American Psychological Association (APA)

Referencing Style Manual

# TABLE OF CONTENTS

**Table of Contents** | i
---|---
I. General Introduction | 1
II. Use of Notes (Footnotes and Endnotes) | 2
III. Changes in 2010 Sixth Edition of APA Guidelines | 4
IV. Formatting Notes of the Reference List | 6
  1. Placement | 6
  2. Page Title | 6
  3. Line Spacing | 6
  4. Indentation | 6
  5. Space | 6
  6. Sorting | 6
  7. Authors and Editors | 6
  8. Titles | 8
  9. Publication Date | 10
  10. Pagination (Page Numbering) | 10
  11. Publisher Name | 11
  12. Publishing Information | 11
  13. Place of Publication | 11
  14. Abbreviations | 11
  15. Electronic/Online Sources | 12
  16. Digital Object Identifier (DOI) | 12
  17. Reminder | 13
V. Reference List Formats | 14
  1. Reference Article: Encyclopedia, Dictionary… | 14
    1.1 Dictionary | 14
    1.2 Entry in a Printed Encyclopedia/Reference Book | 14
    1.3 Encyclopedia/Reference Entry Retrieved Online | 15
    1.4 Encyclopedia/Reference Entry from a Database | 15
    1.5 Entry in a CD-ROM Encyclopedia/Reference Book | 15
## 2. Books

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 One Author</td>
<td>16</td>
</tr>
<tr>
<td>2.2 Two to Seven Authors</td>
<td>16</td>
</tr>
<tr>
<td>2.3 Eight or More Authors</td>
<td>16</td>
</tr>
<tr>
<td>2.4 Corporate Authorship</td>
<td>17</td>
</tr>
<tr>
<td>2.5 No Author Identified</td>
<td>17</td>
</tr>
<tr>
<td>2.6 Edited Book with No Author</td>
<td>17</td>
</tr>
<tr>
<td>2.7 Edited Book with An Author</td>
<td>17</td>
</tr>
<tr>
<td>2.8 Specific Editions</td>
<td>18</td>
</tr>
<tr>
<td>2.9 Article or Chapter in an Edited Book</td>
<td>18</td>
</tr>
<tr>
<td>2.10 Article or Chapter in a Book with No Editor(s)</td>
<td>18</td>
</tr>
<tr>
<td>2.11 Translated Works</td>
<td>19</td>
</tr>
<tr>
<td>2.12 Non-English Material in Latin Script</td>
<td>19</td>
</tr>
<tr>
<td>2.13 Non-English Material in Non-Latin Script</td>
<td>19</td>
</tr>
<tr>
<td>2.14 Republished Book</td>
<td>19</td>
</tr>
<tr>
<td>2.15 Multivolume Works</td>
<td>20</td>
</tr>
<tr>
<td>2.16 Electronic Book Directly Retrieved Online</td>
<td>20</td>
</tr>
<tr>
<td>2.17 Electronic Book Directly Available Online (Purchased)</td>
<td>20</td>
</tr>
<tr>
<td>2.18 Electronic Book from a Library Database</td>
<td>20</td>
</tr>
<tr>
<td>2.19 Chapter or Section in an Internet Document</td>
<td>21</td>
</tr>
<tr>
<td>2.20 Digitized Scholarly Collections Retrieved Online</td>
<td>21</td>
</tr>
<tr>
<td>2.21 Google Books Retrieved Online</td>
<td>21</td>
</tr>
</tbody>
</table>

## 3. Periodical Articles: Journals, Magazines and Newspapers

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Printed Scholarly or Professional Journal Articles</td>
<td>22</td>
</tr>
<tr>
<td>3.1.1 Article in a Journal Paginated by Volume</td>
<td>22</td>
</tr>
<tr>
<td>3.1.2 Article in a Journal Paginated by Volume and Issue</td>
<td>22</td>
</tr>
<tr>
<td>3.2 Journal Article from a Library Database</td>
<td>22</td>
</tr>
<tr>
<td>3.3 Internet Journal Article with DOI Assigned</td>
<td>23</td>
</tr>
<tr>
<td>3.4 Internet Journal Article with No DOI Assigned</td>
<td>23</td>
</tr>
<tr>
<td>3.5 Journal Article Without DOI, Title Translated into English, Print version</td>
<td>23</td>
</tr>
<tr>
<td>3.6 Journal Article With DOI, Advanced Online Publication</td>
<td>24</td>
</tr>
<tr>
<td>3.7</td>
<td>Journal Article Accepted for Publication, But Not Yet Published</td>
</tr>
<tr>
<td>3.8</td>
<td>In-press Article, Retrieved from Institutional or Personal Website</td>
</tr>
<tr>
<td>3.9</td>
<td>Printed Newspaper Article</td>
</tr>
<tr>
<td>3.10</td>
<td>Newspaper Article from a Library Database</td>
</tr>
<tr>
<td>3.11</td>
<td>Newspaper Article Retrieved Online</td>
</tr>
<tr>
<td>3.12</td>
<td>Printed Magazine Article</td>
</tr>
<tr>
<td>3.13</td>
<td>Printed Unsigned/Anonymous Magazine Article</td>
</tr>
<tr>
<td>3.14</td>
<td>Magazine Article from a Library Database</td>
</tr>
<tr>
<td>3.15</td>
<td>Magazine Article Retrieved Online</td>
</tr>
<tr>
<td>3.16</td>
<td>Magazine Content not found in Print Version Retrieved Online</td>
</tr>
<tr>
<td>3.17</td>
<td>Printed Book Review</td>
</tr>
<tr>
<td>3.18</td>
<td>Book Review Retrieved Online</td>
</tr>
<tr>
<td>3.19</td>
<td>Letter to the Editor</td>
</tr>
<tr>
<td>3.20</td>
<td>Editorial Without Signature</td>
</tr>
<tr>
<td>3.21</td>
<td>Supplemental Material in a Periodical Retrieved Online</td>
</tr>
<tr>
<td>3.22</td>
<td>Printed Abstract as Original Source</td>
</tr>
<tr>
<td>3.23</td>
<td>Abstract from a Library Database</td>
</tr>
<tr>
<td>3.24</td>
<td>Abstract from Original Source Retrieved Online</td>
</tr>
<tr>
<td>3.25</td>
<td>Reprinted or Republished Article</td>
</tr>
<tr>
<td>3.26</td>
<td>ERIC Documents</td>
</tr>
<tr>
<td>3.27</td>
<td>Company Information from a Library Database</td>
</tr>
<tr>
<td><strong>4. Dissertations</strong></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Unpublished Doctoral Dissertation</td>
</tr>
<tr>
<td>4.2</td>
<td>Unpublished Master’s Thesis</td>
</tr>
<tr>
<td>4.2.1</td>
<td>At a University in the United States</td>
</tr>
<tr>
<td>4.2.2</td>
<td>At a University Outside the United States</td>
</tr>
<tr>
<td>4.3</td>
<td>Dissertation from a Commercial Database: DAI/UMI</td>
</tr>
<tr>
<td>4.4</td>
<td>Dissertation from an Institutional Database</td>
</tr>
<tr>
<td>4.5</td>
<td>Dissertation Retrieved Online</td>
</tr>
<tr>
<td><strong>5. Conference Material</strong></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>5.1</td>
<td>Conference Proceedings in a Book/Volume Form</td>
</tr>
<tr>
<td>5.2</td>
<td>Conference Proceedings in a Journal</td>
</tr>
<tr>
<td>5.3</td>
<td>Paper from a Conference</td>
</tr>
<tr>
<td>5.4</td>
<td>Unpublished Conference Paper</td>
</tr>
<tr>
<td>5.5</td>
<td>Paper from a Conference Retrieved Online</td>
</tr>
<tr>
<td>6.</td>
<td>Reports</td>
</tr>
<tr>
<td>6.1</td>
<td>General Report Format</td>
</tr>
<tr>
<td>6.2</td>
<td>Report available from a Government Printing Office (GPO)</td>
</tr>
<tr>
<td>6.3</td>
<td>Report from a University</td>
</tr>
<tr>
<td>6.4</td>
<td>Report from a Private Organization</td>
</tr>
<tr>
<td>6.5</td>
<td>Report Retrieved Online</td>
</tr>
<tr>
<td>6.6</td>
<td>Technical or Research Report Retrieved Online</td>
</tr>
<tr>
<td>7.</td>
<td>Unpublished Material</td>
</tr>
<tr>
<td>7.1</td>
<td>Unpublished Manuscript Not Submitted for Publication</td>
</tr>
<tr>
<td>7.2</td>
<td>Unpublished Manuscript with a University Cited</td>
</tr>
<tr>
<td>7.3</td>
<td>Unpublished Paper Presented at a Meeting/Conference</td>
</tr>
<tr>
<td>7.4</td>
<td>Manuscript in Preparation, Retrieved from Institutional or personal Web site</td>
</tr>
<tr>
<td>7.5</td>
<td>Unpublished Raw Data from Study, Untitled Work</td>
</tr>
<tr>
<td>8.</td>
<td>Other Print Sources</td>
</tr>
<tr>
<td>8.1</td>
<td>Brochure</td>
</tr>
<tr>
<td>8.2</td>
<td>Published Interviews</td>
</tr>
<tr>
<td>8.3</td>
<td>Handout or Poster given by a Speaker at a Conference</td>
</tr>
<tr>
<td>8.4</td>
<td>Poster Session</td>
</tr>
<tr>
<td>8.5</td>
<td>Lecture Notes</td>
</tr>
<tr>
<td>8.6</td>
<td>Class Handout</td>
</tr>
<tr>
<td>8.7</td>
<td>Work Discussed in a Secondary Source</td>
</tr>
<tr>
<td>9.</td>
<td>Electronic Resources</td>
</tr>
<tr>
<td>9.1</td>
<td>Computer Software</td>
</tr>
<tr>
<td>9.2</td>
<td>Software Downloaded from Website</td>
</tr>
<tr>
<td>9.3</td>
<td>Non-Periodical Web Documents and Web Pages</td>
</tr>
<tr>
<td>Source Type</td>
<td>Page</td>
</tr>
<tr>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>9.4 Document Available on University Program or Departmental Website</td>
<td>41</td>
</tr>
<tr>
<td>9.5 Document Created by a Private Organization, No Page numbers, no date</td>
<td>41</td>
</tr>
<tr>
<td>9.6 Web Page, Government Author</td>
<td>41</td>
</tr>
<tr>
<td>9.7 Email Message</td>
<td>42</td>
</tr>
<tr>
<td>9.8 Message Posted to an Electronic Mailing List / a Newsgroup, Forum or Discussion Group</td>
<td>42</td>
</tr>
<tr>
<td>9.9 Posting Retrieved Online</td>
<td>43</td>
</tr>
<tr>
<td>9.10 Brochure Retrieved Online</td>
<td>43</td>
</tr>
<tr>
<td>9.11 Lecture Notes Retrieved Online</td>
<td>43</td>
</tr>
<tr>
<td>9.12 Poster Session Retrieved Online</td>
<td>43</td>
</tr>
<tr>
<td>9.13 Educational Standards Retrieved Online</td>
<td>44</td>
</tr>
<tr>
<td>9.14 Curriculum Guide Retrieved Online</td>
<td>44</td>
</tr>
<tr>
<td>9.15 Fact Sheet Retrieved Online</td>
<td>44</td>
</tr>
<tr>
<td>9.16 Data Set Retrieved Online</td>
<td>44</td>
</tr>
<tr>
<td>9.17 Graphic Representation of Data(Map, Chart…) Retrieved Online</td>
<td>45</td>
</tr>
<tr>
<td>9.18 Qualitative Data and Interviews Retrieved Online</td>
<td>46</td>
</tr>
<tr>
<td>9.19 PowerPoint Presentation Slides Retrieved Online</td>
<td>46</td>
</tr>
<tr>
<td>9.20 Lecture Notes and Presentation Slides Retrieved Online</td>
<td>46</td>
</tr>
<tr>
<td>9.21 Blog (Weblog) and Video Blog Post</td>
<td>47</td>
</tr>
<tr>
<td>9.22 Wikis</td>
<td>47</td>
</tr>
<tr>
<td>9.23 Audio Podcasts</td>
<td>47</td>
</tr>
<tr>
<td>9.24 Video Podcasts</td>
<td>48</td>
</tr>
<tr>
<td>9.25 Television Feature, Podcast</td>
<td>48</td>
</tr>
<tr>
<td>9.26 Personal Communication</td>
<td>49</td>
</tr>
</tbody>
</table>

