

# *Gabriele Library, Immaculata University*

## **APA STYLE**

### Table of Contents

|  |        |
|--|--------|
| Disclaimer.....  | Page 3 |
| Manuscript format.....   | Page 3 |
| Title page format.....   | Page 3 |
| References page format.....                                      | Page 3 |
| General guidelines for a references list                         |        |
| Author name.....   | Page 4 |
| Publication date.....  | Page 4 |
| Title.....   | Page 4 |
| Publication information.....                                     | Page 4 |
| Electronic retrieval information (DOI, URL, retrieval date)..... | Page 5 |
| Reference list examples  |        |
| Book   |        |
| Specific edition (print).....                                    | Page 5 |
| Multiple editors, no author (print).....                         | Page 5 |
| Group author (print).....  | Page 5 |
| Book chapter (print).....  | Page 6 |
| Book (electronic).....   | Page 6 |
| Dissertation (electronic).....                                   | Page 6 |
| Reference book   |        |
| Encyclopedia entry, no author (print).....                       | Page 6 |
| Encyclopedia entry (electronic).....                             | Page 6 |
| Periodical   | Page 7 |
| Scholarly journal article (print).....                           | Page 7 |
| Magazine article (print).....                                    | Page 7 |
| Newspaper article (print).....                                   | Page 7 |
| Journal article with DOI (electronic).....                       | Page 7 |
| Journal article without DOI (electronic).....                    | Page 7 |
| Newspaper article (electronic).....                              | Page 7 |
| Audiovisual media  |        |
| Motion picture.....  | Page 8 |
| Music recording.....   | Page 8 |
| Online communities   |        |
| Blog post.....   | Page 8 |
| Video blog post.....   | Page 8 |

Reference list examples (continued)

|   |         |
|---|---------|
| Other                                     |         |
| Work with 8 or more authors (print).....  | Page 8  |
| Book review (electronic).....             | Page 9  |
| Government report (electronic).....       | Page 9  |
| Non-government report (electronic).....   | Page 9  |
| Website.....                              | Page 9  |
| In-text citations                         |         |
| General guidelines.....                   | Page 9  |
| Author variations.....                    | Page 10 |
| Citing part of a source.....              | Page 10 |
| Examples                                  |         |
| Work with author.....                     | Page 10 |
| Citing an exact quotation.....            | Page 11 |
| Work with group author.....               | Page 11 |
| Work with no author.....                  | Page 11 |
| Work with no page numbers.....            | Page 12 |
| Work discussed in a secondary source..... | Page 12 |
| References.....                           | Page 13 |

### Disclaimer

The information in this document is based on guidelines put forth in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). It is **not** all-inclusive. The examples provided are not approved by the American Psychological Association. For official APA citation examples, or for help with complex research manuscripts and more in-depth information, please consult the *Publication Manual of the American Psychological Association*.

---

## MANUSCRIPT FORMAT

**Numbers in parentheses denote sections** in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.).

See **figures 2.1 and 2.2** in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.) for **visual examples** of manuscript format.

### General manuscript format

- Use 12-point Times New Roman (8.03).
- Double-space all parts of the manuscript (8.03).
- Use 1 inch margins on the top, bottom, right, and left of every page (8.03).
- Use a running head, i.e. an abbreviated title, to identify each page. Place the running head at the top left of every page in all capital letters (8.03). On page 1 only, precede the running head with “Running head:” (Figure 2.1).
- Number each page, starting with the title page, in the top right corner next to the running head (8.03).
- Space once after punctuation at the end of a sentence (4.01)
- Indent the first line of each paragraph ½ inch (8.03).
- Indent each line of a long quotation (40 words or more) ½ in. with no quotation marks. Short quotations (less than 40 words) are included within the text and are enclosed in quotation marks (6.03).

### Title page format

- Center the title between the right and left margins in the upper half of the page (2.01).
- Center the author name(s) double-spaced below the title (2.02).
- Center the institutional affiliation double-spaced below the author name(s) (2.02).
- If required, include an author note under the centered heading Author Note below institutional affiliation (not typically required for theses and dissertations) (2.03).

