



APA Documentation and Format

Writing in the Social Sciences

The social sciences—including anthropology, economics, education, management, political science, psychology, and sociology—focus on the study of human behavior. As the name implies, the social sciences examine the way human beings relate to themselves, to their environment, and to one another.

51a Using the methods and evidence of the social sciences

Researchers in the social sciences systematically pose a question, formulate a **hypothesis** (a generalization that can be tested), collect data, analyze those data, and draw conclusions to support, refine, or disprove their hypothesis. This is the scientific method developed in the natural sciences (see p. 863).

Social scientists gather data in several ways:

- They make firsthand observations of human behavior and record the observations in writing or on audio- or videotape.
- They interview subjects about their attitudes and behavior, recording responses in writing or on tape. (See pp. 664–65 for guidelines on conducting an interview.)
- They conduct broader surveys using questionnaires that ask people about their attitudes and behavior. (See the box on the facing page.)
- They conduct controlled experiments, structuring an environment in which to encourage and measure a specific behavior.

In their writing, social scientists explain their own research or analyze and evaluate others' research.

The research methods of social science generate two kinds of data:

- **Quantitative data** are numerical, such as statistical evidence based on surveys, polls, tests, and experiments. When public-opinion pollsters announce that 47 percent of US citizens polled approve of the President's leadership, they are offering

Conducting a survey

- Decide what you want to find out—what your hypothesis is. The questions you ask should be dictated by your purpose.
- Define your population. Think about the kinds of people your hypothesis is about—for instance, college men, or five-year-old children. Plan to sample this population so that your findings will be representative.
- Write your questions. Surveys may contain closed questions that direct the respondent's answers (checklists and multiple-choice, true/false, or yes/no questions) or open-ended questions allowing brief, descriptive answers. Avoid loaded questions that reveal your own biases or make assumptions about subjects' answers, such as "Do you want the United States to support democracy in China?" or "How much more money does your father make than your mother?"
- Test your questions on a few respondents with whom you can discuss the answers. Eliminate or recast questions that respondents find unclear, discomfoting, or unanswerable.
- Tally the results in actual numbers of answers, including any nonanswers.
- Seek patterns in the raw data that conform or conflict with your hypothesis. Revise the hypothesis or conduct additional research if necessary.

quantitative data gained from a survey. Social science writers present quantitative data in graphs, charts, and other illustrations that accompany their text.

- **Qualitative data** are not numerical but more subjective: they are based on interviews, firsthand observations, and inferences, taking into account the subjective nature of human experience. Examples of qualitative data include an anthropologist's description of the initiation ceremonies in a culture she is studying or a psychologist's interpretation of interviews he conducted with a group of adolescents.

51b Understanding writing assignments in the social sciences

Depending on what social science courses you take, you may be asked to complete a variety of assignments:

- A **summary or review of research** reports on the available research literature on a subject, such as infants' perception of color.

- A **case analysis** explains the components of a phenomenon, such as a factory closing.
- A **problem-solving analysis** explains the components of a problem, such as unreported child abuse, and suggests ways to solve it.
- A **research paper** interprets and sometimes analyzes and evaluates the writings of other social scientists about a subject, such as the effect of national appeals in advertising. An example appears in Chapter 47, page 746.
- A **research report** explains the author's own original research or the author's attempt to replicate someone else's research. A research report begins on page 859.

Many social science disciplines have special requirements for the content and organization of each kind of paper. The requirements appear in the style guides of the disciplines, listed on page 841. For instance, the American Psychological Association specifies the outline for research reports that is illustrated on pages 855–57. Because of the differences among disciplines and even among different kinds of papers in the same discipline, you should always ask your instructor what he or she requires for an assignment.

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51c Using the tools and language of the social sciences

The following guidelines for tools and language apply to most social sciences. However, the particular discipline you are writing in, or an instructor in a particular course, may have additional requirements. Many of the research sources listed on pages 837–40 can tell you more about your discipline's conventions.

◆ 1 Writing tools

Many social scientists rely on a **research journal** or **log**, in which they record their ideas throughout the research-writing process. Even if a research journal is not required in your courses, you may want to use one. As you begin formulating a hypothesis, you can record preliminary questions. Then in the field (that is, when conducting research), you can use the journal to react to the evidence you are collecting, to record changes in your perceptions and ideas, and to assess your progress. (See pp. 19–21, 120–25, and 619–20 for more on journals.)

To avoid confusing your reflections on the evidence with the evidence itself, keep records of actual data—notes from interviews, observations, surveys, and experiments—separately from the journal.

◆ 2 Language considerations

Each social science discipline has specialized terminology for concepts basic to the discipline. In sociology, for example, the words *mechanism*, *identity*, and *deviance* have specific meanings different from those of everyday usage. And *identity* means something different in sociology, where it applies to groups of people, than in psychology, where it applies to the individual. Social scientists also use precise terms to describe or interpret research. For instance, they say *The subject expressed a feeling of . . .* rather than *The subject felt . . .* because human feelings are not knowable for certain; or they say *These studies indicate . . .* rather than *These studies prove . . .* because conclusions are only tentative.

Just as social scientists strive for objectivity in their research, so they strive to demonstrate their objectivity through language in their writing. They avoid expressions such as *I think* in order to focus attention on what the evidence shows rather than on the researcher's opinions. (However, many social scientists prefer *I* to the artificial *the researcher* when they refer to their own actions, as in *I then interviewed the subjects*. Ask your instructor for his or her preferences.) Social scientists also avoid direct or indirect expression of their personal biases or emotions, either in discussions of other researchers' work or in descriptions of research subjects. Thus one social scientist does not call another's work *sloppy* or *immaculate* and does not refer to his or her own subjects as *drunks* or *innocent victims*. Instead, the writer uses neutral language and ties conclusions strictly to the data.

