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).
Books

**Book with one author [ APA 7.02 ]**

**Book with two authors [ APA 7.02 ]**

**Book with more than three authors [ APA 7.02 ]**

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

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

**Book with an editor and an author [ APA 7.02 ]**

**Book with an editor only [ APA 7.02 ]**

**Article in a reference book [ APA 7.02-27 ]**

**Book chapter [ APA 7.02-25 ]**

**Translation [ APA 7.02-21 & 26 ]**

**Annual Report [ APA 7.03 ]**

**Government Publication [ APA 7.03 ]**

**Technical and Research Report [ APA 7.03-31 ]**
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 ]**

**Magazine Articles [ APA 7.01 - 7 ]**

**Newspaper Articles [ APA 7.01- 10 ]**
Pallasch, A. M. (2009, October 1). High court to toss city handgun ban?: Decision to hear challenge

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

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

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

**Webpage with author [ APA 7.01- 7.02 ]**
www.investopedia.com

**Webpage without author [ APA 7.01- 7.02 ]**
tcmpage.com

**Article in a database [ APA 7.01- 3 ]**
www.proquest.com

doi.org/10.1177/1099800418810514

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

**Chapter/section of web document**

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

Electronic Document with DOI [APA 7.01-1]
doi:10+10170S0266466608080699

Film or video recording [ APA 7.07-49]

YouTube
PBSofbook. (2013, October 3). How to be Creative [video file]. Retrieved from https://

Music recording [ APA 7.07-52]

Audio Podcast [ APA 7.07-50]

Video Podcast

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

Online Encyclopedia

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


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).