

APA Reference Style Guide

Based on the *Publication Manual of the American Psychological Association*, 6th ed.

General Guidelines:

- ⇒ Reference list entries should be alphabetized by the last name of the first author of each work. If no author, alphabetize by title of work.
- ⇒ Always use initials for the authors' first and middle names. If an author is anonymous, use that word in place of author's name.
- ⇒ In the title of the work, capitalize only the first letter of the first word.
- ⇒ Double space all works cited entries with one inch margins on all sides.
- ⇒ It is preferred to use 12 pt font size with Times New Roman typeface.
- ⇒ Each entry should contain: an author, publication date, title and publishing information. If an entry is undated, use (n.d.).
- ⇒ Each line after the first line in the citation should have a hanging indentation.
- ⇒ Italicize titles of books, journals and other longer works.
- ⇒ Do not italicize, underline, or put in quotations shorter works such as journal and web articles, song titles or essays.

General Rules for In-Text Citations:

- ⇒ Include the last name of the author or authors and the year of publication. If there is no author, use the first few words of the title. Capitalize all significant words.
- ⇒ Cite only the year and do not include months or days.
- ⇒ For printed material, always provide page numbers when quoting. Use abbreviations *p.* and *chap.* for page or chapter. For online material, where page numbers aren't available, see APA 6.05.
- ⇒ When citing within the text, use the word *and*.
- ⇒ Always capitalize author names and initials. When the author is anonymous, the in-text citation will be (Anonymous year).
- ⇒ Put quotation marks around the titles of shorter works such as journal articles and web page titles, or song titles. e.g. ("Electronic Flight Bag" ; "One"). Italicize book titles, periodicals titles and reports.
- ⇒ When citing two authors, use the word *and* between both authors names within the text and use an & in the parentheses. See APA 6.1 Basic Citation Styles table.

Book with one author [APA 7.02]

Kamenetz, A. (2006). *Generation debt: Why now is a terrible time to be young*. New

York, NY: Riverhead Books.

Book with two authors [APA 7.02]

Behrendt, G. & Ruotola- Behrendt, A. (2005). *It's called a breakup because its broken*.

New York, NY: Broadway.

Book with more than three authors [APA 7.02]

Williams, J. R., Haka, S. F., Bettner, M. S., & Meigs, R. F. (2003). *Financial accounting*

(11th ed.). Boston, MA: McGraw.

Book with no author [APA 7.02]

Time Almanac. (2009). Chicago, IL: Encyclopedia Britannica.

Corporate author [APA 7.02-31]

American Society of Health System Pharmacists. (2007). *Consumer drug reference*. Bethesda, MD:

Consumer Reports.

Book with an editor and an author [APA 7.02]

Shakespeare, W. (1994). In R. Baines (Ed.), *Hamlet*. Sydney, Australia: Arnold.

Book with an editor only [APA 7.02]

McNally, J. (Ed.). (2001). *The student body: Short stories about college students and professors*.

Madison, WI: University of Wisconsin Press.

Article in a reference book [APA 7.02- 27]

Denno, D. W. (2002). Crime causation: The field. In J. Dressler (Ed.), *Encyclopedia of crime*

and justice (Vol. 1, pp. 290-291). New York, NY: Macmillan.

Book chapter [APA 7.02-25]

Conniff, R. (2005). Facial predestination: How the shape of your face can make or break your

career. *The ape in the corner office* (pp. 196-208). New York, NY: Crown Business.

Translation [APA 7.02-21 & 26]

Bartis, A. (2008). *Tranquility*. (I. Goldstein, Trans.) New York, NY: Archipelago Books (Original

Work published 2001).

Annual Report [APA 7.02]

McDonald's Corporation. (2008). *Annual Report*. Chicago, IL: Author.

Government Publication [APA 7.02]

U.S. Department of Labor, Bureau of Labor Statistics. (2010). *Occupational outlook handbook*

2010-2011. Washington, DC: Government Printing Office.