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◆ 3 Research sources

Specialized encyclopedias, dictionaries, and bibliographies

General

International Bibliography of the Social Sciences
International Encyclopedia of the Social Sciences
New Dictionary of the Social Sciences

Business and Economics

Accountant's Handbook
Dictionary of Business and Economics
Encyclopedia of Advertising
Encyclopedia of Banking and Finance
Encyclopedia of Business Information Sources
Encyclopedia of Management
Handbook of Modern Marketing
McGraw-Hill Encyclopedia of Economics
The MIT Dictionary of Modern Economics
The New Palgrave: A Dictionary of Economics

Education

Bibliographic Guide to Education
Encyclopedia of American Education
Encyclopedia of Education
Encyclopedia of Educational Research
The Philosophy of Education: An Encyclopedia

Political science and law

Black's Law Dictionary
Guide to American Law
Index to Legal Books
Information Sources of Political Sciences
Political Science: A Guide to Reference and Information Sources

Psychology, sociology, and anthropology

African American Encyclopedia
Afro-American Reference
Asian American Studies
Bibliographic Guide to Psychology
Encyclopedia of Anthropology
Encyclopedia of Crime and Justice
Encyclopedia of Psychology
Encyclopedia of Sociology
Guide to Research on North American Indians
Library Use: A Handbook for Psychology
Race and Ethnic Relations: A Bibliography
Sociology: A Guide to Reference and Information Sources
Sourcebook of Hispanic Culture in the United States

Periodical indexes

ABC: Pol Sci
ABI/INFORM (business)
Business Periodicals Index
Business Publications Index and Abstracts
Criminal Justice Periodicals Index
Education Index
 ERIC (Education Resources Information Center). *Current Index to Journals in Education*
Index to Legal Periodicals
Journal of Economic Literature
PAIS International in Print (government publications and political science journals)
Psychological Abstracts
Social Sciences Index
Sociofile
Sociological Index

Abstracts and citation indexes

Abstracts in Anthropology

Business Publications Index and Abstracts
Criminal Justice and Police Science Abstracts
Dissertation Abstracts International (doctoral dissertations). Before 1969, the title was *Dissertation Abstracts*.
Human Resources Abstracts
Index to Legal Periodicals
International Political Science Abstracts
Journal of Economic Literature
PAIS International in Print (government publications and political science journals)
Psychological Abstracts or *PsychLIT*
Social Sciences Citation Index
Social Sciences Index
Sociological Abstracts
Sociological Index
Urban Affairs Abstracts
Wilson Business Abstracts

Book reviews

Index to Book Reviews in the Social Sciences

Web Sources**General**

National Council for the Social Sciences
<http://www.ncss.org>
 Social Sciences Data on the Net
<http://odwin.ucsd.edu/idata>
 World Wide Web Virtual Library's Social Science Resources
<http://web.clas.ufl.edu/users/gthursby/socsci>

Anthropology

American Anthropological Association
<http://www.ameranthassn.org>
 Anthro.Net
<http://www.anthro.net>
 Anthropological Resources on the Internet
<http://home.worldnet.fr/clist/Anthro/index.html>
 ArchNet
<http://archnet.uconn.edu>

Business and economics

Internet Business Library
<http://www.bschooll.ukans.edu/IntBusLib>
 Nyenrode Business Information Services
<http://www.library.nijenrode.nl>
 Scout Report for Business and Economics
<http://scout.cs.wisc.edu/report/bus-econ/current/index.html>
 World Wide Web Resources in Economics
<http://www.helsinki.fi/WebEc>

Education

AskERIC

<http://ericir.syr.edu>

EDUCAUSE

<http://www.educause.edu>

EdWeb

<http://edweb.gsn.org>

US Department of Education

<http://www.ed.gov>**Ethnic and gender studies**

Ethnic Studies at USC

<http://www.usc.edu/isd/archives/ethnicstudies>

Race and Race Relations on the Internet

<http://www.library.miami.edu/netguides/socrace.html>

Voice of the Shuttle Gender Studies Page

<http://vos.ucsb.edu/shuttle/gender.html>

Women's and Gender Studies Database

http://www.uni-koeln.de/phil-fak/englisch/datenbank/e_index.htm**Political science and law**

American Political Science Association Online

<http://www.apsanet.org>

Internet Legal Resource Guide

<http://www.ilrg.com>

Librarians' Index Law Resources

<http://lii.org/search/file/law>

Political Science Resources

<http://www.psr.keele.ac.uk>**Psychology**

American Psychological Association

<http://www.apa.org>

Mental Health Net

<http://mentalhelp.net>

PsychCrawler

<http://www.psychcrawler.com>

University of Houston's Psychology Resources

<http://info.lib.uh.edu/indexes/psych.htm>**Sociology**

American Sociological Association

<http://www.asanet.org>

Electronic Journals in Sociology

<http://www.lib.uwaterloo.ca/discipline/sociology/journals.html>

Selected Electronic Journals in Sociology

<http://www.library.uiuc.edu/edx/socejour.htm>

SocioWeb

<http://www.socioweb.com/~markbl/socioweb>**51d Citing sources in the social sciences: APA style**

As mentioned earlier, some of the social sciences publish style guides that advise practitioners how to organize, document, and type papers. The following is a partial list:

American Anthropological Association. "Style Guide and Information for Authors." *American Anthropologist* (1977): 774–79.

American Political Science Association. *Style Manual for Political Science*. Rev. ed. 1993.

American Psychological Association. *Publication Manual of the American Psychological Association*. 5th ed. 2001.

American Sociological Association. "Editorial Guidelines." Inside front cover of each issue of *American Sociological Review*.

Columbia Law Review. *A Uniform System of Citation*. 16th ed. 1996.

Linguistic Society of America. "LSA Style Sheet." Printed every December in *LSA Bulletin*.



By far the most widely used style is that of the American Psychological Association (APA), so we detail it here. Always ask your instructor in any discipline what style you should use.



Note If you use APA style frequently and write on a computer, you may want to obtain APA-Style Helper, a student's companion to the *Publication Manual of the American Psychological Association* that formats source citations in APA style. It can be downloaded (for a fee) from the APA Web site given at the bottom of this page. Other bibliography programs can also help with APA style. See page 699 for more on such programs.

1 Using APA parenthetical text citations

In the APA documentation style, parenthetical citations within the text refer the reader to a list of sources at the end of the text. A parenthetical citation contains the author's last name, the date of publication, and sometimes the page number from which material is borrowed. See the next page for an index to the models for various kinds of sources.



<http://www.apa.style.org/faqs.html> Answers to frequently asked questions about APA style, from the American Psychological Association.

http://owl.english.purdue.edu/handouts/research/r_apa.html Guidance on using APA style, from the Purdue Online Writing Lab.

APA parenthetical text citations

- | | |
|--|---|
| 1. Author not named in your text 842 | 6. A work with a group author 844 |
| 2. Author named in your text 842 | 7. An anonymous work 844 |
| 3. A work with two authors 843 | 8. One of two or more works by the same author(s) 844 |
| 4. A work with three to five authors 843 | 9. Two or more works by different authors 844 |
| 5. A work with six or more authors 843 | 10. An indirect source 844 |
| | 11. An electronic source 845 |

1. Author not named in your text

One critic of Milgram's experiments insisted that the subjects "should have been fully informed of the possible effects on them" (Baumrind, 1968, p. 34).

