

INTRODUCTION TO APA STYLE The rules on this chart derive from the *Publication Manual of the American Psychological Association, Sixth Edition*. Check www.apastyle.org for the most recent updates.

Writers in the social sciences (for example, psychology, sociology, business) use APA documentation in their papers and articles to recognize information from other sources. **Always follow the style your instructor tells you to use.**

Draw on the work of other writers to add depth and credibility to an assignment. Document these sources carefully. Documentation matters for several reasons:

- Readers can locate and read the cited sources if they choose.
- The author of the cited material receives credit.
- The writer using the cited material avoids plagiarism.

QUOTING, PARAPHRASING, AND SUMMARIZING

DIRECT QUOTATION: Use when the information is complicated and difficult to paraphrase, when the point is memorably stated, or when one author quotes another.

Short Quotations: Include quotations of fewer than 40 words with your text in double quotation marks.

Lorenzo Carrasco, a critic of Amazon rain forest preservation programs, refers to current trends in conservation as “a new form of colonialism” (as cited in Arrandale, 2007, p. 1004).

Long Quotations: Indent a quotation of 40 words or more 0.5” from the left margin and cite it at the end, after the final period. Do not use quotation marks.

The interests of conservation and development often appear mutually exclusive: But some developing nations consider it unfair for wealthy countries that long ago decimated their own natural landscapes to ask less fortunate lands to put tropical forests off-limits. In Brazil, for instance, business and political leaders see rain forest reserves as stalling the country’s hopes for dams, highways, ports, and other developments that could give their countrymen better lives. (Arrandale, 2007, p. 1004)

PARAPHRASE: A paraphrase uses different words and sentence structures to re-state the original author’s main idea(s). Paraphrases should be about as long and detailed as the original. Cite the source.

APA style encourages but does not require you to include the page or paragraph number for paraphrases and summaries.

Incorrect Paraphrase:

In some parts of the world, wealthy countries are seen as being unfair when they ask others not to do what they have already done—destroy their natural landscapes. Brazil’s political and business leaders, for example, think forest reserves are stalling plans for highways, dams, and ports (Arrandale, 2007, p. 1004).

Better Paraphrase:

Critics of current preservation efforts point out that developed countries have already depleted their own natural resources. These critics decry the apparent injustice of developed nations imposing restrictions on developing countries. Many Brazilians prominent in government and industry blame conservation efforts for impeding the development of dams, highways, and other improvements (Arrandale, 2007, p. 1004).

SUMMARY: A summary retains the original author’s meaning but shortens the material and restates it in different words and sentence structures.

In some less-developed countries, the protection and preservation of forests is seen as an unfair impediment to progress (Arrandale, 2007, p. 1004).

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IN-TEXT CITATIONS APA in-text citations include the original author’s last name, the year of publication, and page or paragraph number (required with a direct quotation). A complete reference for the cited source appears in a reference list at the end of the essay.

Author’s Name in Sentence: Franke Wilmer (1998) suggests that “human action and its impact in the world are directed by a view that is dangerously out of touch with natural laws which, according to indigenous peoples, govern all life on this planet” (p. 57).

Author’s Name in Parenthetical Citation: For instance, although the Kayapo people of south central Amazonia have been devastated by colonization, they still “used their knowledge to manipulate ecosystems in remarkable ways . . . to maximize biological diversity” (Brookfield, 2001, p. 141).

Authors With the Same Name: If two authors cited in the paper have the same last name, always include their initials: (G. Fried).

Multiple Works by Same Author in Same Year: Assign a letter to each source based on the alphabetical order of their titles.
J. P. Agarwal (1996a) describes the relationship between trade and foreign direct investment.

Two to Five Authors: In parenthetical citations, use an ampersand (&): (Granberg, Lidskog, & Larsson, 2008). For two authors, always give both names. For three to five authors, name all the authors in the first citation. In subsequent citations, give the first author and *et al.*: (Granberg et al., 2008).
. . . Barham and Coomes (1997) also note that a better understanding of how indigenous peoples live is necessary for the efforts of international groups such as Amazon Alliance to succeed.

Six or More Authors: The in-text citation uses only the first author’s name with *et al.* and the year.
Giller et al. (2008) advocate an active role for scientists in conservation efforts.

Organization as Author: If the organization is familiar, use an abbreviation in the second and subsequent citations.
An Associated Press (AP) report (2003) describes the impact of soy production on Brazil’s Xingu National Park.

