

WESTERN MICHIGAN UNIVERSITY  
School of Social Work

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**Referencing the Paper for Professional Writing**

The information below follows the editorial style outlined in the Publication Manual of the American Psychological Association (5<sup>th</sup> ed.) (2001). Each section first describes the correct style, and then gives an example.

**IN-TEXT CITATIONS**

1. References are used to cite the source of quotations cited in the text, to acknowledge specific contributions or opinions of other writers, and to document statistics and facts that are not well known. Do not include the name of articles or books in the text. The surname of the author and the publication year are inserted in the text at the appropriate point, for example:

...than previously reported (Smith & Williams, 1987).  
Smith and Williams (1987) identified four types...  
Kadushin (1983) defined the interview...  
In a study of adoption patterns (Kadushin, 1984)...

2. When you use a direct quote, introduce it in your sentence; don't just present the quote (see example below). When using a direct quote, also include the page number from the original text, for example:

Smith and Williams (1987) describe, "...” (p. 39).

3. Note that an ampersand (&) is used only in parenthetical material and in the reference list. Otherwise, write out the word **and**.
4. When the point you are making in your sentence is supported by two or more different publications, present those publications in alphabetical order, in parentheses, by the last name of the first author of each publication.

According to other studies (Katz, 1990; Rubenstein, 1993; Smith & Williams, 1987)...

5. The first time you list the authors in your text, include all authors' names (e.g., Barbaree, Hudson, & Seto, 1993). After that, if there are 3 to 5 authors, any future citation is listed as first author, et al.

First citation:

Barbaree, Hudson, and Seto (1993) state....

Additional citations:

Barbaree et al. (1993) include... **or** ...receive much support (Barbaree et al., 1993).

6. If there are 6 or more authors, list only the first author plus **et al.** each time in the text (all authors' names are never listed in the text). But do list all authors in the reference list.
7. If you find an article or book that quotes or cites another author, the best practice is to locate and review that original citation. If you choose to not do this, the correct citation would be:

Direct Quotation:

Social intelligence has been defined by Cantor and Kihlstrom (1989, pp. 10-13) as a "convenient organizing principle" (as quoted in Kaukiainen et al., 1999, p. 82).

Paraphrase:

Thorndyke (1920) was the first to describe the concept *social intelligence* (as cited in Björkqvist, Österman, & Kaukiainen, 2000).

8. Personal communication – if you have learned something from an individual through a personal communication (e.g., email, phone conversation, interview) you can cite this in the text as follows. Personal communications are not listed on the reference list.

Examples:

In an interview with M. Smith (personal communication, October 30, 2002),

... there is frequently an overlap between domestic violence and child abuse (M. Smith, personal communication, October 30, 2002).

## **REFERENCE LIST**

Each of the references you cite in your paper are listed on a separate page alphabetically by author or, if there is no author, by title. Do not include any references that you did not cite directly in your paper. Correct style would be to double space the entries, but for class, you may be able to single space to save paper. In any citation, list the authors in the order they are presented on the publication.

Because the purpose of the reference list is to enable the reader to locate relevant material, all of the information to identify the publication should be included. The following provides examples of different types of bibliographic listings.

### **Referencing Journal Articles**

Style: Indent all but 1<sup>st</sup> line (hanging indent). List the surname and initials of the author(s) (leave a space between author name initials); the year of publication (in parentheses); the title of the article (capitalize only the 1<sup>st</sup> word of the title, 1<sup>st</sup> word of subtitle, and any proper nouns); the title of the journal (capitalize all key words); the volume number; and inclusive page numbers. Put journal title through the , in italics, following the volume number.

### Examples:

Adler, N. A., & Schutz, J. (1995). Sibling incest offenders. *Child Abuse & Neglect*, 19, 811-819.

Ainsworth, M. D. S. (1989). Attachments beyond infancy. *American Psychologist*, 44, 709-716.

Birnbaum, M. (2000). The power of purposeful sessional endings in each group encounter. *Social Work with Groups*, 23(3), 37-52.

### **Referencing an Article in an Edited Book or an Encyclopedia**

Style: Indent all but the first line. List the article or chapter author or authors (leave a space between author name initials), date of publication (in parentheses); article or chapter title (capitalize only the 1<sup>st</sup> word of the title, 1<sup>st</sup> word of subtitle, and any proper nouns); book editor or editors; book title (capitalize only the 1<sup>st</sup> word of the title, 1<sup>st</sup> word of subtitle, and any proper nouns); inclusive page numbers (in parentheses); and publisher information. Put the book title in italics.

### Examples:

Barbaree, H. E., Hudson, S. M., & Seto, M. C. (1993). Sexual assault in society: The role of the juvenile offender. In H. E. Barbaree, W. L. Marshall, & S. M. Hudson (Eds.), *The juvenile sex offender* (pp. 1-24). New York: The Guilford Press.

Ozawa, M. (1987). Social security. In *Encyclopedia of social work* (18<sup>th</sup> ed., Vol. 2, pp. 644-654). Silver Spring, MD: National Association of Social Workers.

### **Referencing Complete Books**

Style: Indent all but the first line. List the book author or editor (leave a space between author name initials); date of publication (in parentheses); book title (capitalize only the 1<sup>st</sup> word of the title, 1<sup>st</sup> word of subtitle, and any proper nouns); and publisher information. Put the book title through the . in italics.

### Examples:

Davis, M. H. (1996). *Empathy: A social psychological approach*. Boulder, CO: Westview Press.

Cicchetti, D., & Carlson, V. (Eds.). (1989). *Child maltreatment: Theory and research on the causes and consequences of child abuse and neglect*. Cambridge, MA: Cambridge University Press.

### **Referencing Limited Edition Circulation Publications**

Style: Indent all but the first line. List the author or editor (leave a space between author name initials); year and month of publication (in parentheses); title of the publication (capitalize all key words and underline); and where the publication can be obtained.

### Example:

Kelley, E. (1988, March). *Newsletter of the NASW Committee of Social Workers for Peace and Social Welfare*. (Available from the National Association of Social Workers, 7981 Eastern Avenue, Silver Spring, MD 20910).

### **Referencing Government Reports**

#### Example:

National Institute of Mental Health (1982). *Television and behavior* (OHDS Publication No. ADM Publication No. 82-1195). Washington, DC: U.S. Government Printing Office.

### **Referencing On-Line Sources** (examples are from APA Manual, 2001)

#### Online article based on a print source

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

#### Electronic discussion list message

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to news://sci.psychology.consciousness.

#### E-mail

Email sent from one person to another is cited as a personal communication in the text; no bibliography reference needed.

Note: APA style says to avoid using footnotes -- they are distracting -- however, if you must write a note, place it at the end of your paper, before the reference list.

This Guide is adapted from Jill Duerr Berrick, School of Social Welfare, University of California, Berkeley