When you do not name the author in your text, place in parentheses the author's name and the date of the source. Separate the elements with commas. Position the reference so that it is clear what material is being documented *and* so that the reference fits as smoothly as possible into your sentence structure. (See pp. 716–18 for guidelines.) The following would also be correct:

In the view of one critic of Milgram's experiments (Baumrind, 1968), the subjects "should have been fully informed of the possible effects on them" (p. 34).

Unless none is available, the APA requires a page or other identifying number for a direct quotation (as in the preceding examples) and recommends an identifying number for a paraphrase. Use an appropriate abbreviation or symbol before the number—for instance, "p." for *page* and "¶" for *paragraph* (or "para." if you do not have the symbol). The identifying number may fall with the author and date (first example above) or by itself in a separate pair of parentheses (second example). See also model 11, page 845.

2. Author named in your text

Baumrind (1968) insisted that the subjects in Milgram's study "should have been fully informed of the possible effects on them" (p. 34).

When you use the author's name in your text, do not repeat it in the reference. Place the source date in parentheses after the author's

name. Place any page or paragraph reference either after the borrowed material (as in the example) or with the date: (1968, p. 34). If you cite the same source again in the paragraph, you need not repeat the reference as long as it is clear that you are using the same source and the page number (if any) is the same. Here is a later sentence from the paragraph containing the preceding example:

Baumrind also criticized the experimenters' rationale.

3. A work with two authors

Pepinsky and DeStefano (1987) demonstrate that a teacher's language often reveals hidden biases.

One study (Pepinsky & DeStefano, 1987) demonstrates the hidden biases often revealed in a teacher's language.

When given in the text, two authors' names are connected by "and." In a parenthetical citation, they are connected by an ampersand, "&."

4. A work with three to five authors

Pepinsky, Dunn, Rentl, and Corson (1993) further demonstrate the biases evident in gestures.

In the first citation of a work with three to five authors, name all the authors, as in the example above.

In the second and subsequent references to a work with three to five authors, generally give only the first author's name, followed by "et al." (Latin abbreviation for "and others"):

In the work of Pepinsky et al. (1993), the loaded gestures include head shakes and eye contact.

However, two or more sources published in the same year could shorten to the same form—for instance, two references shortening to Pepinsky et al., 1993. In that case, cite the last names of as many authors as you need to distinguish the sources, and then give "et al.": for instance, (Pepinsky, Dunn, et al., 1993) and (Pepinsky, Bradley, et al., 1993).

5. A work with six or more authors

One study (Rutter et al., 1996) attempts to explain these geographical differences in adolescent experience.

For six or more authors, even in the first citation of the work, give only the first author's name, followed by "et al." If two or more sources published in the same year shorten to the same form, give additional names as explained with model 4, above.

6. A work with a group author

An earlier prediction was even more somber (Lorenz Research, 1997).

For a work that lists an institution, agency, corporation, or other group as author, treat the name of the group as if it were an individual's name. If the name is long and has a familiar abbreviation, you may use the abbreviation in the second and subsequent citations. For example, you might abbreviate American Psychological Association as APA.

7. A work with no author or an anonymous work

One article ("Right to Die," 1976) noted that a death-row inmate may crave notoriety.

For a work with no named author, use the first two or three words of the title in place of an author's name, excluding an initial *The*, *A*, or *An*. Italicize book and journal titles. Place quotation marks around article titles. (In the list of references, however, do not use quotation marks for article titles. See pp. 850–52.) Capitalize the significant words in all titles cited in the text. (But in the reference list, treat only periodical titles this way. See pp. 850–52.)

For a work that lists "Anonymous" as the author, use this word in the citation: (Anonymous, 1999).

8. One of two or more works by the same author(s)

At about age seven, most children begin to use appropriate gestures to reinforce their stories (Gardner, 1973a).

When you cite one of two or more works by the same author(s), the date will tell readers which source you mean—as long as your reference list includes only one source published by the author(s) in that year. If your reference list includes two or more works published by the same author(s) *in the same year*, the works should be lettered in the reference list (see p. 849). Then your parenthetical citation should include the appropriate letter, as in "1973a" above.

9. Two or more works by different authors

Two studies (Herskowitz, 1994; Marconi & Hamblen, 1990) found that periodic safety instruction can dramatically reduce employees' accidents.

List the sources in alphabetical order by the first author's name. Insert a semicolon between sources.

10. An indirect source

Supporting data appear in a study by Wong (cited in Marconi & Hamblen, 1990).

The phrase "cited in" indicates that the reference to Wong's study was found in Marconi and Hamblen. Only Marconi and Hamblen then appears in the list of references.



11. An electronic source

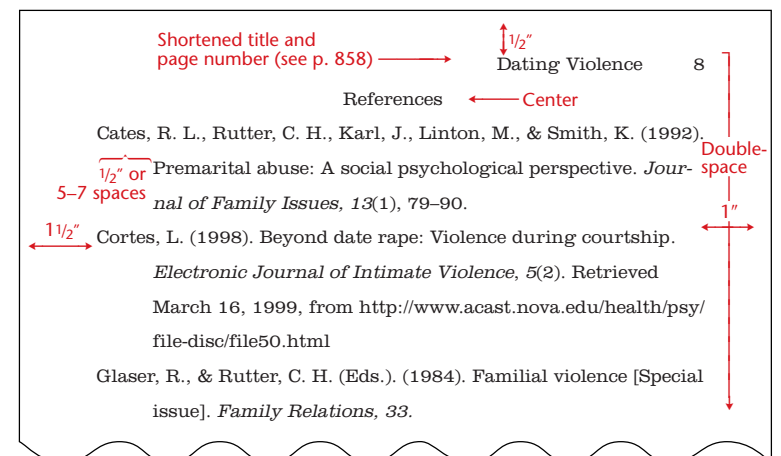
Ferguson and Hawkins (1998) did not anticipate the "evident hostility" of participants (par. 6).

Electronic sources can be cited like printed sources, usually with the author's last name and the publication date. When quoting or paraphrasing electronic sources that number paragraphs instead of pages, provide the paragraph number preceded by the symbol "¶" if you have it, or by "para." Even if the source does not number its paragraphs, you can still direct readers to a specific location by listing the heading under which the quotation appears and then (counting paragraphs yourself) the number of the paragraph in which the quotation appears—for example, (Morrison & Lee, 2001, Method section, ¶ 4). When the source does not number pages or paragraphs or provide frequent headings, omit any reference number.

