

APA style



This document provides examples of citation and reference format for commonly used print and electronic research resources such as journals, books, web sites, etc. If this guide does not list a type of material you need to cite, consult the Publication Manual of the American Psychological Association (6th ed., 2010; ON RESERVE at the Circulation Desk in the Library

General rules

Note: Papers written in APA Style are double-spaced in their entirety. This includes extended quotes, notes, and the list of works cited.

Margins: One inch **Font:** 12-point, Times New Roman **Spacing:** Double

Title Page includes: Running head aligned top left; Page number aligned top right

Title

Author Byline

Institutional Affiliation

Header: Running head of paper's title aligned to the left of each page; Page number aligned to the top right of each page

Format for References

Books

One Author

Colton., T. J. (2008). *Yeltsin: A life*. New York, NY: Basic Books.

Note: If book is electronic add the date and url or doi to the entry.

Colton, T. J. (2008). *Yeltsin: A life*. New York, NY: Basic Books. Retrieved from

<http://www.netlibrary.com/>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Two- Six Authors (all must be listed)

Dennis, M., Nangle, J., O.F.M., Moe-Lobeda, C., & Taylor, S. (1993). *St. Francis and the foolishness of God*. Maryknoll, NY: Orbis.

**Note: If there are more than six authors, list the first six leaving out the ampersand (&) and follow with et al.
...Smith, J., Sweeney, T., et al. (2000)...**

Book with a corporate author

Middle States Commission on Higher Education. (2002). *Characteristics of excellence in higher education: Eligibility requirements and standards for accreditation*. Philadelphia: Author.

Note: When author and publisher are the same, list the publisher as Author.

Book or anthology with editor

Haley, J. (Ed.). (2003). *Death and dying: Opposing viewpoints*. San Diego, CA: Greenhaven.

Translated Book

Buber, M. (1970). *I and thou* (W. Kaufmann, Trans.). New York: Charles Scribner's Sons.
(Original work published 1923)

Notes: Buber is the author, Kaufmann is the translator.

Chapter or article from an anthology

Johnson, V. (1998). Pan-Africanism in print: *The Boston Chronicle* and the struggle for black liberation and advancement, 1930-50. In J. Danky & W. Wiegand (Eds.), *Print culture in a diverse America* (pp. 56-84). Urbana: University of Illinois Press.

Chapter or article reprinted in an anthology or reference book

Boardman, M. (2004). *One flew over the cuckoo's nest*: Rhetoric and vision. *Contemporary Literary Criticism*, 184, (pp. 218-224). New York: Gale. (Reprinted from *Journal of Narrative Technique*, 9(3), 171-183, 1979)

Note: Article titles are not generally italicized. The above article title includes the title of a book (*cuckoo*) and only that portion of the article title is in italics.

Encyclopedia- print format

Anthropomorphism. (1995). In R.P. McBrien (Ed.), *Encyclopedia of Catholicism*. San Francisco: Harper.

Online Encyclopedia

Cold War. (2007). In *Encyclopedia Britannica*. Retrieved October 30, 2007, from <http://search.eb.com.eb.article-9024721>

Bible

The Bible is not generally included in the Reference list. It should, however, be cited in-text.

Journal, Magazine & Newspaper Articles

Article from an electronic database

Gallistel, C.R. (2007). Flawed foundations of associationism? Comments on Machado and Silva.

American Psychologist, 62(7), 682-685. doi: 10.1037/0003-066X.62.7.682

Note: Doi is usually found in the database record or on the second page of a pdf file. If an article does not have a doi assigned, use the persistent url which can be also found in the database record.

Taylor, H. (2003). An exploration of the factors that affect nurses' record keeping. *British*

Journal of Nursing, 12(12), 751-757. Retrieved from EBSCOhost Academic Search

Complete.

Article retrieved from online journal–NOT FROM DATABASE

Wiggins, R. (2001). The effects of September 11 on the leading search engine. *First Monday*,

6(10). Retrieved from http://www.firstmonday.org/issues/issues6_10/wiggins/

Scholarly journal- print format

Gordon, B., & Myers, J. (2003). Leptomeningeal metastases. *Clinical Journal of Oncology*

Nursing, 7(2), 151-155.

