ACQUISITION RESEARCH

HANDBOOK SERIES

A Handbook to

APA Citation Style

7 April 2009

ACQUISITION RESEARCH PROGRAM
GRADUATE SCHOOL OF BUSINESS & PUBLIC POLICY
NAVAL POSTGRADUATE SCHOOL

Preface

This handbook is one of a series of four produced for the Acquisition Research Program at the Naval Postgraduate School. The series includes:

- *An Analysis Planning Handbook for Thesis, Joint Applied Project, and MBA Research Reports*

- A *Handbook to English Usage and Writing*

- *A Handbook to APA Citation Style*

- *A Handbook to Word Choice and Frequently Used Terms*

For additional copies, please visit the Acquisition Research Program Office at the Graduate School of Business & Public Policy in Ingersoll 372. Also see our website www.acquisitionreserach.org for additional research resources.

THIS PAGE INTENTIONALLY LEFT BLANK

- NOTES -

Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK

APA Documentation Style

- For citation purposes, a brief parenthetical citation adjacent to the borrowed material directs readers to a complete list of all the works to which you refer. This citation always includes a publication date. If it falls after a direct quote, a page number should also be included. If the author is named in the text directly before the citation, the citation need not include the author's name. If the author is NOT named in the text directly before the citation, the citation must include the last name of the author. (See below.)

- **DO NOT** enclose any titles in quotation marks.

- **NO footnotes or endnotes are utilized in this style for citation purposes.** For the purposes of our program, however, **informational footnotes** may be included. Use footnotes numbered 1, 2, 3, and so on—not endnotes. **Use only if deemed necessary.**

In-text Citation:

Pepinsky (1997) demonstrated that a teacher's language often reveals hidden biases.

Reference List:

Pepinsky, V. (1997). *Biased education: A reality*. New York: Select Press.

(Note the amount of information each citation holds.)

In-text Citations

The following section includes instructions that apply only to in-text citations.

- Every in-text citation has a corresponding entry in the list of references.

- Use p. or pp. before page numbers. For inclusive page numbers, include all numbers: "667-669" NOT "667-9."

- If you cite the same source again in the paragraph, see below.

- If there is no date listed on a reference, APA requires that "n.d." be used to indicate the exclusion is intentional. Ex: (Hilton, n.d., p. 4).

NOTE: All citations should be **prefaced** by an in-text **reference to the author's research**.

In his study, **Johnson** (2006) investigated the efficiency of such programs.

NOTE: When referencing a work with more than one author, the following rules apply:

When given **in** the text, two authors' last names are connected by "**and**." In a **parenthetical citation**, they are connected by an **ampersand,** "**&.**"

Pepinsky and DeStefano (1997) demonstrated that a teacher's language often reveals hidden biases.

One study (Pepinsky & DeStefano, 1997) demonstrated that a teacher's language often reveals hidden biases.

NOTE: In the **first citation** of a work with **three to five authors**, name all the authors. In the **second and subsequent references** to the work, generally give **only the first author's last name**, followed by "**et al**."

Pepinsky, Dunn, Rentl, and Corson (1999) further demonstrated the biases evident in gestures.

Under Secretary of Defense (AT&L). (2006, October 2). *Acquisition of services policy.* Memorandum. Washington, DC: Author.

United States Code. (2006). Title 10, Chapter 139, Sec. 2366a. Washington, DC: US Government Printing Office.

Office of the Secretary of Defense (OSD). (2009, January 15). *Defense federal acquisition regulation supplement* (DFARS). Washington, DC: Author. Retrieved February 11, 2009, from http://www.acq.osd.mil/dpap/ dars/dfars/html/current/tochtml.htm

Open Systems Joint Task Force. (2004, September). *Program manager's guide: A modular open systems approach (MOSA) to acquisition* (Ver. 2.0). Washington, DC: Author.

Project Management Institute (PMI). (2004). *A guide to the Project Management Body of Knowledge* (*PMBOK guide*). Philadelphia, PA: Author.

Under Secretary of Defense (AT&L). (2003a, May 12). *The defense acquisition system* (DoD Directive 5000.1). Washington, DC: Author.

Under Secretary of Defense (AT&L). (2003b, May 12). *Operation of the defense acquisition system* (DoD Instruction 5000.2). Washington, DC: Author.

NOTE: With the above two references, only include letter with year if both are included in reference list.

