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STYLES OF REFERENCE AND CITATION

To enable readers to identify the work on which authors have drawn in producing their own work, authors need to:

1. refer to the work in their text (the citation);
2. provide full details of the work (the reference);
3. link the citation and the reference together in some way (the reference list).

There are various ways in which citations can be linked to references. The method used will often dictate how the references are laid out. Over and above such practical considerations, there is also a wide range of different conventions in use regarding how reference lists should be punctuated (for example, use of bold type, italics, brackets etc).

There are two main methods of referencing articles in journal and book publications:

The first is the Author-date reference system. The APA and Harvard formats follow this style as does the Chicago-Turabian system (which is not acceptable for submission to the *IPJP* as its referencing date-system is quite different from the two former styles).

The second is the Author-number system, the best example of which is the Vancouver style which uses a number-series to indicate references which are then listed in numerical order at the end of the paper as they appear in the text. This is more economical than the Harvard style as there is minimal punctuation, spacing and formatting is absent, and journal names are abbreviated. The Vancouver system is not acceptable for the *IPJP*.

It should be noted that many professional publications often have their own house styles which introduce specific variations within these general conventions.

CITATION METHODS: AUTHOR, DATE AND PAGE NUMBERS

The use of author name, date and page numbers is the most widely used citation format in the field of publishing. In the text, the work is referred to by the author's surname, the date of publication and the page number or numbers from which the quote or idea was taken.

The reference list is in alphabetical order of author, and the author name and date are the first two elements of each reference.

The main reference styles which use this format are the American Psychological Association (APA) and Harvard formats.

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) FORMAT (6th Edition)

(This is the preferred *IPJP* format)

INTRODUCTORY INFORMATION

The APA formatting (and writing) style is widely used in the social sciences and has become the recognized standard for scientific writing in many disciplines.

The APA Manual began as a seven-page article published in the *Psychological Bulletin* in 1929 which reported results of a 1928 meeting of representatives, including editors and business managers, from various social science journals, in particular from the disciplines of anthropology and psychology, “to discuss the form of journal manuscripts and to write instructions for their preparation” (APA, 2001, p. xix). By 1952 the guidelines were issued as a separate 60-page document called the *Publication Manual* which is now in its sixth edition. The full style is thoroughly documented in the APA Publication Manual (6th ed., 2009). With the release of each successive edition, the APA manual has aimed to reach a wider audience with the goal of becoming a major guide for authors, editors, and publishers.

This summary sheet is a guide to the APA style and is not intended to replace the 272 page *Publication Manual of the American Psychological Association*. Only selected citations have been chosen for inclusion here. For other examples, see the printed manual which is available in most bookstores, the [APA](#) or through [Amazon](#).

→ **NOTE: USE THIS AS A REFERENCE SOURCE ONLY** ←

How to Proceed if a Reference or Citation Example is not in this Summary

The most common kinds of reference and citation formats have been listed in this summary. However, in cases not covered by this summary you are advised to consult the full *APA Publication Manual* (preferable) or to look over the general examples in this summary, choose the example that is most like your source, and follow that prescribed format.

Reference List Formats

(pages 184-217 in the APA publication manual – 6th edition)

NOTE 1: A reference list contains only those sources that are actually cited in the paper itself. A Bibliography, in contrast, lists all the works that the author believes influenced the development of the paper. The APA format uses the reference list system (not a bibliography).

NOTE 2: If bibliographic software is used to create your references, you must make sure that the references are “unlinked” from the text.

Electronic Sources

Publishing in the online environment has greatly increased and changes in publishing models have called for new ways of tracking digital information. Because content on the Internet is often moved, restructured or deleted, scholarly publishers have begun assigning digital object identifiers (DOIs) to journal articles and other documents.

A DOI is a unique alphanumeric string assigned to each article to identify content and provide a persistent link to its location on the Internet. When a DOI is available it should be included for print and electronic sources. It is typically located on the first page of the electronic journal article, near the copyright notice. When a DOI is used, no further retrieval information is needed. If no DOI has been assigned, provide the home page URL of the journal, the book or the report publisher. Do not add a period after the DOI or the URL. Include retrieval dates only if the source material may change over time (e.g., Wikis). To locate a referenced document using the DOI, enter the DOI into the *DOI resolver* provided by CrossRef.org (<http://www.crossref.org>).