Unknown Author: Include the first word or words of the title and the year of publication—(“Sowing,” 2008) for paraphrased information; (“Sowing,” 2008, p. 10) for quoted material.

Source Cited in Another Source: The article by Smith quotes Luppi, an expert on the topic. Only the source by Smith appears in the reference list.
Eduardo Luppi, director of innovation for Natura, comments, “We do have the advantage that we are Brazilian and we are in Brazil. If you are in England or America and want to manage something like this in the Amazon by remote control, you can forget it” (as cited in Smith, 2003, p. W1).

No Date: If no publication date appears with the information, use the abbreviation *n.d.* in place of the date.

Multiple Sources in One Sentence: To cite more than one source in one parenthetical citation, order the sources alphabetically and separate them with semicolons.

Several authors suggest that indigenous peoples must be part of future conservation efforts (Barham & Coomes, 1997; da Cunha & de Almeida, 2000; Epstein, 2002; Smith, 2003).

Personal Communication: Information gathered directly by the author—such as personal conversations, letters, and e-mails—are referenced in the text but not included in the reference list.

According to ethnobotanist G. Fried (personal communication, April 4, 2008), the work of research scientists in the Brazilian Amazon has been greatly impeded in the last 10 years because of the destruction of potentially unrecorded plant species.

TITLE PAGE AND ABSTRACT

Running head: SAVING THE AMAZON

Saving the Amazon:
Globalization and Deforestation
Audrey Galeano
Tulane University

1

All pages: short title and page number. Title page only: “Running head” and colon precede short title.

←

Title appears on separate page, centered, with student’s name and school name.

SAVING THE AMAZON

Abstract

The impact of globalization on fragile ecosystems is a complex problem. In the Amazon River basin, globalization has led to massive deforestation as multinational corporations exploit the rain forest’s natural resources. In particular, large-scale industrial agriculture has caused significant damage to the local environment. In an effort to resist the loss of this ecosystem, indigenous peoples in the Amazon basin are reaching out to each other, to nongovernmental organizations (NGOs), and to other interest groups to combat industrial agriculture and promote sustainable regional agriculture. Although these efforts have had mixed success, it is hoped that the native peoples of this region can continue to live on their homelands without feeling intense pressure to acquiesce to industrialization or to relocate.

2

Abstract appears on new page after title page. First line is not indented.

←

Objective stance used, with no reference to essay. Essay concisely summarized—key points included, but not details or statistics.

←

Paragraph should not exceed 150 to 250 words.

FIRST PAGE OF PAPER AND FIGURE

1/2”

SAVING THE AMAZON

3

Saving the Amazon:
Globalization and Deforestation
For thousands of years, the indigenous peoples of the Amazon River basin have practiced forms of sustainable agriculture. These peoples developed ways of farming and hunting that enabled them to provide food and trade goods for their communities with minimal impact on the environment. These methods have endured despite colonization and industrialization. Today, the greatest threat to indigenous peoples in the Amazon River basin is posed by the massive deforestation caused by industrial-scale farming and ranching, as revealed in satellite images taken by Brazil’s National Institute of Space Research since 1988. (See graph in Figure 1.)

1”

Full title repeated on first page only.

Figure appears on separate page at end of paper.

SAVING THE AMAZON

12

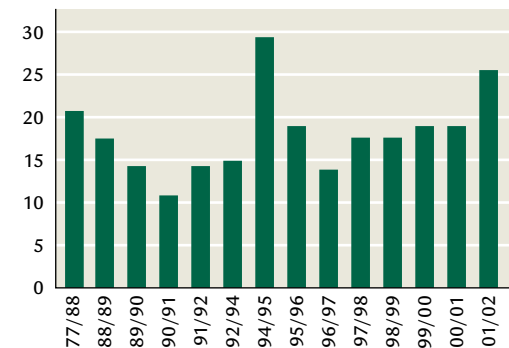


Figure 1. Annual deforestation rates in the Brazilian Amazon, 1977–2002 (thousands of square kilometers). Bars representing multiple years show the mean for those years. Data from National Institute of Space Research, Brazil (2002). Graph adapted from *Hamburger connection fuels Amazon destruction: Cattle ranching and deforestation in Brazil’s Amazon* (p. 2), by D. Kaimowitz, B. Mertens, S. Wunder, and P. Pacheco, 2004, retrieved from Center for International Forestry Research website: http://www.cifor.cgiar.org/publications/pdf_files/media/Amazon.pdf

Graph presents statistics in visual form for readers.