Technical and Research Report [APA 7.03- 31]

U.S. Department of Justice, Federal Bureau of Investigation (2003). *Tactics used during protests and*

demonstrations (FBI Intelligence Bulletin No. 89). Washington, DC: Government

Printing Office.

Periodicals and Online Publications

Example:

Author, A., & Author, B. (Year). Title of article. *Journal*, *Volume Number* (Issue), pages.

Journal Articles [APA 7.01- 3]

Cohen, A. S., Burns, B. & Goadsby, P. J. (2009). High flow oxygen for treatment of cluster headache: A randomized trial. *Journal of the American Medical Association*, *302*, 2451-2457.

Magazine Articles [APA 7.01- 7]

Zwart, S. F. P. (2009, November). The long-lost siblings of the sun. *Scientific American*, *301* (5), 41- 47.

Newspaper Articles [APA 7.01- 10]

Pallasch, A. M. (2009, October 1). High court to toss city handgun ban?: Decision to hear challenge suggests ruling ahead. *The Chicago Sun Times*, p. 6.

Ebook (electronic version of print book) [APA 7.02- 19]

Meyer, S. (2008). *Twilight*. Retrieved from <http://www.ebooks.com>

Ebook (electronic only book) [APA 7.02- 20]

Rose, E. (n.d.) *Magical Moonlight*. Retrieved from <http://www.free-ebooks.net/ebook/Magical-Moonlight>

Webpage with author [APA 7.01- 7.02]

Katz, A. (2008, September 9). A beginner's guide to precious metals. Retrieved October 1, 2009, from <http://www.investopedia.com>

Webpage without author [APA 7.01- 7.02]

Introduction to TCM. (n.d.). Retrieved March 5, 2010, from Traditional Chinese Medicine website: <http://www.tcmpage.com>

Article in a database [APA 7.01- 3]

Effland, A. E. (2009). Honoring Mary Neth. *Agricultural History*, *83*, 425-430. Retrieved from <http://www.proquest.com>

Web-based journal or magazine [APA 7.01- 8]

Iannacci, E. (2009). The enemy within. *Flare*, *31*, 84-87. Retrieved from <http://www.proquest.com>

Annual Report [APA 7.03- 31]

McDonald's Corporation. (2008). *2008 Annual Report*. Retrieved from <http://www1.mcdonalds.com/annualreport/index.html>

Government website [APA 7.03- 31]

U.S. Department of Labor, Bureau of Labor Statistics. (2012). *Occupational outlook handbook 2010-2011*. (BLS Bulletin No. 2700) Retrieved from <http://www.bls.gov/oco>

Electronic Document with DOI [APA 7.01- 1]

Hitomi, K., Nishiyama, Y., & Okui, R. (2008). A puzzling phenomenon in semiparametric estimation problems with infinite-dimensional nuisance parameters. *Econometric Theory*, *24*, 1717-1728. doi:10+10170S0266466608080699.

Other Sources

Personal Communications [APA 6.20]

Include the following types of personal communications in the text of your paper only. Do not include in the reference list:

- Private letters
- Memos
- E-mail messages
- Text messages
- Non-archived discussion groups
- Electronic bulletin boards
- Personal interviews
- Telephone conversations, etc.

Film or video recording [APA 7.07- 49]

DeVito, D., Shamberg, M. & Sher, S. (Producers) & Tarantino, Q. (Director). (1994). Pulp fiction

[Motion Picture] . United States: Miramax.

Music recording [APA 7.07- 52]

Hetfield, J. & Ulrich, L. (1988). One [Recorded by Metallica]. On *...And justice for all* [CD].

Hollywood, CA: Elektra Records.

Podcast [APA 7.07- 50]

Hilton, R. (Producer). (2009, December 28). *All Songs Considered* [Audio podcast]. Retrieved from

<http://www.npr.org/allsongsconsidered>

Web-based video [APA 7.07- 49]

Stewart, C. Dream, T. & Knowles, B.(Producers). (2009). *Single ladies (put a ring on it)*.

