



**Ron E. Lewis Library Guide to
APA STYLE: THE REFERENCE LIST**
Based on *Publication Manual of the American Psychological Assoc.*, 6th ed.
http://library.lsc.edu/04_GetHelp/PDF/GeneralGuides/BasicCitingAPA.pdf

BOOKS AND OTHER NONPERIODICALS FOLLOW THIS ORDER:

1. **Authors:** Citations begin with author names in the same order as given. Cite last name, a comma and initials only. Cite both initials if both are given. After initials, and a comma include, if given: Jr., III, etc. See basic forms and examples below for one or more authors, editors, group authors, and no authors.
2. **Publication year:** Publication year in parentheses follows author names. Place the publication year after the title of the work if there are no named authors or editors to cite. If no date is available use (n.d.). End with a period.
3. **Title of the work:** Capitalize the first word only of title and subtitle. Capitalize other words only if they are proper nouns (names of people, places, etc.). Italicize book titles. Separate title and subtitle with a colon (:).
4. **Publication information:** Cite city, comma, state, province or country (use two letter abbreviations for states), a colon (:) publisher name. End with a period. Major publishing cities stand alone without a state. (New York, Boston, Chicago, Los Angeles, Baltimore, Philadelphia, San Francisco). Publisher name should not include words Publishers, Co. or Inc. Include words "Books" and "Press" in publisher names.

NOTE: CITATIONS SHOULD BE DOUBLE-SPACED. OUR GUIDE EXAMPLES ARE NOT DOUBLE-SPACED TO SAVE SPACE.

BOOK, ONE AUTHOR:

Lastname, Initials. (Publication year). *Book title: Subtitle*. City, ST: Publisher.

Tannen, D. (2007). *Talking voices: Repetition, dialogue, and imagery in conversational discourse*. New York: Cambridge University Press.

BOOK, MORE THAN ONE, CITE UP TO SIX AUTHORS: Place a comma after each name and an ampersand (&) before the last name.

1st to 5th authors as Lastname, Initials, & last author's Lastname, Initials. (publication year). *Book title: Subtitle*. City, ST: Publisher.

Booth, W.C., Gregory, G.C., & Williams, J.M., Jr. (2003). *The craft of research*. Chicago: University of Chicago Press.

BOOK, SEVEN OR MORE AUTHORS: Cite the first six author names, comma, et al. (Latin for "and others")

Cite six names as Lastname, Initials., et al. (year). *Book title: Subtitle*. City, ST: Publisher.

Smith, T. K., Jones, M. T., Brown, A. J., Neel, D. W., Green, R. S., Olson, D. H., et al. (2007). *Fighting the war in Iraq: A team effort*. New York: Random House.

BOOK, CORPORATE OR GROUP AUTHOR: (Such as a research group, government agency, association, or corporation) In this example, the author is also the publisher; use the word "Author" in the publisher name location.

National Institutes of Health. National Institute of Mental Health. (2005). *Medications for mental illness*. Washington, DC: Author.

BOOK, WITH EDITOR OR EDITORS: Cite editor names the same as author names followed by (Ed.) or (Eds.).

Robinson, D. N. (Ed.). (1992). *Social discourse and moral judgement*. San Diego, CA: Academic Press.

BOOK, NO AUTHOR OR EDITOR: Start with book title and follow with (year). City: Publisher. In this example, there is an edition. Cite an edition statement after the title in parentheses.

The American heritage college dictionary. (4th ed.). (2002). Boston: Houghton Mifflin.

WORKS AS PARTS OF LARGER WORKS: (such as chapters or essays in books or articles in encyclopedias or dictionaries) Cite in the following order. Cite starting and ending pages of the part in parentheses. Use pp. before part page numbers.

Smaller part author's Lastname, Initials. (year), Title: Subtitle of the part. (capitalize same as a book titles, without italics) In editor's Initials Lastname (Ed.), *Book title: Subtitle.* (pp. start-end page numbers). City, ST: Publisher.

CHAPTER OR ESSAY IN A BOOK: The chapter or essay has a named author and the book has an editor.

O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle.* (pp. 107-123). New York: Springer.