### References page format

- Center the title References on a new page (2.11).
- Double-space down to your first entry, and double-space the entire references list including the entries themselves (2.11) (**examples that follow are single-spaced to save space**).
- The first line of a reference should start at the left margin. Indent the second and subsequent lines of a multi-line reference (2.11).
- Alphabetize entries by author or by title if there is no author (6.25).

---

## GENERAL GUIDELINES FOR A REFERENCES LIST

*\*\*Not all pieces of information will be available for all sources\*\**

**For both PRINT and ELECTRONIC sources, include 1) through 4) below**

**For ELECTRONIC sources, also include 5)**

**1) Author name(s) (6.27)**

**Invert all authors' names.** Use **initials** for the **author's first and middle names**. For **up to 7 authors**, list them all. Separate the authors with a comma, and use an ampersand (&) before the last author listed. If there are **8 or more authors**, list the first 6 authors followed by a comma, 3 ellipses, and then the last author's name. If a book is **edited and there is no author named**, type the editor's name where the author normally goes followed by (Ed.). If a book is **edited and an author is named** (as in the case of a **book chapter**), include the editor's name between the word In and the title of the entire work. Follow the name with (Ed.) as above and a comma before the title. Do not invert the editor's name in this case since it is not in the author position. **If there is no author or editor**, start with the title.

**2) Publication date (6.28)**

If there is **no date**, type **(n.d.)** in its place. Use the **year only** *except in the case of magazines, newsletters, and newspaper* articles in which case include the year, month, and day (or year and season) if available. Separate the year from other date elements with a comma, and enclose the entire date in parentheses.

**3) Title(s) (6.29)**

You may have more than one title depending on whether you are **referencing an entire work** (e.g. a book, in which case you will include the title of the book only) or you are **referencing an entry within a work** (e.g. a chapter within a book, in which case you will include both the title of the chapter and the title of the book). **Italicize** the title of an entire work (e.g. a book or journal name) **but not** an entry within that work (e.g. a chapter in a book or an article within a journal). For entire books, book chapters, articles, entries within a larger work, and other **non-periodicals**, only **capitalize the first word of the title and subtitle** as well as **proper names**. For **periodical names**, **capitalize all important words**.

**4) Publication information (6.30, 7.02)**

For **periodicals**, include the **volume number** (italicized) followed by the **issue number** (not italicized), if applicable, in parentheses. Then give the article's **page number(s)**. **Do not** precede page numbers with p. or pp. except for newspaper articles.

For **books**, include the **city and 2-letter state abbreviation**, followed by a colon. Then give the **name of the publisher**, omitting unnecessary words. Include specific **editions** (n<sup>th</sup> ed.), **volumes** (Vol. n), or **page numbers** (pp. n-n) in parentheses after the title. Include **non-routine information** (such as brochure or CD) in brackets after the title.

**For ELECTRONIC sources only, also include the following:**

**5) Electronic retrieval information** (6.32, 7.01 no. 9, 7.05)

a. DOI **-OR-** URL

1. If available, include the **DOI (Digital Object Identifier) only**. It is often found on the first page of a journal article. **Do not use an ending period** for references ending in a DOI. To locate a work using the DOI, use the DOI resolver at <http://dx.doi.org/> or <http://www.crossref.org/>.
2. If a **DOI is not available**, include the **home page URL of the work**. For works available by subscription only, you may need to use a search engine to identify the home page URL. For example, if the work is in the subscription journal *Lancet*, you could use Google to identify Lancet's home page as <http://www.thelancet.com/>. The **exact URL** can be used for open-access works if the work is difficult to locate from the home page. For **hard-to-find archival documents** that can *only* be found using a database, use the home page URL of the database or the subscription database name. **Do not use an ending period** for references ending in a URL.

b. **Do not include a retrieval date** unless the work is likely to be changed or updated.

---

**REFERENCE LIST EXAMPLES**

*Examples are specific to print and electronic sources as indicated in parentheses. Whenever necessary, modify for print or electronic sources as detailed above.*

**Book**

**Basic format for print books:**

Author's last name, initials. (Year). *Book title*. Location: Publisher.

**Basic format for electronic books:**

Author's last name, initials. (Year). *Book title*. Retrieved from URL

**1) Specific edition (print):**

Badke, W. B. (2004). *Research strategies: Finding your way through the information fog* (2nd ed.). New York, NY: IUiverse.