### 10. Non-Print Sources | 49 |
<p>| 10.1 Television Broadcast | 49 |
| 10.2 Videotape | 49 |
| 10.3 Single Episode of a Television Series | 49 |
| 10.4 Television Series | 50 |
| 10.5 Music Recording | 50 |
| 10.6 Motion Picture or Video Tape with International or National Availability | 50 |
| 10.7 Motion Picture or Video Tape with Limited Availability | 50 |
| <strong>11. Images, Photos, Tables and Figures</strong> | <strong>51</strong> |
| <strong>11.1 Images</strong> | 51 |
| 11.1.1 Image from a Book | 52 |
| 11.1.2 Image from a Journal or Magazine | 52 |
| 11.1.3 Image from a Library Database | 52 |
| 11.1.4 Untitled Image from a Library Database | 53 |
| 11.1.5 Image Retrieved Online | 54 |
| 11.1.6 Image with No Author Retrieved Online | 53 |
| 11.1.7 Image with No Author, Title or Date Retrieved Online | 54 |
| <strong>11.2 Tables</strong> | 54 |
| 11.2.1 Table from a Book | 54 |
| 11.2.2 Table from a Journal or Magazine | 54 |
| 11.2.3 Table Retrieved Online | 55 |
| <strong>VI. Parenthetical (In-text) Citations</strong> | <strong>56</strong> |
| 1. Position: | 56 |
| 1.1 Short Quotations | 56 |
| 1.1.1 Indirect Quotation (when the meaning but not the exact words are used without quotation marks with Parenthetical Citation) | 57 |
| 1.1.2 Indirect Quotation with Author as Part of the Narrative | 56 |
| 1.1.3 Direct Quotation (when the exact words are used within quotation marks) with Parenthetical Citation | 56 |
| 1.1.4 Direct Quotation with Author as Part of the Narrative | 56 |
| 1.2 Long Quotations | 56 |
| 2. Punctuation: Question Mark / Exclamation Mark | 57 |
| 3. Language | 57 |
| 4. Format | 58 |
| 5. Work Discussed in a Secondary Source | 61 |
| <strong>VII. Computer Skills with MS WORD</strong> | <strong>63</strong> |
| 1. To Insert Notes | 63 |
| 2. To Sort by Name | 64 |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. To Create a Hanging Indent and to Format the Reference List Page</td>
<td>64</td>
</tr>
<tr>
<td>4. To Switch Off Automatic Underlining for Web Addresses</td>
<td>65</td>
</tr>
<tr>
<td>5. To Break the URL Address</td>
<td>67</td>
</tr>
<tr>
<td><strong>VIII. Sample of Layout: APA “Reference List”</strong></td>
<td>68</td>
</tr>
</tbody>
</table>
I. GENERAL INTRODUCTION

Referencing (or citing sources) is the important process of acknowledging another person’s ideas used in constructing one’s own essays or assignments, whether quoted directly or otherwise. A research paper without the acknowledgement of sources will be considered as plagiarized. Whether paraphrasing, summarizing or quoting directly from a work, you must credit the source. Every scholarly discipline has a preferred format or style for referencing their publications. According to the policies of the USEK Library, the following formats should be used with the respective disciplines:

**APA**: is used mainly in the social sciences (psychology, sociology, anthropology, education, etc.) and in some of the hard sciences.

**MLA**: is used mainly in the humanities (art, literature, history).

Notes and references/cited works are ways in which an author deals with identifying important elements of the work that do not fit strictly within the flow of the text:

1. **Notes** (Footnotes OR Endnotes) are a device to handle information that is extra—explanatory, peripheral, interesting—but not intrinsic to the argument or story.
2. **List of References / Cited Works**: are the items that have been read and specifically referred to (or cited) in the paper.
3. **Bibliography**: is a list of all the items that were read in preparation for writing a paper. It will, therefore, contain cited items and items that were found but not cited.
4. **Parenthetical (In-text) Citations** identify the sources briefly within the text so that readers can tie them to more complete information in the reference list / works cited at the end of the paper.

This Manual deals with three components of the APA Style with samples. The first part touches on how notes are added to the publication (paper, report, thesis…); the second part deals with documenting references: the reference list; and the third part on parenthetical citations of the more common reference formats.
II. USE OF NOTES (FOOTNOTES AND ENDNOTES)

Sometimes the author wishes to impart information to the reader that does not fit comfortably into the narrative flow of the work. The information may be peripheral to the argument being made; it may be explanatory or background material which, if introduced within the text, would interfere with the reader’s understanding of the text, but may still be useful or interesting for the reader.

This information can be included in the work, but outside the body of the text, by means of notes. Within the text, the author uses an identifier to tell the reader that extra information is available. The identifier directs the reader either to footnotes (notes at the bottom of the page containing the identifier) or to endnotes (notes placed at the end of the chapter, article or book).

**Numbering:**

Notes should be numbered consecutively (beginning with the number 1) throughout a document (paper, article, chapter, etc.). The numbers correspond with numbers placed in the area of the part of the text they document.

In your text, use Arabic numerals typed slightly above the line (superscript like this\(^{1}\)) to signal a note that will be found in a footnote/endnote. Place this superscript numeral at the end of quotations or paraphrases, with the numeral always following immediately without a space after the final word or mark of punctuation (except in the case of dashes, where note numbers precede the punctuation mark).