Journal Article, One Author

Hopkins, A. (2003). Perceptual anomalies through experiential stress. *Psychology and Society*, 24, 438-467.

Journal Article, Two Authors

Becker, C. B., & Rozen, S. J. (1999). An introduction to research methods. *Journal of Social Issues*, 32, 230-343.

Journal Article, More Than Two Authors

Becker, C. B., Rozen, S. J., Sprat, J., & Hyde, J. (2001). A specialist approach to research methods. *Journal of Social Issues*, 36(2), 243-334.

Journal Article, More Than Seven Authors

Becker, C. B., Rozen, S. J., Sprat, J., Hyde, J., Plath, L. C., Asgaard, G., . . . Botros, N. (2001). A specialist approach to research methods. *Journal of Social Issues*, 36, 243-334.

Journal Article – Accepted but not yet Published

Jeckell, B. D. (in press). Do persons undergo diurnal changes?: A critical exploration. *Psyche and Transformation*.

Journal Article with DOI

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi:10.1037/0278-6133.24.2.225

Online Journal Article without DOI

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Journal Article with DOI, Advance Online Publication

Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication. doi:10.1057/palgrave.kmrp.8500141

Magazine Article, One author

Harner, J. H. (2002, July). Do children have a universal voice? *Psyche and Transformation*, 102, 70-77.

Online Magazine Article

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/>

Newspaper Article, No Author

Study finds free care used more. (1982, April 3). *The Mail and Guardian*, pp. A1, A25.

Online Newspaper Article

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

NB: Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

Abstract as Original Source

Becker, C. B., Rozen, S. J., & Hyde, J. (2000). A generalist approach to research methods [Abstract]. *Journal of Social Issues*, 35, 236.

Lassen, S.R. (2006). The relationship of school-wide positive behaviour support to academic achievement in an urban middle school. *Psychology in the Schools*, 43, 701-712. Abstract retrieved from <http://www.interscience.wiley.com>

Abstract as Secondary Source

Becker, C. B., Rozen, S. J., Sprat, J., & Hyde, J. (2001). A specialist approach to research methods. *Journal of Social Issues*, 36, 243-334. Abstract obtained from *Philosophical Papers*, 2002, 123, Abstract No. 45.

Book, One Author

Strunk, W. (1994). *The psychological impact of political displacement*. New York, NY: Macmillan.

NB: As the location give the city and state or, if outside the United States, city and country. The names of U.S. states are abbreviated. Use the official U.S. Postal Service abbreviations.

Book, Two Authors

Strunk, W., & White, E. B. (1997). *The psychological impact of political displacement* (2nd ed.). New York, NY: Macmillan.

NB: The (2nd ed.) is not italicised.

Electronic version of print book

Shotton, M.A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/intex.asp>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook* [Adobe Digital Editions version]. doi: 10.1036/0071393722

Electronic-only book

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

Edited Book

Wallace, S., & Smith, C. D. (Eds.). (2000). *New principles in transformational education*. New York, NY: Praeger.

Book, Revised Edition

Wallace, S., & Smith, C. D. (Eds.). (2005). *New principles in transformational education* (Rev. ed.). New York, NY: Praeger.

NB: The (Rev. ed.) is not italicized and has a capital R.

Book, No Author or Editor

Shifting dunes in the Northern Territories. (2005). Edith Cowan University: Joint Council Publications.

Chapter in a Book

Ogden, T. (1994). The analytic third: Working with intersubjective clinical facts. In S. A. Mitchell & L. Aron (Eds.). (1999), *Relational psychoanalysis. The emergence of a tradition* (Rev. ed., pp. 459-486). Hillsdale, NJ: The Analytic Press.

NB: 1) If the date of the chapter is different from the publication date of the book, then both dates are listed: the date of the chapter (1994) and the date of the book (1999). If the chapter was written at the same time as the book in which it appears, then only the first date is listed (i.e., 1994).

2) If the book is a revised edition, the (Rev. ed.) is listed before the page numbers.

