

# APA Reference Style Guide

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

## General Guidelines:

### ***APA Style calls for a list of references instead of a bibliography.***

- ⇒ The list of references is double-spaced and listed alphabetically by the first author's last name.
- ⇒ All references must be cited within the text.
- ⇒ Set uniform margins of at least one inch on the top, bottom, left and right of every page.
- ⇒ In the title of the work, capitalize only the first letter of the first word, except for journal titles which should maintain the capitalization used by the journal.
- ⇒ 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.).
- ⇒ For each reference, the first line is typed flush with the left margin and any additional lines are indented as a group a few spaces to the right of the left margin.
- ⇒ Italicize titles of books, journals and other longer works.
- ⇒ There should be a page header at the top of every page.

## 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.
- ⇒ If you are quoting a work directly, also include the page number of the reference, preceded by "p."
- ⇒ Cite only the year and do not include months or days.
- ⇒ Always capitalize author names and initials. When the author is anonymous, substitute the title for the author name.
- ⇒ 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, reports and other documents.
- ⇒ 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.
- ⇒ When citing a website, it is sufficient to give the address of the site in just the text. Ex. Kid psych is a wonderful interactive website for children (<http://kidpsych.org>).

**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* (11<sup>th</sup> ed.). Boston, MA: McGraw.

**Book with no author [ APA 7.02 ]**

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

**Corporate author [ APA 7.03-31 ]**

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). *Hamlet*. R. Baines (Ed.). 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 7.03 ]**

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

**Government Publication [ APA 7.03 ]**

U.S. Department of Labor, Bureau of Labor Statistics. (2008). *Occupational outlook handbook 2008-2009*. Baton Rouge, LA: Claitor's.

**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. DOI or  
Retrieved from URL for online only.

## **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>

## **Kindle Books**

Stoker, B. (1897). *Dracula* [Kindle DX version]. Retrieved from Amazon.com

## **Webpage with author [ APA 7.01- 7.02 ]**

Katz, A. (2008, September 9). A beginner's guide to precious metals. Retrieved from [http://](http://www.investopedia.com)  
[www.investopedia.com](http://www.investopedia.com)

## **Webpage without author [ APA 7.01- 7.02 ]**

Introduction to TCM. (n.d.). Retrieved from Traditional Chinese Medicine website: [http://www/](http://www/tcmpage.com)  
[tcmpage.com](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://](http://www.proquest.com)  
[www.proquest.com](http://www.proquest.com)

Wright, M. L., Higgins, M., Taylor, J. Y., & Hertzberg, V. S. (2019). NuRsing Research in the 21st  
Century: R You Ready? *Biological Research for Nursing*, *21*(1), 114–120. [https://](https://doi.org/10.1177/1099800418810514)  
[doi.org/10.1177/1099800418810514](https://doi.org/10.1177/1099800418810514)

## **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>

## **Chapter/section of web document**

Peckinpaugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A Century of*  
*growth in America*. Retrieved from Proquest database.

## **Annual Report [ APA 7.03- 31 ]**

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

# Online and 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.

## Government website [ APA 7.03- 31 ]

U.S. Department of Labor, Bureau of Labor Statistics. (2008). *Occupational outlook handbook 2008-2009*. (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

## 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.

## YouTube

PBSotfbook. (2013, October 3). *How to be Creative* [video file]. Retrieved from <https://www.youtube.com/watch?v=weIQtthC3Ks>

## 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.

## Audio Podcast [ APA 7.07- 50]

Hilton, R. (2009, December 28). *All Songs Considered* [Audio podcast]. Retrieved from <http://www.npr.org/allsongsconsidered>

## Video Podcast

Stewart, C. (Producer). (2007, January 9). The Community College Classroom (Episode 7) [Video podcast]. *Adventures in Education*. Retrieved from <http://www.adveeducation.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.

## Online Encyclopedia

Feminism (n.d.). In *Encyclopedia Britannica online*. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>

# 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

- ⇒ 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. Indent an extra half inch from the left margin. 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).

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

Washington DC: Author.