NOTE: As of 2008, the USD(AT&L) has updated the 5000 Series. See below.

Under Secretary of Defense (AT&L). (2007, November 20). *The defense acquisition system* (DoD Directive 5000.01). Washington, DC: Author.

Under Secretary of Defense (AT&L). (2008, December 8). *Operation of the defense acquisition system* (DoD Instruction 5000.02). Washington, DC: Author.

In the work of Pepinsky et al. (1999) described above, the loaded gestures included head shakes and eye contact.

NOTE: For an **in-text citation** of **six or more authors**, even in the first citation of the work, give only the first author's name, followed by "et al." On the reference list, however, list the first six authors and then substitute "et al." for all authors' names after the first six.

NOTE: However, **two or more sources published in the same year** could shorten to the same form—for instance, two references could shorten to Pepinsky et al., 1999. In that case, **cite the last names of as many authors as you need to distinguish** the sources, and then give "et al." For instance, cite Pepinsky, Dunn, et al., 1999 and Pepinsky, Bradley, et al., 1999.

NOTE: When citing two or more works by exactly the same author(s), published in the same year that do not include a month, FIRST arrange them alphabetically in the reference list by the first main word of the title. Then, distinguish the sources by adding a letter to the date. **Both the date and the letter are used in citing the source in the text.**

In a recent report (DoD, 2007a), the DoD presented its decision.

NOTE: For a work with **no author or an anonymous work**, use the first two or three words of the title in place of an author's name in the in-text citation. (For a work that actually lists "Anonymous" as the author, use this word as the author name in the reference and in-text citation).

One article ("Budgetary Cuts," 1999) noted that substantial reform is necessary.

Reference List

The following section includes instructions that apply only to the creation of a reference list.

- If there is no date listed on a reference, APA requires that "n.d." be used to indicate the exclusion is intentional. Ex: (Hilton, n.d., p. 4).

- Use p. or pp. before page numbers in books and newspapers. DO NOT use the abbreviation for journals and magazines. For inclusive page numbers, include all numbers: "667-669" NOT "667-9."

- **Italicize** the titles of **books and periodicals**, **NOT** the titles of articles within those periodicals.

- Arrange sources alphabetically by the author's last name (or, if there is no author, by the first main word of the title) in the reference list. See above and below for how to present lists of multiple works by the same author.

- **Capitalize ONLY the first word of the title**, the first word of the subtitle, and proper nouns; all other words begin with small letters. (i.e., *All creatures great and small.*)

- **Capitalize** all significant words in the titles of **journals**. (i.e., *Journal of Pediatric Medicine.*). Do not abbreviate the names of journals.

- Separate the parts of the reference with a **period and one space**, not two**.**

- Omit "Co.," or "Inc.," or similar abbreviations. However, give full names for associations, corporations and university presses, and do not omit "Books" or "Press" from a publisher's name.

- Follow the template for the spacing of the Reference List listed below. Use Arial 12-pt font, 1.5 spacing and 12-pt paragraph spacing.

NOTE: If this had no retrieval information or URL, just add the location and publisher as with any other document.

Syllabus/Coursework:

Naval Special Warfare Center. (2007, March). Naval Special Warfare platoon leadership seminar syllabus. Coronado, CA.

NOTE: Course titles listed within syllabi references are not italicized.

Brook, D. (2007a, Summer). Army budget process and organization (Coursework, Class GB4053, session 5.2). Graduate School of Business and Public Policy, Naval Postgraduate School. Monterey, CA.

Frequently Cited Sources

Chairman of the Joint Chiefs of Staff (CJCS). (2000, June). *Joint vision 2020.* Washington, DC: Government Printing Office. Retrieved March 6, 2009, from http://www.dtic.mil/jointvision/jv2020b.pdf

Department of Defense. (2006, July 7). *Defense acquisition guidebook* (Ver. 1.6). Retrieved April 4, 2008, from http://akss.dau.mil/dag

General Services Administration, Department of Defense, National Aeronautics and Space Administration. (2005, March). *Federal acquisition regulation (FAR).* Washington, DC: Author.

