

APA Reference Style Guide

Based on the *Publication Manual of the American Psychological Association*, 7th 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.
- ⇒ Whatever font is used should be accessible to all readers and used consistently throughout the paper. Preferred fonts include 12 pt Times New Roman, 11 pt. Arial, Calibri or Georgia, 10 pt. Lucida Sans Unicode and Computer Modern..
- ⇒ Each entry should contain: an author, publication date, title and publisher. 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.
- ⇒ Include a DOI if available, even for print works. Otherwise, provide a URL.
- ⇒ There should be a page number in the header section 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" or "pp" for multiple pages.
- ⇒ 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 titles that are italicized in the reference list.
- ⇒ When citing two authors, use the word *and* between both authors names within the text and use an & in the parentheses. See APA Table 8.1 Basic Citation Styles.

Book with one author [APA 10.2]

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

Book with two authors [APA 10.2]

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

Book with more than three authors [APA 10.2]

Williams, J. R., Haka, S. F., Bettner, M. S., & Meigs, R. F. (2003). *Financial accounting* (11th) McGraw.

Book with no author [APA 10.2]

Time Almanac. (2009). Encyclopedia Britannica.

Corporate author [APA 10.2]

American Society of Health System Pharmacists. (2007). *Consumer drug reference*. Consumer Reports.

Book with an editor and an author [APA 10.2]

Shakespeare, W. (1994). *Hamlet*. (R. Baines Ed.). Arnold.

Book with an editor only [APA 10.2]

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

University of Wisconsin Press.

Article in a reference book [APA 10.3]

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

(Vol. 1, pp. 290-291). Macmillan.

Book chapter [APA 10.3]

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

The ape in the corner office (pp. 196-208). Crown Business.

Translation [APA 10.2]

Bartis, A. (2008). *Tranquility*. (I. Goldstein, Trans.) Archipelago Books (Original work published 2001).

Annual Report [APA 10.4]

McDonald's Corporation. (2008). *Annual Report*.

Government Publication [APA 10.4]

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

2009. Claitor's. <https://www.bls.gov/ooh/home.htm>

Technical and Research Report [APA 10.4]

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

demonstrations (FBI Intelligence Bulletin No. 89). Government Printing Office.

Ebook (electronic version of print book) [APA 10.2]

Meyer, S. (2008). *Twilight*. Little Brown Books for Young Readers. <https://www.ebooks.com>

Ebook (electronic-only book) [APA 10.2]

Rose, E. (n.d.) *Magical Moonlight*. Free-Ebooks.net. <https://www.free-ebooks.net/fiction/Magical-Moonlight>

Kindle Books [APA 10.2]

Stoker, B. (1897). *Dracula* [Kindle DX version]. <https://www.amazon.com>

Online Encyclopedia [APA 10.2]

Feminism (n.d.). *Encyclopedia Britannica online*. <https://www.britannica.com/topic/feminism>

Periodicals and Online Publications

Example:

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

Only use Retrieved from if a date is provided in the citation.

Journal Articles [APA 10.1]

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. <https://doi.org/10.1001/jama.2009.1855>

Magazine Articles [APA 10.1]

Zwart, S. F. P. (2009, November). The long-lost siblings of the sun. *Scientific American*, *301* (5), 41- 47. [https://doi: 10.1007/978-94-007-2022-0_4](https://doi.org/10.1007/978-94-007-2022-0_4)

Newspaper Articles [APA 10.1]

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.

Webpage with author [APA 10.16]

Katz, A. (2008, September 9). *A beginner's guide to precious metals*. Investopedia. <https://www.investopedia.com>

Webpage without author [APA 9.12]

Introduction to TCM. (n.d.). Traditional Chinese Medicine. Retrieved March 12, 2020 from <http://tcmpage.com>

Article in a database [APA 10.1]

Effland, A. E. (2009). Honoring Mary Neth. *Agricultural History*, *83*, 425-430. [https://doi: 10.3098/ah.2009.83.4.425](https://doi.org/10.3098/ah.2009.83.4.425)

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://doi.org/10.1177/1099800418810514>

Web-based journal or magazine [APA 10.1]

Iannacci, E. (Ed.) (2009). The enemy within. *Flare*, *31* (11), 84, 86, 88. <https://www.proquest.com>

Chapter/section of web document [APA 10.3]

Peckinpugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A Century of growth in America*. <https://www.proquest.com>

Annual Report [APA 10.4]

McDonald's Corporation. (2008). *2008 Annual Report*. [https://corporate.mcdonalds.com/content/dam/gwscorp/assets/investors/events-presentations/meeting-resources/MCD 2021 Annual Report.pdf](https://corporate.mcdonalds.com/content/dam/gwscorp/assets/investors/events-presentations/meeting-resources/MCD%2021%20Annual%20Report.pdf)

Electronic Document with DOI [APA 10.1]

Hitomi, K., Nishiyama, Y., & Okui, R. (2008). A puzzling phenomenon in semiparametric estimation problems with infinite-dimensional nuisance parameters. *Econometric Theory*, *24*, 1717-1728. [https://doi:10+10170S0266466608080699](https://doi.org/10.1017/S0266466608080699)

Other Sources

Personal Communications [APA 8.9]

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	Personal interviews
Electronic bulletin boards	
Telephone conversations, etc.	