**EXAMPLES:**

Robert B. Dove makes the distinction between a Congressional calendar day and a legislative day, noting, “A legislative day is the period of time following an adjournment of the Senate until another adjournment.”\(^{1}\)

Takaki writes that “this emerging demographic diversity has raised fundamental questions about America’s identity and culture.”\(^{2}\)

Banning’s work shows that small villages often existed for a time only to disappear mysteriously, perhaps because of plagues, invaders, or—most likely—a nomadic way of life.\(^{3}\)
In an essay in *Electronic Antiquity*, Richard Diamond explores the issue of blindness in *Oedipus Rex*:

Thus Sophokles has us ask the question, who is blind? We must answer that Teiresias is physically blind, yet he sees himself and Oidipous' nature. Oidipous is physically sighted, but he is blind to himself, to his own nature.⁴

**Symbols:**

The following symbols can be used in the order given: asterisk (*), dagger (†), double dagger (‡), section mark (§), parallel mark (∥), and paragraph mark or blind P (¶). **EXAMPLE:**

The excerpt comes from *The Count of Monte Cristo*⁶ and reveals the difference between that tale and many of the other works of Dumas.†

If more than six notes are to appear, the symbols should be doubled; if there are to be more than twelve notes, the symbols should be trebled. Trebled symbols, however, look clumsy, and it is therefore better to use superior figures throughout.

**Placement:**

Notes themselves are placed either at the end of the page where the cited information appears (footnotes) or at the end of the paper, chapter, article, or book (endnotes), in a page preceding the Reference. They should correspond with the superscript numerals/symbols.

**Format and Indentation:**

Use single spacing within each footnote¹, but use a 1.5 space between footnotes. They should be formatted with a first line indent of 1 cm from the left margin. Distinguish footnotes from the text by using a smaller type size (10) and placing a space bar line beginning at the left margin (sample below).

---

¹Authors notes are basically placed here to not interfere with the reader’s understanding of the text but may still be useful or interesting for the reader.
III. CHANGES IN 2010 SIXTH EDITION OF APA GUIDELINES

The majority of APA guidelines in this new edition are similar to the previous 2001 edition, although there are some changes. The following is a brief review of some of these changes. Researchers are encouraged to use the updated APA Manual.

1. Changes Related to PART IV. Formatting Notes of the Reference List
1.1 Digital Object Identifiers: Refer to Section IV. Formatting Notes of the Reference List, Number 16.
New format states
   • when DOI is present, no longer have to include URL
   • when DOI is not present, include URL

1.2 Other Changes for Online Periodicals on Reference Page:
   • no longer include retrieval date unless source information may change over time
   • no longer include databases used such as EBSCO or ProQuest

1.3 Publisher Location:
You are required to list the publisher’s city and state for all books if published in the USA.

1.4 Sources with Six or More Authors in the Reference List: Refer to Section IV. Formatting Notes of the Reference List, Number 7.

2. Changes Related to PART VI. Parenthetical (In-text) Citations
2.1 Repeated Citation of Same Source in Same Paragraph
If the name of an author appears as part of the narrative (i.e., in text), then the year follows in parentheses, and it is not necessary to include the year again when the author’s name is repeated in the narrative of the same paragraph and cannot be confused with any other citations in the same paragraph. But, any parenthetical references (i.e., the citation appears in parentheses) in the same paragraph should include the year.
Example:
In a recent study of reaction times, Walker (2000) found no interaction amongst variables in the cross-sectional data. Walker’s research supports the work of others studying similar variables (James & King, 2004; Salinger, 1999). However, interactions among variables were identified in the longitudinal data (Walker, 2000).

However, if the full citation appears in parentheses first, subsequent citations should always show the year along with the author’s last name.

In a recent study of reaction times, no interaction amongst variables in the cross-sectional data (Walker, 2000). Walker’s (2000) research supports the work of others studying similar variables (James & King, 2004; Salinger, 1999). However, interactions among variables were identified in the longitudinal data (Walker, 2000).

2.2 Direct Quotes from Online Material without Pagination

New APA guidelines use “para” instead of the symbol ¶ to indicate the location of direct quotes of online sources that do not have pagination. Example:

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

Refer to Section VI. Parenthetical (In-text) Citations, Number 4: Format
IV. FORMATTING NOTES OF REFERENCE LIST

Contains the bibliographic details (information) of the various types of information sources that you used, e.g. books, periodical articles, videos, interviews, etc.

1. **Placement**: The **reference list** appears at the end of your paper on a new page, following the last page of your paper. For instance, if your paper itself is six and a half pages long, using half of page seven, the references page should begin on page eight. This page should also be numbered (page 8) just like the rest of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper.

2. **Page Title**: Your references should begin on a new page separate from the text of the essay. The title of the page—“**REFERENCE LIST**”—should be centered and in bold.

3. **Line Spacing**: Entries should be double-spaced with no extra space between entries.

4. **Indentation**: Entries themselves should be formatted with a hanging indent of 1 cm for each citation: the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented.

5. **Space**: Use one space after all punctuation.

6. **Sorting**: The Reference List is sorted alphabetically according to the surname of the first author, or in the case of no author, by the first main word in the title of the book or journal article (disregarding the articles: a, an, the, la, un, une…).

<table>
<thead>
<tr>
<th>7. Authors and Editors</th>
<th>Do not use first names, medical degrees, Jr. and the like</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Author</strong></td>
<td>Example</td>
</tr>
<tr>
<td>Last name first, followed by author initials.</td>
<td>Berndt, T. J.</td>
</tr>
<tr>
<td><strong>Two to Seven Authors</strong></td>
<td>Example</td>
</tr>
<tr>
<td>List by their last names and initials. Use the ampersand (&amp;) instead of &quot;and.&quot;</td>
<td>1- Cone, J. D., &amp; Foster, S. L.</td>
</tr>
<tr>
<td><strong>Eight or More Authors</strong></td>
<td>Example</td>
</tr>
</tbody>
</table>

Lib/Guides/015/007
<table>
<thead>
<tr>
<th>Cite the first six authors, add three dots (...) and then the last author</th>
<th>Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Festinger, L., Riecken, H., … Foster, S. L.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization as Author</strong></td>
<td><strong>Explanation</strong></td>
</tr>
<tr>
<td>Spell out the name of the institution and end it with a period; do not use abbreviations in institutional authors</td>
<td>1- Institute of Financial Education.</td>
</tr>
<tr>
<td></td>
<td>2- American Psychological Association.</td>
</tr>
<tr>
<td></td>
<td>3- United Nations.</td>
</tr>
<tr>
<td><strong>Unknown Author</strong></td>
<td><strong>Example</strong></td>
</tr>
<tr>
<td>Begin the citation with the title (book, article…)</td>
<td>1 Book - <em>Investigations of the human mind.</em></td>
</tr>
<tr>
<td></td>
<td>2 Article - Inventing sincerity, refashioning prudence.</td>
</tr>
<tr>
<td>If the work is signed &quot;Anonymous,&quot; use the word as author</td>
<td>Anonymous.</td>
</tr>
<tr>
<td><strong>Two or More Works by the Same Author</strong></td>
<td><strong>Example</strong></td>
</tr>
<tr>
<td>Use the author's name for all entries and list the entries by the year (earliest comes first).</td>
<td>Berndt, T.J. (1981).</td>
</tr>
<tr>
<td>When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.</td>
<td>Berndt, T. J. (1999).</td>
</tr>
<tr>
<td>When the same first author is different from the second and/or third authors, they are arranged alphabetically by the last name of the second author, or the last name of the first author.</td>
<td>Wegener, D. T., Kerr, N. L., Fleming, M. A., &amp; Petty, R. E. (2000).</td>
</tr>
<tr>
<td>Two or More Works by the Same Author in the Same Year</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| Organize them alphabetically by the first significant word in the title, and assign a lowercase letter (a, b, c, etc.) to the year of publication in each entry to refer to these sources in the paper. | Vitaglione, S. S., & Bundy, C. (1988a). *Findings...*
In-text citation: Vitaglione & Bundy (1988a) makes similar claims... |

<table>
<thead>
<tr>
<th>Editor(s)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>When there is more than one editor</td>
<td>Funk, R. &amp; Kolln, M. (Eds.). (1998).</td>
</tr>
</tbody>
</table>

8. Titles:

**Reference Material**

For titles and subtitles, only the first word in the title is capitalized as well as any proper names. The complete title is then *italicized.*

*The Encyclopedia Britannica*

For the titles of entries, only the first word in the title is capitalized as well as any proper names

1- Diabetes  
2- Cold War

**Books**

For titles and subtitles, only the first word in the title is capitalized as well as any proper names. The complete title is then *italicized.*

