APA STYLE

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**Disclaimer**
The information in this document is based on guidelines put forth in the *Publication Manual of the American Psychological Association* (6th 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*.

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**MANUSCRIPT FORMAT**

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

See *figures 2.1 and 2.2* in the *Publication Manual of the American Psychological Association* (6th 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^{th} 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/](http://dx.doi.org/) or [http://www.crossref.org/](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/](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.

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**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):**

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

3) **Group author (print):**
4) **Book chapter (print):**

5) **Book (electronic):**

6) **Dissertation (electronic):**

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


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**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:**

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

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

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

10) Magazine article (print):

11) Newspaper article (print):

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

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

14) Newspaper article (electronic):
**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.


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)


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**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**


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


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**Other**

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

20) Book review (electronic):

21) Government report (electronic):

22) Non-Government report (electronic):

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

23) Website

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**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 6th 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).

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**IN-TEXT CITATION EXAMPLES**

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

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


**...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…


…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 Dieticians Dietetic Practice Group of the ADA, 1993).

-OR-

The Renal Dieticians 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…


…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-

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

<table>
<thead>
<tr>
<th>If this is the item on the References page…</th>
</tr>
</thead>
<tbody>
<tr>
<td>…then this is an example of the in-text citation:</td>
</tr>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>If this is the item on the Reference page…</th>
</tr>
</thead>
<tbody>
<tr>
<td>…then this is an example of the in-text citation</td>
</tr>
<tr>
<td>Ashford’s research showed that there is little decline in arts education (as cited in Spone, 2008).</td>
</tr>
</tbody>
</table>
References