**2) Multiple editors, no author (print):**

Brown, J., Goodman, K. S., & Marek, A. M. (Eds.). (1996). *Studies in miscue analysis: An annotated bibliography*. Newark, DE: International Reading Association.

**3) Group author (print):**

Renal Dietitians Dietetic Practice Group of the American Dietetic Association. (1993). *National renal diet : Professional guide*. Chicago, IL: American Dietetic Association.

**4) Book chapter (print):**

Tannenbaum, A.J. (1997). The meaning and making of giftedness. In N. Colangelo & G.A. Davis (Eds.), *Handbook of gifted education* (2<sup>nd</sup> ed., pp. 27-42). Boston, MA: Allyn and Bacon.

**5) Book (electronic):**

Mackay, J. & Eriksen, M. P. (2002). *The tobacco atlas*. Retrieved from [http://www.who.int/tobacco/resources/publications/tobacco\\_atlas/en/](http://www.who.int/tobacco/resources/publications/tobacco_atlas/en/)

**6) Dissertation (electronic):**

*Dissertations are typically hard-to-find works; include database name and accession number if available.*

Nepps, M. T. (2007). *Assessment data: An analysis of the impact on informed reading instruction* (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses @ Immaculata University database. (AAT 3255776)

---

**Reference book**

**Basic format for print reference books:**

Author's last name, initials. (Year). Entry title. In editor's name (Ed.), *Reference book title* (page nos.). Location: Publisher.

**Basic format for electronic reference books:**

Author's last name, initials. (Year). Entry title. In editor's name (Ed.), *Reference book title*. Retrieved from URL

*If there is no author, start with the title of the entry.*

**7) Encyclopedia entry, no author (print):**

Bolivia. (1998). In *The New Encyclopaedia Britannica* (15<sup>th</sup> ed., Vol. 15, pp. 157-168). Chicago, IL: Encyclopaedia Britannica.

**8) Encyclopedia entry (electronic):**

Alberti, G., & Tattersall, R. B. (2001). Diabetes mellitus. In S. Lock (Ed.), *The Oxford companion to medicine*. Retrieved from <http://www.oxfordreference.com>

---

## **Periodical**

### **Basic format for print periodicals:**

Author's last name, initials. (Date). Article title. *Periodical Title, Volume*(Issue), page nos.

### **Basic format for electronic periodicals:**

Author's last name, initials. (Date). Article title. *Periodical Title, Volume*(Issue), page nos. DOI

**-OR-**

Author's last name, initials. (Date). Article title. *Periodical Title, Volume*(Issue), page nos.

Retrieved from URL

- *Include year only for journal articles.*
- *Only include issue number if each issue in a volume starts on page 1.*
- *For newspaper articles, include p. or pp. before page numbers.*

### **9) Scholarly journal article (print):**

Rong, X.L. & Preissle, J. (1997). The continuing decline in Asian American teachers. *American Educational Research Journal, 34*, 267-293.

### **10) Magazine article (print):**

Dokoupil, T. (2007, October 22). Polarizing bears no more. *Newsweek, 150*(17), 16.

### **11) Newspaper article (print):**

Henry, C. (2009, May 19). N.J. bill would require coverage for autism. *The Philadelphia Inquirer*, pp. A1, A4.

### **12) Journal article *with* DOI (electronic):**

Wanko, N.S., Brazier, C.W., Young-Rogers, D., Dunbar, V.G., Boyd, B., George, C.D.,...Cook, C.G. (2004). Exercise preferences and barriers in urban African Americans with type 2 diabetes. *The Diabetes Educator, 30*(3), 502-513. doi: 10.1177/014572170403000322

### **13) Journal article *without* DOI (electronic):**

Chuang, Y. (2005). Neighborhood watch: Power, conflict and urban local politics. *Taiwan Journal of Anthropology, 3*(2), 79-114. Retrieved from <http://www.asia-studies.com/2tja.html>

### **14) Newspaper article (electronic):**

Krauss, C. (2007, October 18). Seeing sugar's future in fuel. *The New York Times*. Retrieved from <http://www.nytimes.com>

## **Audiovisual Media**

### **15) Motion picture**

#### **Basic format:**

Producer's last name, initials (Producer), & Director's last name, initials (Director). (Year). *Title of motion picture* [Motion picture]. Country: Studio.