*Priorities for prevention research.*
| Use a colon (:) between main title and subtitle. The first letter of the first word and proper nouns are capitalized | 1. *The battles of Madagascar: Sufferings of a people*
2. *Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance*
| Titles of chapters, Only capitalize the first letter of the first word, as well as any other proper nouns and *not italicized* | Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness*
| Reports | Example |
| For titles and subtitles, only the first word in the title is capitalized as well as any proper names. The complete title is then *italicized.* | *Report on the dissemination of pollen in South Africa: 2010 study*
| Periodical (magazines, journals and newspapers) | Explanation |
| **Periodical:** The first letter of each word is capitalized. The complete title is then *italicized.* | 1. *U.S. News & World Report*
2. *Management Review*
3. *Newsweek*
| **Article:** Only capitalize the first letter of the first word, as well as any other proper noun and *not italicized* | The effect of television violence on small children
Capitalism: Curse or blessing
| Dissertations | Example |
| **Sources:** When the source is from dissertations, the first letter of each word is capitalized. The complete title is then *italicized.* | *International Dissertation Abstracts.*
| **Paper:** Only capitalize the first letter of the first word, as well as any other proper noun and *not italicized* | The status of health education in California's public school districts: A comparison to state and national recommendations and status reports. |
### Series

| Use a colon (:) between main title and series name, or subtitle and series name. Precede a series name with the abbreviation “Vol.” and the source's number within that series | Pig Latin versus Pig Dutch: A contrastive grammar: Vol. 23. Studies in comparative linguistics |

### 9. Publication Date

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>For books: year only</td>
</tr>
<tr>
<td>Republished books: two dates are given: the original publication date and the new publication date:</td>
</tr>
<tr>
<td>For articles in monthly journals and magazines, meetings, newsletters</td>
</tr>
<tr>
<td>For articles in weekly magazines and newspapers</td>
</tr>
<tr>
<td>For newspaper articles</td>
</tr>
<tr>
<td>Any work accepted for publication but not yet printed</td>
</tr>
<tr>
<td>Work with no date available</td>
</tr>
</tbody>
</table>

### 10. Pagination (page numbering):

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>One page of any source</td>
</tr>
<tr>
<td>Chapter in a book</td>
</tr>
<tr>
<td>More than one page and continuous in an article</td>
</tr>
<tr>
<td>If the periodical does not use volume numbers, include “pp.” before the page numbers so the reader will understand that the numbers refer to pagination. Use “p.” if the source is a page long or less.</td>
</tr>
<tr>
<td>More than one page and continued on later pages of the same issue</td>
</tr>
<tr>
<td>Newspaper articles are cited according to section and page</td>
</tr>
<tr>
<td>Work with no page numbering</td>
</tr>
<tr>
<td>Electronic documents without page numbers, cite paragraph numbers if given, indicated by the paragraph symbol or the abbreviation para. in the citation</td>
</tr>
</tbody>
</table>
11. **Publisher name**: When the author and publisher are identical, use the word “Author” as the name of the publisher.

   **Example:**
   

12. **Publishing information**: Spell out the publishing names of associations and university presses, but omit superfluous terms such as “Publishers,” “Co.,” or “Inc.”

13. **Place of publication**: If two or more locations are given, give the location listed first or the publisher's home office.

14. **Abbreviations**: In APA, abbreviations should be limited to instances when a) the abbreviation is standard and will not interfere with the reader’s understanding and b) if space and repetition can be greatly avoided through abbreviation. **Exceptions**: Standard abbreviations like units of measurement and states do not need to be written out. Avoid abbreviations (acronyms) except for long, familiar terms (MMPI). Explain what an abbreviation means the first time it occurs: American Psychological Association (APA).

<table>
<thead>
<tr>
<th>Selected Abbreviations and Exceptions in APA Citation Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Word</strong></td>
</tr>
<tr>
<td>Chapter</td>
</tr>
<tr>
<td>Edition</td>
</tr>
<tr>
<td>revised edition</td>
</tr>
<tr>
<td>second edition</td>
</tr>
<tr>
<td>Editor (Editors)</td>
</tr>
<tr>
<td>Translator(s)</td>
</tr>
<tr>
<td>no date</td>
</tr>
<tr>
<td>page (pages)</td>
</tr>
<tr>
<td>Volume (as in Vol. 4)</td>
</tr>
<tr>
<td>volumes (as in 4 vols.)</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Part</td>
</tr>
<tr>
<td>Supplement</td>
</tr>
</tbody>
</table>


15. **Electronic/Online Sources:**

15.1 An electronic source has two parts. Format the first part as though it were a print source (book, article...) and then add the Web page information with the date you accessed it (this is important if the content you are citing is likely to be changed or updated - when no fixed publication date, edition, or version number can be cited). No retrieval date is necessary for content that is not likely to be changed or updated, such as a journal article or book.

15.2 On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active [hypertext link](http://example.com). That should be removed from the document.

15.3 Name and location of a source: Direct readers as closely as possible to the source you used. Full web address (URL) should be the main address or login screen.

15.4 Give the home or menu page URL for works whose full text is accessible by subscription only.

15.5 Give the home or menu page URL for reference works, such as online dictionaries or encyclopedias.

15.6 With the exception of hard-to-find books and other documents of limited circulation delivered by electronic databases, the database name is no longer a necessary element of the reference. This change is made in the interests of simplifying the reference format. If you do include the database name in a reference, do not include the database URL.

15.7 If you put the exact address of the article, which is usually VERY long, you need to break the address after a slash (/) or a dot (.) after turning off the automatic underlining for Web addresses. See Computer Skills (Section VI)

15.8 There is no period (full-stop) used after a URL in a citation.

16. **Digital Object Identifier (DOI)**

DOI is a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The DOI is typically located on the first page of the electronic journal article near the copyright notice. When a DOI is used in your citation, no other retrieval information is needed (such as the URL). Use this format for the DOI in references: doi:xxxxxxx
The DOI may be hidden under a button labeled “Article,” “Cross-Ref,” “PubMed,” or another full-text vendor name.
If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher.

17 REMINDER: It is always best to consult the Publication Manual first for any APA question.
17.1 For space saving reasons, the citations below are spaced 1.5; APA requires double spacing of citations.
17.2 Check below for the type of source you would like to cite. Note that this list includes only the more common reference formats.
V. REFERENCE LIST FORMATS:

This section contains examples of references in APA style; they are presented in groups (reference material, books, periodical articles…). Each item includes a basic form template and a sample. When discussing electronic resources, “Retrieved online” means from the WEB.

1. REFERENCE ARTICLE: ENCYCLOPEDIA, DICTIONARY...

1.1 Dictionary:

BASIC FORM:
Title of dictionary (edition). (Date of Publication). Place of publication: Publisher.

EXAMPLE:

1.2 Entry in a Printed Encyclopedia/Reference Book:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of entry. In Title of full work (vol.: p. no(s)). Place of publication: Publisher.

EXAMPLE:
Author:


No Author:
Encyclopedia Britannica.
1.3 Encyclopedia/Reference Entry Retrieved Online:

**BASIC FORM:**
Last Name, A. A. (Date of Electronic Publication or Last Update). Title of entry. In *Title of full work*, p. no(s) [if available]. Retrieved from Name of Website from URL

**EXAMPLE:**

**ENCYCLOPEDIA**

**DICTIONARY**

**HANDBOOK**

1.4 Encyclopedia/Reference Entry from a Database:

**BASIC FORM:**
Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work* (vol.: p. no(s)) [if available]. Retrieved from Name of Database.

**EXAMPLE:**

1.5 Entry in a CD-ROM Encyclopedia/Reference Book:

**BASIC FORM:**
Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work* [CD-ROM]. Place of production: Producer.

**EXAMPLE:**
2. BOOKS

2.1 One Author:

BASIC FORM:
Last Name, A. A. (Year of Publication). Title of the book. Place of publication: Publisher.

EXAMPLE:

2.2 Two to Seven Authors:

BASIC FORM:
Last Name, A. A., & Last Name, B. B. (Year of Publication). Title of the book. Place of publication: Publisher.

EXAMPLE:

2.3 Eight or More Authors: cite first 6 authors … and the last author

BASIC FORM:
Last Name, A. A., Last Name, B. B., Last Name, C. C., Last Name, D. D., Last Name, E. E., Last Name, F. F., … Last Name, I. I. (Year of Publication). Title of the book. Place of publication: Publisher.

EXAMPLE:
2.4 Corporate Authorship:
Spell out the name of the institution and end it with a period; do not use abbreviations.

**BASIC FORM:**
Full Corporate Name. (Year of Publication). *Title of the book*. Place of publication: Publisher.

**EXAMPLE:**

2.5 No Author Identified:

**BASIC FORM:**
*Title of the book*. (Year of Publication). Place of publication: Publisher.

**EXAMPLE:**

2.6 Edited Book with No Author:

**BASIC FORM:**
Last Name, A. A. (Ed.). (Year of Publication). *Title of the book*. Place of publication: Publisher.

**EXAMPLE:**


2.7 Edited Book with An Author:

Last Name, A. A. (Year of Publication). *Title of the book*. (A. A. Last Name, Ed.). Place of publication: Publisher.