Informative caption and source note appear below figure.

REFERENCE LIST

SAVING THE AMAZON

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Prugh, T. (2004). Ranching accelerates Amazon deforestation. *World Watch*, 17(4), 8.

Smith, T. (2003, October 8). Grass is green for Amazon farmers. *The New York Times*, p. W1.

Society for California Archaeology. (2000). *Interview with Anna C. Roosevelt*. Retrieved from http://www.scahome.org/about_ca_archaeology/2000_Roosevelt.html

New page, heading centered.

Entries in alphabetical order and double-spaced.

Hanging indent 5 spaces or 1/2".

APA References

► Include a reference for each source (except personal communications). ► Alphabetize by author. List multiple works by the same author in order of publication (earliest first). For multiple works by the same author in the same year, alphabetize by title and add a lowercase letter after the year: Agarwal, J. P. (1996b). ► Alphabetize by title if there is no author. ► Write *n.d.* in place of the date if there is no date. ► For journal articles, italicize the volume number and follow with a comma and the page(s); if each issue begins on page 1, include the issue number in parentheses after the volume number and follow with a comma before the page(s). ► Include a digital object identifier (DOI) if one is assigned.

	Source Type	Author	Date	Title of Section (Chapter, Article, Part of Web Site)	Title of Longer Work (Book, Journal, Sponsoring Web Site)	Edition, Volume, Issue, Pages, and/or Type	Publication Information	Complete Reference
BOOKS	Book with one author	Brookfield, H.	(2001).		<i>Exploring agrodiversity</i> .		New York, NY: Columbia University Press.	Brookfield, H. (2001). <i>Exploring agrodiversity</i> . New York, NY: Columbia University Press.
	Book with multiple authors	Goulding, M., Mahar, D., & Smith, N.	(1996).		<i>Floods of fortune: Ecology and economy along the Amazon</i> .		New York, NY: Columbia University Press.	Goulding, M., Mahar, D., & Smith, N. (1996). <i>Floods of fortune: Ecology and economy along the Amazon</i> . New York, NY: Columbia University Press.
	Organization as author and publisher	Deutsche Bank, Economics Department.	(1991).		<i>Rebuilding Eastern Europe</i> .		Frankfurt, Germany: Author.	Deutsche Bank, Economics Department. (1991). <i>Rebuilding Eastern Europe</i> . Frankfurt, Germany: Author.
	Unknown author		(1969).		<i>Give me liberty</i> .		New York, NY: World.	<i>Give me liberty</i> . (1969). New York, NY: World.
	Edited book	Lifton, K. (Ed.).	(1998).		<i>The greening of sovereignty in world politics</i> .		Cambridge: The Massachusetts Institute of Technology Press.	Lifton, K. (Ed.). (1998). <i>The greening of sovereignty in world politics</i> . Cambridge: The Massachusetts Institute of Technology Press.
PERIODICAL / OTHER PRINT	Chapter or section of edited book	Wilmer, F.	(1998).	Taking indigenous critiques seriously: The enemy 'r' us.	In K. Lifton (Ed.), <i>The greening of sovereignty in world politics</i>	(pp. 55–60).	Cambridge: The Massachusetts Institute of Technology Press.	Wilmer, F. (1998). Taking indigenous critiques seriously: The enemy 'r' us. In K. Lifton (Ed.), <i>The greening of sovereignty in world politics</i> (pp. 55–60). Cambridge: The Massachusetts Institute of Technology Press.
	Edition other than the first	Maimon, E., Peritz, J., & Yancey, K.	(2010).		<i>A writer's resource: A handbook for writing and research</i>	(3rd ed.).	New York, NY: McGraw-Hill.	Maimon, E., Peritz, J., & Yancey, K. (2010). <i>A writer's resource: A handbook for writing and research</i> (3rd ed.). New York, NY: McGraw-Hill.
	Journal article paginated by volume	da Cunha, M. C., & de Almeida, M.	(2000).	Indigenous people, traditional people and conservation in the Amazon.	<i>Daedalus</i> ,	129, 315.		da Cunha, M. C., & de Almeida, M. (2000). Indigenous people, traditional people and conservation in the Amazon. <i>Daedalus</i> , 129, 315.
