

## Text Citations

- 1. If the name of the author occurs in the text, cite the year:**
  - According to Caline (2017) and Bison (2018), social work is a profession with a vision toward promoting social justice.
  - In 2019, Peters and Olson compared social work and politics...
  - Peterson, Peters, Caline, Lees, and Aliceson (2018) 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 3 or more authors appear in a citation, cite only the surname of the first author followed by et al. and the year, starting from its first appearance; 2 authors, list both names throughout]:**
  - Culture is an important determinant in social work practice (Caline, 2017).
  - According to recent surveys of more than 20,000 social workers (Bison, 2017, 2018; Peters & Olson, 2019; Peterson et al., 2018), 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., 2018, p. xx).
  
- 3. If the citation is a direct quotation, provide page number after quote:**
  - Peters and Olson (2019) found that the *media effect*, which had been verified in previous studies, “disappeared when behaviors were studied in a group” (p. 276).
  - The term *mutual celeration effect* and believed it to be “the most important component in statistical analysis” (Peters & Olson, 2019, p. 271).
  - Peters and Olson identified the *media effect* and *mutual celebration effect* as the most essential components in statistical analyses (2019, pp. 271, 276).
  
- 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*, 2018).
  - The American Psychological Association (APA, 2019) 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 (2016) and P. Peters (2019) 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 reference list):**
  - B. Simons (personal communication, January 17, 2019) 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, 2019).
  
- 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, 2019, 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 (2019, 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 the title of a book and periodical.
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. Increased flexibility regarding fonts: options include Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11.
6. The running head on the title page no longer includes the words "Running head:" It now contains only a page number and the (shortened) paper title.
7. The singular "they" or "their" is endorsed as a gender-neutral pronoun.
8. Use only one space after a period at the end of a sentence.
9. No need to include the book publisher's city, state, or country.

### Book:

Caline, R. (2017). *Social work, media, and the law*. ABC Books.

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

American Psychological Association. (2019). *Publication manual of the American Psychological Association, Seventh edition*. Author.

### Chapter in an edited book (three editors):

Bison, C. R. (2018). Social work practice. In A. Scott, B. Browne, & C. Purpleman (Eds.), *Books about cultures* (2<sup>nd</sup> ed., pp. 245-300). ABCD Publisher.

### Chapter in an edited book (two editors):

Bison, C. R. (2019). Child welfare. In A. Scott & B. Browne (Eds.), *Books about children* (pp. 1-12). Sam's Books.

### Journal article, two authors:

Peters, A., & Olson, B. (2019). Survey again. *Journal of Reference*, 2(2), 50-89.

### Journal article, three to 20 authors:

Peterson, A., Peters, B., Caline, C., Lees, D., & Aliceson, E. (2018). Attitude towards social work. *Journal of Reference*, 1, 1-25.

Name1, A. , Name2, B. , Name3, C. , Name4, D. , Name5, E. , Name6, F. , Name7, G. , Name8, H. , Name9, I. , Name10, J. , Name 11, A. , Name12, B. , Name13, C. , Name14, D. , Name15, E. , Name16, F. , Name17, G. , Name18, H. , Name19, I. ... Name25, Z. (2019). More than twenty authors in an article. *Journal of Future Social Work, 12*, 31-36.

**Statute:**

Child Abuse Prevention and Treatment Act of 1974, P.L. 93-247, Title 42, 5101 *et seq.*, 88 Stat. 4 (1974).

**Case citation:**

Lessard v. Schmidt, 349 F. Supp.1078 (E. D. Wisc. 1972).

**Bill discussed in Congress:**

Senate Bill 596, 103<sup>rd</sup> Cong., 1<sup>st</sup> Sess. (1994).

**Newsletter article, no author, time of issue included:**

The New Social Work Innovations. (2018, February/March). *Newsletter, 4*, 1-2.

**Dissertation (if unpublished):**

Cheung, K. M. (1986). *Home care option for older adults with chronic limitations* (Unpublished doctoral dissertation). Ohio State University, Columbus.

**Doctoral dissertation abstracted in Dissertation Abstracts International:**

Cheung, K. M. (1986). Home care option for older adults with chronic limitations. (Doctoral dissertation, Ohio State University). *Dissertation Abstracts International, 47*, 2738A.

**Unpublished manuscript with a university cited:**

Peters, R. A. (2016). *Creative therapy with children*. Unpublished manuscript, University of U, City.

**Internet resource:**

U. S. Department of Health and Human Services. (2010). *Healthy people 2020: The road ahead*. <http://www.health.gov/healthypeople/url/>

**e-book:**

Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

**Computer software:**

Sandford, J. A., & Browne, R. J. (2018). Captain's log: Cognitive Training System (Version 2. 0), [Computer software]. Indianapolis: Psychological Software.

**News:**

Associated Press. (2019, December 21). Abortion activists focus on November elections. *Houston Chronicle*, pp. A1-A2. [Note: for continuation pages that are not consecutive, list both pages e.g. pp. A1, A8]

Carmody, J. (2018, October 8). Murder charge after social worker stabbed, collapses on floor of Perth Dome café. ABC News. <https://www.abc.net.au/news/2018-10-08/man-charged-with-murder-social-worker-rockingham-dome-cafe/10350166>

**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, 2019).

**E-book:**

Dean, P. (2018). *Human behaviors: Contemporary theories*.  
<http://digital.library.uh.edu/dean/taytay/url.html>

**E-book chapter:**

Author1, F., & Author2, M. (2018). Title of study. In *Title book* (Chapter 3).  
<http://www.webaddress.com/full/url/>

**Blog, Video or Podcast:**

Person, X. (2019, August 1). When depression hits. Message posted to <http://source/full/url/>

Person, Y. (2019, May 1). Demonstration of ABC. Video posted to  
<http://www.youtube.com/watch?v=source>

Manager, A. (Producer). (2019, March 5). The social work practicum [Module 7]. *Learning through Field Education*. Podcast posted to <http://www.socialworkeducation>

**Online lecture note [pdf file] or presentation [ppt file]:**

Cheung, M. (2019). *Social work practice theories* [PDF document/PowerPoint slides].  
<http://websiteaddress/url/>

**Online Encyclopedia:**

Buddhism. (n.d.) In *Wikipedia*. <http://en.wikipedia.org/wiki/Buddhism>

**Online Abstract:**

Last, M. (2019). Study title [Abstract]. *Journal of Psychosocial Behavior*, 5(3). EBSCO Host Database.

**TV Broadcast:**

Name, A. (Producer) (2019, May 1). *Title of program* [Television broadcast]. ABC News.

**Music Recording:**

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [DVD]. XX Music Limited.

**Notes:**

1. Most web addresses presented in this document are created for illustration purposes and may not be accessible. Introduction to APA: <https://apastyle.apa.org/products/publication-manual-7th-edition-introduction.pdf>
2. The Author of this list is not responsible for errors. Check accuracy at: American Psychological Association. (2019). *Publication manual of the American Psychological Association, Seventh edition*. <https://www.apa.org/pubs/books/publication-manual-7th-edition-spiral>