**EXAMPLE:**
2.8 Specific Editions:

BASIC FORM:
Last Name, A. A. (Year of Publication). Title of the book. (Number of edition). Place of publication: Publisher.

EXAMPLE:

2.9 Article or Chapter in an Edited Book:

BASIC FORM:
Last Name, A. A. (Year of Publication). Title of the article/chapter. In Name of editor(s) (Ed(s).), Title of the book (page numbers). Place of publication: Publisher.

EXAMPLE:

2.10 Article or Chapter in a Book with No Editor(s):

BASIC FORM:
Last Name, A. A. (Year of Publication). Title of the article/chapter. In Title of the book (page numbers). Place of publication: Publisher.

EXAMPLE:
2.11 Translated Works:

**BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of book.* (Name of translator, Trans.).

Place of publication: Publisher. (Original work published Year of publication).

**EXAMPLE:**


2.12 Non-English Material in Latin Script:

**BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of book in original language.*

[Translated title]. Place of publication: Publisher.

**EXAMPLE:**


2.13 Non-English Material in Non-Latin Script:

Book titles, magazine titles, and newspaper titles appearing in Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent (consistent transliteration).

**BASIC FORM:**


**EXAMPLE:**


2.14 Republished Book:

**BASIC FORM:**

Last Name, First Name. (Year of Publication.) *Title of Book.* Place of New Publication: Publisher. (Original work published Year).

**EXAMPLE:**


2.15 Multivolume Works:

**BASIC FORM:**


Place of publication: Publisher.

**EXAMPLE:**


2.16 Electronic Book Directly Retrieved Online

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of the book.* Publisher or Organization that placed work online. Retrieved from website (URL)

**EXAMPLE:**


2.17 Electronic Book Directly Available Online (Purchased)

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of the book.* Publisher or Organization that placed work online. Available from website (URL)

**EXAMPLE:**


2.18 Electronic Book from a Library Database:

**BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of the book* [Monograph]. Retrieved from Name of Database.
EXAMPLE:


2.19 Chapter or Section in an Internet Document:

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Chapter title. In *Title of page* (Chapter or section number). Retrieved from URL [or DOI]

**EXAMPLE:**


2.20 Digitized Scholarly Collections Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of Material. Retrieved from University Name, Collection Name Web site: URL

**EXAMPLE:**


2.21 Google Books Retrieved Online

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of Material*. Retrieved from URL
EXAMPLE:

3. PERIODICAL ARTICLES: JOURNALS, MAGAZINES AND NEWSPAPERS
For the author of all periodical articles follow the same rules as for books.

3.1 Printed Scholarly or Professional Journal Articles:
Formats for articles in scholarly or professional journals vary according to the way the journal numbers its pages.

3.1.1 Article in a Journal Paginated by Volume:
BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume*, Page Numbers.
EXAMPLE:

3.1.2 Article in a Journal Paginated by Volume and Issue:
BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume Number* (Issue Number), Page Numbers.
EXAMPLE:

3.2 Journal Article from a Library Database:
BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume Number* (Issue Number), Page Numbers.
EXAMPLE:


3.3 Internet Journal Article with DOI Assigned:

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume (Issue), Page Numbers.* doi number

**EXAMPLE:**


3.4 Internet Journal Article with No DOI Assigned:

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume (Issue), Page Numbers.* Retrieved from website (URL)

**EXAMPLE:**


3.5. Journal Article Without DOI, Title Translated into English, Print Version

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article (in original language) [Translated title]. *Title of Journal, Volume, Page Numbers.*

**EXAMPLE:**

difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant*, 19, 5-17.

3.6 Journal Article With DOI, Advance Online Publication (not final production, usually open access material). If No DOI, give URL of journal home page


3.7 Journal Article Accepted for Publication, But Not Yet Published

BASIC FORM:

Last Name, A. A. (in press). Title of article. *Title of Journal*.

EXAMPLE:


3.8 In-press Article, Retrieved from Institutional or Personal Web Site

BASIC FORM:


EXAMPLE:


NOTE:

Check and update the references as paper submission or publication date approaches. For example, if it was first referred to as IN PRESS ARTICLE in August 2004, before it appeared in Cognitive Science, and then the paper was submitted to a journal editor in August 2008, the reference would have to be updated to include the DOI number.
3.9 Printed Newspaper Article:

BASIC FORM:
Last Name, A. A. (Year, Month and Day of Publication). Title of article. *Title of Newspaper*, page numbers, continued page numbers [if article is on non-consecutive pages].

EXAMPLE:

3.10 Newspaper Article from a Library Database:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. *Title of Newspaper*.

EXAMPLE:

3.11 Newspaper Article Retrieved Online

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. *Title of Newspaper*. Retrieval from website (URL)

EXAMPLE:

3.12 Printed Magazine Article:

BASIC FORM:
Last Name, A. A. (Year, Month and Day of Publication). Title of article. *Title of Magazine, Volume Number*(Issue Number), page numbers.

EXAMPLE:
3.13 Printed Unsigned/Anonymous Magazine Article:

BASIC FORM:
Title of article. (Year, Month of Publication). Title of Periodical, Page Numbers.

EXAMPLE:

3.14 Magazine Article from a Library Database:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. Title of Magazine, Volume Number, Page Numbers.

EXAMPLE:

3.15 Magazine Article Retrieved Online:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article. Title of Magazine. Retrieved from website (URL)

EXAMPLE:

3.16. Magazine Content Not Found in Print Version Retrieved Online:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article [Online exclusive]. Title of Magazine. Retrieved from website (URL)

EXAMPLE:
3.17 Printed Book Review:

**BASIC FORM:**

Last Name, A. A. of the Reviewer (Date of Publication). Title of the review [Review of the book *Title of the book*. *Title of the Periodical in Which the Review is Published*, Volume(Issue Number), Page Numbers.

**EXAMPLE:**


3.18 Book Review Retrieved Online:

**BASIC FORM:**

Last Name, A. A. of the Reviewer (Date of Electronic Publication or Last Update). Title of the review [Review of the book *Title of the book*. *Title of the Periodical in Which the Review is Published*. Retrieved from website (URL) [or DOI].

**EXAMPLE:**


Journal


3.19 Letter to the Editor

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of letter. *Title of Periodical, Volume Number*(Issue Number), Page Numbers.

**EXAMPLE:**

3.20 Editorial Without Signature

BASIC FORM:
Editorial: Title of editorial [Editorial]. (Date of Publication). Title of Periodical, Volume Number(Issue Number), Page Numbers.

EXAMPLE:

3.21 Supplemental Material in a Periodical Retrieved Online

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of article [Supplemental material]. Title of Periodical, Volume Number(Issue Number), Page Numbers. doi number (if available)

EXAMPLE:

3.22 Printed Abstract as Original Source:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. Title of Abstract Collection, Volume Number if applicable, Abstract Number.

EXAMPLE:
3.23 Abstract from a Library Database:

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. *Title of Abstract Collection, Volume Number if applicable, Page Numbers (if given).*

**EXAMPLE:**


3.24 Abstract from Original Source Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). (Date of Publication or of Latest Update). Title of Abstract. *Title of Abstract Collection, Volume Number (Issue Number), Page Numbers (if given).* Abstract retrieved from website (URL)

**EXAMPLE:**


3.25 Reprinted or Republished Article:

**EXAMPLE:**


Following the entry, enclose "Reprinted from" in parentheses, noting the original publication information. Close with a period.
3.26 ERIC Documents (Report available from the Educational Resources Information Center):

BASIC FORM:


EXAMPLE:


3.27 Company Information from a Library Database:

BASIC FORM:

Company Name (company profile) (Date of Publication). Retrieval from Name of Database.

EXAMPLE:


4. DISSERTATIONS

4.1 Unpublished Doctoral Dissertation:

BASIC FORM:


EXAMPLE:

4.2 Unpublished Master’s Thesis:

4.2.1 At a University in the United States

Give the name of the city and, except for the cities listed, the name of the state. (Do not give the name of the state if it is included in the name of the university.)

CITIES: Baltimore / Boston / Chicago / Los Angeles / New York / Philadelphia / San Francisco

BASIC FORM:

Last Name, A. A. (Year of Submission of Master's Thesis). *Title of thesis* (Unpublished master's thesis). Name of University, Place of University.

EXAMPLE:


4.2.2 At a University Outside the United States

Give the city and, except for the cities listed, country of a university outside of the United States.