Reprinted From Another Source

Ogden, T. (1994). The analytic third: Working with intersubjective clinical facts. In S. A. Mitchell & L. Aron (Eds.). (1999), *Relational psychoanalysis. The emergence of a tradition* (Rev. ed., pp. 459-486). Hillsdale, NJ: The Analytic Press. (Reprinted from *Acta Psychologica*, 1998, 10, 34-61)

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from *Manual of child psychology*, pp. 703-732, by P. H. Mussen, Ed., 1970, New York: Wiley)

Authors of a Chapter in a Book (of which they are also the editors)

Alexander, Z., & Dutch, S. N. (2003). The principle of corrective emotional experience in healing. In Z. Alexander & S. N. Dutch (Eds.), *Psychoanalytic therapy: Principles and application* (pp. 54-78). New York, NY: Ronald Press.

NB: Because the editor's name is not in the author position, do not invert the name; use initials followed by surname.

Book, Corporate Author, Author as Publisher

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Several Volumes in a Multivolume edited book, published over more than one year

Wilson, J. G., & Smith, I. A. (Eds.). (1999-2003). *Handbook of phenomenology* (Vols. 1-5). Berne, Switzerland: Cosmos Verlag.

Non-English Book

Piaget, J., & Inhelder, B. (1951). *La genèse de l' idée de hasard chez l' enfant* [The origin of the idea of danger in the child]. Paris, France: Presses Universitaires de France.

Translated Works

Freud, S. (1970). *An outline of psychoanalysis* (J. Strachey, Trans.). New York, NY: Norton. (Original work published 1940)

English Translation of an Article or Chapter in an Edited Multivolume Book, Republished Work

Spiegelberg, B. (1998). Phenomenology, psychology and philosophy. In J. Steijkler (Ed. & Trans.), *The standard edition of the complete philosophical works of Herbert Johanssen* (Vol. 19, pp. 3-36). London, England: Jacksprat Press. (Original work published 1923)

Contract Research Document

Paterson, T. (2005). *Community focus-group programmes: Strategies for healing* (Report No. NRF-SG-03-05). Johannesburg, South Africa: Office of the Centre for Applied Social Research and Action. (CASRA Document Reproduction Service No. JRC467985)

Entry in an Encyclopaedia

Epistemology. (2000). In *World Book Encyclopaedia* (Vol. 10, p. 79). Chicago, IL: World Book Encyclopaedia.

Entry in an Online Reference Work

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviourism/>

Report from a Private Organization

General Motors. (2005). *The Road Fund (Annual Report)*. Uitenhage, East Cape: Author.

NB: Use "Author" (as publisher) when the publisher and author are the same.

Legal Material

Name v. Name, Volume Source Page (Court Place Court Date).

Johnson v. Smith, 234 F. Supp. 1087 (New York Court of Appeals 2002).

In the text, this would be cited as: *Johnson v. Smith* (2002) OR (*Johnson v. Smith*, 2002)

NB: Johnson v. Smith is italicized in the text citation but not in the reference list (applies to all legal and related legislative material).

Master's Thesis from a Commercial Database

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728)

Doctoral Dissertation, from Electronic Source

Buckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <http://www-static.cc.gatech.edu/~asb/thesis/>

Doctoral Dissertation, abstracted in DAI

Appelbaum, L. G. (2005). Three studies of human information processing. Texture amplification, motion representation, and figure-ground segregation. *Dissertation Abstracts International: Section B. Sciences and Engineering*, 65(10), 5428.

Unpublished Paper Presented at a Meeting

Stones, C. R. (1997, October). *Phenomenological and other qualitative approaches to research in the social sciences*. Paper presented at the University of Fort Hare (for post-graduate students and staff in the social sciences), Alice, South Africa.

Stones, C. R. (2002, July). *I am not your friend. I am your therapist: Difficult hermeneutics and psychodynamic psychotherapy*. Paper presented at the 25th International Congress of Applied Psychology, Singapore.

Unpublished Manuscript – Not Submitted for Publication

Stones, C. R., Levin, A., & Esterhuizen, R. (1995). *Acceptability of psychiatric community services in the central Eastern Cape*. Unpublished manuscript.

Unpublished Manuscript – With a University cited

Sprat, J. S. (2004). *Academic complexes and synergies within the context of transformation: A global concern*. Unpublished manuscript, Centre for Social Development, University of Ecclesia, Sydney, Australia.

