

APA REFERENCE LIST STYLE GUIDE*

GENERAL REFERENCE LIST GUIDELINES

Begin with the heading "References" (without the quotes) centered on the top line of a new page. Entries are double spaced (**unlike the examples set forth below**) with "hanging" indentation (the 1st line is full width at the left margin and other lines are block indented ~1/2" from the left) and alphabetized letter-by-letter, with the following special considerations: prefixes are treated literally, surnames with articles and prepositions are treated according to the language of origin, and entries with numerals are alphabetized as if the numerals were spelled out.

Authors: Invert (surname first) all authors' names (up to and including 7); give surnames and 1 or 2 initials with one space after the periods for each initial in personal names. Use commas to separate surnames and initials; to separate initials and suffixes ("Jr.," "III," etc.); and, with 2 or more authors, use an "&" before the last author (e.g., "Strunk, W., Jr., & White, E. B."). For 8 or more authors, include the 1st 6 authors' names, then insert 3 ellipsis points (" . . .") and add the last author's name. ["Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009)."].

Editors or No Author: Except for book chapters (see below), place editors' names in the author position and put "(Ed.)" or "(Eds.)" in parentheses after the last editor's name (e.g., "Robinson, D. N. (Ed.)."). For works with no author, move the title to the author position, before the publication date and end with a period ("*Title of work* (1994).").

Capitalization of Titles of Articles, Chapters, and Nonperiodical Works: Capitalize only the 1st word of the title and of the subtitle, if any, and any proper nouns (e.g., names).

Single Spacing After Most Punctuation: Space **only once** after all punctuation, including after commas, colons, and semicolons; after punctuation marks at the ends of sentences; after periods that separate parts of a reference citation; and **after periods of the initials in personal names** (e.g., "J. R. Zhang"). **Do not space after internal periods in abbreviations** (e.g., a.m., i.e., U.S., etc.) or around colons in ratios (6:1). Note this 6th edition change: "Two spaces after a period rather than one are now recommended to ease comprehension for those reading draft manuscripts (4.01, p. 88)."

Publication Date: Give the year the work was copyrighted (or produced) in parentheses, e.g., "(1993)", or use a more specific date (e.g., "(1993, June)" or "(1993, August/September)") for meetings, monthly magazines, or newsletters; or an exact date "(1994, September 28)" for daily or weekly newspapers or the like. Use "(n.d.)" for **works with no date available** and "(in press)" for works accepted for publication, but not yet printed. End the "sentence" with a period, e.g., "Henry, W.A., III (1990, April 9)."

Place of Publication: If 2 or more publisher locations are given, use the 1st location listed, most commonly with the city, a comma, and the 2-letter U.S. Postal Service state abbreviation ("TX"), with a colon. **Always include the state** ("New York, NY: McGraw-Hill."); the Canadian city, province, and country ("Toronto, Ontario, Canada.") or the city and country outside the U.S. ("Pretoria, South Africa.") (6.30, p. 187).

Publisher's Name: "Give the name of the publisher in as brief a form as intelligible. Write out the names of associations, corporations, and university presses, but omit superfluous terms such as *Publishers, Co.,* and *Inc.*, which are not required to identify the publisher. Retain the words *Books* and *Press.*" (6.30, p. 187).

BOOKS

Books with 1-7 Authors/Editors: Author's (or book editor(s) – add "(Ed.)" or "(Eds.)" if needed) name {Last name, initials}, Other authors' names {Last name, initials}, in order of appearance, up to six authors with "&" before last author} (Copyright date). *Title of the book* {*italicized, capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names, ending with a period.*} Place of Publication (usually City, ST, followed by a colon): Publisher.

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Koch, S. (Ed.) (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York, NY: McGraw-Hill.

Books with no author: *Title of book {italicized, capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}*. (Copyright date). Place of Publication (usually City, ST, followed by a colon): Publisher.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Note that the ordinal number for any numbered editions ("2nd", "3rd", etc.) appears on the same line as the "ed." label (no superscript).

Books with a Corporate (not a person) Author: Name of Corporate Author (copyright date). *Title of book {italicized, capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}*. Place of Publication (usually City, ST, followed by a colon): Publisher {If the corporate author and the publisher are identical, use the word "Author" as publisher's name, followed by period}.

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, ACT, Australia: Author.

CHAPTER, ESSAY, STORY OR POEM IN A BOOK

Author's name {Last name, initials} (copyright date). Title of chapter. In Name of Editor(s) (if any) {Initials and surname(s) in "normal" order}, *Title of book {italicized, capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}* (inclusive page numbers of the chapter). Place of Publication (usually City, ST): Publisher.