2 Using an APA reference list

In APA style, the in-text parenthetical citations refer to the list of sources at the end of the text. This list, titled "References," includes full publication information on every source cited in the paper. The list falls at the end of the paper, numbered in sequence with the preceding pages.

The following sample shows the format of the first page of the APA reference list:



Arrangement

Arrange sources alphabetically by the author's last name or, if there is no author, by the first main word of the title.

Spacing

Double-space everything in the references, as shown in the sample, unless your instructor requests single-spacing. (If you do single-space the entries themselves, always double-space *between* them.)

Indentation

As illustrated in the sample on the previous page, begin each entry at the left margin, and indent the second and subsequent lines five to seven spaces or one-half inch. Most word processors can produce this so-called hanging indent automatically.

Punctuation

Separate the parts of the reference (author, date, title, and publication information) with a period and one space. Do not use a final period in references to electronic sources, which conclude with an electronic address (see pp. 852–55).

Authors

For works with up to six authors, list all authors with last name first, separating names and parts of names with commas. Use initials for first and middle names. Use an ampersand (&) before the last author's name. See model 3, page 848, for the treatment of seven or more authors.

Publication date

Place the publication date in parentheses after the author's or authors' names, followed by a period. Generally, this date is the year only, though for some sources (such as magazine and newspaper articles) it includes month and sometimes day as well.

Titles

In titles of books and articles, capitalize only the first word of the title, the first word of the subtitle, and proper nouns; all other words begin with small letters. In titles of journals, capitalize all significant words. Italicize the titles of books and journals. Do not italicize or use quotation marks around the titles of articles.

City of publication

For sources that are not periodicals (such as books or government publications), give the city of publication. The following US cities do not require state names as well: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco. Follow their names with a colon. For most other cities, add a comma after the city name, give the two-letter postal abbreviation

of the state, and then add a colon. (You may omit the state if the publisher is a university whose name includes the state name, such as "University of Arizona.")

Publisher's name

Also for nonperiodical sources, give the publisher's name after the place of publication and a colon. Use shortened names for many

APA References**Books**

1. A book with one author 848
2. A book with two to six authors 848
3. A book with seven or more authors 848
4. A book with an editor 848
5. A book with a translator 849
6. A book with a group author 849
7. A book with no author or an anonymous book 849
8. Two or more works by the same author(s) published in the same year 849
9. A later edition 850
10. A work in more than one volume 850
11. An article or chapter in an edited book 850

Periodicals

12. An article in a journal with continuous pagination throughout the annual volume 850
13. An article in a journal that pages issues separately 851
14. An abstract of a journal article 851
15. An article in a magazine 851
16. An article in a newspaper 851
17. An unsigned article 851
18. A review 852

Electronic sources

19. A journal article that is published online and in print 852

20. An article in an online journal 853
21. A journal article retrieved from an electronic database 853
22. An abstract retrieved from an electronic database 853
23. An article in an online newspaper 853
24. An entire Web site 853
25. An independent document on the Web 853
26. A document from the Web site of a university or government agency 854
27. An online government report 854
28. A multipage online document 854
29. A part of an online document 854
30. A retrievable online posting 855
31. Electronic mail or a non-retrievable online posting 855
32. Software 855

Other sources

33. A report 855
34. A government publication 856
35. An abstract of a dissertation 856
36. A published interview 856
37. A motion picture 857
38. A musical recording 857
39. A television series or episode 857

publishers (such as “Morrow” for William Morrow), and omit “Co.,” “Inc.,” and “Publishers.” However, give full names for associations, corporations, and university presses (such as “Harvard University Press”), and do not omit “Books” or “Press” from a publisher’s name.

Page numbers

Use the abbreviation “p.” or “pp.” before page numbers in books and in newspapers. Do *not* use the abbreviation for journals and magazines. For inclusive page numbers, include all figures: “667–668.”

Note If the following pages don’t provide a model for a kind of source you used, try to find one that comes close, and provide ample information so that readers can trace the source. Often, you will have to combine models to cite a source accurately—for instance, combining “A book with two to six authors” (2) and “An article in a journal” (12) for a journal article with two or more authors.

Books

1. A book with one author

Rodriguez, R. (1982). *A hunger of memory: The education of Richard Rodriguez*. Boston: Godine.

The initial “R” appears instead of the author’s first name, even though the author’s full first name appears on the source. In the title, only the first words of title and subtitle and the proper name are capitalized.

2. A book with two to six authors

Nesselroade, J. R., & Baltes, P. B. (1999). *Longitudinal research in behavioral studies*. New York: Academic Press.

An ampersand (&) precedes the last author’s name.

3. A book with seven or more authors

Wimple, P. B., Van Eijk, M., Potts, C. A., Hayes, J., Obergau, W. R., Zimmer, S., et al. (2001). *Case studies in moral decision making among adolescents*. San Francisco: Jossey-Bass.

Substitute “et al.” (Latin abbreviation for “and others”) for all authors’ names after the first six.

4. A book with an editor

Dohrenwend, B. S., & Dohrenwend, B. P. (Eds.). (1994). *Stressful life events: Their nature and effects*. New York: Wiley.

List the editors’ names as if they were authors, but follow the last name with “(Eds.)”—or “(Ed.)” with only one editor. Note the periods inside and outside the final parenthesis.

5. A book with a translator

Trajan, P. D. (1927). *Psychology of animals* (H. Simone, Trans.). Washington, DC: Halperin.

The name of the translator appears in parentheses after the title, followed by a comma, “Trans.,” a closing parenthesis, and a final period. Note also the absence of periods in “DC.”

6. A book with a group author

Lorenz Research. (1997). *Research in social studies teaching*. Baltimore: Arrow Books.

For a work with a group author—such as a research group, government agency, or corporation—begin the entry with the group name. In the references list, alphabetize the work as if the first main word (excluding *The*, *A*, and *An*) were an author’s last name.

7. A book with no author or an anonymous book

Merriam-Webster’s collegiate dictionary (10th ed.). (1997). Springfield, MA: Merriam-Webster.

When no author is named, list the work under its title, and alphabetize it by the first main word (excluding *The*, *A*, *An*).

For a work whose author is actually given as “Anonymous,” use this word in place of the author’s name and alphabetize it as if it were a name:

Anonymous. (1995). *Teaching research, researching teaching*. New York: Alpine Press.

