COMPILING A BIBLIOGRAPHY AND CITING SOURCES ACCORDING TO APA

Documenting information sources and providing proper in-text citation is an integral part of the research process. APA stands for the American Psychology Association. This association outlines a standard bibliographic format when documenting sources in the *Publication Manual of the American Psychology Association* (5th ed.). The *Publication Manual* instructs learners how to document quotations, paraphrases, summaries and other information sources. The publishers of the APA *Publication Manual* also provide information regarding content, organization and writing style.

Chapters in the APA *Publication Manual* are arranged to support writers preparing to submit their research for publication.

- Chapter 1: Describes how to organize the parts of a manuscript
- Chapter 2: Describes how to express specific ideas without bias
- Chapter 3-4: Describes the APA style and bibliographic reference format
- Chapter 5, 6 and 7: Describes preparation of a manuscript

**Academic Honesty & Intellectual Integrity**

NSCC values academic honesty and intellectual integrity within all our learning environments including our classrooms, laboratories and libraries. Academic honesty and integrity are highly valued at the College as being essential to students as both learners and as potential members of their chosen occupations.

NSCC has defined plagiarism as “the act of presenting creative and intellectual materials of another as one's own work.” At NSCC, academic dishonesty and plagiarism are serious offences and are grounds for disciplinary action. Plagiarism can be prevented when learners become aware of why plagiarism occurs, and are knowledgeable in the various forms of plagiarism.

Ensuring complete and proper documentation is the only way to protect oneself from accusations of plagiarism. Learners are strongly encouraged to utilize style manuals such as the APA *Publication Manual*. Copies of the APA *Publication Manual* are available at all NSCC Libraries.

Whether paraphrasing or quoting an author directly, sources must be credited. In-text citations typically identify the author and date of the source and provide information to locate the full bibliographic citation in the reference section. Proper citation provides evidence in support of the research and adds credibility to research findings.
The importance of documenting sources is two-fold:

1. to acknowledge the work of other writers; and
2. to allow your readers to locate your sources for additional information

Citation of Sources

A citation indicates that information in the document comes from another information source. Citation elements include the author(s) name, title of the work, date of publication, name and location of publishing company, and the page(s) of the original source.

Direct quotations should be reproduced word for word unless specified. When quoting directly, always provide the author, year and specific page number(s) in the text and a full reference in the reference list.

Direct quotations that are fewer than 40 words appear within the narrative of the text. Enclose the quotation with double quotation marks. The final sentence punctuation follows the in text citation.

Direct quotation of 40 words or more appear in the narrative as a freestanding block. Omit the quotation marks and begin the block quotation on a new line. Indent the entire quotation ½ in. from the left margin. Block quotations should be double-spaced.

Direct quotations must be accurate following the exact wording, spelling and punctuation of the original source.

When citing direct print sources, provide the author, date and page number(s) of the original source. Many electronic sources do not provide page numbers and therefore you will not be able to provide this information. When paraphrasing, provide the author and date of the source. Page numbers are not required.

Depending on the writing style, the location of the in text citation will vary; therefore, punctuation around the citation will differ depending on its location within the sentence.

Document sources throughout the text by citing author and date of each source. This identifies the source for readers and enables them to locate the full bibliographical citation in the alphabetical reference list.

Refer to section 3.94 – 3.103 in the Publication Manual (5th ed.) for more information regarding in text formatting.

Reference List

The reference list documents the article and provides information necessary for retrieval. Therefore, the bibliographic data for each source must be accurate and complete. The researcher needs to ensure that all sources in the reference list are carefully checked against the original source. The accurate spelling of proper names, the completeness of journal information (i.e. volume, issue, page numbers, etc.), as well as other bibliographic information is critical to document. Only sources used in the research appear in the reference list. In contract, bibliographies include materials for background or supplementary reading.
References cited in text must appear in the reference list and each item in the reference list must be cited in text.

The reference list begins on a separate page. It must be alphabetical, double –space and have a hanging indent.

General Reference Forms & Definitions
The APA publishers characterize information sources into four general categories.

Periodical Sources are defined as “items published on a regular basis: journals, magazines, scholarly newsletter, and so on” (p. 232).

Nonperiodical Sources are defined as “items published separately: books reports, brochures, certain monographs, manuals and audiovisual media” (p. 232).

Online Periodical Sources are published on a regular basis and are located in an electronic environment. They may include sources located in an aggregated database or online journal (p. 232-233).

Online Document Sources are published separately and are located in an electronic environment. They may include items located on a website, or web page, newsgroups, web- or e-mail-based discussion group (p. 232-233).

Main Elements
The APA publishers provide information regarding documentation elements in sections 4.08 – 4.15 of the Publication Manual. The following discussion highlights basic formatting APA rules; however, the APA Publication Manual provides further clarification regarding variation of the main elements, rule exceptions and additional examples.