Brown, Y. (Producer), & Tullos, J.M. (Director). (2006). *Consulting with teachers* [DVD]. Washington, DC: American Psychological Association.

### **16) Music recording**

#### **Basic format:**

Writer's last name, initials. (Copyright year). Song title [Recorded by artist name if different than writer]. On *Album title* [Medium] Location: Label (recording year if different than copyright year)

Springstein, B. (1990). My hometown. On *Born in the U.S.A.* [CD] New York, NY: Sony.

---

## **Online communities**

### **Basic format for online communications such as newsgroups, online forums or discussion groups, electronic mailing lists, blogs, and video blogs:**

Author's last name, initials. (Year, Month Day). Post title [Description of form]. Retrieved from URL

### **17) Blog post**

Inniss, J.P. (2009, September 7). When is silence golden? [Web log post]. Retrieved from <http://nortonbooks.typepad.com/everydaysociology/>

### **18) Video blog post (e.g. YouTube)**

Grantwebb13. (2007, September 9). World War I memorial [Video file]. Retrieved from <http://www.youtube.com/watch?v=wHvfi8FcFYo>

---

## **Other**

### **19) Work with 8 or more authors (print):**

George, S.Z., Teyhen, D.S., Wu, S.S., Wright, A.C., Dugan, J.L., Guijun, Y.,...Childs, J.D. (2009). Psychosocial education improves low back pain beliefs: Results from a cluster randomized clinical trial (NCT00373009) in a primary prevention setting. *European Spine Journal*, 18(7), 1050-1058.

**20) Book review (electronic):**

Rogers, M. (2003). Lord of the flies (book) [Review of the book *Lord of the Flies*, by W. Golding]. *Library Journal*, 128(19), 103. Retrieved from <http://www.libraryjournal.com/>

**21) Government report (electronic):**

National Institutes of Health, Office of Dietary Supplements. (2005, September 23). *Dietary supplement fact sheet: Calcium*. Retrieved from <http://ods.od.nih.gov/factsheets/calcium.asp>

**22) Non-Government report (electronic):**

Spalter-Roth, R. & Scelza, J. (2009, June). *What's happening in your department with assessment?* Retrieved from American Sociological Association, Research and Development Department website: <http://www.asanet.org/galleries/default-file/ASAdeptsybrief3.pdf>

Include the ***publisher*** as part of the retrieval element if the publisher does not already appear as the author.

**23) Website**

Philadelphia Museum of Art. (n.d.). *Visitor information*. Retrieved September 11, 2009, from <http://www.philamuseum.org/visit/12-270.html>

---

**GENERAL GUIDELINES FOR IN-TEXT CITATIONS**

Within the text of your paper itself, you need to tell your readers where you've gotten your information by referring them to a source in your references list. To do this, you will use a ***parenthetical*** or ***in-text citation***. Every in-text citation should correspond to an entry in the references list with two exceptions--classical works, such as the Bible, and personal communications, such as a personal interview. These require in-text citations but do not appear in the references list.

**Basic format:**

(author's last name, year of publication)

where **author** is one of the authors in your references list. If there are **multiple authors**, precede the last author's name with an **ampersand (&)**. **If the author is already named as part of the text**, only the year is required. **Do not** include month and day. For works with **no date**, type **n.d.** in place of the year.

The citation is enclosed in **parentheses**, and there is a **comma between the name and year**. It is inserted at a **logical place** within or at the end of a sentence. Format variations may be called for, but **the most important thing is to direct your reader to the correct entry in your references list** (6.11, 6.18, 6.20, 6.22).

Some variations you may come across are as follows:

### Author variations

For works with **two authors**, include both names every time the work is cited. For works with **three to five authors**, include all the authors' names the first time the work is cited; for subsequent citations, include only the first author's name followed by **et al.** For works with **six or more authors**, include only the first author's name followed by **et al.** If 2 cited authors have the **same last name**, include the first author's initials. For **group author names**, include the full name in each citation. If the name is long, shorten or abbreviate it as long as it is still easy to locate in the references list. If a work has **no author**, use the first few words of the reference entry, which is typically the title. Italicize the words if they are italicized in the reference entry; otherwise, use quotation marks around them. **Other variations may exist**; consult the *Publication Manual of the American Psychological Association*, especially Table 6.1 in the 6<sup>th</sup> edition (6.12-6.15).