8. Two or more works by the same author(s) published in the same year

Gardner, H. (1973a). *The arts and human development*. New York: Wiley.

Gardner, H. (1973b). *The quest for mind: Piaget, Lévi-Strauss, and the structuralist movement*. New York: Knopf.

When citing two or more works by exactly the same author(s), published in the same year—as in the examples above—arrange them alphabetically by the first main word of the title and distinguish the sources by adding a letter to the date. Both the date *and* the letter are used in citing the source in your text (see p. 844).

When citing two or more works by exactly the same author(s) but *not* published in the same year, arrange the sources in order of their publication dates, earliest first.

9. A later edition

Bollinger, D. L. (1975). *Aspects of language* (2nd ed.). New York: Harcourt Brace Jovanovich.

The edition number in parentheses follows the title and is followed by a period.

10. A work in more than one volume

Lincoln, A. (1953). *The collected works of Abraham Lincoln* (R. P. Basler, Ed.). (Vol. 5). New Brunswick, NJ: Rutgers University Press.

Lincoln, A. (1953). *The collected works of Abraham Lincoln* (R. P. Basler, Ed.). (Vols. 1-8). New Brunswick, NJ: Rutgers University Press.

The first entry cites a single volume (5) in the eight-volume set. The second cites all eight volumes. Use the abbreviation “Vol.” or “Vols.” in parentheses, and follow the closing parenthesis with a period. In the absence of an editor’s name, the description of volumes would follow the title directly: *The collected works of Abraham Lincoln* (Vol. 5).

11. An article or chapter in an edited book

Paykel, E. S. (1994). Life stress and psychiatric disorder: Applications of the clinical approach. In B. S. Dohrenwend & B. P. Dohrenwend (Eds.), *Stressful life events: Their nature and effects* (pp. 239-264). New York: Wiley.

Give the publication date of the collection (1994 above) as the publication date of the article or chapter. After the article or chapter title and a period, say “In” and then provide the editors’ names (in normal order), “(Eds.)” and a comma, the title of the collection, and the page numbers of the article in parentheses.

Periodicals: Journals, magazines, newspapers

12. An article in a journal with continuous pagination throughout the annual volume

Emery, R. E. (1992). Marital turmoil: Interpersonal conflict and the children of discord and divorce. *Psychological Bulletin*, *92*, 310-330.

See page 647 for an explanation of journal pagination. Note that you do not place the article title in quotation marks and that you capitalize only the first words of the title and subtitle. In contrast, you italicize the journal title and capitalize all significant words. Separate the volume number from the title with a comma, and italicize the number. Do not add “pp.” before the page numbers.

13. An article in a journal that pages issues separately

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives*, *7*(4), 20-31.

Consult page 647 for an explanation of journal pagination. In this case, place the issue number in parentheses after the volume number without intervening space. Do *not* italicize the issue number.

14. An abstract of a journal article

Emery, R. E. (1992). Marital turmoil: Interpersonal conflict and the children of discord and divorce. *Psychological Bulletin*, *92*, 310-330. Abstract obtained from *Psychological Abstracts*, 1992, *69*, Item 1320.

When you cite the abstract of an article, rather than the article itself, give full publication information for the article, followed by “Abstract obtained from” and the information for the collection of abstracts, including title, date, volume number, and either page number or other reference number (“Item 1320” above).

15. An article in a magazine

Van Gelder, L. (1996, December). Countdown to motherhood: When should you have a baby? *Ms.*, 37-39, 74.

If a magazine has volume and issue numbers, give them as in models 12 and 13. Also give the full date of the issue: year, followed by a comma, month, and day (if any). Give all page numbers even when the article appears on discontinuous pages, without “pp.”

16. An article in a newspaper

Lewis, P. H. (1999, January 21). Many updates cause profitable confusion. *The New York Times*, pp. D1, D5.

Give month *and* day along with year of publication. Use *The* in the newspaper name if the paper itself does. Precede the page number(s) with “p.” or “pp.”

17. An unsigned article

The right to die. (1976, October 11). *Time*, *121*, 101.

List and alphabetize the article under its title, as you would a book with no author (model 7, p. 849).

18. A review

Dinnage, R. (1987, November 29). Against the master and his men [Review of the book *A mind of her own: The life of Karen Horney*]. *The New York Times Book Review*, 10-11.

If the review is not titled, use the bracketed information as the title, keeping the brackets.

Electronic sources

In general, the APA's electronic-source references begin as those for print references do: author(s), date, title. Then you add information on when and how you retrieved the source—for example, Retrieved January 8, 2001, from <http://www.liasu.edu/finance-dl/46732> (in APA style, no period follows an electronic address at the end of the reference).

Using the following models for electronic sources, you may have to improvise to match your source to a model. Try to locate all the information required by a model, referring to pages 630–31 for help. However, if you search for and still cannot find some information, then give what you can find. If a source has no publication date, use “n.d.” (for *no date*) in place of a publication date (see model 28, p. 854).

Note When you need to divide an electronic address from one line to the next, APA style calls for breaking *only* after a slash or before a period. Do not hyphenate an electronic address.

19. A journal article that is published online and in print

Palfrey, A. (1996). Choice of mates in identical twins [Electronic version]. *Modern Psychology*, 4(1), 26-40.

If you consulted the online version of a journal article that appears the same way both online and in print, insert [Electronic version] between the article title and the following period. Otherwise, follow model 12 or 13 (pp. 850–51) for a print journal article.

If you believe that the online version you consulted differs in some way from the print version, omit the bracketed insert and provide a retrieval statement with the date of your access and the complete electronic address for the article:

Grady, G. F. (1993). The here and now of hepatitis B immunization. *Today's Medicine*, 13, 145-151. Retrieved December 27, 1999, from <http://www.fmrt.org/todaysmedicine/Grady050293.html>

20. An article in an online journal

Wissink, J. A. (2000). Techniques of smoking cessation among teens and adults. *Adolescent Medicine*, 2. Retrieved August 16, 2001, from <http://www.easu.edu/AdolescentMedicine/2-Wissink.html>

If the article has an identifying number, give it after the volume number and a comma.

21. A journal article retrieved from an electronic database

Wilkins, J. M. (1999). The myths of the only child. *Psychology Update*, 11(1), 16-23. Retrieved December 20, 1999, from ProQuest Direct database.

Many reference works and periodicals are published in electronic databases to which your library subscribes, such as ProQuest Direct or Lexis-Nexis. Your reference need not specify how you reached the database—for instance, through a Web site or on a CD-ROM. However, it should provide the appropriate information for the source itself—in the example above, for a journal article—and it should conclude with a retrieval statement giving the date of your access and the name of the database.