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

DISSERTATION OBTAINED FROM A COMMERCIAL DATABASE

Hostetter, A. B. (2008). *Mind in motion: The gesture as simulated action framework* (Doctoral dissertation, University of Wisconsin-Madison). Available from ProQuest Dissertations and Theses database. (UMI No. 3327832)

ENCYCLOPEDIA ARTICLE OR DICTIONARY

Author's name {Last name, initials} (copyright date). Title of the article. In *Title of the encyclopedia {italicized, capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}*. Place of Publication (usually City, ST, followed by a colon): Publisher.

Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London, England: Macmillan.

If no author's name is given, begin the entry with the title of the article and date.

JOURNAL OR MAGAZINE ARTICLE (IN PRINT AND ONLINE)

Using Italics in Periodical and Other Titles: For journals and magazines, give and italicize the periodical title in full (in upper and lower case letters) and the volume number, if any, e.g. "*Psychological Review*, 100".

Author's name {Last name, Initials} (Date of publication). Title of the article {Capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}. *Title of the Journal and Publication Information* {*Italicize the full title and volume number, capitalizing the first letter of all relevant words of the title.*}(Issue number, if any), page numbers {separated by hyphen}.

Buss, D. M., & Schmitt, D. P. (1993). Sexual strategies theory: An evolutionary perspective on human mating. *Psychological Review*, 100, 204-232.

Henry, W. A., III. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

Include the issue number (if any) in parentheses after the volume number, with no space in between, e.g., "45(2)". Please note the volume number is in *italics*, but the parenthetical issue number is not.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychological Journal: Practice and Research*, 45(2), 10-36.

If the journal does not use volume numbers, include the month, season, or other designation with the year first, e.g., "(1993, January/February)" or "(1993, Fall)".

NEWSPAPER ARTICLE

Author's name {Last name, initials} (Date of publication). Title of article. *Name of Newspaper*, page number {Precede page numbers with p. or pp.; if an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma.}.

Berkowitz, A. D. (2000, November 24). How to tackle the problem of student drinking [Letter to the editor]. *The Chronicle of Higher Education*, p. B20.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

ONLINE INTERNET OR ELECTRONIC RESOURCES

Include the Digital Object Identifier ("DOI") #: The DOI is a string of numbers (and/or letters) assigned to individual journal articles and to some other publications. The database may provide the DOI as part of the citation, or you may have to click on a link or look at the top or bottom of the first page of the article to find it. If you retrieve an online magazine, newspaper, book, or encyclopedia, always include the DOI:

Author's name(s) {Last name, 1 or 2 Initials} (date). Article title. *Title of Journal, volume number* {*italicized*}(issue number, if any, not in italics, with no space between), page numbers (with no space before or after hyphen). doi:{Insert DOI number here}

Devine, P. G., & Sherman, S. J. (1992). Intuitive versus rational judgment and the role of stereotyping in the human condition: Kirk or Spock? *Psychological Inquiry*, 3(2), 153-159.
doi:10.1207/s15327965pli0302_13

Note: No period after the DOI number.

Electronic Sources Without a DOI or from a Commercial Database (6.32, pp. 189-192): The 6th edition states that retrieval dates or specific database information is (generally) not necessary. So, if no DOI is used, provide the home page URL of the journal or of the book or report publisher (not a direct link to the article).

Hodges, F. M. (2003). The promised planet: Alliances and struggles of the gerontocracy in American television science fiction of the 1960s. *The Aging Male*, 6, 175-182. Retrieved from www.informaworld.com/smpp/title~content=t713604573~db=all

Journal article with no DOI, URL of home journal provided instead of name of database: If an article is retrieved from a subscription database and there is no DOI number, then include the URL for the home journal URL instead of the database. (See p. 199, # 2-3).

Crane, J. L., & Winsler, A. (2000). Early autism detection: Implications for pediatric practice and public policy. *Journal of Disability Policy Studies*, 18(4), 245-253. Retrieved from <http://dps.sagepub.com>

Note: No period after the URL address. If the URL exceeds one line, divide it before any punctuation marks (except for the "http://").

Do NOT list a retrieval date unless the source is likely to change over time (a home page, a wiki, or a discussion board, for example) (6.32, p. 192): So, if you have reason to believe the online source material has been changed (e.g., the format is different or the page numbers are not indicated) or the article includes additional commentaries, add the date you retrieved the document and the URL .

Greater New Milford (CT) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from www.familymealtime.org

If the document does not show a date of publication, creation, or last update use "n.d." as the publication date.

