

# HOW TO CITE SOURCES IN APA-STYLE AT SOPHIAHEMMET UNIVERSITY COLLEGE OF NURSING

## INTRODUCTION

The purpose of citing sources is to give credit to the author for ideas or quotes that you use for an assignment/essay/report and to enable your reader to locate the sources. Failing to acknowledge the use of someone else's ideas or work is plagiarism.

All the sources that you refer to in your text and that are available should be included in the reference list and vice versa. You should only include sources that you yourself have read and used. If possible you should use primary sources and avoid secondary sources. For all assignments written at Sophiahemmet University College of Nursing you should present your references in APA-style.

The American Psychological Association (APA) Documentation system is commonly used in the social sciences and education, as well as in nursing.

Primary source for the APA-style is:

*Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). (2001). Washington, DC: APA. You can find the manual in the library.

Please note that Sophiahemmet University College has modified some of the rules in the APA-style!

Do you have questions about how to cite please contact your teacher or the library staff.

## SOME PRACTICAL HINTS

When you have found material that you want to use: take notes on the information needed to form a reference. If you have retrieved hits by using bibliographic databases it's a good idea to print your search history.

For a book reference use the information from the title page of the book and always place the authors name in the order on the title page.

Please note that it is the place of publication and not the place of printing-office you should supply. You can find information about the place of publication and publisher by using the library catalogue or by using the Libris-database <http://libris.kb.se/> (LIBRIS is the joint catalogue of the Swedish academic and research libraries) or optional international bibliographic databases.

## IN-TEXT CITATIONS

An in-text citation should correspond to an entry in the reference list at the end of the paper. The information in an entry for the reference list determines what information appears in a citation in the text. According to the APA-style the in-text citation should be as short as possible, you should provide at minimum the author's last name and the year of publication.

For a direct quotation or when citing a figure in the text provide author, year and page number in parentheses. The quotation must be copied exactly as written in the original including any punctuation or incorrect spelling.

To indicate short quotations (fewer than 40 words) in your text, enclose the quotation within double quotation marks.

*Example:* ...She stated, "The placebo effect disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied...  
or According to Miele (1993), "The placebo effect disappeared when behaviors were studied in this manner" (p. 276).

Place quotations longer than 40 words in a freestanding block of typewritten lines. Start the quotation on a new line, indent five spaces from the left margin. No quotation marks are required.

### **Reference by one or two authors**

The last name of the author/s and the year of publication are inserted in the text at the appropriate point.

*Example:* ... the fundamental of ethics (DeMarinis, 1998)....

... according to new findings (Cohen & Manion, 1994) ....

or if the name of the author or the date appears as part of the narrative, cite like this

... DeMarinis (1998) shows...

.. According to Cohen and Manion (1994) it is proved that....

If you cite a specific part of a source include the page-number in the in-text citation.

*Example:*... Cohen and Manion (1994, p. 13) found out that "..."

... Cohen och Manion (1994, pp. 23-25) described that..."..."

### **Reference by three, four or five authors**

The first notation includes all names (Jarnow, Judelle, & Guerrero, 2004)

*Subsequent* citations use the first author's name and et al.

(Jarnow et al., 2004)

### **Reference by six or more authors**

Name only the first author, then add et al. for all citations.

### **References by two authors with the same name**

Include initials and last name (Barrat, J., 2004), distinct from (Barrat, L., 2005).

### **Reference with organization as author**

In the first note, present the organization's name in full with an abbreviation in brackets: (World Health Organization [WHO], 2005). Use the shortened form in subsequent notations: (WHO, 2005)

### **Reference with no author**

Include a shortened version of the title, appropriately capitalized and punctuated and the year.

*Example:*...the definition of thrombocytosis... (Merriam-Webster's collegiate dictionary, 2000, p. 8).

### **Multiple works by the same author, same note**

Include the author's name and all dates in chronological order separated by commas.

*Example:*... according to investigations (Barrat, 1990, 1992, 1998)...

### **Two or more works by different authors, same note**

List each author in alphabetical order with date, separated by semicolons.