NB: A sub-division precedes a parent body (Department of Philosophy, Edith Cowan University).

Unpublished Manuscript – Submitted for Publication but not yet Accepted

Palm, J. W. (2005). *Do phenomenologists truly understand the notion of transcendence?* Manuscript submitted for publication.

Review (of a Book or film)

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304. doi:10.1126/science.290.5495.1304

Axelman, A., & Shapiro, J. L. (2007). Does the solution warrant the problem? [Review of the DVD *Brief therapy with adolescents*, produced by the American Psychological Association, 2007]. *PsycCRITIQUES*, 52(51). doi:10.1037/a0009036

NB: Brackets, not parentheses, are used to indicate that this work is a review of another work.

Videotape

Muss, R. B. (Producer), & Haddock, H. Y. (Director). (1997). *Deeper into the psyche* [Motion picture]. Englewood Cliffs, NJ: Prentice Hall.

NB: The citation format for motion films, television series, and audio recordings is similar to the above. The type of media (film, audio, television, etc) is enclosed in brackets at the end of the title (as shown above). Please refer to the *APA Publication manual* for more complete details.

Web Page with Private Organization or Government as Author

Heavywest League. (2004). Throwing and Pitching on the field. Retrieved October 12, 2004, from <http://www.heavywestleague.com/fieldpitching.html>

New South Wales Department of Natural Resources. (2001). *Desert habitat restoration areas*. Retrieved 18 September 2001, from http://www.desert_habitat.au/org/land/restoration.htm

Company Information from Aggregated Database

Pick a Pickle Company Inc. (company profile). (2003). Retrieved 21 December 2002, from Business and Company Resource Centre.

Mathias-Rand Company Limited (company profile). (2004). In *HiPerformance*. Retrieved 14 May 2004, from Lexis-Nexis.

NB: The preferred spelling is e-mail as opposed to email or E-mail.

Message Posted to a Newsgroup, Online Forum, or Discussion Group

Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments

Blog Post

PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_rerequisites.php

Blog Comment

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_rerequisites.php

Abbreviations within the Reference List

Here are approved abbreviations for use in a reference list:

[chap.	Chapter]	[ed.	Edition]
[Rev. ed.	revised edition]	[2nd ed.	second edition]
[Ed.	Edited by]	[(Eds.)	multiple editors]
[Trans.	Translated by]	[p.	page no., with a space after the period]
[pp.	page numbers (plural)]	[Vol.	a specific Volume (as in Vol. 4)]
[vols.	Plural (as in 4 vols.)]	[No.	Number]
[Pt.	Part]	[Suppl.	Supplement]
[Tech. Rep.	Technical Report]	[n.d.	no date]
[Reg.	Regulation]	[Res.	Resolution]
[Fed. Supp.	Federal Supplement]	[U.S.C.	United States Code]
[Cong. Rec.	Congressional Record]	[Fed. Reg.	Federal Register]

NOTE:

- Note the use of upper or lower case in the above examples.
- Use the abbreviation "pp." for page numbers in encyclopaedia entries, multi-page newspaper articles, chapters or articles in edited books, but *not* in journal or magazine article citations, where numbers alone should be used (see earlier examples of reference formats).

Sequencing Format

- Use prefixes in alphabetizing names if commonly part of the surname (De Vries).
- Do not use *von* in alphabetizing (Helmholtz, H. L. F. von), or *Jr.*, *III*, or *Sr.*
- Treat *Mc* and *Mac* literally; *Mac* comes before *Mc*.
- Disregard apostrophes, spaces, and capitals in alphabetizing; *D'Arcy* comes after *Daagwood*, *Decker* comes after *de Chardin*.

- Single-author citations precede multiple-author citations of the same year (Zev, 1990 precedes Zev & Anderson, 1990).
- Alphabetize corporate authors by first significant word. Do not use abbreviations in corporate names.
- If citing multiple works by the same author at the same time, arrange dates in chronological order. In general, use letters after years to distinguish multiple publications by the same author in the same year. For example: Several studies (Johnson, 1988, 1990a, 1990b, 1995, in press-a, in press-b) showed that journal editors
- For old works cite the translation or the original and modern copyright dates if both are known, for example: (Aristotle, trans. 1931) or (James, 1890/1983).
- Always give page numbers for quotations, for example: (Cheek & Buss, 1981, p. 332) or (Shimamura, 1989, chap. 3, p. 5).