CITIES: Amsterdam / Jerusalem / London / Milan / Moscow / Paris / Rome / Stockholm / Tokyo / Vienna

EXAMPLE:


4.3 Dissertation from a Commercial Database DAI / UMI:

BASIC FORM:


EXAMPLE:

4.4 Dissertation from an Institutional Database:

**BASIC FORM:**


**EXAMPLE:**


4.5 Dissertation Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Year of Submission of Dissertation). *Title of dissertation.* (Doctoral dissertation, Name of University, Place of University). Retrieved from website (URL)

**EXAMPLE:**


5. CONFERENCE MATERIAL

5.1 Conference Proceedings in a Book/Volume Form:

**BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of the paper. In Name of editor(s) (Ed(s).), *Title of the published volume*, (page numbers). Place of publication: Publisher. doi number if available

**EXAMPLE:**

5.2 Conference Proceedings in a Journal:

5.3 Paper from a Conference:
**BASIC FORM:**
Last Name, A. A. (Year, Month of conference). Title of the paper. Symposium conducted at Name and location of symposium.

**EXAMPLE:**

5.4 Unpublished Conference Paper:
**BASIC FORMAT:**
Last Name, A. A. (Year, month of conference). *Title of paper*. Paper presented at name of the conference, city, state or country.

**EXAMPLE**

5.5 Paper from a Conference Retrieved Online:
**BASIC FORMAT:**
Last Name, A. A. (Year, Month of conference). *Title of the paper*. Symposium conducted at Name and location of symposium. Retrieved from website (URL)
EXAMPLE


6. REPORTS: The author is usually an organization or a group author

6.1 General Report Format:

BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: Publishing Agency, Department, Office, or Institute.

EXAMPLE:


BASIC FORM:


EXAMPLE:


6.3 Report from a University:

BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: University and Specific Department Publishing the Report.
EXAMPLE:

6.4 Report from a Private Organization:

BASIC FORM:
Organization Name. (Date of Publication). Title of report. Place of Publication: Publisher.

EXAMPLE:

6.5 Report Retrieved Online:

BASIC FORM:
Last Name, A. A. (Date of Electronic Publication or Last Update). Title of report (Number Assigned to the Report if given). Place of Publication: University and Specific Department Publishing the Report. Retrieved from URL

EXAMPLE:

6.6 Technical or Research Reports Retrieved Online:

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of report (report number if given). Retrieved from Institute or Establishment from URL

EXAMPLE:
7. **UNPUBLISHED MATERIAL:** Formats for unpublished work vary according to what stage of the publication process they are in.

7.1 **Unpublished Manuscript Not Submitted for Publication:**

**BASIC FORM:**

Last Name, A. A. (Date of Manuscript). *Title of manuscript*. Unpublished manuscript.

**EXAMPLE:**


7.2 **Unpublished Manuscript with a University Cited:**

**BASIC FORM:**

Last Name, A. A. (Date of Manuscript). *Title of manuscript*. Unpublished manuscript (or “Manuscript submitted for publication” or “Manuscript in preparation”).

Name and Place of University, Country [if outside the USA].

**EXAMPLE:**


7.3 **Unpublished Paper Presented at a Meeting/Conference:**

**BASIC FORM:**

Last Name, A. A. (Author/Presenter) (Year, Month and Day of Presentation). *Title of paper*. Paper presented at Name of Conference, place of presentation.

**EXAMPLE:**

7.4 Manuscript in Preparation, Retrieved from Institutional or Personal Website:

BASIC FORM:
Last Name, A. A. (Date of Electronic Publication or Last Update). Title of Manuscript. Retrieved from website (URL)

EXAMPLE:

7.5 Unpublished Raw Data from Study, Untitled Work:

BASIC FORM:
Last Name, A. A. (Date of Electronic Publication or Last Update). [Detailed description of material]. Unpublished raw data.

EXAMPLE:

8. OTHER PRINT RESOURCES

8.1 Brochure: same as entire books, but identify the publication as a brochure in brackets before the publication information.

BASIC FORM:
Last Name, A. A. (Date of Publication). Title of the brochure. [Brochure]. Place of publication: Publisher.

EXAMPLE:
8.2 Published Interviews:

**BASIC FORM:**
If the interview lacks a title, place a description of the interview in brackets.

**EXAMPLE:**

*Journal of Sensory Studies, 21*, 211-216.


8.3 Handout or Poster given by a Speaker at a Conference:

Indicate whether your source is a poster or a paper.

**BASIC FORM:**
Last Name, A. A. (Date of Conference). *Title of the handout/poster*. Handout/Poster presented at Name of Conference, Place of Conference.

**EXAMPLE:**

8.4 Poster Session:

**BASIC FORM:**
Last Name, A. A. (Year, Month of Presentation). *Title*. Poster session presented at organization, place of presentation.

**EXAMPLE:**
8.5 Lecture Notes:

**BASIC FORM:**
Personal notes from a class lecture are considered as a “personal communication” because it includes “unrecoverable data.” For this reason, personal communications are only cited within the text and are not included in the reference list.

**EXAMPLE:**
In a lecture on November 16, 2002, to a PSY 235 class, Professor Smith said ……
OR (A. B. Smith, PSY 235 lecture, November 16, 2002).

8.6 Class Handout:

**BASIC FORM:**
Last Name, A. A. (Date of Course). *Title of the handout*. Course Number: University Name.

**EXAMPLE:**

8.7 Work Discussed in a Secondary Source:

**BASIC FORM:**
Enter the secondary source in the reference list according to the format: book, article, webpage...

**EXAMPLE:**
1. Interested in Johnson and Wyatt’s study (Primary source)
2. Found this study in C. Ury’s article (Secondary source):

9. ELECTRONIC RESOURCES

9.1 Computer Software:

**BASIC FORM:**
Last Name, A. A. (Year of Publication). Title of Program (Version if part of the program title) [Computer software]. Place of Publication: Publisher.
EXAMPLE:

9.2 Software Downloaded from Website

BASIC FORM:
Last Name, A. A. (Year of Publication). Title of Program and Version (if Version is part of the program title) [Software]. Available from company name: website (URL)

EXAMPLE:

NOTE:
If no version number is available, include the retrieval date.
If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.

9.3 Non-Periodical Web Documents and Web Pages:

BASIC FORM:
Last Name, A. A. (Date of Electronic Publication or Last Update). Title of page. Retrieved date, from URL

EXAMPLE:

No author identified, no date, not connected to a journal:

BASIC FORM:
Title of page. (n.d.). Retrieved date, from URL

EXAMPLE:

9.4 Document Available on a University Program or Department Website:

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of page. Retrieved from University Name, Department Name Web site: URL

**EXAMPLE:**


9.5 Document Created by a Private Organization, No Page Numbers, No Date:

**BASIC FORM:**

Organization Name. (n.d.). Title of page. Retrieved date, from URL

**EXAMPLE:**


9.6 Web Page, Government Author:

**BASIC FORM:**

Government Department Name. (Date of Electronic Publication or Last Update). Title of page. Retrieved date, from URL

**EXAMPLE:**

9.7 Email Message:

BASIC FORM:
The *Publication Manual* recommends that email messages from individuals be cited as personal communications, and therefore not be included in the References. Here is how an in-text parenthetical reference to a personal email message might look.

EXAMPLE:
Bryan Burgin (personal communication, November 18, 1998) notified me that my proposal had been accepted.

9.8 Message Posted to an Electronic Mailing List / a Newsgroup, Forum or Discussion Group:

BASIC FORM:
Last Name, A. A. (Date of Message). Title(Subject/RE:/FW) of message [Message No.]. Message posted to Name of Listserve electronic mailing list. Retrieved from URL

EXAMPLE:


9.9 Posting Retrieved Online:

BASIC FORM:
Last Name, A. A. (Date of Posting). Title of posting. Message posted [or Retrieved from] to URL

EXAMPLE:
9.10 Brochure Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Date of Publication). *Title of the brochure* [Brochure]. Retrieved from website (URL)

**EXAMPLE:**


9.11 Lecture Notes Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Year, Month of Presentation). *Title of Lecture*. Retrieved from Institute or Department Web site: website (URL)

**EXAMPLE:**


9.12 Poster Session Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Date of Conference). *Title of the poster*. Poster session presented at Name of Conference, Place of Conference. Retrieved date, from URL

**EXAMPLE:**

9.13 Educational Standards Retrieved Online:

**BASIC FORM:**

**EXAMPLE:**

9.14 Curriculum Guide Retrieved Online:

**BASIC FORM:**
Last Name, A. A. (Year, Month of Presentation). *Title of guide*. Retrieved from Institute or Department Web site: website (URL)

**EXAMPLE:**

9.15 Fact Sheet Retrieved Online:

**BASIC FORM:**
Last Name, A. A. (Year of Publication). *Title of sheet*. Retrieved from website (URL)

**EXAMPLE:**

9.16 Data Set Retrieved Online:

**BASIC FORM:**
Last Name, A. A. (Year of Publication). *Title of sheet* [Data sheet/file]. Available from Institution or Department Web site: website (URL)
EXAMPLE:


**9.17 Graphic Representation of Data (Map, Chart…) Retrieved Online:**

**BASIC FORM:**

Last Name, A. A. (Year of Publication). [Detailed description of graphic representation]. *Title of Graphic Representation.* Retrieved from website (URL)

**If no title:**

Last Name, A. A. (Year of Publication). [Detailed description of graphic representation]. Retrieved from website (URL)

**EXAMPLE:**


Centers for Disease Control and Prevention. (2005). [Interactive map showing percentage of respondents reporting “no” to, During the past month, did you participate in any physical activities?]. *System.* Retrieved from http://apps.nccd.cdc.gov/gisbrfss/default.aspx

**For map:**

**BASIC FORM:**

Last Name, A. A. (Cartographer) (Year of Publication). Title of map. [Detailed description of graphic representation]. *Title of Graphic Representation.* Retrieved from website (URL)

**EXAMPLE:**

9.18 Qualitative Data and Interviews Retrieved Online: If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file])

**BASIC FORM:**

Last Name, A. A. (Interviewer) & Last Name, A. A. (Interviewee). (Year of Interview). *Title of Interview* [Interview]. Retrieved from website name Web site: website (URL)

**EXAMPLE:**


**NOTE:** Interviews that are not retrievable (i.e., not captured in transcript or audio) should be cited in text as a personal communication (including month, day, year) and not included in the reference list.