ARTICLE IN AN ENCYCLOPEDIA WITH A NAMED AUTHOR FOR THE ARTICLE: Look for the article author's name or their initials at the end of the article. Cite the volume number used, a comma, before page numbers both inside parentheses.

Gertsch, W. J. (1998). Scorpion. In *Encyclopedia Americana.* (Vol. 24, p. 399). Danbury, CT: Grolier.

ARTICLE IN AN ENCYCLOPEDIA OR DICTIONARY WITH NO NAMED AUTHORS FOR ARTICLES: Article in this example has no named author but the entire work has an author. Rev. ed. means "revised edition." This example is a one volume encyclopedia so it is not necessary to give a volume number.

Longshore, D. (2008). Rita, Hurricane. In *Encyclopedia of hurricanes, typhoons and cyclones.* (Rev. ed.) (pp. 360-361). New York: Facts on File.

BOOKS & NONPERIODICALS PREVIOUSLY PUBLISHED IN PRINT AND NOW ONLINE: Cite the original printed version, following the preceding examples. Then add: Retrieved Month day, year, from Database Name database. If a database was not used, add: Retrieved Month day, year, from the Web site name: http://URL address Cite the complete URL that finds the document on the Web. If a city location of publication is not provided, often the case for online database information, leave it out, and cite the publisher only. If an online book has a DOI, use the DOI instead of the URL. Look under "Periodical articles from library databases" on page 4 of this guide for more about DOIs.

E-BOOKS FROM A DATABASE: Netlibrary, one of the LSC-O databases, is a collection of e-books:

Allen, K. E.& Marotz, L. R.(2000). *By the ages: Behavior and development of children pre-birth through eight.* Albany, NY: Thomson Delmar Learning. Retrieved July 21, 2009, from the Netlibrary database.

ESSAY FROM A BOOK IN A DATABASE: Opposing Viewpoints Resource Center, one of the LSC-O databases, has essays and articles from books on its Viewpoints and Reference tabs.

Clinton, B. (1997). Welfare should be reformed. In C. P. Cozic (Ed.), *Opposing Viewpoints: Welfare.* San Diego, CA: Greenhaven Press. Retrieved July 21, 2009, from Opposing Viewpoints Resource Center database.

WEB PAGES: If there is no named person as author, use a corporate author. Usually the sponsoring organization can be used. If none, start with the page title in italics followed by the date it was published or last updated.

Page author's Lastname, Initials. (date published or last updated, (n. d.) if date is not available). *Title of the Web page.* Retrieved Month day, year, from http://URL

American Psychological Association. Office of Public Affairs. (2009). *Psychological factors help explain slow reaction to global warming, says APA task force.* Retrieved August 8, 2009, from http://www.apa.org/releases/climate-change.html?imw=Y (Note: Break long URLs after slashes. Do not use dashes.)

WEB PAGE--GOVERNMENT SITE: Example from a U.S. government Web site: The corporate author was given at the end of the page as the content source. Cite the entire name for large organizations, starting with the larger organization name.

Centers for Disease Control and Prevention. National Center for Environmental Health. (July 9, 2009). *Keep your cool in hot weather*. Retrieved July 21, 2009, from <http://www.cdc.gov/Features/ExtremeHeat>

PERIODICAL ARTICLES FOLLOW THIS ORDER:

1. **Author of the article:** Follow the same author format as book authors for order and numbers of authors.
2. **Publication date in parentheses:** For journals cite the (year) only with remaining publication information after the journal name. For weekly or daily magazines and newspapers cite dates as (year, Month day) as given or (year, Month) for a monthly magazine or (year, Month/Month) for a bimonthly magazine. Use (n. d.) if no date.
3. **Title of the article:** Follow the same format as book titles as to capitalization, but do not italicize article titles.
4. **Name of the periodical:** Capitalize all first words and all words in the name except for prepositions, articles and conjunctions. Include "The" if it starts the name. *Italicize periodical names*. End with a comma.
5. **Include volume and issue numbers for journals and magazines, as available:** Cite *volume number in italics*, and issue number in parentheses, not italicized. Cite the numerals only, omitting volume/issues words. End with a comma.
6. **Starting and ending page numbers:** Cite numerals only except for newspapers. Use a p. or pp. before page numbers for daily and weekly newspapers. Cite the start page and any non-consecutive pages separated with a comma: A1, A4.