Some General Rules for APA Reference Pages

Begin the reference list on a new page. The page begins with the word References (Reference if there is only one), centred in the top, middle of the page, using both upper and lower case. If the references take up more than one page, do not re-type the word References on sequential pages, simply continue your list.

- Single space in the citations [This is recommended for the *IPJP*].

[NB: The *IPJP* deviates here from the APA recommendation of double spacing as the journal preference is for the entire manuscript to be in single spacing.]

- Use one space after all punctuation, including full-stops (or periods).
- Comma is always inserted before &
- When an author has more than one initial, leave a space between the initials, i.e., after the period.
- In a list of several authors, each is followed by a comma, except the last.
- The publication date is placed in parentheses, followed by a full-stop.
- For magazines and newspapers, give the publication year followed by the month and date, if any. If no date is available, write (n.d.).
- Arrange reference entries in alphabetical order – not chronologically.
- Single-author entries precede multiple-author entries.
- Where there are several works by the same author they are ordered chronologically (i.e., earliest date first).
- The first line of the reference is flush left. Lines thereafter are indented as a group, a few spaces (usually three), to create what is known as a hanging indentation.
- Use italics for book and journal titles, as well as for newspaper and magazine titles (but not when cited in the body of the text itself).
- Do not use italics for chapter and article titles.
- A journal volume number is italicized but the issue number appears in parentheses and is not italicized. NOTE: Only give the issue number if each issue of the journal begins with page 1.
- Give volume numbers for magazines, journals, and newsletters. Include the issue number for journals if, and only if, each issue begins on page 1.

- In the case of journal titles, all important words (but not “and”, “the”, “of”, and so on) begin with capitals.
- In the case of book titles, all words begin with lower-case letters except for the first word and proper nouns.
- Do not italicize or underline common foreign abbreviations (for example, vice versa, et al., inter alia, a priori, ad lib, per se, vis-à-vis). [See also page 12]
- References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.
- When citing several references, use the word “and” in the text but the ampersand (&) when the references are in parentheses in the text itself or in the reference list at the end of the manuscript.
- Publisher should be as brief as possible while still being clear. Consequently, terms such as “Limited”, “Incorporated” and “Publishers” are omitted from the publisher’s details (unless such terms are crucial to the brand name of the publishing house). Retain the words “Books” and “Press”.

Reference Citations in the Text

(pages 169-179 in the APA publication manual – 6th edition)

To refer, in the text, to an item in the list of references, an author-date method should be used. That is, use the surname of the author (without suffixes) and the year of the publication in the text at appropriate points.

Example: Researchers have indicated that more is expected of athletes in amateur sports (Theunisen, 2003) and professional clubs (Sampson & Honey, 2002).

Source	Citation	Source	Citation
No Author	(<u>Short Title</u> , 2004) (“Short Title,” 2004)	Chapter	(APA, 2001, chap. 6)
1 Author	(Smith, 2005) (Smith, 2005, p. 123)	Data File	(Corporate Author, 2002)
2 Authors	(Smith & Jones, 2004, pp. 123-126)	In Press	(Adams, in press)
3/5 Authors	(Smith, Jones, & Garcia, 2003) Next Cite: (Smith et al., 2003, p. 123)	Message/ E-Mail	(A. B. Smith, personal communication, January 1, 2004)
6 Authors+	(Smith et al., 2002, pp. 123-456)	Multiple	(Adam, 2003; Baca, 2004; Burton, 2002)
Corporate Acronym	(United Nations [UN], 1999) Next Cite: (UN, 1999, p. 123)	No Date Reprint	(Smith, n.d.) (Freud, 1920/2002)

One author

Steyne (2002) indicated in his research
In a recent study, research indicates (Steyne, 2001)

Two or more authors

When a work has two authors, always cite both names every time the reference occurs. For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al.

NB: The “et al” is always followed by a full-stop, thus “et al.”, and is never italicized.

