# How to cite sources in APA-style at Sophiahemmet University

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

**Contents**

English version 2.0 2016-05-23

## INTRODUCTION

The purpose of citing sources is to give credit to the author for ideas, findings 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 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* (6th ed.). (2009). Washington, DC: APA. You can find the manual in the library.

Please note that Sophiahemmet University 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/save 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 you cite 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.

English version 2.0 2016-05-23

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

*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).

*Example*: ... Cohen and Manion (1994, p. 13) found out that…" …"
... Cohen och Manion (1994, pp. 23-25) described that…"…"

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 1 or 2 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….

## Reference by 3, 4 or 5 authors
The first notation includes all names and subsequent citations use the first author's name and et al.
*Example:* First time (Jarnow, Judelle, & Guerriro, 2004)
Subsequently; if the citation appears again; use (Jarnow et al., 2004)

## Reference by 6 or more authors
Name only the first author, then add et al. for all citations.

## References by 2 authors with the same name
If a reference list includes publicatins by two or more primary authors with the same last name, include the first author's initials in all text citations, even if the year of publication differs.
*Example*: … according to J. Barrat (2004) and L. Barratt (2005) the intervention…
   or … Several studies (Barrat, J., 2004; Barrat, L., 2005) show…

## 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

If an author has published several works during the same year; list the references alphabetically by title in the reference list. Add lower case letters (a, b, c etc) immediately after the year, within the parenthesis, to distinguish the sources.

*Example:* According to Parse (2003a)… …Parse (2003b) means that…

### Reference to newspaper articles

Give the year and the exact date of the publication.

*Example:* (Campbell, 2015, September 17)

### Reference without publication date

If no date is available, write n.d. (=no date) in parenthesis.

*Example*: (Anderson, n.d.) or …according to Anderson (n.d.) hypertension is…

### Article not yet published, in press

Write in press in parenthesis for articles that have been accepted for publication but that have not yet been published.

*Example*: (Briscoe, in press).

### 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

Follow the APA-style 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 communications (e.g. letters, lectures, interviews and e-mail 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.

Use italics for titles of books and journals.

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

### Multiple works by the same author
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).
*Example:*
Polit, D. F. & Beck, C. T. (2014). *Nursing research…*
Polit, D. F. & Beck, C. T. (2017). *Essentials of nursing research…*

### Multiple works by the same author in the same year
If an author has published several works during the same year list the references alphabetically by title. Add lower case letters (a, b, c etc) immediately after the year, within the parenthesis, to distinguish the sources.
*Example*:
Parse, R. R. (2003a). A call for dignity in nursing. *Nursing Science Quartely, 16(*3), 193-194. doi: 10.1177/0894318403016003001

Parse. R. R. (2003b). Research approaches: Likenesses and differences. *Nursing Science Quartely, 16(*1), 5. doi: 10.1177/0894318402239057

### BOOKS

### Book by 1 author
Author Last Name, First Initial. Second Initial. (Year). *Title of book: Subtitle of book*. 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 2-7 authors
Give all authors names, up to and including 7 authors.

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

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

### Book by 8 or more authors
When there are 8 or more authors, include the first 6 names, then insert 3 ellipses … and add the last author's name.

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

### Book with editor/s

> 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.

### Chapter in an anthology

> Author Last Name, First Initial. Second Initial. (Year). Title of chapter. 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.

Borneman, T., & Brown-Saltzman, K. (2015). Meaning in illness. In B. R. Ferrell (Ed.), *Spiritual, religious, and cultural aspects of care* (pp. 71-90). Oxford: Oxford University Press.

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$^{th}$ ed.). Oxford: Blackwell Science.

### Electronic version of a print book from Ebrary

Author Last Name, First Initial. Second Initial. (Year). *Title of book: Subtitle of book* (Number of edition). [ebrary reader version]. Retrieved from http://site.ebrary.com/lib/sophiahemmet...