Article from a popular magazine- print format

Hedges, C. (2003, April 21). The press and the myths of war. *Nation*, 276, 16-18.

Article with no author listed

Cancun exposed hypocrisy of wealthy nations. (2003, September 26). *National Catholic*

Reporter, p. 28.

Article in a newspaper- print format

Wakin, D. (2003, September 29). Appeareth St. John, quietly, cautiously. *New York Times*, pp. E1, E6.

Article from an online newspaper

Kahn, J. (2003, October 1). Chinese leader calls for more democracy but no plans yet. *New York Times*. Retrieved from <http://www.nytimes.com>

Miscellaneous Multimedia

Web Page- with author and date

Daley, H. (2000). *Farewell speech*. Retrieved from <http://www.whirledbank.org/ourwords/daly.html>

Note: the “Retrieved from” date is not needed because this dated article is the final version. Retrieved from dates are necessary for changeable pages, such as wikis, or when it is not clear if the article is a final dated version.

Web page- no author or date

Feminism and utopia bibliography: Non-fiction. (n.d.). Retrieved October 1, 2003, from <http://www.macalester.edu/courses/wgst50/resources.html>

Wiki

William of Ockham. (2007). Retrieved November 13, 2007, from Wikipedia: The Free

Encyclopedia:

http://en.wikipedia.org/w/index.php?title=William_of_Ockham&oldid=170555846

Blog posting

Studwell, K. (2007, October 23). Re: Franciscan and Jesuit witness against US-sanctioned torture. Message posted to <http://franciscanfriars.blogspot.com/2007/10/franciscan-and-jesuit-witness-against.html>

Video weblog post (YouTube)

Smpfilms. (2007, September 5). The mean kitty song [Video file]. Video posted to <http://www.youtube.com/watch?v=Qit3ALTeIoo>

Audio podcast

Van Nuys, D. (Producer). (2008, June 20). Therapist to the Hollywood stars [Show159]. *Shrink Rap Radio*. Podcast retrieved from <http://www.shrinkrapradio.com>

Video/ DVD

Welles, O. (Producer/Director). (1941). *Citizen Kane* [Motion Picture]. United States: RKO Pictures.

Television program

Maxtone-Graham, I. (Writer), & Nastuk, M. (Director). (2004). Catch 'em if you can [Television series episode]. In M. Groening, J.L. Brooks, & A. Jean (Executive Producers), *The Simpsons*. Beverly Hills: Fox Broadcasting Company.

Conference presentation slides

Greenhill, K. (2007, October). *What is Library 2.0?* [PowerPoint slides]. Presented at the annual Computers in Libraries Convention, Crystal City, Virginia. Retrieved from <http://www.slideshare.net/sirexkat/what-is-library-20>

ERIC document- electronic without document report number

Reck, C. (1987, November). *Small Catholic elementary schools: An endangered species?*

(ERIC Document Reproduction Service No. ED296815). Retrieved from ERIC database.

ERIC document- electronic with document report number

Mead, J.V. (1992). *Looking at old photographs: Investigating the teacher tales that novice*

teachers bring with them (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082).

Retrieved from ERIC database.

ERIC document- Eric Digest

Schuetz, P. (2000). *Successful collaborations between high schools and community colleges.*

ERIC Digest (Report No. EDO-JC-00-11). (ERIC Document Reproduction Service No.

ED451856). Retrieved from ERIC database.

E-mail to you

Personal communication is not included in the Reference list. (*see in-text citations*)

Format for In-text Citations

Indirect Quotation

Communist Russia's position against exposing the intimate and private details of a citizen's life kept biography writing from becoming a well-practiced art form (Colton, 2008).

Indirect quotation including author in narrative

Colton (2008) attributes the menial amount of biographical Russian tomes to the fear created by the social struggles and political climate under the Soviet regime.

Direct quotation- less than 40 words

Biographies were not written because "exposing details like socioeconomic, religious, and ethnic lineage, accusations against a relative, hidden enthusiasms or grudges- was treacherous for the subject"(Colton, 2008, p. 3).

