APA CITATION STYLE

APA and this handout cannot provide examples for every possible situation!

- When an exact example is not available, find the closest example and adapt it as needed. Citations often must be “pieced together” from various examples.

- The authority for APA style is the *Publication Manual of the American Psychological Association* (called *Handbook* here), which is available at most libraries for in-library use. Inquire at the Reference Desk or Research Help desk. The latest edition of the *Pocket Guide to APA Style* by Robert Perrin is highly recommended (available at amazon.com and other booksellers).

- The *Handbook* is sold by the AC Bookstore and other booksellers. Call 371-5304 or e-mail bookstore@actx.edu for information.

- Writing a “References” list can be challenging. Don’t leave it until the last minute!

- Most examples here are from the *Handbook*. To avoid confusion, quotation marks indicating a direct quote from the *Handbook* are omitted from examples.

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Definitions/Miscellaneous Tips:

Authors, Editors, etc.  Examples that can apply to all formats are shown in the “Books” section.

Journals, Magazines, Newspapers (Periodicals):  Read the “pagination” definitions in this list before attempting a periodicals citation.  It’s very important!

Arrangement of entries in “References” list:  Arrange citations alphabetically by the last name of the first author.  (An organization can be an author.)  When there is no author, use the title.

Authors:  Always use last names and initials.  The examples in the “Books” section show various situations in terms of number of authors, etc.  When there is no author, the title comes first.  See “Book with No Named Author or with an Anonymous Author” below.  See the “Editors” entry for works with editors.

Capitalization:  Book titles and article titles are capitalized in sentence style and not in traditional title style.  However, words that are always capitalized, such as people’s names and names of months, are capitalized in citations.  See “Titles, Books” and “Titles, Journals” entries (in this list) for more information.

City of publication:  Include the city and state of publication for a book except for these cities that do not require a state: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco.  If more than one city is listed, use the first one.  APA does not provide instructions for cases in which no place of publication is given.

Date/n.d.:  The publication date for printed works is the copyright date.  For electronic works, it can be the date of publication, date of latest update, or date of retrieval.  If there is no date, use “n.d.”


Editor:  Abbreviate “Ed.” or “Eds.”  See “Book with an Editor” below.

Header:  Each page must have a header that includes a shortened version of the title and the page number.  Add it as a header in a word processing program.  It appears at the upper right of each page with five spaces between the title and page number.

Indentation:  Use a hanging indentation format (see examples).  The indentation should be 5-7 spaces or ½ inch.

Line-spacing:  Double-space the paper and the “References” list.

Margins:  One inch on all sides.

Not included in “References” list:  Personal communications that cannot be accessed by others, such as personal e-mails or interviews, should not be included in your “References” list.  Make reference to such items in the in-text citations.  See “Interviews” example in “Other Formats” section.

Pagination, continuous:  “Pagination” refers to how pages are numbered.  Most periodicals (journals, magazines, newspapers) have volumes that consist of individual issues.  Sometimes the page numbers of an issue start where the page numbers of the last issue left off instead of starting over each time with page 1.  This is continuous pagination.  An issue number is NOT needed in the citation because each page number appears only one time in each volume.  The page number is unique for that volume.
Pagination, non-continuous:”Pagination” refers to how pages are numbered. Most periodicals (journals, magazines, newspapers) have volumes that consist of individual issues. Page numbers often start over with page 1 in each new issue. This is non-continuous pagination. An issue number is needed in the citation because, for example, each issue in the volume has a page 10. The volume number and page number alone would not identify the issue containing the information.

Sentence-style capitalization of titles: This refers to using sentence capitalization rules for titles instead of the traditional title style in which every “important” word is capitalized. Capitalize the first word of the title and any sub-title as well as any words that are normally capitalized, such as people’s names, months of the year, etc. Example of book title: Identifying native plants: Exploring the highways of Texas and the Southwest.


BOOKS—Double-space the entries!

Book by a single author

Book by two authors

Book by three to six authors

Book by seven or more authors (List the first six followed by “et al.”)

Note: When the author and publisher are the same, use the word “Author” as the name of the publisher.

Book with no named author or with an anonymous author
This would be cited in the text of the paper as “(United Press International, 1992).”

—**When authors sign their work as “Anonymous,” the entry should be written like this:**


**Book with an editor**


**Article or chapter from a book with an editor**


**Book in more than one edition**


Use “Rev. ed.” for revised editions.

**Book in a series (Information Plus Series)**


**Brochure, corporate author**


**Dictionary**


—*For a large editorial board, list the name of the lead editor, followed by “et al.”*

**Encyclopedia**


**Government publication**


PRINT PERIODICALS (Journals, Magazines, Newspapers)—Double-space your entries!

Important! See the definitions for “Pagination, continuous” and “Pagination, non-continuous” in the “Definitions/Miscellaneous Tips” section.

