APA Style

Based on the 6th edition of the Publication Manual of the American Psychological Association
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OVERVIEW

This booklet is based on the 6th edition of the Publication Manual of the American Psychological Association published in late 2009. It gives examples of the style of documentation recommended by APA (American Psychological Association). When using the examples in this booklet, be sure to follow the punctuation and format exactly as shown: put periods, commas, and colons in the same places. Note: use one space after a colon, comma, and period.

Any time a direct quote, paraphrase, or a specific idea or fact is used from another source, the source must be cited within the paper (called an in-text citation), as well as in a bibliography list at the end (called a References page). The citations in the bibliography are called bibliographic citations.

In-text citations examples are covered in a separate section called In Text Citations on pages 13-16. Please refer to page 17 for a sample References page.

For more information about APA style:

The following book in the library’s reference area covers additional types of citations:

Manual of the American Psychological Association - Ref BF76.7 .P83

The Mission College Library subscribes to NoodleTools, a citation creation tool. It is available on the Research Portal home page of the Mission College Library Website:

http://libguides.missioncollege.edu/home

This document is based on Citing Your Sources: APA Format from the Quinebaug Valley Community College Library.
REFERENCES LIST (BIBLIOGRAPHIC CITATIONS)

All sources cited in a paper are listed on a separate page with the heading References (not bolded or underlined). This page follows the last page of your paper, and should be numbered. Refer to page 17 for an example References list. This list should contain only the works cited in the paper’s text. Personal communications (interviews, letters, e-mails, etc.) are not included in the References list; see page 12 for information about in-text citing of personal communications.

Each source is listed alphabetically by the last name of the author or editor, or by the first substantive word of the title if there is no author or editor. (Disregard articles “A”, “An” and “The”.) If there are two or more items by the same author, put them in order by publication date with the earliest date first. Entries are double-spaced. The first line of each entry is not indented, but the rest of the entry is (this is called a hanging indentation).

Use only the first initial for author’s first and middle names. Put the title and volume number in italics. If the material is part of a larger work such as a magazine or Web site, only the title of the complete work is italicized. Note that italicizing continues under subsequent punctuation, such as commas and periods. Capitalize only the first word of the title and of the subtitle, if any, and proper nouns. Unlike book titles or article titles, the titles of periodicals are capitalized normally.

Publication dates are put in parentheses. Do not abbreviate dates (January, not Jan.). If you are citing a work with no date, use n.d. in the parentheses: (n.d.). Include the two digit state postal abbreviation for the publisher’s city.

PRINT BOOKS

The general format to follow for citing print books:

Last name, First initial, Middle initial of each author. (publication date). The book title. Place of publication: Publisher's name.

- If you have a book with only one author:

• If you have a book with two authors (note the use of the ampersand):


• If you have a book with three to seven authors (give surnames and initials for all authors, regardless of number):


• If you have a book with eight or more authors, list the first six, then insert three ellipses, then add the last author’s name:


• If the book has no author, begin with the title, then the year:


• If you have an institutional or corporate author:


• If you are citing a government document, treat the government agency as the author:

- If you have a book compiled by one or more editors, use .) or (Eds.). after their names:

- If you have a book that is a second or subsequent edition:

- If you have a book that is part of a series:

**ARTICLES OR CHAPTERS IN PRINT BOOKS**

Start with the author of the article or chapter, not the editor of the book. The article or chapter title is not in italics and the word “In” precedes the editor’s name. The page numbers, and volume information, if applicable, are included in parenthesis after the book title.

- If you have a book that is a one-volume anthology (collection), with signed articles or chapters and an editor or editors, start with the article author, then the publication date, then the article title, then the information about the book itself (note that multivolume reference works with signed articles are cited following the next example):

- If you have a multivolume specialized encyclopedia, with signed articles and an editor or editors, begin with the article author and title.

- If you have a non-specialized (general) encyclopedia or dictionary (if the entry has no author, begin with the title, followed by the year):


  OR


- If you have a chapter from a book in a series (if you have a chapter from a single-volume book, use the anthology example above).


- If you are citing a previously published scholarly article in a scholarly collection.

ELECTRONIC BOOKS FROM THE LIBRARY CATALOG

Most library catalogs include e-books, full-text electronic books (purchased by the library from companies such as NetLibrary). Cite the book the same way you would a book in print, but instead of listing the print book’s publisher information (name, city and state), list the URL for the electronic publisher’s home page (you may need to do a Web search to locate this URL). The electronic publisher’s name can be found in a note in the library catalog record. Note that the words “Retrieved from” precede the URL. Do not put a period at the end of the citation.

