Revisions to Introduction to the APA

Revised and Added Information to Capitalization p. 9 (April 29, 2013)

CAPITALIZATION RULES [pp. 101-104]

1. **PROPER NOUNS** Capitalize persons, places or things only when they are used as names or titles of specific entities (proper nouns).
   
   **Right:** Both authors taught at Purdue University, but each received a degree from a different university.
   
   **Wrong:** The authors developed language programs at their respective Universities.
   
   **Right:** A dispute arose between assembly line employees and their management staff.
   
   **Wrong:** Interns are assigned two Supervisors during their year-long program.
   
   **Right:** The symposium featured a presentation by Professor Robert Reich.
   
   **Wrong:** Students agreed that the Professor’s lectures were boring.
   
   **Right:** Two dog breeds that make good pets for children are beagles and Labrador retrievers.

2. **ACADEMIC COURSES** Capitalize academic titles, but do not capitalize general courses of study unless they contain a proper noun.
   
   **Right:** Philosophy 212 was recommended for its emphasis on analytical writing. (Title of a specific course)
   
   **Right:** Dr. Feldman teaches "A History of the Middle East Conflict" each spring. (Title of a specific course)
   
   **Wrong:** I need to take a course in History and a course in Economics to fill my requirement. (These are academic subjects, not course titles)
   
   **Right:** Courses in philosophy and British literature are required for graduation. (The first is an academic subject, not a course title; the second is also an academic subject, but it contains a proper noun that requires capitalization.)

3. **THEORIES AND DISORDERS** Do capitalize the names of theories, disorders, or processes. Capitalize proper nouns that appear in them.
   
   **Right:** Stem cell research may lead to a cure of Alzheimer’s disease. (The disease is named after Aloysius Alzheimer, the scientist who identified it.)
   
   **Right:** The apparent rise in cases of autism spectrum disorder may be attributed to better diagnostic techniques rather than an increase in actual occurrences. (The name of the condition is not based on the name of a person or place and therefore not capitalized.)
   
   **Wrong:** The therapeutic approach that most appeals to me is Cognitive Behavior Therapy (CBT). (Keep the captials for the abbreviation, but do not use them to name the theory.)

4. **TITLES AND HEADINGS IN THE BODY OF THE PAPER** Capitalize the first letter of each word in a title you use in your text, except for the following (unless any of the following are the first word of the title):
   
   **a.** and, but, yet, so, for, or, nor (coordinating conjunctions)
   
   **b.** a, an, the (articles)
   
   **c.** as, at, by, for, in, of, off, on, out, to, up (prepositions of three letters or fewer)
   
   **Right:** J. G. Farrell (1927) described the breakdown of civil society in The Siege of Krishapur.
Wrong: The professor assigned a new book, ALONG THE BLACKHAWK TRAIL, for next week. (Should be Along the Blackhawk Trail)

Wrong: The title of my essay was "A day in the life of an unhappy wife." (Should be "A Day in the Life of an Unhappy Wife")

NOTE: For formatting on titles used on your reference page, see "TITLES ON YOUR REFERENCE PAGE."

5. PLANTS AND ANIMALS Do not capitalize plants or animals unless they are also proper nouns.
   Right: The council passed an ordinance prohibiting pit bull dogs inside the city limits.
   Right: Veterinarians recommend that Russian wolfhounds be exercised every day.

6. DAYS OF THE WEEK Capitalize days of the week but not seasons of the year.
   Right: A committee of psychiatrists meets every Thursday.
   Right: Every summer my daughter studies in England.
   Wrong: Congress will recess during the Winter holidays.

7. DEFINED GEOGRAPHIC REGIONS Capitalize directions that refer to specific geographic regions of the country. Do not capitalize those that refer to general directions.
   Right: Americans from the South speak slowly and emphasize vowel sounds, while Northerners speak more rapidly and clip their vowels.
   Right: The school is situated on the south side of the boulevard.
   Wrong: Students walked West for six blocks and found the bridge.

8. Capitalize nouns followed by numerals or letters.
   Right: Interview transcripts are provided in Appendix C.
   Right: For an explanation of variables, turn to the Data Analysis section of Chapter 5.

CAPITALIZATION IN QUOTATIONS
Examples in parentheses refer to the Publication Manual of the American Psychological Association (6th ed.).