Payne, S., Ingleton, C., & Seymour, J. (Eds.). (2008). *Palliative care nursing: Principles and evidence for practice* (2<sup>nd</sup> ed.) [ebrary reader version]. Retrieved from http://site.ebrary.com/lib/sophiahemmet/detail.action?docID=10256400

### 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). Relativitity. In *The new encyclopedia Britannica* (Vol. 26, pp.501-508). Chicago: Encyclopeadia Britannica.

## PERIODICALS

Capitalize only the first word of the title of the article and the subtitle.
Write the complete full periodical title.
Italicize the title of the periodical/journal and the volume.

### DOI - Digital object identifier
The Digital Object Identifier system is used to identify digital material. The doi-number is unique and does not change. If available, include doi for both print and electronic articles. The doi is usually located on the first page of the article, or can be found in databases or on the article's home page. If there is no doi assigned and the reference was retrieved online, give the URL of the article's home page.

### Journal article by 1 author

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

**- Journal article with continuous pagination**
Morrison, T. (2012). Qualitative analysis of central and midline care in the medical/surgical setting. *Clinical Nurse Specialist, 26*, 323-328. doi: 10.1097/NUR.0b013e31826e3f2a

**- Journal article paginated by issue**
Adams, M. J. (1995). Resolving the great debate. *American Educator, 19*(2), 7-20.

### Journal article by 2-7 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. doi number

Frid, I., Öhlén, J., & Bergbom, I. (2000). On the use of narratives in nursing. research. *Journal of Advanced Nursing, 32*, 695-703. doi: 10.1046/j.1365-2648.2000.01530.x

Välimäki, T., Vehviläinen-Julkunen, K., Pietilä, A. M., & Koivisto, A. (2012). Life orientation in Finnish family caregivers' of persons with Alzheimer's disease: A diary study. *Nursing & Health Science, 14*(4), 480-487. doi: 10.1111/j.1442-2018.2012.00721

### Journal article by 8 or more authors
When there are 8 or more authors, include the first 6 names, then insert 3 ellipses … and add the last author's name.

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

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267. doi: 10.1080/14622200410001676305

### Journal article without page numbers

Sometimes articles do not have continuous pagination, this applies e.g. for some open access journals. If you cite an article that has no continuous pagination, enter the information about the volume, number and doi and omit the page numbers. Do not add page numbers generated in the pdf.

Modrek, S., & Cullen, M. R. (2013). Job insecurity during recessions: Effects on survivors' work stress. *BMC Public Health, 13*(929). doi: 10.1186/1471-2458-13-929

### Advanced online publication

If an article is very new and not yet assigned a volume, an issue or page numbers; then insert Advanced online publication instead of volume, issue and page numbers. Update your references close to the publication of your work to refer to a final version, if possible.

Costello, J. F. (2013). Roles and strategies of diabetes support group facilitators: An exporatory study. *Diabetes Educator.* Advance online publication. doi: 10.1177/0145721713476347

### 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.

### Newspaper article

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

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

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

### Online newspaper article

Author Last Name, First Initial. Second Initial. (Year, date). Title of article: Subtitle. *Name of the newspaper*. Retrieved from http://www...

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

Campbell, D. (2015, September 17). Passive smoking raises risk of type 2 diabetes. *The Guardian*. Retrievied from http://www.theguardian.com/society/2015/sep/17/passive-smoking-raises-diabetes-type-2-risk

## ELECTRONIC SOURCES

### Web page that is not an article, a report, a book, etc.
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.

### Web page with author
Neill, M. (2007). *Guidance and resources on alzheimer's dementia for carers of people with Down's syndrome*. Retrieved October 10, 2008, from http://www.intellectualdisability.info/mental-health/alzheimers-dementia-what-you-need-to-know-what-you-need-to-do

### Web page published by an institution or organization
University of Kansas. (2001). *Selection of letters written by Florence Nightingale*. Retrieved October 10, 2008, from http://clendening.kumc.edu/dc/fn/

### Personal communications (e.g. letters, lectures, interviews and e-mail communication)
Only cite personal communications in the text of the paper, not in the reference list.

English version 2.0 2016-05-23