To cite full-text e-books found on the Internet, follow the directions in the section titled, *Electronic Sources - Internet*.

- Citing an electronic book from the library catalog.
  

- Citing an electronic book from the library catalog that is a second or subsequent edition.
  

ARTICLES OR CHAPTERS IN ELECTRONIC BOOKS FROM THE LIBRARY CATALOG

Cite the article or chapter the same way you would an article or chapter in a book in print, but instead of listing the print book’s publisher information (name, city and state), list the URL for the electronic publisher’s home page (you may need to do a Web search to locate this URL). The electronic publisher’s name can be found in a note in the library catalog record. Note that the words “Retrieved from” precede the URL. Do not put a period at the end of the citation.
• Citing an electronic book from the library catalog that is a one-volume anthology (collection), with signed articles or chapters and two editors.


Retrieved from http://www.netlibrary.com

ARTICLES IN PRINT MAGAZINES, JOURNALS, & NEWSPAPERS

The citation style for print periodicals varies according to what type of periodical you are using. Note, for example, that p. or pp. should be used before page numbers in a newspaper but not before page numbers in a magazine or journal, unless the magazine or journal does not use volume numbers.

Quotation marks are not placed around article titles and subtitles and only the leading words and proper nouns in article titles and subtitles are capitalized. The names of periodicals are capitalized and italicizing continues through the comma or volume number and comma. If each issue begins with page 1, include the issue number in parenthesis directly after the volume number, but do not italicize issue numbers. The issue number is not required if the periodical continues page numbers in subsequent issues or if the issue number is not available. In the first example below, 184 is the volume number and is italicized; 8 is the issue number and is not italicized. Do not abbreviate the names of months. If you have more than one author, see the author examples under Books.

• If you have an article in a magazine, give the date, volume number, and issue number. The italicized number following the magazine name is the volume; the non-italicized number following the volume is the issue number. For the date, use the year and Month for monthlies (1993, August) or the year, Month and day (1993, August 17) for weeklies:

If you have an article in a magazine (or scholarly journal) with no volume number, include the month, season, or other designation with the year:


If you have a scholarly journal that begins each issue with page 1, give the year, volume number, and issue number. The number following the journal name is the volume; followed by the issue number in parentheses:


If you have a scholarly journal that continues its page numbers throughout the year, give the year and volume number. The number following the journal title is the volume:


If you have a newspaper article, give the date (year, Month day) and use p. or pp. before the page numbers:


If you have an article without an author, begin with the title (the number after the periodical title is the volume):


ARTICLES IN ONLINE MAGAZINES, JOURNALS, & NEWSPAPERS FROM LIBRARY DATABASES

Magazine, journal and newspaper articles which are reproduced in full text in a subscription database are cited like printed articles but with additional information added at the end. If the
article has a DOI (Digital object identifier) use it. To locate the DOI, look at the article’s citation screen. When there is no DOI, use the URL for the periodical’s home page (you may need to do a Web search to locate this URL). If the publisher’s Web site does not exist, or the publisher provides no reference to the source at all, provide the database home page URL. The words “Retrieved from” precede the URL. Do not put a period at the end of the citation.

To cite electronic periodical articles published on the Internet only, follow the directions in the section titled, Electronic Sources – Internet

Option 1: Use this format for articles from library databases that have a DOI. Copy and paste the DOI from the article’s citation screen. Note that most scholarly journal articles will have a DOI, but not all of them. Magazine articles usually do not have a DOI, and newspaper articles never have a DOI.

   Last name, First initial, Middle initial of each author. (Year, Month Day of publication). Title of the article. *Title of the Periodical, volume number*, pages. doi:xx.xxxxxxxxxxxxx

Option 2: Use this format for articles from library databases that do NOT have a DOI. Find the periodical home page URL by searching the web. Copy and paste the homepage URL from the website address bar.

   Last name, First initial, Middle initial of each author. (Year, Month Day of publication). Title of the article. *Title of the Periodical, volume number*, pages. Retrieved from http://periodical home URL

Option 3: Use this format for articles from library databases that do NOT have a DOI or the publisher's Web site does not exist, or publisher provides no reference to the source at all.