*Capitalize the first word of a quote that is a complete sentence.
   - Harris (2000) remarked, “Finding information is an art, not a science” (p. 214).
   - According to Plotnik (1982), “The licensing or copyright agreement with the author does not cover items the author borrowed from another source” (p. 16).
   - (APA example on p. 118, Quotation 1, and on p. 293)

However, if the quoted sentence completes an unfinished sentence or follows the word that, do not capitalize the first word or precede it with a comma.
   - Sutter was fascinated with Lake Superior because “the ore boats and foreign freighters seemed impossibly exotic” (p. 2).
   - Quincy acknowledged that “negotiations over bride price sometimes involved more than the price of the bride” (p. 105).
   - (APA example on p. 118, Quotation 2, and on p. 120)

*Do not capitalize the first word of a quoted phrase that is an incomplete sentence).
• Bryson (2002) called the English language “a merry confusion of quirks and irregularities that often seem willfully at odds with logic and common sense” (p. 93).

*If the quote is interrupted, do not capitalize the first word of the resumed quote.*

• “People and places,” noted Zinsser (1992), “are the twin pillars on which most nonfiction is built” (p. 54).


[Continue to next page]
MATCH REFERENCE ENTRIES TO IN-TEXT CITATIONS:
Shortcut with "Find"

You know that every reference on your reference page must be cited—and cited correctly—in your text. In a very short paper, this is easy to do. In a long paper, however, especially one with many in-text citations, matching your references and citations can be quite a challenge. Let the word processor's Find function help you.

1. With your reference page open on your screen, click the Home tab.
2. Drag the mouse to highlight the last name of the first author in your first reference. When you highlight, be sure to catch only the first name—no comma and no initials.
3. With the name highlighted click the Find icon near the top right of the Ribbon Bar, and select Find from the menu.
4. You will now see a navigation menu to the left of your reference page.

[continued next page]
5. Your in-text citations appear in the Navigation screen in the order in which they appear in your text. Check each citation for correctness. *The last listing in the Navigation pane is always the reference list entry, not an in-text citation.*

In multi-authored works, make sure all authors are named (up to six authors) in the first citation.

In subsequent citations, use only first name, followed by et al. If there are only two authors, be sure to name both authors every time.

Be sure that the year follows the name.

The last one is always your reference page entry, not a text citation.

[continued next page]
6. To begin the search for the next entry simply highlight first author in the next entry and click Find. The new name will appear in the Navigation screen search box.

7. If you find an entry for which no in-text citation exists, you must either remove the entry or provide a citation for it in your text.

8. Keep in mind that that you will still have to locate citations in your paper that you may have forgotten to include in your references. Every citation in the text (except personal communications) must have a reference list entry. You can use the "Find" function to check your in-text references to make sure they are listed on your reference page. Just look for the last item in the navigation screen and make sure it is a reference list entry, not another in-text citation.

The last one is always your reference page entry, not a text citation. If you don't see an in-text citation for it, remove it from your reference page or cite it in your text.

Get Help With APA Citations and References

>> Publication Manual of the American Psychological Association: Chapters 6 and 7, but especially Table 6.1, p. 177, and pp. 184-187

>> Introduction to the APA, pp. 11-32

>> APA Style Blog Use its search box

>> E-Learning Modules SGPP Writing Center's newest online feature

>> Make an Appointment for a consultation in person, by email, or by phone.
COPY & PASTE APA REFERENCES FROM A DATABASE

NOTE: Much of the information below appears in video form at APA Citation Tutorials on our website (www/smumn.edu/tcwrite, under “APA” → “APA Resources” → “APA Citation Videos”).

Save yourself time by copying and pasting pre-formatted APA references from electronic databases right into your reference list. Even if you don’t find a pre-formatted reference, it is always easier to copy reference information from your source and paste into your reference list.

The SMU Librarians have made the process of finding APA citations even easier by setting up SuperSearch, which allows you to find sources in all the Saint Mary's database holdings through a single search. This means that you will find standard APA citations regardless of the database in which the source resides.

Always begin by setting up an APA style with hanging indents: 1-inch margins, 12-pt Times New Roman, double-spaced, automatic hanging indents Keep that document open while you search for your sources. (Find help on the Writing Center web site at www.smumn.edu/tcwrite.)

Follow these steps to copy and paste an APA citation directly from the search screen to your pre-formatted reference page.

1. Go to the Twin Cities campus library at www.smumn.edu/tclibrary and enter your search terms in the SuperSearch screen.
2. Click Search.