22. An abstract retrieved from an electronic database

Wilkins, J. M. (1999). The myths of the only child. *Psychology Update*, 11(1), 16-23. Abstract retrieved December 20, 1999, from ProQuest Direct database.

23. An article in an online newspaper

Pear, R. (2001, January 23). Gains reported for children of welfare to work families. *The New York Times on the Web*. Retrieved January 23, 2001, from <http://www.nytimes.com/2001/01/23/national/23/WELF.html>

24. An entire Web site (text citation)

The APA's Web site provides answers to frequently asked questions about style (<http://www.apa.org>).

Cite an entire Web site (rather than a specific page or document) by giving the electronic address in your text.

25. An independent document on the Web

Anderson, D. (2001, May 1). *Social constructionism and MOOs*. Re-



rieved August 6, 2001, from http://sites.unc.edu/~daniel/social_constructionism/

Treat the title of an independent Web document like the title of a book. If the document has no named author, begin with the title and place the publication date after the title.

26. A document from the Web site of a university or government agency

McConnell, L. M., Koenig, B. A., Greeley, H. T., & Raffin, T. A. (2001, August 17). *Genetic testing and Alzheimer disease: Has the time come?* Retrieved September 1, 2001, from Stanford University, Project in Genomics, Ethics, and Society Web site: <http://scbe.stanford.edu/pges>

Provide the name of the host organization and any sponsoring program as part of the retrieval statement.

27. An online government report

U.S. Department of Commerce. National Telecommunications and Information Administration. (1999, July). *Falling through the net: Defining the digital divide*. Retrieved April 12, 2001, from <http://www.ntia.doc.gov/ntiahome/digitaldivide/>

28. A multipage online document

Elston, C. (n.d.). *Multiple intelligences*. Retrieved June 6, 2001, from <http://education.com/teachspace/intelligences/>

For an Internet document with multiple pages, each with its own electronic address, give the address of the document's home page. Note the use of "n.d." after the author's name to indicate that the document provides no publication date.

29. A part of an online document

Elston, C. (n.d.). Logical/math intelligence. In *Multiple intelligences*. Retrieved June 6, 2001, from <http://education.com/teachspace/intelligences/logical.jsp>

If the part of a document you cite has a label (such as "chapter 6" or "section 4"), provide that in parentheses after the document title: *Multiple intelligences* (chap. 6).

30. A retrievable online posting

Tourville, M. (2001, January 6). European currency reform. Message posted to International Finance electronic mailing list, archived at <http://www.liasu.edu/finance-dl/46732>

Include postings to discussion lists and newsgroups in your list of references *only* if they are retrievable by others. The source above is archived (as the reference makes plain) and thus retrievable at the address given.

31. Electronic mail or a nonretrievable online posting (text citation)

At least one member of the research team has expressed reservations about the design of the study (L. Kogod, personal communication, February 6, 2000).

Personal electronic mail and other online postings that are not retrievable by others should be cited only in your text, as in the example above.

32. Software

Project scheduler 9000 [Computer software]. (2001). Orlando, FL: Scitor.

Provide an author's name for the software if an individual has the rights to the program. If you obtain the software online, you can generally replace the producer's city and name with a retrieval statement that includes the electronic address.

Other sources

33. A report

Gerald, K. (1958). *Medico-moral problems in obstetric care* (Report No. NP-71). St. Louis, MO: Catholic Hospital Association.

Treat a report like a book, but provide any report number in parentheses immediately after the title, with no punctuation between them.

For a report from the Educational Resources Information Center (ERIC), provide the ERIC document number in parentheses at the end of the entry:

Jolson, M. K. (1981). *Music education for preschoolers* (Report No. TC-622). New York: Teachers College, Columbia University. (ERIC Document Reproduction Service No. ED 264488)

34. A government publication

Hawaii. Department of Education. (1998). *Kauai district schools, profile 1998-99*. Honolulu, HI: Author.

Stiller, A. (1996). *Historic preservation and tax incentives*. Washington, DC: U.S. Department of the Interior.

U.S. House. Committee on Ways and Means. (1991). *Medicare payment for outpatient physical and occupational therapy services*. 102d Cong., 2d Sess. Washington, DC: U.S. Government Printing Office.

If no individual is given as the author, list the publication under the name of the sponsoring agency. When the agency is both the author and the publisher, use “Author” in place of the publisher’s name.

35. An abstract of a dissertation

Steciw, S. K. (1986). Alterations to the Pessac project of Le Corbusier. *Dissertation Abstracts International*, 46, 565C.

For a doctoral dissertation you found in *Dissertation Abstracts International (DAI)*, give the *DAI* volume and page numbers and the UMI number, as above. If you obtained a *DAI* dissertation from the author’s university, provide additional source information immediately after the title—for instance, (Doctoral dissertation, University of Cambridge, England, 1986).

For an unpublished dissertation, use the following model (note the italicized title):

Delaune, M. L. (2001). *Child care in single-mother and single-father families: Differences in time, activity, and stress*.

Unpublished doctoral dissertation, University of California, Davis.

36. A published interview

Brisick, W. C. (1988, July 1). [Interview with Ishmael Reed]. *Publishers Weekly*, 41-42.

List a published interview under the interviewer’s name. Provide the publication information for the kind of source the interview appears in (here, a magazine). Immediately after the date, in brackets, specify that the piece is an interview and give the subject’s name if necessary. For an interview with a title, follow model 18 (p. 852).

An interview you conduct yourself should not be included in the list of references. Instead, use an in-text parenthetical citation, as shown in model 31 (p. 855) for a nonretrievable online posting.

37. A motion picture

Spielberg, S. (Director). (1993). *Schindler’s list* [Motion picture]. United States: Viacom.

American Psychological Association (Producer). (2001). *Ethnocultural psychotherapy* [Motion picture]. (Available from the American Psychological Association, 750 First Street, NE, Washington, DC 20002-4242, or online from <http://www.apa.org/videos/4310240.html>)

A motion picture may be a film or a video. Depending on whose work you are citing, begin with the name or names of the creator, director, producer, or primary contributor, followed by his or her function in parentheses. (The first model above would begin with the producer’s name if you were citing the motion picture as a whole, not specifically the work of the director.) Add [Motion picture] after the title. For a motion picture in wide circulation (first example), give the country of origin and the name of the organization that released the picture. For a motion picture that is not widely circulated (second example), give the distributor’s name and address in parentheses.