9.19 PowerPoint Presentation Slides Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Date of Presentation). *Title of presentation*. Presented at a Course Number lecture at University Name.

**EXAMPLE:**


9.20 Lecture Notes and Presentation Slides Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of notes/presentation* [File Format]. Retrieved from website (URL)

**EXAMPLE:**


9.21 Blog (Weblog) and Video Blog Post: If the author’s name is not available, provide the screen name

**BASIC FORM:**
Last Name, A. A. (Year of Publication). Title of message [File Format]. Retrieved from website (URL)

**EXAMPLE:**


9.22 Wikis

**BASIC FORM:**
Title of wiki. (Year of Publication). Retrieved from website (URL)

**EXAMPLE:**

9.23 Audio Podcasts

**BASIC FORM:**
Last Name, A. A. (Function). (Year, Month and Day of Production). Title of show [Show no.] Title of radio program. [Audio Podcast]. Retrieved from website (URL)

**EXAMPLE:**
9.24 Video Podcasts

BASIC FORM:
Last Name, A. A. (Function). (Year, Month and Day of Production). *Title of show [Show no.] Title of program* [Video Podcast]. Retrieved from website (URL)

EXAMPLE:

9.25 Television Feature, Podcast

BASIC FORM:
Last Name, A. A. (Function). (Year of Broadcast). *Title of broadcast [Motion Picture/Documentary…].* In First Name Last Name (Executive Producer), *Title of program*. Podcast retrieved from TV channel: website (URL)

EXAMPLE:

9.26 Personal Communications:

BASIC FORM:
Here’s what the APA Manual (6th ed.) says about personal communication (section 3.102): “Personal communications may be letters, memos, some electronic communications, email messages from non-archived discussion groups, personal interviews, speeches, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included on the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.” For example: N.E. Migan (personal communication, January 11, 2001)

Because the information is not retrievable, they should not appear in the Reference List.
They should look as follows:

**EXAMPLE:**
J. Burnitz (personal communication, September 20, 2000) indicated that ….

**OR**
In a recent interview (J. Burnitz, personal communication, September 20, 2000) I learned that ….

**10. NON-PRINT SOURCES**

**10.1 Television Broadcast or Series Episode:**

**BASIC FORM:**

Last Name, A. A. (Function). (Year, Month and Day of Broadcast). *Title of broadcast* [Television Broadcast]. Place of Recording: Television Service or Network.

**EXAMPLE:**

**10.2 Videotape:**

**BASIC FORM:**

Last Name, A. A. (Function). (Date of Production). *Title of videotape* [Kind: Documentary, Motion Picture]. Place of Publication: Publisher.

**EXAMPLE:**

**10.3 Single Episode of a Television Series:**

**BASIC FORM:**

Last Name, A. A. (Function). (Date of Production). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. Place of origin: Studio or distributor.

**EXAMPLE:**
10.4 Television Series:
BASIC FORM:
Last Name, A. A. (Function). (Date of Production). Title of episode [Television series episode]. In P. Producer (Producer), Series title. Place of origin: Studio or distributor.
EXAMPLE:

10.5 Music Recording:
BASIC FORM:
Songwriter, W. W. (Date of Copyright). Title of song [Recorded by artist if different from song writer]. On Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).
EXAMPLE:

10.6 Motion Picture or Video Tape with International or National Availability:
BASIC FORM:
Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.
EXAMPLE:

10.7 Motion Picture or Video Tape with Limited Availability:
BASIC FORM:
Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). Title of motion picture [Motion picture]. (Available from Distributor name, full address and zip code)
EXAMPLE:

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

11. IMAGES, PHOTOS, TABLES AND FIGURES

11.1 Images:

Illustrations, maps and photographs, etc. (excluding tables), are referred to as figures. If it is not your own work, the source must be acknowledged in full below the figure or table, as a figure caption or table note. The full citation also goes in the References list.

Captions:

Format your caption as below,

- use italics and bold for Figure, sequential numbering, and a clear description.
- Include copyright information if possible.

![Image of Girl with a Pearl Earring](http://www.mauritshuis.nl/index.aspx?Chapterid=2295)


Use this format for a journal article

From (or adapted from) "Title of Article," by A. B. Author and C. Author, year, *Title of Journal*, Volume, p. xx-xxx. Copyright year by Name of Copyright Holder.

Reprinted (or adapted) with permission.

If you have NOT gained copyright permission: Don’t include the words: Reprinted with permission or Adapted with permission.
11.1.1 Image from a Book:

BASIC FORM:
Last Name, A. A. (Year of Publication). *Title of the book*. Place of publication: Publisher.

EXAMPLE:

IN CAPTION:
Figure 1: Golden Gate Park. Source: Harnik, p. 17 (2000).

11.1.2 Image from a Journal or Magazine:

BASIC FORM:

EXAMPLE:

IN CAPTION:
Figure 2: Site plan of the De Young Museum, in San Francisco's Golden Gate Park, showing formal gardens (scale approx 1:2500). Source: Article by Rob Gregory in *The Architectural Review* (2005).

11.1.3 Image from a Library Database:

BASIC FORM:
Last Name, A. A. (Function). (Year of Publication). *Title of the page [Medium]*. Place and Location of Ownership (if available). Retrieved from Name of Database.

EXAMPLE:

IN CAPTION:
Figure 3: Swan Lake in Golden Gate Park, San Francisco (1999). Source: AP Photo Archive, copyright Eric Risberg, 1999.
11.1.4 Untitled Image from a Library Database:

**BASIC FORM:**

Last Name, A. A. (Year of Publication). [Description of the image]. Place and Location of Ownership (if available). Retrieved from Name of Database.

**EXAMPLE:**


**IN CAPTION:**

Figure 4: [Photograph of a horse running]. Source: Academic Search Complete Database, copyright E. Muybridge, 1887.

11.1.5 Image Retrieved Online:

**BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of image.* [Medium]. Retrieval date, from URL

**EXAMPLE:**


**IN CAPTION:**

Figure 5: Golden Gate Park Map, San Francisco (2001). Note: Copyright Lee W. Nelson, 2001-2007.

11.1.6 Image with No Author Retrieved Online:

**BASIC FORM:**

*Title of image.* (Date of Electronic Publication or Last Update). [Medium]. Retrieval date, from URL

**EXAMPLE:**

IN CAPTION:

Figure 6: Radiating ripples (2006). Note: Copyright Lee W. Nelson, 2001-2007.

11.1.7 Image with No Author, Title or Date Retrieved Online: Many images found online have few details, but always check extra information by: clicking on the image ➔ looking at the bottom of the image ➔ looking at the URL

BASIC FORM:

[Description of the image]. (n.d.). Retrieval date, from URL

EXAMPLE:


IN CAPTION:

Figure 7: [Untitled photograph of a giraffe] (n.d.).

11.2 Tables:

The caption goes above the table, with the source included as a note below the table, beginning with the word Note

11.2.1 Table from a Book:

BASIC FORM:

Last Name, A. A. (Year of Publication). Title of the book. Place of publication: Publisher.

EXAMPLE:


IN CAPTION:

Adapted from Title of Book (p. 26), by P. Harnik, 2000, Copyrighted by Urban Land Institute, Washington, DC.

11.2.2 Table from a Journal or Magazine:

BASIC FORM:

Last Name, A. A. (Date of Publication). Title of Article. Title of Journal, Volume, Page Numbers.
EXAMPLE:

IN CAPTION:

11.2.3 Table Retrieved Online:

BASIC FORM:
Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of page*. Retrieval date, from URL.