[continued next page]

Need help with SuperSearch?
The friendly SMU Twin Cities librarians are always ready to help! www.smumn.edu/tclibrary
3. When the search results appear, click a title to open the full citation.

When the full citation window opens, you can read the article abstract. If you want to use the article in your paper . . .

4. Click on the Cite button at the right of the screen.

[continued next page]
5. When the Cite screen opens, you will find an APA option. Highlight and copy that reference.

Now paste that reference onto your reference page, noticing the Paste Options box that appears on your document as soon as you paste (yours may look slightly different from the one below) . . .

6. Click the small arrow to the right of that box to open the options.
7. When the Paste Options window opens, select Merge Formatting (or Match Destination Formatting), and watch the reference transform to the formatting you set for your reference page.

[continued next page]

Don’t worry about alphabetizing your references as you copy and paste. You can automatically alphabetize when you finish. Here’s how:

1. Highlight just the references (excluding page title and any extra line feeds at the end).
2. On the Home tab of the ribbon bar, locate the Sort icon.
3. Click OK
Page 6 Revised and Corrected Examples (February 27, 2013)

2. However, if the quoted text is not a complete sentence or if a quoted sentence follows the word *that*, do not capitalize the first word or precede it with a comma. [See examples, pp. 171-172]

Sutter was (1998) fascinated with Lake Superior's ore boats and foreign freighters because they "seemed impossibly exotic" (p. 2).

Quincy (2000) acknowledged that “negotiations over bride price sometimes involved more than the price of the bride” (p. 105).

Page 11 Clarified Examples (February 27, 2013)

Right: J. G. Farrell describes the breakdown of civil society in *The Siege of Krishapur*.

Wrong: The professor assigned a new book, *ALONG THE BLACKHAWK TRAIL*, for next week. (Should be *Along the Blackhawk Trail*)

Wrong: The title of my essay was "A day in the life of an unhappy wife." (Should be "A Day in the Life of an Unhappy Wife")

NOTE: For formatting on titles used on your reference page, see "TITLES ON YOUR REFERENCE PAGE."

Page 70 Corrected Heading (September 17, 2012)

Example 3. Emerald Database

1. Click on the Abstract (not the title). [Continued next page]
Electronic Database (Restricted Access): Journal Article

Access to most academic databases is restricted to subscribers. As a student, you have access to many of them because the Saint Mary’s University library subscribes to them. Examples include ProQuest Education Journals and the databases within EBSCO Megafile. Sources retrieved from most of these sources do not use a database name or URL when cited.

Format:

1. **Author.** For multiple authors, separate names with a comma. Use an ampersand (&) before the last author (or before the second author if there are only two).
2. **Publication date.** If no publication date is available, type (n.d.). Do not give month and day if the volume and issue are provided.
3. **Title.** Do not italicize. Capitalize only the first word, the first word after a colon, and proper nouns.
4. **Publisher information.** Include (a) *Title of the Periodical* (italicized and capitalized as in the source) and (b) volume number, issue number, and page range—typed this way: 2(3), 123-134. If a doi number is provided, add it after the period as shown in the example below.

**NOTE:** Articles from electronic databases are generally treated like print sources. Contrary to APA guidelines, Saint Mary’s University does not require students to provide a publisher home page URL if a doi number is not provided. If no doi number is provided, you may simply end the reference entry after the page range.

**Example: Cite on Your Reference Page**


doi: 10.1007/s12129-007-9006-x

**NOTE:** If no doi number is available, end the citation with the period after the page range. (The APA says to give the home page of the journal, but Saint Mary’s University does not require that information from students.)

**Cite in Your Paper:**

- **Parenthetical:** (Weissberg, 2008)
COPY & PASTE APA REFERENCES FROM A DATABASE

NOTE: Much of the information below appears in video form at APA Citation Tutorials on our website (www/smumn.edu/tcwrite, under "APA" → "APA Resources"→"APA Citation Videos").

Save yourself time by copying and pasting pre-formatted APA references from electronic databases right into your reference list. Even if you don't find a pre-formatted reference, it is always easier to copy reference information from your source and paste it into your reference list.

Always begin by setting up an reference page in APA style with hanging indents: 1-inch margins, 12-pt Times New Roman, double-spaced, automatic hanging indents. Keep that document open while you search for your sources. (Find help on the Writing Center web site at www.smumn.edu/tcwrite.)

The first set of instructions is for EBSCO. Instructions for ProQuest Education Journals and Emerald database follow.