38. A musical recording

Siberry, J. (1993). Sweet incarnadine. *When I was a boy* [CD]. Burbank, CA: Reprise.

Begin with the name of the writer or composer. (If you cite another artist’s recording of the work, provide this information after the title of the work—for example, [Recorded by E. Davila].) Give the medium in brackets ([CD], [Cassette recording], and so on). Finish with the city and name of the recording label.

39. A television series or episode

Taylor, C., Cleveland, R., & Andries, L. (Producers). (2001). *Six feet under* [Television series]. New York: HBO.

Cleveland, R. (Writer), & Engler, M. (Director). (2001). Dillon Michael Cooper [Television series episode]. In C. Taylor, R. Cleveland, & L. Andries (Producers), *Six feet under*. New York: HBO.

For a television series, begin with the producers’ names and identify their function in parentheses. Add [Television series] after the series title, and give the city and name of the network. For an episode, begin with the writer and then the director, identifying the function of

each in parentheses, and add [Television series episode] after the episode title. Then provide the series information, beginning with “In” and the producers’ names and function, giving the series title, and ending with the city and name of the network.

51e Formatting documents in the social sciences: APA style

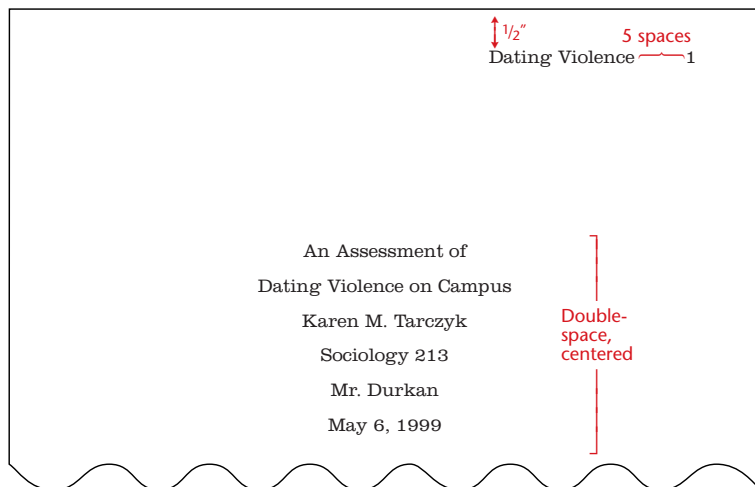
The APA *Publication Manual* distinguishes between documents intended for publication (which will be set in type) and those submitted by students (which are the final copy). The guidelines below apply to most undergraduate papers. Check with your instructor for any modifications to this format.

Structure and format

- The title page includes the full title, your name, the course title, the instructor’s name, and the date. Type the title on the top half of the page, followed by the identifying information, all centered horizontally and double-spaced. Include a shortened form of the title along with the page number at the top of this and all other pages.

The APA generally requires numbering all pages in sequence, beginning with page 1 for the title page, as in the sample. However, for student papers the APA does allow small Roman numerals (i, ii, and so on) for preliminary pages such as the title page and abstract. Ask your instructor for his or her preference.

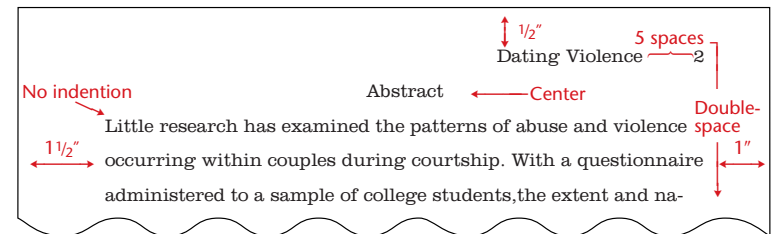
Title Page



- The first section, labeled “Abstract,” summarizes (in about 100

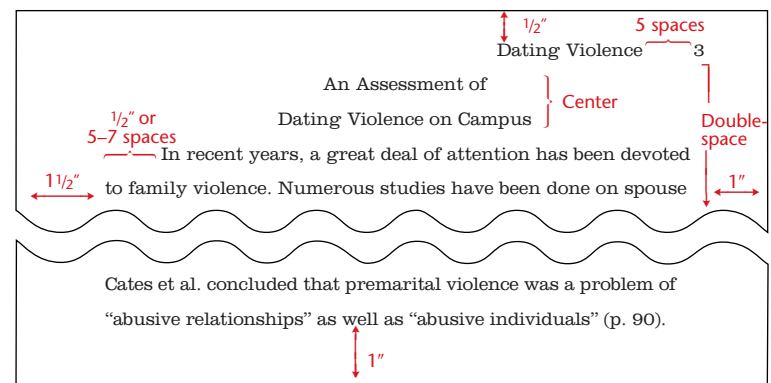
words) your subject, research method, findings, and conclusions. Put the abstract on a page by itself.

Abstract



- The body of the paper begins with a restatement of the paper’s title and then an introduction (not labeled). The introduction concisely presents the problem you researched, your research method, the relevant background (such as related studies), and the purpose of your research.

First page of body



- The next section, labeled “Method,” provides a detailed discussion of how you conducted your research, including a description of the research subjects, any materials or tools you used (such as questionnaires), and the procedure you followed. In the illustration on the facing page, the label “Method” is a first-level heading, formatted as in the sample. When you need second- and third-level headings in addition, use these formats, always double-spacing:

First-Level Heading

Second-Level Heading

Third-level heading. Run this heading into the text paragraph.

Later page of body

Dating Violence 4

All the studies indicate a problem that is being neglected. My objective was to gather data on the extent and nature of premarital violence and to discuss possible interpretations.

Method ← Double-space
Sample ←

I conducted a survey of 200 students (134 females, 66 males) at a large state university in the northeastern United States. The sample consisted of students enrolled in an intro-

- The “Results” section (labeled with a first-level heading) summarizes the data you collected, explains how you analyzed them, and presents them in detail, often in tables, graphs, or charts.
- The “Discussion” section (labeled with a first-level heading) interprets the data and presents your conclusions. (When the discussion is brief, you may combine it with the previous section under the heading “Results and Discussion.”)
- The “References” section, beginning a new page, includes all your sources. See pages 845–48 for an explanation and sample.