Office of Management and Budget. (2003, May 29). *Performance of commercial activities* (OMB Circular A-76). Washington, DC: Author.

questions about foreign military sales. Full-color brochure. Retrieved May 10, 2007, from http://www.dsca.osd.mil/about_us.htm

Manuscript pending publication:

Apte, U., & Rendon, R. (2007). *Managing the service supply chain in the Department of Defense: Implications for the program management infrastructure.* Manuscript submitted for publication to the Acquisition Research Program. Monterey, CA: Naval Postgraduate School.

Press release:

Boeing. (2007, August 8). *Boeing and FCS partners announce the kick-off of the non-line-of-sight cannon work in Elgin, OK.* Press release. Elgin Oklahoma: The Boeing Company.

PowerPoint presentation:

Trice, R.H. (2006, August). *The US aerospace and defense industrial base.* Unpublished PowerPoint presentation. Internal Industry Status Report, Lockheed Martin.

NOTE: As this is unpublished, it does not require a publication location. Include one if it is available, however.

Software:

Fontana, R., Kuhn, B.M., Molgen, E., Norwood, M., Ravicher, D.B., Sandler, K., et al. (2008). *A legal issues primer for open source and free software projects.* Software Freedom Law Center (Ver. 1.5.1). Retrieved April 1, 2009, from http://www.softwarefreedom.org/resources/2008/foss-primer.pdf

- Always use a .5 inch hanging indent in the Reference List—the top line is left justified; the second and subsequent lines are tabbed in from the left. This should be automatic within the template, but if not, set the format to do this. DO NOT tab the second and subsequent lines by hand.

NOTE: If your reference list includes **two or more works published by the same author(s) in the SAME YEAR with no month included**, the works should be alphabetized by title and lettered in the reference list. Then, your parenthetical citation should include the appropriate letter.

George, L. (1999a). *Links to legislation.* New York: Supreme Press.

George, L. (1999b). *Ties to government.* New York: Supreme Press.

(George, 1999a) or (George, 1999b)

NOTE: Many government publications, especially those distributed by the GAO, include both the year and the month. **If a month is available, the year need not be lettered.** The month would then be included in the in-text citation.

Reference List:

GAO. (2007, March). *Defense acquisitions: Missile defense acquisition strategy generates results but delivers less at a higher cost* (GAO-07-387). Washington, DC: Author.

GAO. (2007, September). *Securing, stabilizing, and rebuilding Iraq: Iraqi government has not met most legislative, security, and economic benchmarks* (GAO-07-1195). Washington, DC: Author.

In-text Citation:

(GAO, 2007, March) and (GAO, 2007, September)

If citing multiple publications by one author (group of authors) in the same year, list those sources with numbered dates (2007a, 2007b, etc.) first alphabetically, then list those sources with months (2007, September) in order of their publication dates, **earliest** first.

When citing two or more works by exactly the same author(s) but NOT published in the same year, arrange the sources in order of their publication dates, **earliest** first.

Citation Examples

> NOTE: Some citations have been forced to take two lines to show the correct spacing and tabs.

Book with **no author:**

> *Columbia Encyclopedia* (6th ed.). (2007, December). New York: Columbia University Press.
>
> NOTE: For **later editions,** cite the edition after the title, as shown above.

Article/definition with **no** author:

> Consolidation. (1991). *Webster's ninth new collegiate dictionary*. Springfield, MA: Merriam-Webster.
>
> In-text, this would be ("Consolidation," 1991).

Book with **one author**:

> Rodriguez, R. (1982). *A hunger of memory: The education of Richard Rodriquez*. Boston: Godine.

Websites with authors:

For websites that have been cited, include the author (usually an agency) of the site, and include the specific page title from the website. As most sites that are cited for our program are affiliated with the government, there is usually a very specific page from which the information is drawn.

> General Accounting Office. (2005). *Capital financing: Potential benefits of capital acquisition funds can be achieved through simpler means*. Retrieved December 31, 2007, from http://www.gao.gov/new.items/d05249.pdf
>
> US Air Force. (2007). *Officer careers.* Retrieved December 31, 2007, from http://www.airforce.com/careers/officer/careers.php
>
> NOTE: As each of these is an entire page or document, italicize the title.
>
> US Air Force. (2007, December 28). To serve and protect. Retrieved December 31, 2007, from http://www.af.mil/news/story.asp?id=123080692
>
> NOTE: As this is one small paragraph, don't italicize the title.

APA suggests a researcher citing an "entire website" should do so in-text and not in the reference list. But again, most of those cited within our research is usually very specific and from very extensive websites.