### Variations that exist due to citing a specific part of a source versus the entire source

When citing a specific part of a source, such as a direct quotation, include the **page number (or chapter, figure, or table)** as part of the in-text citation in addition to the author's name and year. If there are **no page numbers** but there are **numbered paragraphs**, use those numbers in lieu of page numbers preceded by **para**. If there are no page or paragraph numbers but there are **headings**, use the heading and your calculation of paragraph number under that heading. If the heading is too long or none exists, use a short title in quotation marks followed by paragraph number (6.05, 6.19).

---

## IN-TEXT CITATION EXAMPLES

### 1) In-text citation for a work with author:

**If this is the item on the References page...**

Scroop, D. (2002). September 11<sup>th</sup>, Pearl Harbor and the uses of Presidential power. *Cambridge Review of International Affairs*, 15(2), 317-327.

**...then these are examples of the in-text citation:**

The world sees the American presidents, not other legislative leaders, as the leaders of America (Scroop, 2002).

**-OR-**

Scroop (2002) believes that the world sees the American presidents, not other legislative leaders, as the leaders of America.

**-OR-**

***(if an exact quotation is used, page number must be included):***

It is American presidents, not other legislative leaders, who “personify American leadership in the eyes of the world” (Scroop, 2002, p. 1).

*Notice that if you can state the author in the text itself, then you do not have to repeat that information in the parenthetical citation.*

## **2) In-text citation for a work with a group author:**

**If this is the item on the References page...**

Renal Dietitians Dietetic Practice Group of the American Dietetic Association. (1993). *National renal diet: Professional guide*. Chicago: ADA.

**...then these are examples of the in-text citation:**

Those with chronic kidney disease should only have 1-3 g of sodium per day (Renal Dietitians Dietetic Practice Group of the ADA, 1993).

**-OR-**

The Renal Dietitians Dietetic Practice Group of the American Dietetic Association (1993) recommends that those with chronic kidney disease should only have 1-3 g of sodium per day.

## **3) In-text citation for a work with no author:**

*Identify the work by the first few words of the title*

**If this is the item on the References page...**

*Report on Energy-Efficient Appliances*. (2000). Chicago: ABC.

**...then this is an example of the in-text citation:**

One technician presents his controversial view in light of other reports (*Report on Energy*, 2000).

**-OR-**

In ABC’s *Report on Energy-Efficient Appliances* (2000), one technician presents his controversial view in light of other reports.

#### 4) In-text citation for a quotation from a work with no page numbers:

**If this is the item on the References page...**

National Institutes of Health, Office of Dietary Supplements. (2005, September 23). *Dietary supplement fact sheet: Calcium*. Retrieved from <http://ods.od.nih.gov/factsheets/calcium.asp>

**...then this is an example of the in-text citation:**

According to the *Dietary Supplement Fact Sheet*, “More than 99% of total body calcium is stored in the bones and teeth” (National Institutes of Health, 2005, Introduction, para. 2).

#### 5) In-text citation for a work discussed in a secondary source

*For example: Ashford’s work (i.e. the original work) is mentioned in Spohn’s work (i.e. the secondary source); list the secondary source, not the original work, in the list of references. The in-text citation will also name the secondary source but is preceded by naming the original work.*

**If this is the item on the Reference page...**

Spohn, C. (2008). Teacher perspectives on no child left behind and arts education: A case study. *Arts Education Policy Review*, 109(4), 3-12.

**...then this is an example of the in-text citation**

Ashford’s research showed that there is little decline in arts education (as cited in Spone, 2008).

## References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

Badke, W. B. (2004). *Research strategies: Finding your way through the information fog* (2nd ed.). New York, NY: IUiverse.

Immaculata University. (2004). *Searchpath: Citing sources*. Retrieved from <http://faculty.immaculata.edu/searchpath/mod6/index.html>