EXAMPLE:

IN CAPTION:
VI. PARENTHELICAL (IN-TEXT) CITATIONS:

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, e.g (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

Format of the Parenthetical Citations

1. Position:

1.1 Short Quotations:

1.1.1 Indirect Quotation (when the meaning but not the exact words are used without quotation marks with Parenthetical Citation)

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

1.1.2 Indirect Quotation with Author as Part of the Text

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

1.1.3 Direct Quotation (when the exact words are used within quotation marks with Parenthetical Citation)

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

1.1.4 Direct Quotation with Author as Part of the Text

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–genealogical rather than ecological" (p. 14).

1.2 Long Quotations

- A long quotation of more than 40 words should be placed in a free-standing block of typewritten lines.
• Start the quotation on a new line, indented 2cm on the left and the right margins.
• Maintain double-spacing throughout.
• The parenthetical citation should come after the closing punctuation mark.
• No quotation marks are placed around a long quote.

EXAMPLE:
David Copperfield during his school years becomes identified and defined by James Steerforth:

There was an old door in this playground, on which the boys had a custom of carving their names. And with what emphasis he would read, “Take care of him. He bites.” There was one boy - a certain J. Steerforth, who I conceived, would read it in a rather strong voice, and afterwards pull my hair. (Dickens, 1970, p. 45)

2. Punctuation: Question Mark/Exclamation Mark:
When a quotation comes at the end of a sentence and is itself a question or an exclamation, that punctuation is retained within the quotation marks, and a period is still added after the closing parentheses.

EXAMPLE:
Some questions should be answered, “How do you get the service you want, exactly the way you want it!” (Brucker, 1998, p. 76).

3. Language
Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

EXAMPLE:
Symthe (1990) found that positioning influences ventilation. In his study of 20 ICU patients, he used two methods to. . . However, his findings did not support the work of Karcher (1987) and Atley (1989) who used much larger samples to demonstrate that ...
4. Format

<table>
<thead>
<tr>
<th>One Work by One Author in Text</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walker (2000) compared reaction times</td>
<td>Author's name appears in text</td>
</tr>
<tr>
<td>In a recent study of reaction times (Walker, 2000)</td>
<td>Author's name does not appear in text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One Work by Two Authors in Text</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wegener and Petty (1994) compared</td>
<td>Authors’ names appear in text</td>
</tr>
<tr>
<td>(Wegener &amp; Petty, 1994)</td>
<td>Authors’ names do not appear in text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One Work by Two to Seven Authors</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found</td>
<td>Use as first citation in text</td>
</tr>
<tr>
<td>Wasserstein et al. (1994) found</td>
<td>Use as subsequent first citation per paragraph thereafter</td>
</tr>
<tr>
<td>Wasserstein et al. found</td>
<td>Omit year from subsequent citations after first citation within a paragraph</td>
</tr>
<tr>
<td>Bradley, Ramirez, and Soo (1994) and Bradley, Soo, et al. (1994)</td>
<td>If two references with same year shorten to the same form, cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two references</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When a Work of More than Seven Authors in Text</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kosslyn, et al. (1996)</td>
<td>Use as citation in text</td>
</tr>
<tr>
<td>(Kosslyn, et al., 1996)</td>
<td>Use as citation in the parentheses</td>
</tr>
<tr>
<td>Groups as Authors in Text</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>(National Institute of Mental Health [NIMH], 1999)</td>
<td>Use as first text citation in text The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are spelled out in citations.</td>
</tr>
<tr>
<td>(NIMH, 1999)</td>
<td>Use as subsequent first citation per paragraph thereafter</td>
</tr>
<tr>
<td>(University of Pittsburgh, 1993)</td>
<td>Written out in all text citations The name of the following author should also be written out in full in References: University of Pittsburgh. (1993).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authors with the Same Surname in Text</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. D. Luce (1959) and P.A. Luce (1986) also found J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied</td>
<td>If two or more primary authors have the same surname, include the first author's initials in all text citations to avoid confusion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two or More Works within the Same Parentheses in Text</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past research (Edeline &amp; Weinberger, 1991, 1993)</td>
<td>The citations are listed in the order that they appear in References</td>
</tr>
<tr>
<td>Past research (Gogel, 1984, 1990, in press)</td>
<td>In press citations are given last (accepted for publication, but not published)</td>
</tr>
<tr>
<td>Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b)</td>
<td>Identify works by the same author with the same date by suffixes a, b, c, and so forth after a year. The suffixes are assigned in the reference list, where they are ordered alphabetically by title (of article, chapter, or complete work).</td>
</tr>
</tbody>
</table>
Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990) | List works by different authors in alphabetical order by the first author's surname. Separate the citations with semicolons.

(Minor, 2001; see also Adams, 1999; Storanit, 1997) | Exception: You may separate a major citation from other citations within parentheses by inserting a phrase, such as see also, before the first of the remaining citations, which should be in alphabetical order.

### Classical Works in Text

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Aristotle, trans. 1931) When dates are inapplicable for very old works, cite the year of translation you used.</td>
</tr>
<tr>
<td>James (1890/1983) Use when you know the date of publication</td>
</tr>
<tr>
<td>1 Cor. 13:1 (Revised Standard Version) Reference entries are not required for major classical works, such as ancient Greek and Roman works and the Bible. Simply identify in the first citation in the text the version you used.</td>
</tr>
</tbody>
</table>

### Specific Parts of a Source in Text

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Cheek &amp; Buss, 1981, p. 332) To cite a specific part of a source, indicate the page, chapter, figure, table or equation.</td>
</tr>
<tr>
<td>(Shimamura, 1989, chap. 3)</td>
</tr>
</tbody>
</table>

### Electronic Sources in Text

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Beutler, 2000, Conclusion section, para. 1) For electronic sources that do not provide either paragraph or page numbers, or they are not visible, cite the heading and the number of the paragraph following it, to direct the reader to the location of the material.</td>
</tr>
</tbody>
</table>

### Personal Communication in Text

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. K. Lutes (personal communication, April 18, 2001) Use for letters, memos, e-mails, electronic bulletin boards, personal interviews, telephone conversations, etc.</td>
</tr>
</tbody>
</table>
Because they do not provide recoverable data, personal communications are not included in References. Cite personal communications in text only.

<table>
<thead>
<tr>
<th>An Anonymous Author in Text</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Anonymous, 1998)</td>
<td>Use when a work's author is designated as Anonymous</td>
</tr>
<tr>
<td>(Merriam-Webster's, 1993)</td>
<td>Use when no author assigned</td>
</tr>
</tbody>
</table>

**Article:** The study, “Nuclear weapons testing,” (2002) indicated on free care ("Study Finds," 1982)

If no author is given, cite the first few words of the title in quotation marks (for article or chapter titles) or in italics (for book titles).

Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report

**Book:**
The statistics in *Vietnam War statistics* (1984) show..... The number of Vietnamese who were killed (*Vietnam War statistics, 1984*),....

**Text with No Date**

Concepts of the old schools (Royal Institute of British Architects, n.d.) … Swenson (n.d., Section 3) proved that

Indicate that no date is available by using n.d.

---

5. Work Discussed in a Secondary Source:

Enter the **primary source** in the in-text-citation, but put the secondary source in the reference list.
**EXAMPLE:**

List the source the Seidenberg and McClelland’s work was discussed in (you did not read the original work only details in this article):


**In-text Citation:**

**EXAMPLE:**

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993).....

**Reference List:**

**EXAMPLE:**

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993), Models of reading aloud:

VII. Computer Skills with MS WORD

1. To Insert Notes
   1. Go to the Reference menu

![Format box]

   2. Under the Footnotes option click Insert Footnote or Insert Endnote. By default, Word places footnotes at the end of each page and endnotes at the end of the document.
   3. You can change the number or symbol format In the Number format box, click the arrow of the Format Box you want.

   ![Footnote and Endnote]

   4. Type the note text.
   5. Scroll to your place in the document and continue typing.

   As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format. When you add, delete, or move notes that are automatically numbered, Word renumbers the footnote and endnote reference marks.
2 To Sort by Name:
1. Highlight the part you wish to sort.
2. Go to the Format menu and click Sort icon.
3. Choose “Sort by:” Paragraph (1st box) Text (2nd box) and Ascending.
4. Click OK in the Sort window.

3 To Create a Hanging Indent and to Format the Reference List page:
1. Highlight the citations you wish to indent.
2. Go to the Format menu and click on the Paragraph arrow.
3. Under “Indentation”, there is “Special”, choose “Hanging” and type: 1 cm.
4. Click OK.

4 To Switch Off Automatic Underlining for Web Addresses:

1. Click the Microsoft Office Button

2. Then click Word Options.
3. Click **Proofing** and then click **AutoCorrect Options**.

4. Click the **AutoFormat As You Type** tab.
5. Deselect the **Internet and network paths with hyperlinks** box (click in the box to remove the check mark)
6. Click **OK** on all the open boxes.

**5 To Break the URL Address:**
1. Turn off automatic underlining for Web addresses first (notes of VI.4)
2. Position the cursor after a slash (/) or a dot (.)
3. Click the space bar to place a space.
VIII. SAMPLE LAYOUT: APA “Reference List”

REFERENCE LIST