Spacing, page numbers, and illustrations

- Use a 1½-inch margin on the left and 1-inch margins on the other sides. (The wider left margin allows for a binder.)
- Unless your instructor specifies otherwise, number pages consecutively, starting with the title page. Identify each page (including the title page) with a shortened version of the title as well as a page number, as illustrated on the previous page.
- Run into your text all quotations of forty words or less, and enclose them in quotation marks. For quotations of more than forty words, set them off from your text by indenting all lines five spaces, double-spacing above and below. For student papers, the APA allows single-spacing of displayed quotations:

Echoing the opinions of other Europeans at the time, Freud had a poor view of Americans:

The Americans are really too bad. . . . Competition is much more pungent with them, not succeeding means civil death to every one, and they have no private resources apart from their profession, no hobby, games, love or other interests of a cultured person. And success means money. (1961, p. 86)

Do not use quotation marks around a quotation displayed in this way.

- Present data in tables and figures (graphs or charts), as appropriate. (See the sample on p. 862a for a clear format to follow.) Begin each illustration on a separate page. Number each kind of illustration consecutively and separately from the other (Table 1, Table 2, etc., and Figure 1, Figure 2, etc.). Refer to all illustrations in your text—for instance, “(See Figure 3.)” Generally, place illustrations immediately after the text references to them. (See pp. 208–12 for more on illustrations.)

51f Examining a sample social science paper

On the following pages are excerpts from a sociology paper. The student followed the organization described on pages 858–60 both in establishing the background for her study and in explaining her own research. She also followed the APA style of source citation and document format, although page borders and running heads are omitted here and only the required page breaks are indicated. See page 859 for spacing and other format details.

Excerpts from a research report (sociology)

[Title page. See also p. 858.]

An Assessment of
Dating Violence on Campus
Karen M. Tarczyk
Sociology 213
Mr. Durkan
May 6, 1999

[New page.]

Abstract

Little research has examined the patterns of abuse and violence occurring within couples during courtship. With a questionnaire administered to a sample of college students, the extent and nature of such abuse and violence were investigated. The results, some interpretations, and implications for further research are discussed.

[New page.]

An Assessment of
Dating Violence on Campus

In recent years, a great deal of attention has been devoted to family violence. Numerous studies have been done on spouse and child

abuse. However, violent behavior occurs in dating relationships as well, yet the problem of dating violence has been relatively ignored by sociological research. It should be examined further since the premarital relationship is one context in which individuals learn and adopt behaviors that surface later in marriage.

The sociologist James Makepeace (1989) contends that courtship violence is a “potential mediating link” between violence in one’s family of orientation and violence in one’s later family of procreation (p. 103). Studying dating behaviors at Bemidji State University in Minnesota, Makepeace reported that one-fifth of the respondents had had at least one encounter with dating violence. He then extended these percentages to students nationwide, suggesting the existence of a major hidden social problem.

More recent research supports Makepeace’s. Cates, Rutter, Karl, Linton, and Smith (1997) found that 22.3% of respondents at Oregon State University had been either the victim or the perpetrator of premarital violence. Another study (Cortes, 1998) found that so-called date rape, while much more publicized and discussed, was reported by many fewer woman respondents (2%) than was other violence during courtship (21%).

[The introduction continues.]

All these studies indicate a problem that is being neglected. My objective was to gather data on the extent and nature of premarital violence and to discuss possible interpretations.

Method

Sample

I conducted a survey of 200 students (134 females, 66 males) at a large state university in the northeastern United States. The sample consisted of students enrolled in an introductory sociology course.

[The explanation of method continues.]

The Questionnaire

A questionnaire exploring the personal dynamics of relationships was distributed during regularly scheduled class. Questions were answered anonymously in a 30-minute time period. The survey consisted of three sections:

[The explanation of method continues.]

Section 3 required participants to provide information about their current dating relationships. Levels of stress and frustration, communication between partners, and patterns of decision making were examined. These variables were expected to influence the amount of violence in a relationship. The next part of the survey was adopted from Murray Strauss’s Conflict Tactics Scales (1982). These scales contain 19 items designed to measure conflict and the means of conflict resolution, including reasoning, verbal aggression, and actual violence.

Results

The questionnaire revealed significant levels of verbal aggression and threatened and actual violence among dating couples. A high number of students, 50% (62 of 123 subjects), reported that they had been the victim of verbal abuse. In addition, almost 14% (17 of 123) of respondents admitted being threatened with some type of violence, and more than 14% (18 of 123) reported being pushed, grabbed, or shoved. (See Table 1.)

[The explanation of results continues.]

[Table on a page by itself.]

Table 1

Incidence of Courtship Violence

Type of violence	Number of students reporting	Percentage of sample
Insulted or swore	62	50.4
Threatened to hit or throw something	17	13.8
Threw something	8	6.5
Pushed, grabbed, or shoved	18	14.6
Slapped	8	6.5
Kicked, bit, or hit with fist	7	5.7
Hit or tried to hit with something	2	1.6
Threatened with a knife or gun	1	0.8
Used a knife or gun	1	0.8

Discussion

Violence within premarital relationships has been relatively ignored. The results of the present study indicate that abuse and force do

occur in dating relationships. Although the percentages are small, so was the sample. Extending them to the entire campus population would mean significant numbers. For example, if the nearly 6% incidence of being kicked, bitten, or hit with a fist is typical, then 300 students of a 5,000-member student body might have experienced this type of violence.

[The discussion continues.]

If the courtship period is characterized by abuse and violence, what accounts for it? The other sections of the survey examined some variables that appear to influence the relationship. Level of stress and frustration, both within the relationship and in the respondent's life, was one such variable. The communication level between partners, both the frequency of discussion and the frequency of agreement, was another.

[The discussion continues.]

The method of analyzing the data in this study, utilizing frequency distributions, provided a clear overview. However, more tests of significance and correlation and a closer look at the social and individual variables affecting the relationship are warranted. The courtship period may set the stage for patterns of married life. It merits more attention.

[New page.]

References

- Cates, R. L., Rutter, C. H., Karl, J., Linton, M., & Smith, K. (1997). Pre-marital abuse: A social psychological perspective. *Journal of Family Issues, 13*(1), 79-90.
- Cortes, L. (1998). Beyond date rape: Violence during courtship. *Electronic Journal of Intimate Violence 5*(2). Retrieved March 16, 1999, from <http://www.acast.nova.edu/health/psy/file-disc/file50.html>
- Glaser, R., & Rutter, C. H. (Eds.). (1994). Familial violence [Special issue]. *Family Relations, 43*.
- Makepeace, J. M. (1989). Courtship violence among college students. *Family Relations, 28*, 97-103.
- Strauss, M. L. (1982). *Conflict Tactics Scales*. New York: Sociological Tests.