

Chapter 4

American Psychological Association (APA) System

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⊕ Students studying non-accredited units of psychology may use the Harvard System

The following is the APA web page which will provide information about citing of material from electronic sources not covered in the 5th Edition of the APA Publication Manual.

<http://www.apastyle.org>

The American Psychological System

About this System

There is a standard format for the citation of references within psychology and other disciplines, which is recommended by the American Psychological Association (APA), and used by a large number of psychological books and journals worldwide. The *APA Publication Manual* 5th ed. (2001) is in the reference collection within the Heyward Library. It is also available on short term loan. Students should seek advice from lecturers regarding the formatting requirements for assignments.

For Psychology students

While studying psychology you will be required to report research findings, write essays, tutorial papers, discussion papers and posters. This section provides examples of common sources and indicates how these should be cited within text and within the reference list. You are expected to familiarise yourself with the APA manual which provides instruction on modes of referencing other material which are not mentioned in this guide which provides instruction on modes of referencing other materials, which are not mentioned in this guide.

A **few** points need to be made regarding requirements for essay and laboratory report submissions in psychology. Presentation is important. Prepare your report or essay in size 12 Times New Roman font leaving a 4cm margin on the left hand side of the page and typing on every alternate line only (i.e., double spaced). You should also number the pages at the top right hand corner. A psychology essay should not include headings, should be double spaced, with new paragraphs being identified by a 5 space tab. An abstract must be included. This should be appropriately headed and placed on a single page at the start of the work. You should always make copies of work submitted for assessment. Check the requirements in the course outline and make sure a statement of authorship is completed.

Careful attention should be paid to the stylistic guidelines (see *APA Publication Manual*) and care should also be taken to correct any spelling and typing errors BEFORE submission. A second reader and a spell check are valuable devices to ensure you avoid minor problems of this type.

Focus upon the important details of the topic of an essay and write correct English. Do not use 'we', 'our', 'us' or any other forms of the first person except 'I' (and its various forms), where you specifically mean yourself. Do not use 'you' (or its various forms) unless you are referring to the reader of your essay. For example, an incorrect form would be; 'You can find this in children' A correct form would be; 'One can find this in children'

Structure of a Psychology Laboratory Report

A laboratory report consists of several distinct sections. These should be strictly separated and you should write something for each section. Pay close attention to the subtopics or points below. Your reports will require a sentence or two on these sections.

Title

The title should summarise the main idea of the paper simply, and should identify the variables or theoretical issues under investigation.

Abstract

An abstract is a brief, comprehensive summary of the contents of the article. It should be written on a separate page with its own heading. It should not include references and should be written as a single paragraph.

An abstract should describe in 100 to 150 words:-

- the problem under investigation, in one sentence if possible;
- the pertinent characteristics of participants, such as number, type, age, sex and species;
- the research method, including the apparatus, data-gathering procedures, and the method employed in the data analysis;
- the findings;
- the conclusions and the implications.

Introduction

An introduction develops general issues into specific research questions. The body of a paper opens with an introduction that presents the specific problem under study and describes the research strategy. Relevant references are cited here in the form - Bloggs (1958), or (Smith & Jones, 1970; Tom & Jerry, 1945).

The introduction should:

- identify the general issue addressed by the research;
- develop the theoretical background surrounding the study. (Note: this usually involves writing a short review of relevant literature),
- state the specific purpose of the study
- outline the independent and dependent variables.
- state the hypotheses being tested.

Method

The Method section describes in detail how the study was conducted. The major heading (Method) should be typed in the centre of the page. The subheadings (Participants, Apparatus, Procedure and Data Analysis) should be at the left hand margin, commence with a capital letter and be underlined.

- Participants: How many were there? What was the gender distribution and ages? How were they selected?
- Apparatus/Materials: What equipment and/or instruments were used? The psychometric properties of any tests should be reported.
- Procedure: Summarise the steps involved in the collection of data.
- Data Analysis: Explain the steps involved in analysing the data and the specific analytical techniques employed.

Results

The Results section summarises the data and the results of the statistical treatment of data. For each hypothesis:

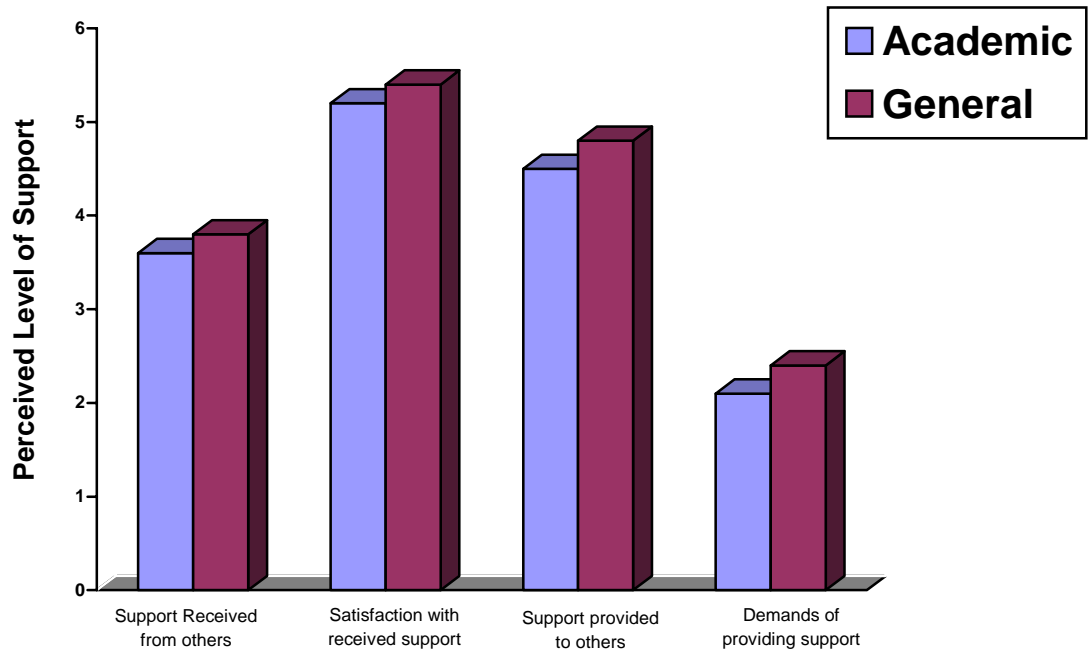
- Summarise the data set.
- State the result of each statistical analysis.
- Report the statistical material in sufficient detail to justify the conclusions, making reference to statistical tests, figures, and tables where appropriate.
- For statistical tests, include information about the magnitude or value of the test, the degrees of freedom, the probability level and the direction of the effect (e.g., $t(75)=2.19, p<.05$; $t(20)=0.19, ns$). Be sure to include descriptive statistics. An example of how this may be reported follows:
- The high self-esteem group ($M = 21.41, SD = 10.35$) reported significantly greater positive thoughts than did the low self-esteem group ($M = 15.35, SD = 11.09$), $t(75) = 2.19, p < .05$. **Note underlining.**
- Tables should be reported in double spacing. For example:

Table x

Descriptive Statistics for Classical Conditioning of Children to Spiders

Stages of childhood	<u>M</u>	<u>SD</u>	<u>n</u>
Infants	10.05	3.06	25
Early childhood	12.56	10.45	30
Middle childhood	8.37	2.98	45
Late childhood	18.21	12.63	23

- NB: Decimal points should be aligned.



Social Support Variables

Figure x. Comparison of general staff and academic staff on social support variables.

- Figures may be computer generated or hand drawn. Provide a caption that is sufficiently descriptive. This should be located below the figure (see above).
- Tables and figures require an explanation that is comprehensive but not analytical. e.g., As can be seen in figure x, general staff reported all the social support measures at a higher rate than did the academic staff.

Discussion

The Discussion section evaluates the results in relation to the original hypotheses and should –

- state whether the original hypotheses were supported.
- relate your results to the findings of others.
- identify the contributions or implications of the study for psychological theory and/or practice.

Reference List

All references cited in the text of your report must be listed in alphabetical order in a separate section at the end of the report entitled "References". Only references actually cited are to be included in this section and entries should be double spaced. An example of a reference list using APA format can be found on page 78. The 5th edition of the APA publication manual (2001) makes the distinction between "final" and "copy" manuscript (p. 321). A student paper should be referenced as a "final" manuscript which uses hanging indents within the reference list. This format is demonstrated throughout this chapter. Therefore students are advised to take note of the following examples. (Please note that authors, titles etc. are fictitious and are provided as a guide to formatting). You should seek clarification from the APA publication manual for any further problems relating to referencing.

Appendices

Appendices begin on a new page following the reference list and must be referred to within the text. For example, a questionnaire may have been used to collect data. Therefore it would be appropriate to include an unmarked copy of the questionnaire as an appendix and describe it within the apparatus/materials section of the method.

E.g. A questionnaire was designed (see Appendix A), to determine the outcomes of testing.

References to periodicals (journals)

Journal article, one author

Smith, J. (1996). The nature and effects of stress. *Psychological Bulletin*, 9, 635-647.

* **Within text, cite author and year, (Smith, 1996).**

Journal article, two authors, journal paginated by issue

Preston, L. & Griffiths, A. (2004). Pedagogy of connections: Findings of a collaborative action research project in outdoor and environmental education. *Australian Journal of Outdoor Education*, 8(2), 36-45.