Do NOT include the database's name or URL unless you are accessing a dissertation, an ERIC document, or an older article from JSTOR or a similar archival database.

Jennings, B. (1913). Lessons learned in the trenches: The experiences of an urban middle principal. *Leadership*, 4, 12. Retrieved from JSTOR database.

ONLINE NEWSLETTER ARTICLES

Online newsletter article, no author (See p. 200, # 9):

Yahoo! sponsors iSTEP 2010. (2010, Winter). *TechBridgeWorld Newsletter*. Retrieved from <http://techbridgeworld.org/multimedia/newsletters/>

No page numbers for online newsletter article. (See p. 200, # 9):

Rosenberg, S. (1999, June 2). What is to be done about Microsoft? *Salon*. Retrieved from http://www.salon.com/tech/col/rose/1999/06/02/microsoft_breakup/index.html

RESEARCH REPORTS

Author's name {Last name, initials} (Date of publication). *Title of the report {Italicized, capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}*. (Report number, if given). Place of Publication (usually City, ST): Publisher.

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.

WIKIPEDIA CITATIONS

Use Caution When Citing Wikipedia: Since Wikipedia is a wiki, anyone in the world can edit an article, deleting accurate information or adding false information, which the reader may not recognize. Wikipedia's own website states: "Wikipedia is a valuable research resource and starting point for information and major news events, . . . but users should take care – as with all general reference works – to check their facts and be aware that mistakes and omissions do occur."

Term or article title {Capitalizing only the first word of the title; the first word of the subtitle, if any; and any proper names}. (Year (YYYY), Month DD). {Note: Use the exact date of retrieval with YYYY as the 4-digit year}. In *Wikipedia, the free encyclopedia*. Retrieved Month DD, YYYY, from http://en.wikipedia.org/wiki/Wikipedia:Article_Title {Note: This URL must go to the exact web page that you reference with no punctuation after it}.

Citing Wikipedia. (2009, July 3). In *Wikipedia, the free encyclopedia*. Retrieved July 3, 2009, from http://en.wikipedia.org/wiki/Wikipedia:Citing_Wikipedia

APA STYLE – CITING SOURCES IN YOUR TEXT

In the APA editorial style, citations are inserted into the text, using a brief form of Author (date) or, if the author's name is not used as part of the narrative, (Author, date) in order to identify the source of information and enable readers to locate that source in the alphabetical reference list at the end of the paper.

- Walker (2000) compared reaction times
- In a recent study of reaction times (Walker, 2000)

Where there are two authors, always cite both names every time you make reference in the text. For 3-5 authors, cite all of them the first time, and after that only the first author followed by "et al." and the year. If there are 6 or more authors, cite the first author's surname followed by et al. with the year in the first and all subsequent citations in the text.

- Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found [Use as first citation in text.]
- Wasserstein et al. found [Omit year from subsequent citations after first citation within a paragraph.]

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation "para." If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material. (6.05, p. 172).

- As Myers (2000, para. 5) aptly phrased it, "positive emotions are both an end—better to live fulfilled, with joy [and other positive emotions]—and a means to a more caring and healthy society."
- "The current system of managed care and the current approach to defining empirically supported treatments are shortsighted" (Beutler, 2000, Conclusion section, para. 1).

Useful Websites Showing How to Format a Paper and References in APA Style

American Psychological Association (APA) Documentation (University of Wisconsin Madison Writing Center) includes these task-oriented APA links:

Create APA Parenthetical Citations <http://writing.wisc.edu/Handbook/DocAPACitations.html>

Create an APA Reference List <http://writing.wisc.edu/Handbook/DocAPAResources.html>;

Format a Paper Using APA Guidelines <http://writing.wisc.edu/Handbook/DocAPAFormatting.html>

Format APA Headings for a Paper <http://writing.wisc.edu/Handbook/DocAPAHeadings.html>;

Review APA Usage and Style Guidelines <http://writing.wisc.edu/Handbook/DocAPAPinciples.html>

Plus an excellent 7 page .PDF overview **American Psychological Association (APA) Documentation at [http://writing.wisc.edu/Handbook/American Psychological Association \(APA\) Documentation M.pdf](http://writing.wisc.edu/Handbook/American Psychological Association (APA) Documentation M.pdf)**

APA Formatting and Style Guide (Purdue University OWL)

<http://owl.english.purdue.edu/owl/resource/560/01/>

Now reflects the 6th edition, Purdue University's Online Writing Lab (OWL) guide offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the references page.