*Example:*... similar results (Barrat, 1990; Cohen & Manion, 1994; Swift, 2004)

### **Multiple works by the same author and same year**

Use letters (a, b, c) to distinguish the sources.

*Example:* (Thompson, 2005a), distinct from (Thompson, 2005b). The letters indicate the alphabetical order of the titles.

### Primary source/ secondary source

A primary source is one in which the author is presenting his/her own work (e.g. a journal article, a book chapter, or an entire book presenting the author's work). A secondary source is someone else's report of a piece of work; it is that author's interpretation and reporting of what he read in a primary source. If you cite a journal article that is cited in the article that you are reading, you are citing a secondary source. If you cite a textbook or other commentary, you are also citing a secondary source.

Wherever possible you should avoid relying on secondary sources. It is always preferable to read the original source. If you must cite the secondary source use the following format:

*Example:*... Skinner (1986, as cited in Bjork, 1994) argued that...

In this case only the Bjork book (not the Skinner article) should be listed in the reference list.

### Web pages

For single webpages you should follow the rules about author, year. Do not refer to the URL in your text!

*Example:* ...According to the letters by Florence Nightingale (University of Kansas , 2001)...

### Personal communication

Cite interviews, e-mail, correspondence, memos and lectures by listing the person's name and the clarifying phrase personal communication and the specific date.

*Example:* (Bates, L., Personal communication, November 14, 2008) or ...according to Liam Bates (personal communication, November 14, 2008)....

## REFERENCES IN A REFERENCE LIST

### GENERAL

All references cited should be listed in a reference list at the end of your paper, but before appendix. Each source you cite must appear in the reference list; likewise, each entry in the reference list must be cited in your text. In the reference list complete references are given in alphabetical order.

If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2001 article would appear before a 2006 article). If an author has published several works during one year list the references alphabetically after titles.

If there is no indication of publication year use (n.d.) (=no date)

Use italics for titles of books and journals.

Do not create separate lists for different styles of sources, all entries are placed in one list.

### BOOKS

#### Book by a single author

Author Last Name, First Initial. Second Initial. (Year). <i>Title of book: Subtitle of book.</i> Place of publication of book: Publisher of book.
---

Price, B. (2003). *Studying nursing using problem-based and enquiry-based learning.* Basingstoke: Palgrave Macmillan.

#### Book by two to six authors

Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. & Author Last Name, First Initial. Second Initial. (Year). <i>Title of book: Subtitle of book.</i> Place of publication of book: Publisher of book.
--

Holloway, I., & Wheeler, S. (1996). *Qualitative research for nurses.* Oxford: Blackwell Science.

### Book by more than 6 authors

If a book has more than six authors mention the six authors and abbreviate remaining authors as **et al.** (=and others)

Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. et al. (Year). *Title of book: Subtitle of book*. Place of publication of book: Publisher of book.

### Book with editors

Author Last Name, First Initial. Second Initial., & Author Last Name, First Initial. Second Initial. (Eds.). (Year). *Title of book: Subtitle of book*. Place of publication of book: Publisher of book.

Morse, J. M. (Ed.). (1991). *Qualitative nursing research: A contemporary dialogue*. Thousand Oaks, CA: Sage.

Ferrell, B. R., & Coyle, N. (Eds.). (2001). *Textbook of palliative nursing*. Oxford: Oxford University Press.

### Work in an anthology

Author Last Name, First Initial. Second Initial. (Year). Title of selection. In Editor's First Initial. Author Last Name (Ed./Eds.), *Title of anthology* (Vol. Volume number if appropriate, pp. page numbers of section). Place of publication: Publisher.

MacDonald, M., & Shreiber, R. S. (2001). Constructing and deconstructing grounded theory in the postmodern world. In R. S. Shreiber & P. N. Stern (Eds.), *Using grounded theory in nursing* (pp. 35-53). New York: Springer.

### Book new edition

Author Last Name, First Initial. Second Initial. (Year). *Title of book: Subtitle of book (Number of edition)*. Place of publication of book: Publisher of book.

Cormack, D. (Ed.). (2000). *The research process in nursing* (4<sup>th</sup> ed.). Oxford: Blackwell Science.