* **Within text, cite authors and year each time they are referred to (Preston & Griffiths, 2004).**

Journal article, three to six authors

Smith, J., Becker, H.B., Jones, C., & Galloway, G. (1999). Is nothingness a hypothetical construct and does anyone care? *Journal of Abnormal Philosophy*, 69, 575-585.

* **Within text, cite all authors when initially referred to (Smith, Becker, Jones, & Galloway, 1999). Thereafter use the first author with et al. (Smith et al., 1999).**

Journal article with six or more authors

Riviera-Monroy, V. H., Twilley, R. R., Bone, D., Childers, D. L., Conardo-Molina, C., Feller, I. C. et al. (2004). A conceptual framework to develop long-term ecological research and management objectives in the wider Caribbean region. *Bioscience*, 54, 834-856.

* **Within text, cite first author along with et al. each time (Riviera-Monroy et al., 2004).**

Journal article in press

Che, D. (in press). Developing ecotourism in First World resource dependent areas. *Geoforum*, 145, 77-106.

* **Within text, cite author and in press (Che, in press).**

Magazine article

Jamieson, R. D. (1997, December 12). The epistemology of nothingness. *Time*, 145, 77-106.

- * **Within text, cite author each time referred to (Jamieson, 1997).**

Newspaper article, no author

Study finds nothingness substantial. (1998, April). *Euphoria Advertiser*, p.69.

- * **Within text, use title (“Study Finds Nothingness Substantial,” 1998).**

References to books and chapters**Book and edition**

Tunley, S. N., & Godber, T. (1996). *The careful academic* (3rd ed.). Euphoria: Euphoria City Press.

- * **Within text, use both authors for each citation (Tunley & Godber, 1996).**

Edited book and edition

Miles, J. C., & Priest, S. (Eds.). (1999). *Adventure Programming* (2nd ed.). State College, PA: Venture Publishing.

- * **Within text, use both authors as illustrated above (Miles & Priest, 1999).**

Book with no author or editor

Safety guidelines, snow activities (1992). Carlton South, Vic: Department of School education.

- * **Within text, cite the first few words of the title and the year, using italics for the book title (*Safety guidelines, snow activities*, 1992).**

Book with no date

Manning, P. & Hardman, M. (n.d.). *Green bans*. Melbourne: Australian Conservation Foundation.

- * **Within text, cite both authors and n.d. (Manning & Hardman, n.d.)**

Article or chapter in an edited book

Tunley, S., Maruff, P., Galloway, G., Francis, J., & Jeavons, S. (1998). Contemporary issues and new directions in the child's conception of being. In G. Galloway, R. D. Jamieson, & F. Nietzsche (Eds.), *Aging and reincarnation in the 1990's: Psychological issues* (pp.239-261). Washington DC: Nihilists' Association.

- * Within text, cite all authors when initially referred to (Tunley, Maruff, Galloway & Francis, 1998). Thereafter use the first author with et al. (Tunley et al., 1998).

Unpublished manuscripts, including theses

Jeavons, S., Milne, A., & Wittgenstein, L. (1991). *The nature and logic of nihilism: Past, present and future*. Unpublished manuscript, University College of Northern Victoria, Centre for Psychological Studies, Euphoria.

- * Within text, cite all authors when initially referred to (Jeavons, Milne, & Wittgenstein, 1991). Thereafter use the first author with et al. (Jeavons et al., 1991).

References to audiovisual items

Film, videotapes

Motion picture is used in brackets to describe videos and films.

Magidson, M. (Producer), & Fricke, R. (Director/Photographer). (1992). *Baraka* [Motion picture]. Culver City, CA: Magidson Films.

- * Within text, cite both names and date (Magidson & Fricke, 1992).

Television broadcast

McGuinness, R., & Scott, R. (Producers). (1999, May 2). *Kakadu: Australia's ancient wilderness* [Television broadcast]. Melbourne: Australian Broadcasting Corporation.

- * Within text, cite both names and year (McGuinness & Scott, 1999).

References to electronic sources

E-mail communications

E-mail communications from individuals should be cited as personal communications. Please note personal communications are not cited in the reference list. As the source of an e-mail can be disguised, it is important to verify the source and accuracy of e-mail communications before citing them as personal communications in manuscripts. An example is given in the text below:

These details were confirmed by an email from L. A. Chafez (personal communication, March 28, 1997) and were acted upon one week later.

- * Within text citation; personal communication and date (personal communication, March 28, 1997)."

Citing a web site in text

To direct readers to a web site (but not a specific page on the site) it is sufficient to give the address of the site in the text. **No reference list entry is needed.**

“Kidspsych’ is a wonderful interactive web site for children (<http://www.kidpsych.org>).”

- **Within text, cite the web link to homepage** (<http://www.kidpsych.org>).

Creating references for specific document on a web site

Web documents share many of the same elements found in a print document (e.g., authors, titles, dates). Therefore, the citation for a web document often follows a format similar to that for print, with some information omitted and some added.