We're Up to Date with APA (Bedford/St. Martin's)

Documenting Sources in APA Style: 2010 Update [Part 1 includes in-text citations and most print sources]

http://image.mail.bfwpub.com/lib/feed1c737d6c03/m/1/BSM_APA_update_2009-Pt1.pdf

Documenting Sources in APA Style: 2010 Update [Part 2 includes online sources, APA manuscript format and a sample APA research paper]

http://image.mail.bfwpub.com/lib/feed1c737d6c03/m/1/BSM_APA_update_2009-Pt2.pdf

Useful Websites with Tutorials for Learning About APA Style

Basics of APA Style (APA Free Tutorial)

www.apastyle.org/learn/tutorials/basics-tutorial.aspx

This free APA website tutorial shows users who have no previous knowledge of APA Style how to structure and format their work, recommends ways to reduce bias in language, identifies how to avoid charges of plagiarism, shows how to cite references in text, and provides selected reference examples.

Citing Information Tutorial (University of North Carolina University Libraries)
www.lib.unc.edu/instruct/citations/introduction

University of North Carolina University Libraries' Citing Information Tutorial consists of a series of self-paced instructional modules designed to introduce you to citing information in a number of citation styles, including Citing Information in APA Style Tutorial www.lib.unc.edu/instruct/citations/apa/index.html.

What's New in the 6th Edition of APA Style (APA Free Tutorial)

<http://www.apastyle.org/learn/tutorials/brief-guide.aspx>

This free APA website tutorial provides an overview of key changes in the 6th edition.

Another (Possibly) Useful Website: Son of Citation Machine www.citationmachine.net

Please note: The interactive Citation Machine website creates bibliographic and in-text citations in APA, MLA or "Chicago" format based on a "fill-in-the blank" web-based form for the resource type to be cited. Using the original source document or website, the researcher selects the desired bibliographic format (APA, MLA, etc.); the resource (book, journal article, etc.); and then types the exact information into the designated fields on the web-based form.

Note: Clicking on [Make Citations] creates an **approximate** citation in the chosen bibliographic format that **must be checked against the desired authoritative style manual to ensure that the content, punctuation, capitalization, and other details are correct.** If you use "Citation Machine," **EXPECT MISTAKES** (i.e., don't just blindly "copy and paste" the results).

CONFIGURING MICROSOFT WORD TO COMPLY WITH APA MANUSCRIPT GUIDELINES

Font: 12-point Times New Roman is preferred (8.03, p. 228). The typeface for headings varies (see below).

Margins and Text Alignment: Use 1" top, right, bottom, and left margins for most manuscripts, except for a 1-1/2" left margin for binding. Use flush-left text alignment and leave the right margin uneven or "ragged." **Most importantly: Do not manually insert tabs or "hard" returns at the end of a line and do not break (hyphenate) words at the ends of lines.**

Double-Space Line Spacing Preferred: Double-space after every line in the manuscript text, in the title, headings, footnotes, quotations, references, and figure captions. Never use single-spacing or one-and-a-half spacing except in tables and figures (8.08, p. 229).

Page numbering: Number pages consecutively, starting with the title page [8.03, p. 230], but PV practice is to **not show the page number on the title page.** Initial prefatory pages (before Ch. 1) are bottom centered with "plain," small Roman numbering (i, ii, etc. with no period). The first page of each chapter uses "plain," Arabic (1, 2, etc. with no period) numbers, bottom centered in the footer, while the following pages use "plain" Arabic numbers in the top right header. Use Word's "section break" function to change where page numbers appear.

Let Word do the indents and "word wrapping:" In either Word 2003 or 2007, go to the "Paragraph" function's "Indentation" section and use the special "First Line" and "Hanging" paragraph settings to automatically wrap your text. For text, the "First Line" setting indents the first line of text paragraphs by ~1/2," and, for references, the "hanging" function causes the first line to be full width (against the left margin) and the rest of the reference citation is block indented ~1/2" from the left margin. For long (*viz.*, 40 or more words) quotes, use a "block indent" of ~1/2" from the left margin and indent the 1st line of any imbedded paragraphs another ~1/2. Cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark. Example: (Purcell, 1997, pp. 111-112). (see 6.03, p. 171)

Mark document headings and let Word generate the "Table of Contents:" For help with formatting manuscript headings, see Table 3.1 (3.03, pp. 62-63) or *Five essential tips for APA style headings*, <http://blog.apastyle.org/apastyle/headings>

Use Separate Pages: for the title page; approval page, if any; copyright page; acknowledgement or dedication, if any; abstract, the table of contents; lists of figures, tables, or appendices; and endnotes or references. The caption is on the same page as the figure or table, and, generally, place only one table or figure per page (8.07, p. 241).