Six or more authors

When a work has six or more authors, cite only the surname of the first author followed by et al (and date of publication). The exception to this is when the citation of two or more works - reduced to being cited using the first authors only - would lead to the reader being confused. In such cases, use sufficient names for each reference cited to distinguish between them.

Multiple works (must be listed alphabetically - not chronologically)

Research has shown that the development of intimate relationships for gay males (Anderson, 1997; Goyer & Eddleman, 2003; McMullen, 2001, 2004; Myers, 1996, 2005) is made more

NB: As above, separate different works with a semi-colon (;) and when there are several references by the same author, separate the dates with commas (,).

Authors with the same surname

If a reference list includes two or more authors with the same surname, include the authors' initials in all text citations, even if the year of publication differs.

T. R. Boulder (1999) and Z. D. Boulder (2003) found that
T. R. Boulder et al. (2001) and Z. D. Boulder (2003) later discovered

Works by the same author(s) with the same publication date

Differentiate these by using suffixes a, b, c, etc after the year; repeat the year.

Farrell & Hammond (1998a, 1998b, 2001)
Several studies (Farrell & Hammond, 1998a, 1998b, 2001)
Ratchet (2003a, 2003b, in press-a, in press-b)

When a work has no authors

Cite, in the text, the first few words of what appears first for the entry in the reference list (usually the title) and the year. Use double quotation marks around the title of an article, chapter or web page, and italicize the title of a journal, book, brochure or report.

Reference:

Caffeine linked to mental illness. (1991, July 13). *New York Times*, pp. B13, B15.

Text citation:

Recent research ("Caffeine Linked," 1991) has shown
[NB: Use heading capitals when citing titles in text citations.]

Specific parts of a source (page, chapter, section)

(Collins & Molitov, 1995, p. 21)
(McDonald, 2002, Chapter 4)

Citation of a Work Discussed in a Secondary Source

Text citation:

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Reference:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Old or Classical Works

When a work has no date cited in the text, the author's surname should be followed by a comma and n.d. for "no date", all of which should be placed in parentheses. When the year of publication is not applicable as with very old works, then cite the year of translation, preceded by trans., or the year of the version you used. If you know the original date of publication, include this in the citation:

(Aristotle, trans. 1931)
James (1890/1983)

According to historical tradition (Plato, n.d.)

Personal Communications

Personal communications may be things such as e-mail messages, interviews, speeches, and telephone conversations. Information that is retrievable must be listed in the references section at the end of the paper. However, because “personal communications” are not retrievable they should not appear in the reference list.

They should look as follows:

R. Boulder (personal communication, September 20, 2001) indicated that
In a recent interview (R. Boulder, personal communication, September 20, 2001) I learned that

NB: The accepted US sequencing of dates would be “September 20, 2001” while the accepted European sequencing would prioritize the day rather than the month, thus being “20 September 2001”.

Mechanics of Style

(pages 87-124 in the APA publication manual – 6th edition)

Abbreviations

Use abbreviations sparingly. However, when an abbreviation is used it must, on its first appearance, be spelled out completely and this complete term, title or name, be followed immediately by its abbreviation in parentheses.

Debates among members of the Australian Psychological Society (APS) centred on the matter of ethics. Later in the discussion, the APS President remarked that

The policy of the *Indo-Pacific Journal of Phenomenology (IPJP)* is multi-culturally embedded. Additionally, the readers of the *IPJP* indicated that

Latin Abbreviations:

Use the following standard Latin abbreviations only in parenthetical material (note the punctuation); in non-parenthetical material use the full English translations of the Latin terms:

[cf. compare]	[i.e. , that is,]	[e.g. , for example,]
[viz. , namely,]	[etc. , and so forth]	[vs. versus, against]

Exceptions:

- Regarding court cases, use the abbreviation **v** (for “versus”) in references and citations, whether parenthetical or not.
- Use the Latin abbreviation **et al.**, (and others) in the text (whether in parenthetical material or not) and in the reference list.

NOTE: The abbreviations have been made bold in order to show them clearly. However, they should not be bold in the manuscript itself. Do not italicize common abbreviations such as these.

Italics

Emphasis:

Do not use Italics for mere emphasis (unless the emphasis will be lost). Rather use syntax to provide the emphasis):

It is *important* to bear in mind that *this* process is *not* proposed as a *stage* theory of development.