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). *Videocounseling for families of rural teens with epilepsy* Project update. *Telehealth News*, 2 (2). Retrieved October 13, 2002, from <http://www.telehealth.net/newslet4a.html>.

CD Rom (eg PsycINFO)

Tunley, S., Jeavons, S., & Francis, J. (1998). Cognitive functions of middle aged females. [CD-ROM]. *Bendigo Journal of Ageing*, 1, 90-99. Abstract from: SilverPlatter File: PsycINFO AN: 1990-16551-012.

- * **Within text citation; all authors and year when initially citing (Tunley, Jeavons, & Francis, 1998). Second and subsequent citation provide first author and use et al. (Tunley et al., 1998).**

On-line journal articles

Articles obtained from aggregated database search:

Kurman, J., & Eshel, Y. (1998). Self-enhancement, generality level of self-evaluation, and emotional adjustment [Electronic version]. *The Journal of Social Psychology*, 138, 549-564. Retrieved October 23, 2002 from Expanded Academic ASAP database.

- * **Within text, cite both authors and year (Kurman & Eshel, 1998).**

Articles reproduced unchanged from an electronic site:

Buckley, R. (2004). Ecotourism land tenure and enterprise ownership: Australian case study [Electronic version]. *Journal of Ecotourism*, 3, 208-213.

- * **Within text, cite both author and year (Buckley, 2004).**

References to conference proceedings

Larkin, I. (2003). A Code of Ethics for Outdoor Educators. In S. Polley (Ed.), *Relevance, making it happen: 13th National Outdoor Education Conference* (pp. 115-120). Underdale, SA: Outdoor Educators Association of South Australia.

* **Within text, cite the author and year (Larkin, 2003).**

Other examples of both published and unpublished conference materials may be sourced from the 5th edition of the APA Publication Manual (pp. 259-260).

Secondary Sources

Students will often obtain information from general text books and other secondary sources. On these occasions the original source may not be available to the student. The following is the prescribed manner to reference secondary sources within text.

Example:

Wilkinson and Smith's study (as cited in Amir & Ben-Ari, 1995) found that...

This example informs the reader of the report or essay that, although the research of Wilkinson and Smith has been used, their original work (the primary source) has not been read. However the article by Amir and Ben-Ari is to be included in the reference list:

Amir, Y., & Ben-Ari, R. (1995). International tourism, ethnic contact, and attitude change. *Journal of Social Issues*, 41(3), 105-115.

Quotations

The APA reference system requires that you provide references of author/s, year and page number when using direct quotes.

Example:

Stress has been defined as "Those responses engendered in the individual when he/she judges that certain important outcomes of his/her transaction with the environment remain uncertain of resolution because they tax or exceed their coping resources" (Hatchard, 1989, p. 23).

When reporting information that does not use a direct quote provide the author and year but **NOT** the page number.

Example:

Stress has been defined as the reaction of an individual when the considered demands of the environment exceeded the coping resources (Hatchard, 1989).

OR

Hatchard (1989) defined stress as the reaction of an individual when considered environmental demands exceeded the coping resources.

Sample Reference List

All references cited in the text must be listed in alphabetical order Only references actually cited are to be included in this section and entries should be double spaced.

References

- Abel, M.H. (1998). Interaction of humour and gender in moderating relationships between stress and outcomes [Electronic version]. *The Journal of Psychology*, 132(3), 267-276.
- Becker, H.B., & Jones, C. (1998). Being and nothingness revisited. *Journal of Social Issues*, 37 (1), 1-7.
- Craighead, W.E., & Nemeroff, C.B. (Co-Eds.). (2001). *The Corsini encyclopedia of psychology and behavioural science*. (3rd ed., Vols. 1-4). New York: Wiley.
- Galloway, G., & Francis, J. (Eds.). (1997). *Nothingness, learning, and the meaning of life* (3rd. ed.). Salt Lake City, Utah: Agnostic Press.
- Galloway, G., Maruff, P., & Wittgenstein, L. (1991). *The nature and logic of nihilism: Past, present and future*. Unpublished manuscript, La Trobe University, Centre for Psychological Studies, Euphoria.
- Jamieson, R.D. (1997, December 12). The epistemology of nothingness. *Time*, 145, 77-106.
- Smith, J. (1996). The nature and effects of stress. *Psychological Bulletin*, 9, 635-647.
- Smith, J., Becker, H.B., Jones, C., & Galloway, G. (1999). Is nothingness a hypothetical construct and does anyone care? *Journal of Abnormal Philosophy*, 69, 575-585.
- Study finds nothingness substantial. (1984, April). *Euphoria Advertiser*, p. 69.
- Tunley, S.N. (1996). *Burnout: A subjective approach* (3rd ed.). Martyr City: Burning Bush Publications.