	Journal article paginated by issue/with over seven authors (list first six followed by ellipses and last)	Giller, K. E., Leeuwis, C., Andersson, J. A., Andriess, W., Brouwer, A., Frost, P., . . . Windmeijer, P. N.	(2008).	Competing claims on natural resources: What role for science?	<i>Ecology and Society</i> ,	13(2), 1–34.		Giller, K. E., Leeuwis, C., Andersson, J. A., Andriess, W., Brouwer, A., Frost, P., . . . Windmeijer, P. N. (2008). Competing claims on natural resources: What role for science? <i>Ecology and Society</i> , 13(2), 1–34.
	Newspaper article	Smith, T.	(2003, October 8).	Grass is green for Amazon farmers.	<i>The New York Times</i> ,	p. W1.		Smith, T. (2003, October 8). Grass is green for Amazon farmers. <i>The New York Times</i> , p. W1.
ONLINE	Government document (agency as author)	U.S. Fish and Wildlife Service.	(2005).		<i>Habitat conservation plans</i> .		Washington, DC: Government Printing Office.	U.S. Fish and Wildlife Service. (2005). <i>Habitat conservation plans</i> . Washington, DC: Government Printing Office.
	Brochure	U.S. Postal Service.	(1995).		<i>A consumer's guide to postal services and products</i>	[Brochure].	Washington, DC: Author.	U.S. Postal Service. (1995). <i>A consumer's guide to postal services and products</i> [Brochure]. Washington, DC: Author.
	Online journal article with Digital Object Identifier (DOI)	Granberg, M., Lidskog, R., & Larsson, S.	(2008).	Dealing with uncertainty: A case study of controlling insect populations in natural ecosystems.	<i>Local Environment</i> ,	13, 641–652.	doi:10.1080/13549830802260191	Granberg, M., Lidskog, R., & Larsson, S. (2008). Dealing with uncertainty: A case study of controlling insect populations in natural ecosystems. <i>Local Environment</i> , 13, 641–652. doi:10.1080/13549830802260191
	Online journal article without DOI	Chan, L.	(2004).	Supporting and enhancing scholarship in the digital age: The role of open access institutional repository.	<i>Canadian Journal of Communication</i> ,	29, 277–300.	Retrieved from http://www.cjc-online.ca	Chan, L. (2004). Supporting and enhancing scholarship in the digital age: The role of open access institutional repository. <i>Canadian Journal of Communication</i> , 29, 277–300. Retrieved from http://www.cjc-online.ca
	Article in online newspaper	Rohter, L.	(2004, December 12).	South America seeks to fill the world's table.	<i>The New York Times</i> .		Retrieved from http://www.nytimes.com	Rohter, L. (2004, December 12). South America seeks to fill the world's table. <i>The New York Times</i> . Retrieved from http://www.nytimes.com
OTHER	Short work from Web site (organizations as author and sponsor, press release)	U'wa Defense Project, & Amazon Watch.	(2006, October 23).		<i>The U'wa reject consultation process and Ecopetrol's oil project on their reserve in Colombia</i>	[Press release].	Retrieved from http://amazonwatch.org/newsroom/view_news.php?id=1240	U'wa Defense Project, & Amazon Watch. (2006, October 23). <i>The U'wa reject consultation process and Ecopetrol's oil project on their reserve in Colombia</i> [Press release]. Retrieved from http://amazonwatch.org/newsroom/view_news.php?id=1240
	Work from Web site, no date	Levin, R. C.	(n.d.).		<i>President's welcome</i> .	Yale University website:	Retrieved from http://yale.edu/about/president.html	Levin, R. C. (n.d.). <i>President's welcome</i> . Retrieved from Yale University website: http://yale.edu/about/president.html
	Image, map, chart	Smith, W. E.	(1950).		<i>Guardia Civil, Spain</i>	[Photograph].	Minneapolis, MN: Minneapolis Institute of Arts.	Smith, W. E. (1950). <i>Guardia Civil, Spain</i> [Photograph]. Minneapolis, MN: Minneapolis Institute of Arts.
	Motion picture	Bender, L., Burns, S. Z., Chilcott, L., David, L., Guggenheim, D., Skoll, J. (Producers), & Guggenheim, D. (Director).	(2006).		<i>An inconvenient truth</i>	[Motion picture].	United States: Paramount Classics & Participant Productions.	Bender, L., Burns, S. Z., Chilcott, L., David, L., Guggenheim, D., Skoll, J. (Producers), & Guggenheim, D. (Director). (2006). <i>An inconvenient truth</i> [Motion picture]. United States: Paramount Classics & Participant Productions.

FINDING SOURCE INFORMATION

Book

Exploring Agrodiversity

Harold Brookfield

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