Government website [APA 10.16]

U.S. Department of Labor, Bureau of Labor Statistics. (2008). *Occupational outlook handbook 2008-2009*. <https://www.bls.gov/ooh/home.htm>

Film or video recording [APA 10.12]

Tarantino, Q. (Director). (1994). *Pulp fiction* [Film]. Miramax.

YouTube [APA 10.12]

PBSotfbook. (2013, October 3). *How to be Creative* [Video]. YouTube. <https://www.youtube.com/watch?v=weIQlthC3Ks>

Music recording [APA 10.13]

Hetfield, J. & Ulrich, L. (1988). One. [Song] On ...*And justice for all* [album]. Elektra Records.

Audio Podcast Episode [APA 10.13]

Hilton, R. (Host). (2009, December 28). All Songs Considered [Audio podcast episode]. In *All Songs Considered*. NPR. <https://www.npr.org/sections/allsongs/>

Video Podcast [APA 10.13]

Al-Heeti, Abrar. (Producer). (2022, June 16). How sunscreen works to prevent skin damage (Episode 9) [Video podcast]. *CNET*. <https://podcasts.apple.com/us/podcast/all-cnet-video-podcasts-video/id292130379>

Single episode from a television series [APA 10.12]

Perry, T. & Griffin, K. (Writers), & Perry, T. (Director). (2007). Bully and the beast (Season 2, episode 1) [TV series episode]. In T. Perry & R. Cannon (Executive Producers), *House of Payne*. TBS.

TV series [APA 10.12]

Sherman-Palladino, A., Palladino, D. (Executive Producers). (2017-present). *The marvelous Mrs. Maisel* [TV series]. Dorothy Parker Drank Here Productions; Picrow, Amazon Studios.

Facebook [APA 10.15]

Northwestern College. (n.d.) *Home* [Facebook page]. Facebook. Retrieved June 24, 2022, from <https://www.facebook.com/NorthwesternCol>

Tweet [APA 10.15]

Northwestern College [@NorthwesternCol]. (2022, May 6). *Today is #NationalNursesDay and the beginning of #NationalNursesWeek* [Tweet]. Twitter. <https://twitter.com/NorthwesternCol>

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 9.43]**

For Example:

References

- Bartis, A. (2008). *Tranquility*. (I. Goldstein, Trans.) 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. <https://doi:10.1001/jama.2009.1855>
- Denno, D. W. (2002). Crime causation: The field. In J. Dressler (Ed.), *Encyclopedia of crime and justice (vol. 1, pp. 290-291)*. Macmillan.
- Effland, A. E. (2009). Honoring Mary Neth. *Agricultural History*, 83, 425-430. [https://doi: 10.3098/ah.2009.83.4.425](https://doi:10.3098/ah.2009.83.4.425)
- Hetfield, J. & Ulrich, L. (1988). One [Song]. On *...And justice for all* [album]. Elektra Records.
- McDonald's Corporation. (2008). *Annual Report*.
- McNally, J. (Ed.). (2001). *The student body: Short stories about college students and professors*. University of Wisconsin Press.
- Northwestern College [@NorthwesternCol]. (2022, May 6). *Today is #NationalNursesDay and the beginning of #NationalNursesWeek* [Tweet]. Twitter. <https://twitter.com/NorthwesternCol>
- PBSotfbok. (2013, October 3). *How to be Creative* [Video]. YouTube. <https://www.youtube.com/watch?v=welQlthC3Ks>
- Perry, T. & Griffin, K. (Writers), & Perry, T. (Director). (2007). Bully and the beast (Season 2, episode 1) [TV series episode]. In T. Perry & R. Cannon (Executive Producers), *House of Payne*. TBS.
- Zwart, S. F. P. (2009, November). The long-lost siblings of the sun. *Scientific American*, 301 (5), 41- 47. [https://doi: 10.1007/978-94-007-2022-0_4](https://doi:10.1007/978-94-007-2022-0_4)

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 8.4]
- ⇒ 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 8.25-8.27]
- ⇒ When paraphrasing, a page number is not required, but it can be helpful to put one in to help find the relevant passage in a longer work. [APA 8.23]
- ⇒ [See APA Table 8.1 Basic Citation Styles]

Examples:

(with a direct quotation over 40 words) [APA 8.27]

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).

(with a direct quotation under 40 words) [APA 8.25]

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)

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).

(with name of author not used in text)

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).

Sources used:

American Psychological Association. (2020). *Publication manual of the American psychological association* (7th ed.) <https://doi.org/10.1037/0000165>

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Purdue Online Writing Lab. (n.d.). *General Format*. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html