↑ The above italicization (for mere emphasis) is not acceptable. ↑

Foreign words: [See also page 9]

Do not use italics for foreign words and abbreviations common in English

vice versa	et al.	inter alia	a priori
ad lib	per se	vis-à-vis	a posterior

NB: Note the full-stop at the end of et al. This does not occur with the other abbreviations.

Quotations

Block quotes:

Display a quotation of more than 40 words as a free-standing block of indented text which begins on a new line. Double indent this entire block by approximately 3 to 5 spaces – and omit the quotation marks. Note that the last period (full-stop) goes at the end of the quotation itself and not after the author and page number - which is the case when a quotation is not blocked (i.e., the period would set off the quotation and its source from the next sentence).

Ahead the light became brighter and brighter until it overtook the darkness and left me ... the pain one might feel when walking into sunlight from a dark room, this light was soothing to my eyes. (Brinkley, 1994, p. 9)

Shorter quotes:

Incorporate short quotations (fewer than 40 words) into the text itself and enclose within double quotation marks.

“Ahead the light became brighter and brighter until it overtook the darkness and left me standing in a paradise of brilliant light” (Brinkley, 1994, p. 9).

Edit quotes:

- Omitting material: Use three ellipsis points . . . within a sentence to indicate that material has been omitted from the original source. Add a space before the first, after the last, and between each period. Use four points to indicate omitted material between two sentences (full-stop plus three). Do not use ellipses at the beginning or end of any quotation unless - to avoid misinterpretation – you need to emphasize that the quotation begins or ends in mid-sentence.
- Inserting material: Use brackets [], not parentheses (), to enclose material inserted into a quotation by some person other than the original author.

Example: [personal communication] OR [as reported to Jackson, 2005]

Van Schaik argued that “the trend in contemporary phenomenology [as reported by Jones, 2003] is increasingly to deal with emotions and other feelings as if . . . they are real.”

- Adding emphasis: To emphasize material in a quotation, italicize the word or words, and then immediately after this, insert within brackets the words “italics added” → Like this: [italics added].

Quotation Marks

Use double quotation marks:

- To introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined word. Use quotation marks only for the first time the word is used:

considered “normal” behaviour

The “bad guy” scenario manifested itself.

Later in the same article use: The bad guy scenario persisted.

- To set off the title of an article or chapter in a book (the book or journal title itself would be italicized) when the title is mentioned in the text itself:

Milton's (2004) article, "Phenomenological Hermeneutics of Transformation", in Sparrow's profound book *Reinvention of the Self* argues that

- To reproduce material from a test-item or verbatim instructions/words:

The first item listed in the questionnaire was "could this be expected . . ."

Use single quotation marks:

Use single quotation marks within double quotation marks to set off material that in the original source was enclosed within double quotation marks, i.e., when you are quoting a quotation.

She stated that "the anxious manager had screamed to her to 'move away from that railing' as Jonathan moved closed to the edge."

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviours were studied in this manner" (p. 276).

Double or Single Quotation Marks?

- In text: Use double quotation marks to enclose quotations in text. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.
- In block quotations (any quotation of 40 or more words): Do not use quotation marks to enclose block quotations. Use double quotation marks to enclose any quoted material within a block quotation.
- With other punctuation: Place periods (full-stops) and commas within closing single or double quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material.

Parentheses

While there are many examples of the correct use of parentheses in the APA manual, the most common mistake relates to the use of parentheses and punctuation.

(When a complete sentence is enclosed in parentheses, place punctuation in the sentence inside the parentheses, like this.) If only part of a sentence is enclosed in parentheses (like this), place punctuation outside the parentheses (like this).

Capitals

(i.e., an uppercase first letter of a word)

- Capitalize the first word in a complete sentence
- Capitalize the first word after a colon that begins a complete sentence

The author made one point: No explanation that had been suggested so far answers all questions.

- Capitalize major words in titles of books and articles within the body of the paper. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four or more letters. Capitalize all verbs, nouns, adjectives, adverbs, and pronouns. When a capitalized word is hyphenated, capitalize both words. Also, capitalize the first word after a colon or a dash in a title.