### Report from an institution or organization

Name of organization. (Year). *Title of report: Subtitle of report* (Reportname, number). Place of publication of report: Publisher of report.

World Health Organization. (2006). *Working together for health* (World health report). Geneva: World Health Organization.

### Book with no author or editor named

*Title of book: Subtitle of book* (Edition). (Year). Place of publication of book: Publisher of book.

*Merriam-Webster's collegiate dictionary* (10<sup>th</sup> ed.). (2000). Springfield, MA: Merriam-Webster.

### English translation of a book

Author Last Name, First Initial. Second Initial. (Year). *Title of book: Subtitle of book* (Translator First Initial Translator Last Name, Trans.). Place of publication of book: Publisher of book. (Original work published Year)

Laplace, P.-S. (1951). *A philosophical essay on probabilities* (F.W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

### Doctoral dissertation

Author Last Name, First Initial. Second Initial. (Year). *Title of dissertation: Subtitle* (Doctoral dissertation, Name of University, Town, Country). Retrieved from database

Wåhlin, I. (2009). *The circle of strength and power: Experiences of empowerment in intensive care* (Doctoral thesis, Linköping university, Linköping, Sweden). Retrieved from <http://liu.diva-portal.org/smash/record.jsf?pid=diva2:211696>

### Encyclopedia entry

Author Last Name, First Initial. Second Initial (Year). Entry heading.  
In *Encyclopedia* (Vol., pp. ) Place of publication: Publisher.

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp.501-508). Chicago: Encyclopediadia Briannica.

### PERIODICALS

Write the complete full periodical title. Capitalize only the first word of the title and the subtitle, do not italicize the title.

#### Journal article by a single author

Author Last Name, First Initial. Second Initial. (Year). Title of article: Subtitle. *Title of journal, volume(number), page numbers.*

#### a) Journal article with continuous pagination

Sandelowski, M. (1994). Focus on qualitative methods: The use of quotes in qualitative research. *Research in Nursing & Health, 17*, 479-482.

#### b) Journal article paginated by issue

♠Adams, M. J. (1995). Resolving the great debate. *American Educator, 19(2)*, 7-20.

#### Journal article by 2-6 authors

Author Last Name, First Initial. Second Initial., & Author Last Name, First Initial. Second Initial (Year). Title of article: Subtitle. *Title of journal, volume(number), page numbers.*

Frid, I., Öhlén, J., & Bergbom, I. (2000). On the use of narratives in nursing research. *Journal of Advanced Nursing, 32*, 695-703.

Kuczewski, M., Wicclair, M., Arnold, R., Pinkus, R.L., & Aumann, G. (1994). Make my case: Ethics teaching and case presentations. *The Journal of Clinical Ethics, 4*, 310-315.

#### Journal article by more than 6 authors

After the sixth author's name and initial use et al..

Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. Author Last Name, First Initial. Second Initial., Author Last Name, First Initial. Second Initial. et al. (Year). Title of article: Subtitle. *Title of journal, volume(number), page numbers.*

Dzik, W. H., Corwin, H., Goodnough, L.T., Higgins, M., Kaplan, H. & Murphy, M., et al. (2003). Patient safety and blood transfusion: New solutions. *Transfusion medicine reviews, 17(3)*, 169-180.

## Journal article in press

A paper that has been submitted to a journal and accepted for publication is considered in press. Use (in press) instead of year.

## Daily newspaper article

Author Last Name, First Initial. Second Initial. (Year, date). Title of article: Subtitle. *Newspaper*, pp. pages.

Alphabetize works with no author by first significant word in the title.

Schwartz, J. (2007, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

## Multiple works by the same author in the same year

- add lower case letters a, b, c etc.

Parse, R. R. (2003a). A call for dignity in nursing. *Nursing Science Quarterly*, 16(3), 232-238.

Parse, R. R. (2003b). Research approaches: Likenesses and differences. *Nursing Science Quarterly*, 16(1), 5.

## ELECTRONIC SOURCES

### Web site – Web document without print document counterpart

Cite as you would a printed source, followed by a retrieval statement that includes date of access and the Internet address.