Miscellaneous References

Brochure:

> Defense Security Cooperation Agency. (2004, January 21). *The FMS advantage: Frequently asked*

NPS
ACQUISITION RESEARCH: **6**
CREATING SYNERGY FOR INFORMED CHANGE

NPS
ACQUISITION RESEARCH: **15**
CREATING SYNERGY FOR INFORMED CHANGE

Report/testimony to congress:

US Department of State. (1984). *Country reports on human rights practices for 1984.* Report prepared for the Committee on Foreign Affairs, US House of Representatives, and the Committee on Foreign Relations, US Senate. Washington, DC: US Government Printing Office.

Rumsfeld, D.H. (2001, June 21). *Prepared testimony.* Testimony before the Senate Armed Services Committee. Retrieved April 2, 2008, from http://armed-services.senate.gov/statemnt/2001/010621rumsfeld.pdf

Unpublished dissertation or thesis:

Delaune, M.L. (2001). *Child care in single-mother and single-father families: Differences in time, activity, and stress.* Unpublished doctoral dissertation, University of California, Davis.

Stevens, M. (2007). *The missing link: Professional military education in the Navy SEAL officer corps.* Unpublished master's thesis, United States Marine Corps Command and Staff College, Marine Corps University, Quantico, VA.

US Code:

United States Code. (2006). Title 10, Chapter 139, Sec. 2366a. Washington, DC: US Government Printing Office.

NOTE: When cited in-text, *USC* would be italicized throughout, as it is the title of a published document.

NOTE: Do not spell-out the first name of any author in the Reference List.

Book with **two to six authors**:

Wilcox, D.L., Ault, P.H., & Agee, W.K. (1995). *Public relations: Strategies and tactics* (4ᵗʰ ed.). New York: HarperCollins.

NOTE: An ampersand (&) separates the authors' names, both in the reference list and in-text.

NOTE: In the reference list, a comma should precede the ampersand. In the in-text citation, **no** comma should precede the ampersand. For instance, the above would be: (Wilcox, Ault & Agee, 1995).

Book with **seven or more authors**:

Wimple, P.B., Van Eijk, M., Potts, C.A., Hayes, J., Obergau, W.R., Zimmer, S., et al. (2001). *Case studies in moral decision-making among adolescents.* San Francisco: Jossey-Bass.

NOTE: List the first six, and then substitute "et al." for all authors' names after the first six.

Book with **an editor**:

Dohrenwend, B.S., & Dohrenwend, B.P. (Eds.). (1999). *Stressful life events: Their nature and effects*. New York: Wiley.

Article or chapter in an **edited book**:

Paykel, E.S. (1999). Life stress and psychiatric disorder: Applications of the clinical approach. In B.S. Dohrenwend & B.P. Dohrenwend (Eds.),

Stressful life events: Their nature and effects (pp. 239-264). New York: Wiley.

NOTE: The editors' names in this reference are listed in literal order.

Two or more works by the **same author(s)** published in the **same year with no month** included (see previous note on lettering and in-text citations:)

George, L. (1999a). *Links to legislation.* New York: Supreme Press.

George, L. (1999b). *Ties to government.* New York: Supreme Press.

Article in a **journal** with **continuous pagination** throughout the annual volume:

Godfrey, A. (1999). Government management and returns on investment. *Management Associations, 7,* 220-231.

Article in a **journal** that **pages issues separately:**

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives, 7*(4), 20-31.

NOTE: Do not add "pp." before the page numbers.

NOTE: An article in a magazine is the same as the above, but does not have a volume or issue number, just a magazine title, page number.

Article in a **newspaper:**

Kolata, G. (2001, January 7). Kill all the bacteria! *The New York Times*, pp. B1, B6.

Paper presented at a conference:

Mullen, M. (2006, June 13-14). Remarks delivered at the Naval War College, Current Strategy Forum, Newport, RI.

Malina, M.A., & Selto, F.H. (2005, May). Choice and change in measures in performance measurement models. In *Proceedings of the Second Annual Acquisition Research Symposium.* Monterey, CA: Naval Postgraduate School.

Published dissertation, thesis or working paper:

Skubic, M. (2001, June). *Outsourcing market research in DOD commodity acquisition: The issues, concerns, and private industry capabilities* (Master's Thesis). Monterey, CA: Naval Postgraduate School.