Available from <http://mtv.com>

Single episode from a television series [APA 7.07- 51]

Perry, T. & Griffin, K. (Writers), & Perry, T. (Director). (2007). Bully and the beast [Television series

episode]. In T. Perry & R. Cannon (Executive Producers), *House of Payne*.

Atlanta, GA: TBS.

Formatting the Reference List

⇒ The reference list comes after the end of the paper and starts at the top of the first page after the last page of text. The reference list should be listed in alphabetical order, according to the last name of the author. If there is no author, alphabetize by title. [APA 6.25]

For Example:

References

- Bartis, A. (2008). *Tranquility*. (I. Goldstein, Trans.) New York, NY: Archipelago Books
(Original Work published 2001).
- Cohen, A. S., Burns, B. & Goadsby, P. J. (2009). High flow oxygen for treatment of cluster headache: A randomized trial. *Journal of the American Medical Association*, 302, 2451-2457.
- Denno, D. W. (2002). Crime causation: The field. In J. Dressler (Ed.), *Encyclopedia of crime and justice (vol. 1, pp. 290-291)*. New York, NY: Macmillan.
- Effland, A. E. (2009). Honoring Mary Neth. *Agricultural History*, 83, 425-430.
Retrieved from <http://www.proquest.com>
- Hetfield, J. & Ulrich, L. (1988). One [Recorded by Metallica]. On *...And justice for all* [CD]. Hollywood, CA: Elektra Records.
- McDonald's Corporation. (2008). *Annual Report*. Chicago, IL: Author.
- McNally, J. (Ed.). (2001). *The student body: Short stories about college students and professors*. Madison, WI: University of Wisconsin Press.
- Perry, T. & Griffin, K. (Writers), & Perry, T. (Director). (2007). Bully and the beast [Television series episode]. In T. Perry & R. Cannon (Executive Producers), *House of Payne*. Atlanta, GA: TBS.
- Stewart, C. Dream, T. & Knowles, B. (Producers). (2009). *Single ladies (put a ring on it)*. Available from <http://mtv.com>
- Zwart, S. F. P. (2009, November). The long-lost siblings of the sun. *Scientific American*, 301 (5), 41- 47.

In Text Citations

American
Psy-

- ⇒ Each reference cited in the text of your paper must be in your reference list and each entry in the reference list must be cited in the text of your paper. [APA 6.10]
- ⇒ Direct quotations must always be accurate. They must include everything, even mistakes, from the original source. If the quotation is less than 40 words, include it in the text of the paper and use double quotation marks around it. If it is more than 40 words, present it in a separate block of text. At the end of the quotation, cite the source and include the page number, and double space the entire quotation. [APA 6.03]
- ⇒ When paraphrasing, insert page number where information is found. [APA 6.04]
- ⇒ [See APA Table 6.1 Basic Citation Styles]

Examples:

(with a direct quotation over 40 words) [APA 6.03]

Increasingly, research suggests that individuals are unaware of the causes of other people's behaviors as well as the causes of much of their own conduct.

It is no longer sufficient to ask people, "Why did you do that?" (Davison and Neale, 2003, p. 167), because they may only think they know (Denno, 2002, p. 170).

OR

(with a direct quotation under 40 words) [APA 6.03]

It is a difficult task to answer the question that has plagued victims and victims' families: why do criminals do what they do? What drives one person to commit a heinous crime against another person is what criminologists have studied for years. They conduct their research on criminals to further understand criminals theories. "It is no longer sufficient to ask people, "Why did you do that?" (Davison and Neal, 2003, p. 167), because they may only think they know" (Denno, 2002, p. 170).

(with name of author used in text) [APA 6.11]

McDonald's Corp. (2008) has made a convincing argument that attempts to explain their worldwide popularity and recognition as being the world's leading fast-food chain. According to their 2008 annual report, consumers appreciate value for money, convenience, and the right balance of quality and price (p.17).

OR

(with name of author not used in text) [APA 6.11]

Consumers of fast-food chain products appreciate the value for money, convenience and the right balance of quality and price (McDonald's Corp., 2008, p.3).

chological Association. (2009). *Publication manual of the American psychological association*.

Washington DC: Author.