section 1.11 for a discussion on confidentiality.)

B. Theoretical review

1. Literature Reviews

Literature reviews, including research syntheses and meta-analyses, are critical evaluations of material that has already been published. In meta-analyses, authors use quantitative procedures to statistically combine the results of studies. By organizing, integrating, and evaluating previously published material, authors of literature reviews consider the progress of research toward clarifying a problem. In a sense, literature reviews are tutorials, in that authors

- define and clarify the problem;
- summarize previous investigations to inform the reader of the state of research;
- identify relations, contradictions, gaps, and inconsistencies in the literature; and
- suggest the next step or steps in solving the problem.

The components of literature reviews can be arranged in various ways (e.g., by grouping research based on similarity in the concepts or theories of interest, methodological similarities among the studies reviewed, or the historical development of the field).

2. Theoretical Articles

In theoretical articles, authors draw on existing research literature to advance theory. Literature reviews and theoretical articles are often similar in structure, but theoretical articles present empirical information only when it advances a theoretical issue. Authors of theoretical articles trace the development of theory to expand and refine theoretical constructs or present a new theory or analyse existing theory, pointing out flaws or demonstrating the advantage of one theory over another. In this type of article, authors customarily examine a theory's internal consistency and external validity. The sections of a theoretical article, like those of a literature review, can vary in order of their content.

Plagiarism

Researchers do not claim the words and ideas of another as their own; they give credit where credit is due (APA Ethics Code Standard 8.11, Plagiarism). Quotation marks should be used to indicate the exact words of another. *Each time* you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The following paragraph is an example of how one might appropriately paraphrase some of the foregoing material in this section.

As stated in the sixth edition of the *Publication Manual of the American Psychological Association* (APA, 2010), the ethical principles of scientific publication are designed to ensure the integrity of scientific knowledge and to protect the intellectual property rights of others. As the *Publication Manual* explains, authors are expected to correct the record if they discover errors in their publications; they are also expected to give credit to others for their prior work when it is quoted or paraphrased.

The key element of this principle is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the Discussion section of someone else's article, that person should be given credit. Given the free exchange of ideas, which is very important to the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications. (For additional information on quotations and paraphrasing, see sections 6.03-6.08; for instructions on referencing publications and personal communications, see sections 6.11-6.20.)

Self-plagiarism

Just as researchers do not present the work of others as their own (plagiarism), they do not present their own previously published work as new scholarship (self-plagiarism). There are, however, limited circumstances (e.g., describing the details of an instrument or an analytic approach) under which authors may wish to duplicate without attribution (citation) their previously used words, feeling that extensive self-referencing is undesirable or awkward. When the duplicated words are limited in scope, this approach is permissible. When duplication of one's own words is more extensive, citation of the duplicated words should be the norm. What constitutes the maximum acceptable length of duplicated material is difficult to define but must conform to legal notions of fair use. The general view is that the core of the new document must constitute an original contribution to knowledge, and only the amount of previously published material necessary to understand that contribution should be included, primarily in the discussion of theory and methodology. When feasible, all of the author's own words that are cited should be located in a single paragraph or a few paragraphs, with a citation at the end of each. Opening such paragraphs with a phrase like "as I have previously discussed" will also alert readers to the status of the upcoming material.

Crediting Sources

1. When to Cite

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not common knowledge.

2. Direct Quotation of Sources

Reproduce word for word material directly quoted from another author's work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants. *When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material in the text and include a complete reference in the reference list.*

If the quotation comprises **fewer than 40 words**, incorporate it into text and enclose the quotation with double quotation marks.

- If the quotation appears in mid- sentence, end the passage with quotation marks, cite the source in parenthesis immediately after the quotation marks and continue the sentence:

Interpreting these results, Robbins et al. (2003) suggested that the "therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns" (p. 541), contributing to an overall climate of negativity.

- If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks and end with a period or other punctuation outside the final parenthesis. '

Confusing this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

If the quotation comprises **more than 40 words**, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* on a new line and indent the block in the same position as a new paragraph.

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds of thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

3. One Work by Multiple Authors

- When a work has 2 authors, cite both names every time the reference occurs in text.
- When a work has 3, 4, or 5 authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al., (not italicized and with a period after al.) and the year if it is the first citation of the reference within a paragraph.

Kisangau, Lyaruu, Hosea, and Joseph (2007) found ... [Use as 1st citation in text]

Kisangau et al. (2007) found ... [Use as subsequent first citation per paragraph]

- When a work has 6 or more authors, cite only the surname of the first author followed by et al. (not italicized and with a period after al.) and the year if it is the first citation of the reference within a paragraph.

References

- Alphabetizing names. Arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name.
- Alphabetize letter by letter.
- Arrange works by different authors with the same surname alphabetically by first initial:

Mathur, A. L., & Wallston, J. (1999).

Mathur, S. E., & Ahlers, R. J. (1998).