Author Last Name, First Initial. Second Initial. (Date of electronic publication or update). *Title of documents* [or Description of content]. Retrieved Month day, year, from Internet address/URL.

University of Kansas. (2001). *Selection of letters written by Florence Nightingale*. Retrieved October 10, 2008, from <http://clendening.kumc.edu/dc/fn/>

### Internet articles based on a print source

Online articles that are exact duplicates of the print version and you only add [Electronic version] after the article title.

### Journal article with DOI assigned with DOI (Digital Object Identifier)

The Digital Object Identifier system is used to identify digital material. The DOI-number is unique and doesn't change. You can refer to DOI when an article is accepted by a journal but not yet published.

Engwall M., & Duppils, G. S. (2009). Music as a nursing intervention for postoperative pain: a systematic review. *Journal of perianesthesia nursing*. Advance online publication. doi: 10.1016/j.jopan.2009.10.013

### Personal communications for example letters, lectures, interviews and e-mail communication

You only cite personal communications in the text of the paper, not in the reference list.

## INDEX

- 2-6 authors, journal article, reference p. 5
- 2-6 authors, book, reference p. 3
- Anonymous author, publication, ref. p. 4
- Anthology, book, reference p. 4
- Article, electronic form, reference p. 6
- Chapter with editor, reference p. 4
- Dissertation, reference p. 5
- DOI p. 6
- Editor, book, reference p. 4
- Electronic version art., printed source p. 6
- Electronic version article with DOI p. 6
- E-mail, in-text citation p. 3
- E-mail, reference p. 6
- Encyclopedia entry p. 5
- Et al. p. 2
- In-text citations : general p. 1
- In-text, e-mail p. 3
- In-text, Internet sources p. 3
- In-text, interviews p. 3
- In-text, lectures p. 3
- In-text, multiple works, same note p. 2
- In-text, multiple works, same author p. 2
- In-text, no author p. 2
- In-text, one-two authors p. 2
- In-text, personal communication p. 3
- In-text, same author, multiple works p. 2
- In-text, secondary source p. 3
- In-text, several authors p. 2
- In-text, telephone p. 3
- In-text, web page p. 3
- Internet sources, in-text p. 3
- Interviews, in-text p. 3
- Interview, reference p. 6
- Lectures, in-text citation p. 3
- Lectures, reference p. 6
- Letter, reference p. 6
- More than 6 authors, book, reference p. 4
- More than 6 authors, journal article, reference p. 5
- Multiple works by same author, in-text citation p. 2
- Multiple works by same author, same year, in-text citation p. 2
- New edition, book, reference p. 4
- Newspaper, article, reference p. 6
- No author, in-text p. 2
- No publication-year, reference p. 3
- One-two authors, in-text citation p. 2
- One author, journal article reference p. 5
- One author, book reference p. 3
- Order in referencelist p. 3
- Personal communication, in-text p. 3
- Personal communication, reference p. 6
- Quotation p. 1
- Reference, article, DOI p. 6
- Reference, book, one author p. 3
- Reference, book, 2-6 authors p. 3
- Reference, book, anthology p. 4
- Reference, book, chapter with editor p. 4
- Reference, book, editor p. 4
- Reference, book, more than 6 authors p. 4

## RR

- 
- Reference, book, new edition p. 4
- Reference, book, editor p. 4
- Reference, book, anthology p. 4
- Reference, dissertation p. 5
- Reference, e-mail p. 6
- Reference, encyclopedia p. 5
- Reference, interviews p. 6
- Reference, journal article 2-6 authors p. 5
- Reference, journal article, one author p. 5
- Reference, journal article, more than 6 authors p. 5
- Reference, letters p. 6
- Reference, newspaper article p. 6
- Reference, personal communication p. 6
- Reference, report, institution p. 4
- Reference, printed article, electr.art. p. 6
- Reference, telephone p. 6
- Reference, unpublished article p. 6
- Reference, web-page p. 6
- Reference list : general p. 3
- Same author, several works, in-text p. 2
- Secondary source, in-text p. 3
- Several works, same note, in-text p. 2
- Unpublished article, reference p. 6
- Web-page, reference p. 6
-