NOTE: Those from the NPS Acquisition Research Program are published and, therefore, fall in this category rather than in the "unpublished" category below.

Nissen, M., & Levitt, R.E. (2002, November). *Toward simulation models of knowledge-intensive work processes* (CIFE Working Paper No. 77). Stanford, CA: Stanford University. Retrieved April 17, 2007, from Stanford University Center for Integrated Facility Engineering (CIFE) website, http://www.stanford.edu/group/CIFE/Publications/index.html

NOTE: The description of the website is fine to include if the document is from a university or government agency. However, the URL is required regardless of the source.

NPS publications and all other government or civilian paperwork that is both electronic and hard-copy:

Include both publication information and URL, as the URL will be usually be very specific for such a reference.

NOTE: Do not use [Electronic version] for references that probably weren't printed originally or that differ in some way from the print version. In the latter case, include retrieval date as illustrated below.

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives, 7*(4), 20-31. Retrieved February 28, 2005, from http://www.managementperspectives.com

NOTE: Do not place periods after website addresses.

Dillard, J.T. (2004, September). *Centralized control of defense acquisition programs: A comparative review of the framework from 1987-2003.* Monterey, CA: Naval Postgraduate School. Retrieved December 31, 2007, from http://www.acquisitionresearch.org/_files/FY2004/NPS-PM-04-021.pdf

Global Security. (2007). *DDG-51*. Global Security.org. Retrieved December 31, 2007, from http://www.globalsecurity.org/military/systems/ship/ddg-51.htm

NOTE: This much information is included simply for the readers' convenience if they try to find the source material again.

Government publication:

See below for ARP-specific guideline for this type of publication.

Report:

Treat a report like a book, but provide any **report number in parentheses** immediately **after the title**, not italicized and with no punctuation between them.

General Accounting Office (GAO). (2002, January). *Best practices: Taking a strategic approach could improve DOD's acquisition of services* (GAO-02-230). Washington, DC: Author.

Unpublished dissertation:

See below for ARP-specific guideline for this type of publication.

Independent document on the **Web:**

See below for ARP-specific guideline for this type of publication.

References Specific to the Acquisition Research Program

Agency-published documents:

NOTE: Include the word **"Author"** as the **publisher.**

Office of Management and Budget. (2003). *Budget of the United States Government FY 2004, analytical perspectives.* Washington, DC: Author.

Note, however, that some are published by the US Government Printing Office.

Correspondence:

Interview conducted by the researcher of the report that has been transcribed and is **on-file with NPS** (most of them)**:**

>Such interviews must be listed in the reference list as follows:

>>Masters, K.S. (2009, May 14). [Interview with researchers].

>**In-text,** include the citation with interviewee's last name, year, month and day, just as with a book or report.

>>One respondent noted this change, as well (Masters, 2009, May 14).

E-mail correspondence conducted by the researcher of the report that is **on-file with NPS** (most of them):

>Such e-mail correspondence must be listed in the reference list as follows:

>>Masters, K.S. (2009, May 14). [E-mail correspondence with researchers].

>**In-text,** include the citation with interviewee's last name, year, month and day, just as with a book or report.

>>One respondent noted this change, as well (Masters, 2009, May 14).

Conversation or electronic correspondence conducted by the researcher of the report that is **NOT on-file with NPS** (rare):

>**NOTE:** DO NOT list in ref. list.

>>Include in-text: (J.K. Nielsen, personal communication, February 6, 2009).

>This reference style is in accordance with APA requirements.

Electronic sources that have **both text and electronic information:**

>For journal articles available online, the URL is usually not necessary.

>Dillard, J.T. (2005). Controlling risk in defense acquisition programs: The evolving decision review framework [Electronic version]. *International Public Management Review*, 6(2), 72-86.

Memorandum and brief:

>Director, Defense Procurement and Acquisition Policy (DPAP). (2006, August 16). *Government Accountability Office high risk area of contract management.* Memorandum. Washington, DC: Office of the Under Secretary of Defense (AT&L).

>Center for Talent Services, Office of Personnel Management (OPM). (2007, February 21). *Project results and recommendations.* Briefing. Presented to the Electronic Systems Center at Hansom Air Force Base.

>OFPP. (2007, May 3). *2007 inventories of commercial and inherently governmental activities.* Memorandum for Heads of Executive Departments and Agencies. Washington, DC: Author.