Reference examples

- Books, Reference Books, and Book Chapters

This category includes books and reference books such as encyclopaedias, dictionaries, and discipline-specific reference books (e.g., Diagnostic and Statistical Manual of Mental Disorders). It also includes books that are published in electronic form only, reference works and public domain books available online, and out-of-print books that may be available only in online repositories.

- Entire book, print version

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

- Electronic version of print book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi: 10.1036/0071393722

- Electronic-only book

O'Keefe, E. (n.d.). *Egoism & the costs in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asplitemID=136>.

- Several volumes in a multivolume work

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

- In text, use the following parenthetical citation: (Koch, 1959-1963).

- Book chapter, print version

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

- Reference book

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

- Journal article
 - Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>
 - Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8(1), 73-82.
- Magazine article
 - Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5). 26-29.
- Online magazine article
 - Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/>
- Newsletter article, no author
 - Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from http://www.ncjrs.gov/news_acglance/216684/topstory.html
 - Alphabetize works with no author by the first significant word in the title (in this case, "Six").
 - In text, use a short title (or the full title if it is short) enclosed in quotation marks for the parenthetical citation: ("Six Sites Meet," 2006).
- Newspaper article
 - Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A 1, A4.
 - Precede page numbers for newspaper articles with p. or pp.
 - If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp., B1, B3, BS-B7).
- Online newspaper article
 - Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>
 - Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.
- Special issue or section in a journal
 - Haney, C., & Wiener, R. L. (Eds.). (2004). Capital punishment in the United States [Special issue]. *Psychology, Public Policy, and Law*, 10(4).
 - Greenfield, P., & Yan, Z. (Eds.). (2006). Children, adolescents, and the Internet [Special section]. *Developmental Psychology*, 42, 391-458.
- Editorial without signature
 - Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1-2.
- Online-only supplemental material in a periodical
 - Marshall-Pescini, S., & Whiten, A. (2008). Social learning of nut-cracking behaviour in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194. doi: 10.1037/0735-7036.122.2.186
- Corporate author, government report
 - 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

- Authored report, from nongovernmental organization
Kessy, S. S. A., & Urrio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urrio.pdf
- Report from institutional archive
McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CIERA Report 3-025). Retrieved from University of Michigan, Centre for Improvement of Early Reading Achievement website: <http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf>
- Symposium contribution
Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month). Title of contribution. In E. E. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.
Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behaviour*. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.
- Paper presentation or poster session:
Presenter, A. A. (Year, Month). Title of paper or poster. Paper or poster session presented at the meeting of Organization Name, Location.

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions*. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts_2005.htm

Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences* 105, 12593-12598. doi: 10.1073/pnas.0805417105
- Proceedings published in book form
Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), *Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems* (pp. 97-108). Berlin, Germany: Springer-Verlag. doi: 10.1007/978-3-540-74607-2_9
- Doctoral Dissertations and Master's Theses

For a doctoral dissertation or master's thesis available from a database service use the following reference template:

Author, A. A. (2003). *Title of doctoral dissertation or masters thesis* (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.)

For an unpublished dissertation or thesis, use the following template:

Author, A. A. (1978). *Title of doctoral dissertation or masters thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

- Italicize the title of a doctoral dissertation or master's thesis .
- Identify the work as a doctoral dissertation or master's thesis in parentheses after the title.

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728).

Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

Bruckman, A (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <http://www-static.cc.gatech.edu/-asb/thesis/>

Carlbon, P. (2000). *Carbody and passengers in rail vehicle dynamics* (Doctoral thesis, Royal Institute of Technology, Stockholm, Sweden). Retrieved from <http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-3029>

– Audio-visual Media

Audio-visual media include motion pictures; audio or television broadcasts (including podcasts); and static objects such as maps, artwork, or photos.

For a motion picture (video, podcasts, single episode from a television series), use the following format:

Producer, A. A. (Producer). & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of origin: Studio.

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

E D (Writer) & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), *House*. New York, NY: Fox Broadcasting.

– Data set

Pew Hispanic Center. (2004). *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. Retrieved from <http://pewhispanic.org/datasets/>

– Measurement instrument

Friedlander, M. L., Escudero, V, & Heatherington, L. (2002). E-SOFTA: System for observing family therapy alliances [Software and training videos]. Unpublished instrument. Retrieved from <http://www.softa-soatif.com/>

– Software

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

– Apparatus

Eyelink 11 [Apparatus and software]. (2004). Mississauga, Canada: SR Research.

– Interview recorded and available in an archive

Smith, M. B. (1989, August 12). Interview by C. A. Kiesler [Tape recording]. President's Oral History Project, American Psychological Association. APA Archives, Washington, DC.

– Photographs

[Photographs of Robert M. Yerkes]. (ca. 1917-1954). Robert Mearns Yerkes Papers (Box 137, Folder 2292), Manuscripts and Archives, Yale University Library, New Haven, CT.