   Last name, First initial, Middle initial of each author. (Year, Month Day of publication). Title of the article. *Title of the Periodical, volume number*, pages. Retrieved from http://periodical home URL
• If citing a scholarly journal article that includes the DOI and **continues its pagination throughout the year**, use **Option 1**. Note: the number following the journal title is the italicized volume number:

doi:10.1080/09658210902939363

• If citing a scholarly journal that does NOT include the DOI but **DOES have a home page URL**, use **Option 2**. The example is for a journal that **continues its pagination throughout the year**. Note: the number following the journal title is the italicized volume number:


• If citing a scholarly journal article that does NOT include the DOI but **DOES have a home page URL**, use **Option 2**. The example is for a journal that **begins each issue with page 1**. The number following the journal name is the volume, which is italicized; the number in parentheses is the issue number, which is not italicized.


• If citing a scholarly journal that does NOT include the DOI and does NOT have a home page URL, use **Option 3**. The example is for a journal that **continues its pagination throughout the year**. Note: the number following the journal title is the italicized volume number:

• Citing a weekly magazine article with no DOI (the italicized number following the periodical title is the volume; the number after that – not italicized – is the issue). This example follows Option 2:


• Citing a monthly magazine with no DOI (the italicized number following the periodical title is the volume; the number after that – not italicized – is the issue). This example follows Option 2:


• Citing a newspaper article. This example follows Option 2:


ARTICLES OR CHAPTERS IN ELECTRONIC BOOKS FROM LIBRARY DATABASES

Most library databases include articles from reference books. Some databases, such as the Encyclopaedia Britannica include articles from one reference book, while others, like The Virtual Reference Center or eLibrary, include articles from a variety of reference books. Cite the article or chapter the same way you would an article or chapter from a book in print, but include the publisher’s home page URL at the end (you may need to do a Web search to locate this URL). Many databases include books published by the same company as the database, but others, like eLibrary, include books published by a variety of publishers. Read the information at the top and bottom of the article carefully to determine the book publisher’s name. Note that the words “Retrieved from” precede the URL. Do not put a period at the end of the citation.
- Citing a full-text article from the *Encyclopaedia Britannica* database. The database and book publisher are the same:


- Citing an article or chapter in a full-text e-book from the *Virtual Reference Center*. The database and book publisher are the same. Note that the edition, volume, and page numbers may not be available in some databases:


- Citing an article or chapter from a book from *eLibrary*. The book publisher is not the same as the database publisher. This database includes reference books from a variety of publishers:


**ELECTRONIC SOURCES – INTERNET**

Follow the general format below for Internet citations. The information required for an Internet citation in is as follows: author’s name, if available; title of the specific article, section, or chapter, if applicable; the title of the document or project; the publisher of the Website, if it is not already given, or not clear from the URL; the publication date, if there isn’t a publication date, use n.d. in parentheses; date accessed if the page is a personal page or likely to change; and an accurate URL.

The publication date may be a copyright date or last updated date. It may include a month and day, or it may be only a year or span of years. Use whatever date the page gives you. If the page has no date, check the home page for a date. If the home page has no date, use n.d. in parentheses.
The title should be italicized if the page stands alone or if it is a full-text book (see second through fifth examples, below). If the title is an article from an online periodical or is a section or chapter in a larger Internet document, the article title should not be italicized, but the periodical title or larger document name should be (see first example, below). Note that the word “in” precedes the document title if there is a specific article, section, or chapter. Do not insert (or allow your word-processing program to insert) a hyphen at the break. Note that the words “Retrieved from” precede the URL. Do not put a period at the end of the citation. Break a URL that goes to another line after a slash or before a period.

- If you have an Internet article from an online periodical:
  

- If you have a stand-alone, unsigned article/page from a private organization, found on the organization’s Web site, treat the organization as the author:


- If you have a stand-alone, unsigned article/page from a private organization, found on the organization’s Web site, with a specific article, section, or chapter:


- If you have a stand-alone article/page from a U.S. government agency Web site, with no publication date:

If you have an article/page with multiple authors:


If you have a stand-alone document, with no author and no date:


PERSONAL COMMUNICATIONS AND INTERVIEWS

Interviews, letters, e-mails, and telephone conversations fall into the category of personal communications. Although personal communications are cited within the text of your paper, they are not included in the reference list because they are considered unrecoverable data.
IN-TEXT CITATIONS (CITATIONS WITHIN THE PAPER)

APA style uses in-text citations to refer the reader to the specific item in the “References” list. APA requires that the in-text citations be placed in parenthetical references within the body of a paper (following the specific part of the text to which they apply) if the citation information is not referenced in the text. To avoid interrupting the flow of the writing, parenthetical references should be placed where a pause would naturally occur and as near as possible to the material documented; in most cases this will be at the end of the sentence, unless it is a block quote.