Direct quotation including author in narrative

Colton (2008) describes the writing of biographies in Communist Russia as "treacherous for the subject" (p. 3).

Direct quotation- more than 40 words

Buber asks (1923/ 1970),

Imagine that at some dreadful midnight you lie there, tormented by a waking dream: the bulwarks have crumbled and the abysses scream, and you realize in the midst of this agony that life is still there and I must merely get through it—but how? How? (p. 120)

This idea...

Note: Longer quotations should be indented five spaces from the left margin in a block format.

Apply the above rules with some slight variations for:

<p style="text-align: center;"><u>Two authors</u></p> <p style="text-align: center;">(Harada & Yoshina, 2005)</p>	<p style="text-align: center;"><u>Three – five authors</u></p> <p>For first citation list ALL last names, but later citations only need the first author’s name followed by et al.</p> <p>First time: (Hersey, Blanchard, & Johnson, 2001)</p> <p>All others: (Hersey et al., 2001)</p>
<p style="text-align: center;"><u>Six or more authors</u></p> <p>Only the first author name is used for EVERY citation.</p> <p style="text-align: center;">(Norton et al., 2001)</p>	<p style="text-align: center;"><u>More than one source at a time</u></p> <p>Alphabetize sources inside parentheses by first author’s surname.</p> <p>Two studies (Gordon & Myers, 2003; Lopez, 2003) suggest that...</p>
<p style="text-align: center;"><u>Editor instead of author</u></p> <p>It is not necessary to identify an editor as such for in-text citations.</p> <p style="text-align: center;">(Haley, 2003)</p>	<p style="text-align: center;"><u>Corporate author</u></p> <p style="text-align: center;">First time:</p> <p>(Middle States Commission on Higher Education [MSCHE], 2002)</p> <p>All others: (MSCHE, 2001)</p>
<p style="text-align: center;"><u>Translated work</u></p> <p>Use author name (NOT translator), original publication date and translation publication date.</p> <p style="text-align: center;">(Buber, 1923/1970)</p>	<p style="text-align: center;"><u>No author listed</u></p> <p>For in-text citations, and within the body of a paper, article titles are capitalized and put inside quotation marks. Books and Web page titles are capitalized and underlined or italicized.</p> <p style="text-align: center;">(“Cancun Exposed,” 2003)</p>
<p style="text-align: center;"><u>E-mail to you</u></p> <p>(K. Tsu, personal communication, May 3, 2003) OR K. Tsu (personal communication, May 3, 2003) states...</p>	<p style="text-align: center;"><u>Bible</u></p> <p style="text-align: center;">Prov. 23:23 (Confraternity Edition) 1 Tim. 3:2-3 (New Revised Standard Edition)</p>
<p style="text-align: center;"><u>Wiki</u></p> <p style="text-align: center;">(“William of Ockham,” 2007)</p>	<p style="text-align: center;"><u>Web page with author and date</u></p> <p style="text-align: center;">(Daley, 2000)</p>

Web page without author and date

(Feminism and Utopia Bibliography, n.d.)

For in-text citations, and within the body of a paper, **article** titles are capitalized and put inside quotation marks. **Books** and **Web page** titles are capitalized and underlined or italicized.

General rules for Reference List

Entries are arranged alphabetically using the author's last name. Entries without authors are alphabetized by title name within the same list.	Citations must be in hanging indent format where the first line of type is aligned with the left margin and each additional line is indented 5 to 7 spaces.
When author and publisher are the same, list the publisher as Author.	Single spaces follow any punctuation in Reference list citations.
In a Reference list, only the beginning word, proper nouns, and words following punctuation are capitalized in book and <u>article</u> titles (<u>article</u> titles as opposed to <u>journal</u> titles).	Following the italicized title of a journal, the volume is also italicized while the issue number and page numbers are not.
Hyperlinks are NOT to be underlined! Remove the internet and network path auto-formatting feature or highlight, right click, and remove hyperlink.	"Retrieved from" date is not needed when a dated article is the <u>final</u> version. Retrieved from dates are necessary for changeable pages, such as wikis, or when it is not clear if the article is a final dated version.