

Examples & comments on 5th Edition APA:

- The red, bold text is formatted that way only to draw attention to what is being illustrated in the example.
- Note that some of these examples are contrived.
- The information within parentheses references material in the APA Style Guide.
- Also note that this document has been converted from the 4th edition and a few errors may exist. If one is found, please inform Ross Wirth so this document can be updated.

Books

Trompenaars, F., **Jr.** (1994). *Riding the waves of culture: Understanding diversity in global business*. Burr Ridge, IL: Irwin Professional Publishing. (B, 23)

Abrahamson, M. (1990). *Sociological theory: An introduction to concepts, issues, and research (2nd ed.)*. Englewood Cliffs, NJ: Prentice Hall. (23)

Hersey, P., Blanchard, K. H., & Johnson, D. E. (1996). *Management of organizational behavior: Utilizing human resources (7th ed.)*. Upper Saddle River, NJ: Prentice Hall. (B, 23)

Hodge, B. J., & Anthony, W. P. (1991). *Organization theory: A strategic approach (4th ed.)*. Needham Heights, MA: Allyn and Bacon. (B, 23)

Bond, M. H. (**Ed.**) (1988). *The cross-cultural challenge to social psychology*. Newbury Park, CA: Sage Publications. (25)

Webster's ninth new collegiate dictionary. (1988). Springfield, MA: Merriam-Webster. Citation in text (Webster's Ninth New Collegiate Dictionary, 1988) (26)

Maslow, A. H. (**with Stephens, D. C.**) (1998). *Maslow on management*. New York: John Wiley & Sons. Citation in text (Maslow, 1998) (4.08)

Maslow, A. H. (**with D. C. Stephens & G. Heil**) (1998). *Maslow on management*. New York: John Wiley & Sons.

de Gelder, B. (1986). On what is cognitive about development. **In** P. Van Geert (**Ed.**), *Theory building in developmental psychology (pp. 439-478)*. Amsterdam: Elsevier Science Publishers. (33)

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Journals, general & hardcopy

Schein, E. H. (1996). Culture: the missing concept in organization studies. *Administrative Science Quarterly*, **41**, 229-240. (1)

Hofstede, G. (1998). Identifying organizational subcultures: an empirical approach. *Journal of Management Studies*, **35(1)**, 1-12. (2)

Journals, online (electronic version of print & internet only)

Carroll, G. R., & Harrison, J. R. (1998). Organizational demography and culture: insights from a formal model and simulation [**Electronic version**]. *Administrative Science Quarterly*, **43**, 637-667. (71)

Brubakk, B., & Wilkinson, A. (1996). Agents of change? Bank branch managers and the management of corporate change. *International Journal of Service Industry Management [Online]*, 7(2), 21-43. **Retrieved September 29, 2006, from <http://www.domain.edu/articles/thisone.htm>**. (74)

Retrieved September 29, 2007, from EBSCOhost database. (4.15)

Web sites

Cluetrain Manifesto (1999). **Retrieved April 14, 2006, from <http://www.cluetrain.com>** (4.15)

Weinberger, D. (1999, **May 20**). Journal of the Hyperlinked Organization. **Retrieved June 3, 2006, from <http://www.hyperorg.com/backissues/joho-may20-99.html>**
Date is needed to identify the issue since there is no volume or issue information. (4.09, 4.15)

Miscellaneous

Phelan, S. E. (1995, **August**). *From chaos to complexity in strategic planning*. **Paper presented at the meeting of the Academy of Management, Vancouver, BC.**
Retrieved January 12, 2002, from <http://www.aom.pace.edu/bps/Papers/chaos.html>
Month only needed to clarify date of one meeting versus another of a similar name.

New drug appears to sharply cut risk of death. (2003, **July 15**). *The Houston News*, B1.
Retrieved July 25, 2007, from
Cite in the text as “New drug (2003).” Shorten the title and use as the “author.” (p. 242)
Date needed to make the source findable.

Anonymous as an “author” only if the article lists the author as such. Otherwise use shortened title in place of the “author” in the in-text citation.

Citations in text

Quotations and references are made in the past tense since the author wrote them in the past. The article may appear to be “living” in the present, but the author wrote in the past.

Smith (**cited in** Jeffery, 1990, p. 246) noted **“When . . .”**

Jeffery, not Smith, will be in the references of your paper since Smith was quoted by Jeffery and you are referring with a secondary citation to the quote through what Jeffery wrote.

“. . . end of quote” (Smith & Jones, as cited in Jeffery, 1990, p 183).

Brubakk and Wilkinson (1996, p. 29) said “direct quote here.”

“Direct quote here” (Brubakk & Wilkinson, 1996, p. 29).

3.34 always include the page number in the citation in the text for direct quotes.

(3.95)

1-2 authors - cite all authors in the text every time

3-5 authors - cite all authors in the text the first time and first + et. al. thereafter in the paper
Drop the year for subsequent citations in the same paragraph.

6+ authors - first + et. al. in all citations.

In the reference, list the first six authors and add et. al. if more than six.

HEADINGS

1 Level of Headings – Centered Uppercase and Lowercase (L1)

2 Levels of Headings – Centered Uppercase and Lowercase (L1)

Flush Left, Italicized, Uppercase and Lowercase (L3)

3 Levels of Headings – Centered Uppercase and Lowercase (L1)

Flush Left, Italicized, Uppercase and Lowercase (L3)

Indented, italicized, lowercase ending with a period (L4).

- Do not leave a heading an orphan at the bottom of a page. Force a page break, but be sure to proofread later in the event the addition or deletion of other text places the page break in an improper location.
- Insert a blank line prior to a heading. (Dr. Wirth preference for readability, not APA compliant.)

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LISTS (no bullets)

Lists (a) in a series, (b) within a paragraph, (c) should be separated, (d) by lowercase letters, (e) within parentheses. Also, don't forget, (f) the comma prior to the, "and" (g) leading the last item in the list.

1. Lists in a series as individual paragraphs need to be numbered.
2. But no parentheses around the number.
3. Each paragraph is treated as a standalone paragraph, but with indented numbering.

Dr. Wirth Preferences

Personal opinion is that the following style guidelines improve readability. However, they vary from 5th Edition APA and are therefore not required.

- Single space block quotes (still indented on both sides).
- Single space tables, but leave sufficient whitespace for readability within the table.
- Prefer two spaces between sentences.
- Single space the references (hanging indent) with an extra blank line between items.

Typos are very important to all written form. It gives the reader something to look for so they aren't distracted by the total lack of content in your writing.

- [Randy K. Milholland](#)

Other resources:

<http://www.citationmachine.net/index.php>