**Journal article, one author, continuous pagination**

**Journal article, two authors, non-continuous pagination**

**Journal article, three to six authors, continuous pagination**

**Journal article, more than six authors, non-continuous pagination**

**Monthly or weekly magazine, continuous pagination**

**Newsletter article, no author**

**Daily newspaper article, discontinuous pages**

**A work discussed in another work**
—*How to cite in the text of the paper:*
Jameson and Freeman’s study (as cited in Atkins, 1990) provided exciting breakthroughs.

—*How to cite in the “References” list:*

ELECTRONIC SOURCES—Double-space your entries!

Very little standardization exists on citing electronic sources. The Handbook states that—at a minimum—the citation for an Internet source should include these **four** elements:

- **Author(s), if given**
- **Document title or description**
For more information, consult the APA Handbook. (See pg. 1 for details about accessing the handbook.)

**Date** (date of publication or update or date of retrieval)

**Address** (URL) (Library databases include name of database instead.)

### Page numbers

- **Page numbers are used** for PDF documents (scanned in from the original journal or book). They look like a copy machine copy.

- **Page numbers are NOT used** for HTML documents (page numbers assigned by a browser such as Internet Explorer or Mozilla Firefox). They look like Web page text.

See the “Reference Citations in Text of Paper” section in this handout to learn how to use page numbers and paragraph numbers in citations in the text of your paper.

### Prior print information:

If an electronic item was published first in print, the citation includes the print information and the electronic information. See the sections above (“Books,” “Print Periodicals”) for examples of print publication citations.

### Issue numbers for journals:

Sometimes issue numbers are used in citations, and sometimes they are not. It depends on how the pages are numbered (pagination). See the definitions for “pagination” in the “Definitions/Miscellaneous Tips” section.

In electronic sources, pagination can be difficult to determine. If possible, look at other issues in the volume to see how they are numbered. Also, it is sometimes possible to determine pagination through common sense:

- **Example 1: Vol. 3, issue 5, page 300.** This page number is fairly large, so the page numbering probably did **not** start over with page 1 in every issue. This would be a very thick journal if the page numbering started over with page 1 and got to 300 in one issue! The issue number would probably **not** be used in the case of a large page number.

- **Example 2: Vol. 3, issue 5, page 30.** This page number is small, considering that it is in issue #5, so the page numbering of this publication probably starts over with page 1 in every issue. Every issue would have a page 30, so the issue number would have to be included to identify which issue contains the information.

### Information from library (aggregated) databases

(AC Library’s online databases such as Academic Search Premier, CINAHL, Opposing Viewpoints Resource Center, Psychology and Behavioral Sciences Collection, and netLibrary.)

— **General Format**

Author. (Date). Article title. Prior print information (see “Books” section for books or “Print Periodicals” section for periodicals for examples). Retrieved (insert retrieval or printing date) from (insert database name) database.

— **Journal articles from databases (typical database citations)**

**HTML example with no “real” page numbers (artificial page numbers assigned by browser).** These pages look like Web page text, not print journal pages.

PDF examples with “real” page numbers (Adobe Acrobat Reader documents). These pages look like a copy machine copy of a journal page.


—Evidence-Based Care Sheets (CINAHL Plus Full Text database)


**Note:** There appear to be no obvious examples in the *Handbook*. This example interprets these documents from CINAHL as “A Work in a Series.”

—Evidence-Based Reports (Consumer Health Complete database)


**Note:** “Evidence-Based Report” appears to be a category created by the database and is not written on the document as in the “Evidence-Based Care Sheet” example above, so that designation is not included in the citation. *Conditions & Procedures InBrief* has the appearance of a periodical publication, and this example is written as a periodical.

—Quick Lessons (CINAHL)


**Note:** There appear to be no obvious examples in the *Handbook*. This example interprets these documents from CINAHL as “A Work in a Series.”

—Books (article from book)

For more information, consult the APA Handbook. 
(See pg. 1 for details about accessing the handbook.)

Citations are double-spaced.

Viewpoints Resource Center database.

—eBook (netLibrary)

**World Wide Web**

—Web page

Note: When you need to divide an electronic address from one line to the next, break only after a slash or before a period. There is no period after the ending URL.

—Web document


—Web document without an author

—Web document with no author and no date (shown as n.d.)

—Web document from a university or government agency web site

—Journal article in an online journal

—Article in an online newspaper

**Other Formats**—Double-space your entries!

—Motion pictures (use for videos and DVDs)
—Interviews
Interviews are not included in the “References” list because they are not retrievable by the reader. They are included in the text of the paper as shown below:

K. Jones (personal communication, August 21, 2006) stressed that controls must be rigorous if a study is to be accepted as valid.

REFERENCE CITATIONS IN TEXT OF PAPER

What is a reference citation in the text?