In her book, *History of Pathology*, it was argued that
The criticism of the article, "Attitudes Toward Mental Health Workers" centres mainly on "Ultrasonic Vocalizations Are Elicited From Rat Pups" was the work under which

“Memory in Hearing-Impaired Children: Implications for Vocabulary Development” is the working report on

Exception: Titles of books and articles in reference lists - - [See earlier pp. 4ff.]

Use of Footnotes

Content footnotes and copyright permission footnotes that are mentioned in the text are numbered consecutively in the order in which they appear in the article. To indicate the material being footnoted, use superscript Arabic numerals. Type the footnote numbers slightly above the line (in superscript), like this,¹ *following* any punctuation mark except a dash. A footnote number that appears with a dash - like this² – always precedes the dash. (The number falls inside a closing parenthesis if it applies only to matter within the parenthesis.³) Footnote numbers should not be placed in headings that are in the text.

NB: Each footnote should convey not more than one idea and must supplement or amplify substantive information in the text. Footnotes should be avoided if at all possible because they tend to be distracting to readers.

Numerals Format

- Spell out numbers which are inexact, or below 10 and not grouped with numbers over 10 (one-tailed *t* test, eight items, nine pages, 12 episodes, three-way interaction, one-fifth, five trials).
- Use numerals for numbers 10 and above, or for lower numbers when grouped with numbers 10 and above (for example, from 6 to 12 hours of sleep).
- To make plurals out of numbers, add *s* only, with no apostrophe (during the 1950s) unless possessive (the 1950's generation).
- Use combinations of numerals and written numbers for large sums (over 3 million people) and when the use of numerals would be easier to comprehend. For example, “In the study, one response was valid.” BUT “1 out of 15 responses was valid.”
- Use numerals for exact statistical references, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample). Here is another example: “We used 30 subjects, all two year olds, and they spent an average of 1hr 20 min per day crying.”
- Use metric abbreviations with figures (4 km) but not when written out (many metres distant).
- Use the percent symbol (%) with figures (5%) but not with written numbers (five percent).
- Space mathematical copy as you would space words: $a+b+c=d$ is just as difficult to read as wordswithoutspacing; $a + b + c = d$ is much better.

HARVARD REFERENCING SYSTEM (This is not the preferred *IPJP* format)

The Harvard Referencing System is very similar to the APA Format in that it also uses an Author-date system, and has prescribed formats regarding the way in which material (sources, citations, books, journals, etc) is laid out in the body of the text as well as in the References section.

The major difference between the two systems is to be found in the use of punctuation, capitalization, spacing, italicization and the use of the ampersand (&).

However, a major disadvantage of the Harvard System (although widely used in the social sciences) is that there are as many variations on the style as there are journals and universities. Consequently, to follow the Harvard system would imply a lack of formatting consistency for the journal. A few examples will suffice in this regard:

[Leicester University \(United Kingdom\)](#)

Year of publication is not in parentheses and is followed by a full stop; article titles are not placed within quotes, volume numbers are in bold and are not spelled out.

[Monash University \(Australia\)](#)

Article titles are in double quotes.

[University of Western Australia](#)

The year of publication is not in parentheses.

In the above examples, there are also differences in the recommended use of punctuation, capitalization, spacing, italicization and the use of the ampersand (&).

RECOMMENDATION

The *IPJP* prefers the use of the APA format system for several reasons, amongst these being that the APA System is more comprehensive in its guidelines, is less ambiguous regarding punctuation and spacing, and makes greater use of capitalization to minimise formatting ambiguities that may arise when the meaning of abbreviations is often context dependent as in the Harvard System. Moreover, the APA format is a consistent one unlike the Harvard system which has many variations (although adhering to the Author-date format). Consequently, although acceptable - only because of its relatively wide use - the Harvard referencing system is not the preferred style adopted by the *IPJP*.

All manuscripts accepted for publication in the *IPJP* will be converted, before publication, into the APA format. Authors are therefore requested to adhere as closely as possible to the preferred APA format style.

Please forward any comments or suggestions regarding this summary sheet to the [Editor-in-Chief](#) of the *Indo-Pacific Journal of Phenomenology*.

An interesting and relatively comprehensive website on writing and formatting styles can be found at [Dr. Abel Scribe's Guides to Research Style and Documentation](#).

Updated: March 2017