Example 1. EBSCO Megafile

Locate a pre-formatted APA Reference in EBSCO database:

3. To locate source, enter search terms and click Search.
4. In the results list, click on the title of a source you selected.

[continued next page]
When the full citation window opens . . .

3. Click on the Cite button at the right of the screen.

The roles of law, client race and program visibility in shaping police interference with the operation of US syringe exchange programs.

Authors: Beletsky, Loo1,2; Grau, Lauretta E.1; White, Edward1; Bowman, Sarah1; Harmer, Robert1,2,3

Source: Addiction; Feb 2011, Vol. 106 Issue 2, p357-365, 10p, 3 Charts, 1 Graph

Document Type: Article

4. When the next window opens, you will find an APA option. Highlight and copy that reference.

APA
(American Psychological Assoc.)

References

Export to Bibliographic Management Software (EndNote, ProCite, Reference Manager, RefWorks, BibTex, etc.)
5. Now paste that reference onto your reference page, noticing the Paste Options box that appears on your document as soon as you paste (yours may look slightly different from the one below) . . .

3. Click the small arrow to the right of that box to open the options.

4. When the Paste Options window opens, select Merge Formatting (or Match Destination Formatting), and watch the reference transform to the formatting you set for your reference page.

NOTE: A. Not all databases have an APA-formatted reference option, but most do.
B. Not all the database-formatted references are correct APA style. If not, you will need to make the corrections after you paste.
C. Not all databases locate their formatted references in the same place. See examples below.
Example 2. ProQuest Education Journals

In ProQuest Education Journals, you must . . .

1. Select the source by clicking the box (not the title).
2. Click the Cite icon above the sources. Then copy/paste the reference to your

Example 3. Emerald Database

In Emerald database you must . . .

2. Click on the Abstract (not the title). [Continued next page]
(Emerald) continued:

2. Copy the reference shown in Abstract view and paste it to your reference page.

Notice that Emerald gives the reference this way:


After you copy/paste the reference to your page, you will need to make the APA corrections and add the DOI number if one is provided:


Don’t worry about alphabetizing your references as you copy and paste. You can automatically alphabetize when you finish.

**Page17. Added page numbers to reference** (July, 2012)

**Chapter in an edited book**

Format:

Author, X. (pub year). Title of chapter. In X. Editoname (Ed.), *Title of book* (pp. xxx-xxx). City, State: Publisher name.

Example: Cite on Your Reference Page

Timesaving Advice

- All academic databases (e.g., EBSCO, Academic Search Premier, ProQuest Education Journals, PsycINFO) provide the information you need to create an APA reference for any source you retrieve from the database. (Sources retrieved from Google may not provide that information.)
- Many electronic academic databases provide pre-formatted APA references that you can copy and paste to your own reference pages. They may require some minor APA formatting adjustments on your part, but using them will save your lots of time.
- You will find instructional videos to help you at http://www2.smumn.edu/deptpages/tcwritingcenter/apa/apa_cite_tutorials.php and more information in this book.

To copy electronic database citations directly to your reference page, see “Copy & Paste APA References From A Database” in the word processing section of this booklet.

PRIMARY & SECONDARY SOURCES [6.17]

A primary source is the originator of the information—the source in which the information was first expressed or published. Sigmund Freud, for example, was the primary source for the information in his work, Civilization and Its Discontents, written in 1930. If you had read his book you would cite it as follows:

Citation on Your Reference List

Citation in Your Paper
Freud (1930) . . . or . . . (Freud, 1930).

Secondary Source: However, you almost certainly did not read that book because it was published in Europe and written in German. Unless you are an advanced student or practitioner, you probably read about Freud’s work in another publication—a textbook or other book like Breger’s A Dream of Undying Fame: How Freud Betrayed His Mentor and Invented Psychoanalysis. Breger would be a primary source for his own ideas or opinions, but he would be a secondary source when expressing Freud’s ideas (Freud is the primary source). If you cite Freud through Breger’s words, you would cite this way:

Citation on Your Reference List

Citation in Your Paper
Freud (as cited in Breger, 2009) . . . or . . . (Freud, as cited in Breger, 2009).

Translated Source: If you did read Freud as a primary source, you probably read a translation. In that case you can cite Freud as a primary source, but you will need to identify the translator and the re-publication date on your reference page. For you in-text citation, give both the original publication date and the translation publication date.

Citation on Your Reference List

Citation in Your Paper