Place the parenthetical reference before the period. Use the author’s name followed by the year of publication. Use a comma after the author’s name. If there is no author, use the title or beginning of the title in quotes. Note that the comma is inside the quotes. When citing a specific quote or summarized information, include the page number or page numbers. Note that a “p” followed by a period is used for a single page number, and “pp” followed by a period is used for more than one page number.

- If you are summarizing or paraphrasing one author:

  According to Davis (1978), when they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise.

OR

  When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were immediately taken by surprise (Davis, 1978).

- If you are summarizing or paraphrasing two authors (notice that and is used to separate names in the text, while an ampersand is used in the citation):

  Patterson and Linden (1981) agreed that the gorilla Koko acquired language more slowly than a normal speaking child.

OR
Koko acquired language more slowly than a normal speaking child would have acquired it (Patterson & Linden, 1981).

- If you are summarizing or paraphrasing a work with 3-5 authors, list them all the first time you refer to them (notice that and is used to separate names in the text, while an ampersand is used in the citation):

  The study noted a fluctuating divorce rate in Middletown between the 1920s and the 1970s (Caplow, Bahr, Chadwick, Hill, & Williamson, 1982).

  In subsequent citations, use the first author’s name followed by "et al.", which is Latin for "and others":

  While the incidence of wife abuse may not be higher than in the past, the researchers found that more women are willing to report it (Caplow et al., 1982).

- If you are summarizing or paraphrasing a work with 6 or more authors, use the first author’s name, followed by "et al." in all of your citations (see the previous example and the first citation in the next example).

- If you are giving credit to more than one author’s work in a sentence or paragraph, separate them with a semi-colon:

  Multiple studies have revealed that apes can use sign language effectively (Berger et al., 1971; Smith, 1995).

- If two or more authors have the same last name, use initials to avoid confusion, even if the year of publication differs:

  Research by J.A. Smith (1998) revealed that cigarette smoking can be addictive.

  OR

  R.D. Luce (1959) and P.A. Luce (1986) also found that cigarette smoking can be addictive.
• If you are citing works with the same author with the same publication date, identify the works by using the suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title:

Several studies by this researcher show this connection (Johnson, 1991a, 1991b, 1991c).

• If a corporation or institution is the author of your work, use the full name in the initial citation. If the name is long and there is a familiar or easily understandable abbreviation, enclose the abbreviation in square brackets:

Stress rates have risen in older men in the past decade, partly due to retirement issues (National Institute of Mental Health [NIMH], 1995).

If an abbreviation is included in the initial citation, as shown above, you may abbreviate in subsequent citations:

Pre-retirement planning also has a measurable effect on stress levels (NIMH, 1995).

• If no author is given, use the first few words of the title in your sentence or parentheses. *Italicize* the title words if the source is a book and use “quotation marks” if it is a title of an article from a magazine or journal or if it is the title of a book chapter or web page:

The UFO reported by the crew of a Japan Air Lines flight remains a mystery (“Strange Encounter,” 1987).

OR

"Strange Encounter" (1987) concludes that the UFO reported by the crew of a Japan Air Lines flight remains a mystery.

OR

This definition clearly indicates that the meaning is ambiguous (“American Heritage”, 2004).
- If the work’s author is given as “Anonymous,” use Anonymous as the author, followed by a comma and the date:


- If you are including an exact quote that is less than 40 words long, follow all the rules above, depending on the number of authors, but include the page number of the quote:

  As Davis (1978) reported, "If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (p. 26).

  OR

  As the author reports, "If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (Davis, 1978, p. 26).

- If you are including an exact quote that is 40 or more words long, omit the quotation marks and display it as a freestanding block quotation. Start a block quotation on a new line, indented 5 spaces, and double-spaced. Note that the in-text citation follows the period when using a block quote:

  This new research showed that:

  The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (Miele, 1993, p. 276)

  OR

  This new research showed that:

  The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (Miele, 1993, p. 276)
Miele (1993) found that:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 276)

- If you have interviewed someone, include the date of the interview. Use this example for all personal communications, including most electronic communications (e-mail, non-archived discussion groups, non-archived blogs, etc.), personal interviews, telephone conversations, and other communications that do not provide recoverable data. Do not include personal communication citations in your list of references at the end of your paper.

  Linda Smith (personal communication, October 12, 1995) predicted that government funding of this type of research will end soon

- If you are citing a work that has no date, use the abbreviation n.d. in the parentheses:

  The library handout clearly stated that plagiarism was a serious academic offense (Moore, n.d.).
References