- In-text citations are brief notations in the text of a research paper that direct readers to related entries in the “References” list. Readers can then use the detailed “References” list entry to find the original source.

- The in-text citation should contain at least the author’s last name and the date in APA. (Use an organization’s name when it is the author.) The author’s name can be included in the text of the sentence, or it can be enclosed in parentheses with the date.

- When these is no author at all, use the first few words of the title in quotation marks along with the date. Example: The veteran politician blamed his actions on the stresses of his office (“Politician Blames,” 2002).

- When quoting exact words, include the page number. Including the page number for material that is paraphrased (rewritten) and not quoted word-for-word is encouraged by APA but not required.

Page numbers in electronic sources

- Many electronic sources have no “real” page numbers. However, PDF documents (viewed with Adobe Acrobat Reader) were scanned in from the print originals and contain page numbers that can be used in citations. These pages look like they were photocopied from the original print publication.

- Most Web documents have artificial page numbers assigned by browsers such as Internet Explorer or Mozilla Firefox. Such page numbers vary from computer to computer and should not be used for citations. These pages look like Web page text.

- Sometimes paragraph numbers are provided, and they can be used as shown in Example #1 below with this paragraph symbol: ¶. (In Microsoft Word, pull down the “Insert” menu and select “symbol.” The paragraph symbol can be found there and inserted into your document.) Also, headings in documents can be used in citations to help readers find the quoted material. See Example #2 below.

- Sometimes there are no page numbers, paragraph numbers, or headings. In these cases, page numbers must be omitted. Readers can use the browser to search for the quote in the document.

1) As Myers (2000, ¶ 5) aptly phrased it, . . .

2) “. . . treatments are shortsighted” (Beutler, 2000, Conclusion section, para. 1).
One work by one author

—In-text citation examples without a direct quote (rewritten/paraphrased).

Smith asserted that the controversy surrounding his research results is due to envy on the part of his colleagues (1999).

The controversial scientist recently accused his colleagues of criticizing his research results because they are envious of him (Smith, 1999).

In his 1999 article, Smith asserted that the controversy surrounding his research results is due to envy on the part of his colleagues.

—In-text citation examples with a direct quote (includes page number of quoted material).

“They are stirring up controversy about my research results because they are envious,” Smith asserted (1999, p. 23).

The controversial scientist recently angered his colleagues by stating that they are “stirring up controversy about my research results because they are envious” (Smith, 1999).

In his 1999 article in the Journal of Senseless Scientific Controversies, Smith asserted that his colleagues are “stirring up controversy about my research because they are envious” (p. 23).

Reference List Entry for this Journal Citation


One work, two to five authors

Wasserstein, Zappula, Rosen, Gerstman, and Rock (1997) wrote that Smith’s projections were “preposterous and exaggerated” (p. 3).

Later mentions:

Wasserstein et al. (1997) described Smith as a “ridiculous figure filled with self-importance” (p. 3).

One work, six or more authors

Cite the first author’s surname, followed by “et al.” (not italicized and with a period after “al”) and the year for the first and later citations.

Williams et al. (1998) found that the Smith study was “seriously flawed” (p. 16).

Groups as authors (e.g., corporations government agencies, associations)

Spell out the names of group authors the first time they appear in a text citation. If the group is well known by an abbreviation, the abbreviation can be used in later mentions. If the organization does not have a well-known abbreviation, spell out the name each time it appears.

The American Medical Association (AMA) released the results of its malpractice insurance survey conducted in 2005, and a spokesperson called the implications “troubling” (2006, p. 5). However, new solutions are said to be “on the horizon” (AMA, 2006, p. 7).
For more information, consult the APA Handbook. (See pg. 1 for details about accessing the handbook.)

Citations are double-spaced.

—Those without a well-established abbreviation should be written out in full each time

The Association of Abraham Lincoln Scholars released its conference report that discussed the “continuing proliferation” of books about former president (2003, p. 5).

Works with no stated author

The first few words of the reference entry (usually the title) should be cited in the text along with the date. They should be enclosed in quotation marks. Italicize the title of a periodical, book, brochure, or report.

—In-text (article)

Many more careers are now available for women, and, consequently, the nursing shortage is expected to continue for the foreseeable future (“Nursing,” 2003).

—Citation (article)

The nursing shortage. (2003, Fall). Minority Nurse Newsletter, 10, 3.

Anonymous

When an author is designated as “Anonymous,” cite in the text the word Anonymous followed by a comma and the date: (Anonymous, 1998)

Citing 40 words or more of text (block quotation):

Drucker (1985) defines innovation as:

the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service. Entrepreneurs need to search purposefully for the sources of innovation, the changes and their symptoms that indicate opportunities for successful innovation (p. 20).

If you believe you have spotted an error on this handout, please describe it in an e-mail to comerford-jk@actx.edu (Jana Comerford). We welcome your assistance in providing accurate information.

Reference List

