Compiled by Monit Cheung, PhD, LCSW, September 1, 2009; Updated August 24, 2016

Text Citations

1. If the name of the author occurs in the text, cite the year:

   According to Caline (2001) and Bison (2009), social work is a profession.

   In 2009, Peters and Olson compared social work and politics.

   Peterson, Peters, Caline, Lees, and Aliceson (2000) found that XXX...

2. If the author is not named in the text, cite the author (in alphabetical order for multiple citations) and the year in parentheses [If more than five authors appear in a citation, cite only the surname of the first author followed by et al. and the year; 3 to 5 authors, list all names when the citation appears the first time, then use (first author et al., year); 2 authors, list both names throughout]:

   Culture is an important determinant in social work practice (Caline, 2001).

   According to recent surveys of more than 20,000 social workers (Bison, 2000, 2001; Peters & Olson, 2009; Peterson, Peters, Caline, Lees, & Aliceson, 2000; Rerson et al., 2009), social work is both an art and a science. An added comparative analysis found that social workers believe their work is more an art than a science (Peterson et al., 2000).

3. If the citation is a direct quotation, provide page number after quote:

   Peters and Olson (2009) found that the media effect, which had been verified in previous studies, “disappeared when behaviors were studied in a group” (p. 276).

   In 2009, Peters and Olson coined the term mutual celeration effect and believed it to be “the most important component in statistical analysis” (p. 271).

4. If the reference has no author, use the title or publisher:

   Social work is a profession that is politically oriented (“The new social work innovations,” 2000).

   The American Psychological Association (APA, 2009) describes five major characteristics of a professionally prepared article.

5. If two authors with the same surname, include the initials in the text in all citations:

   R. A. Peters (2008) and P. Peters (2009) also found...

   J. Goldenberg and Terilo (1998) and M. Goldenberg (1999) studied ...

6. If the citation is to a personal communication, cite the surname and initials of the communicator and the exact date of the communication (but do not include it in the
B. Simons (personal communication, January 17, 2009) of Houston Company stated that social work is a politically oriented field. From a professional perspective, social workers are political advocates (B. Simons, personal communication, January 17, 2009).

7. If the citation is to a statute or bill, cite the year:

According to the Child Abuse Prevention and Treatment Act (1974), mandatory reporting system has many advantages.

In policy, prevention is a key to treatment success (S. 596, 1994).

8. If the citation is to a court decision, cite Name v. Name (year):

Lessard v. Schmidt (1972) is a classical case to connect drug abuse and child abuse.

A classical case on drug abuse (Lessard v. Schmidt, 1972) revealed that 52% of parents who abuse drugs are also child abusers.

9. Electronic media:

According to the most recent studies by political scientists (Last, 2009, Chap. 3), social work has been ranked fifth among all social science disciplines that deal with political matters.

This conclusion is similar to the research finding by Smith (2009, Conclusion section, para. 2) that identifies …

10. Statistics in the text:

Only two areas indicated statistically significant differences: (1) emotional responses ($t(45)=-6.07, p<.001$ one tailed) and (2) cognitive recognition of feelings ($t(45)=4.92, p=.015$).

For immediate responses, the main effect of emotional responses was statistically significant, $F(2, 121)= 4.22, p=.03$.

In terms of visual effects of the hospitalized subjects ($n=45$), the average anxiety level ($M=7.12, SD=1.11$) has been increasing since the start of the intervention program. However, clients’ perceived level of discomfort ($M=2.11, SD=.11$) has been stabilized.
References

1. Double-space all reference entries in a hanging indent format. List only entries cited in the text in alphabetical order.
2. Use italics for titles of books and periodicals.
3. Date or month may be included within the parentheses of (year) for monthly magazines, newsletters, or newspapers.
4. Use upper/lower cases for journal titles, but lower cases only (except in the first word) for book or journal article titles. Capitalize only proper nouns.
5. The abbreviation of State in a U.S. city must be included, for example, New York, NY: Guilford Press.

Book:

Book of a new edition, no author, with a proper noun in the title:

Chapter in an edited book (three editors):

Chapter in an edited book (two editors):

Journal article, two authors:

Journal article, three to six authors:

Journal article, seven authors:

Journal article, more than seven authors:

Statute:

Case citation:

Bill discussed in Congress:

Newsletter article, no author, time of issue included:
Dissertation (if unpublished):

Doctoral dissertation abstracted in Dissertation Abstracts International:

Unpublished manuscript with a university cited:

Internet resource:

Article or book from a database:

Computer software:

Newspaper:
Hard copy:

Electronic version:

Article from an online periodical with DOI assigned:
Last, F. M. (2010). Article name. *Journal Name, 10*, 50-60. doi:10.1108/011111100000000011

Article in an internet-only journal:

Electronic (full text) copy of a journal article:
If the article appears as a printed version of a published journal, no need to include link:

E-mail or Personal Communication:
Do not include in reference list. Cite as personal communication in text, e.g. (V. Colby, personal communication, May 20, 2009).
**E-book:**
http://digital.library.uh.edu/dean/taytav/url.html

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Notes:
- Most web addresses presented in this document are created for illustration purposes and are not accessible.
- The definition of APA style and book order information can be found at: http://www.apastyle.org/.