All documentation notes and examples presented are taken from the APA Publication Manual (5th ed.).

Throughout chapter 4, the APA publishers provide examples of the most common kinds of references. However, there maybe instances when an appropriate example is not provided. In this case, choose an example that is most like your source and format accordingly.

Providing complete references ensures that your reader can retrieve the original document, therefore, provide more information rather than less.

Author (Section 4.08)
- Invert authors’ names
- Give surnames and initials for up to six authors
- Abbreviate the seventh and subsequent author as et al.
- Use ampersand (&) before the last author
- Provide the full name of a group authorPlace the editors’ names in the author position, and enclose the abbreviation Ed. or Eds. in parentheses after the last editor’s name
• Move the title into the author position when no author is provided
• Finish the author element with a period

Author Examples

Kernis, M. H., Cornell, D. P., Sun, C.-R., Berry, A., & Harlow T. Roberinson, D. N. (Ed.).

Publication Date (Section 4.09)

• In parentheses, give the year the work was copyrighted
• Give the publication information in the following order: (year, month date)
• Finish the element with a period after the closing parenthesis

Publication Date Examples


(1993, June). Meetings, monthly magazine, newspapers etc
(1994, September 28). Dailies and weeklies
(in press). Work accepted for publication but not yet printed
(n.d.). Work with no date available

Title of Article or Chapter (Section 4.10)

• Capitalize only the first word of the title and of the subtitle
• Capitalize any proper nouns
• Enclose nonroutine information in brackets immediately after the article title
• Finish the element with a period

Title of Article or Chapter Example


Title of Work and Publication Information: Periodicals (Section 4.11)

• Give the periodical title in full, in uppercase and lowercase
• Give the volume number of journals
• If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume
• If volume numbers are not provided, provide the month, season or year
•Italicize the name of the periodical and the volume number
•Give inclusive page numbers. Use pp. for newspapers
•Use a comma after the title and volume number
•Finish the element with a period
Title of Work and Publication Information: Periodicals Examples


Title of Work: Nonperiodical (Section 4.12)
• Capitalize only the first word of the title and subtitle
• Capitalize any proper nouns
• Enclose additional information in parentheses immediately after the title. Do not use a period between the title and the parenthetical information
• Finish the element with a period

Title of Work: Nonperiodical Example

Title of Work: Part of a Nonperiodical (Section 4.13)
• The title element for an edited book consists of (a) the name of the editor preceded by the word In and (b) the book title
• Do not invert the editor’s name
• Use initials and surnames
• Use a comma to separate three or more names. Use an ampersand (&) before the final surname
• Use the abbreviation Ed. in parentheses after the surnames
• When no editor is provided, include the word In before the book title
• Finish this part of the element with a comma

Title of Work: Part of a Nonperiodical Example

Book Title with Parenthetical Information Example
• Capitalize only the first word of the title and subtitle
• Capitalize any proper nouns
• Enclose additional information in parentheses immediately after the title. Do not use a period between the title and the parenthetical information
• Give inclusive page number of the article or chapter in parentheses after the title
• Finish the element with a period
Publication Information: Nonperiodical (Section 4.14)

- Give the city and if necessary state or province where the publisher is located
- Use a colon after the location
- If location is provided in the name of the publisher, do not repeat in the publisher’s location
- Give the name of the publisher - omit nonessential terms
- Give the location listed first in the book
- Finish the element with a period

Publication Information: Nonperiodical Examples

<table>
<thead>
<tr>
<th>Location, ST:</th>
<th>Hillsdale, NJ:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher:</td>
<td>Erlbaum.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location, Province, Country:</th>
<th>Toronto, Ontario, Canada:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher:</td>
<td>University of Toronto Press.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location, Country:</th>
<th>Oxford, England:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher:</td>
<td>Basil Blackwell</td>
</tr>
</tbody>
</table>

Retrieval Information: Electronic Sources (Section 4.15)

- Provide the Internet address for the document at the end of the retrieval statement
- Provide the name of the database if information is retrieved from a database; no address is required
- Finish the retrieval element with a period (unless it ends with an Internet address)

Retrieval Information: Electronic Sources Examples


Example of References in APA Style (Section 4.16)

Section 4.16 contains examples of references in the APA citation style. An index of the examples is provided in Section 4.16. The number after each entry refers to the numbered examples in the section.

The most common kinds of references are illustrated in section 4.16; however, there maybe a source that is not represented in the examples. Instead, refer to the general forms in Section 4.07 and review the examples provided. Select an example that is most like your source and following that format.

The publishers of the Publication Manual suggest providing more information rather than less so that readers are able to retrieve and use the sources listed.