ARTICLE FROM A JOURNAL:

Lastname, Initials., & Lastname, Initials. (year). Article title: Subtitle. *Journal Name*, volume (issue), start-end page numbers.

Zuckerman, M., & Kieffer, S.C. (1994). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*, 66 (1), 86-92.

ARTICLE FROM A MONTHLY OR BI-MONTHLY MAGAZINE such as *The Atlantic Monthly* or *Scientific American*:

Lastname, Initials. (year, Month or Month/Month). Title of the article. *Name of Magazine*, volume (issue), start-end page numbers.

Appell, D. (2009, August). Stumbling over data. *Scientific American*, 301 (2), 19-20.

ARTICLE FROM A WEEKLY OR BI-WEEKLY MAGAZINE such as *Time*, *Newsweek*, or *BusinessWeek*:

Lastname, Initials. (year, Month day). Title of article. *Name of Magazine*, volume (issue), start-end page numbers.

Dorrien, G. (2009, July 14). Health care fix. *Christian Century*, 126 (14), 12-13.

ARTICLE FROM A DAILY NEWSPAPER such as *The New York Times*, *The Houston Chronicle*, or *USA Today*:

Lastname, Initials. (year, Month day). Title of article. *Name of Newspaper*, p. section letter page number/s.

Kristof, N. D. (2009, July 2). When our brains short-circuit. *The New York Times*, pp. A23, A26.

PERIODICAL ARTICLES FROM LIBRARY DATABASES: Cite articles from library databases as shown in the preceding examples (by type of periodical) then add the following: Retrieved from Database Name database. Date of access and URL addresses for database citations are not required.

JOURNAL ARTICLE FROM A DATABASE: The full article for this example is available in the PsycArticles database.

Zuckerman, M., & Kieffer, S.C. (1994). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*, 66(1), 86-92. Retrieved from the PsycArticles database.

JOURNAL ARTICLE WITH A DOI: DOI stands for digital object identifier, a permanent link to documents and other files on the Web. Copy/paste the DOI for accuracy and test to be sure it does find the article. If an article has a working DOI, there is no need to provide a database name or date of access or URL.

Goldfinch, J., & Hughes, M. (2007) Skills, learning styles and success of first-year undergraduates. *Active Learning in Higher Education*, 8(3), 259-273. doi: 10.1177/1469787407081881

ARTICLE FROM A MONTHLY OR BI-MONTHLY MAGAZINE: The full article is available in Academic Search Complete.

Appell, D. (2009, August). Stumbling over data. *Scientific American*, 301 (2), 19-20. Retrieved from Academic Search Complete database.

ARTICLE FROM A WEEKLY OR BI-WEEKLY NEWS MAGAZINE: The full article is available in Research Library by ProQuest.

Dorrien, G (2009, July 14). Health care fix. *Christian Century*, 126 (14), 12-13. Retrieved from Research Library database.

ARTICLE FROM A DAILY NEWSPAPER: The full article is available in Opposing Viewpoints Resource Center.

Kristof, N. D. (2009, July 2). When our brains short-circuit. *The New York Times*: p. A23. Retrieved from Opposing Viewpoints Resource Center database.

WEB PAGE FROM A NEWSPAPER SITE such as The New York Times online: There are many news Web sites with articles available as Web pages. These are considered to be Web pages because the same exact article may not have appeared in the print version of the paper. Follow rules for citing Web pages.

Stout, D. (2009, July 28). *Senate panel endorses Sotomayor in 13-6 vote*. Retrieved July 28, 2009, from <http://www.nytimes.com/2009/07/29/us/politics/29confirm.html>

E-MAILS, INTERVIEWS: Interviews you conducted yourself should not be included in the list. Instead, use an in-text parenthetical citation. Any non-retrievable online posting, such as an e-mail, is treated the same way. For example in the text of the paper: L. Smith is the name of the person interviewed or responding in an e-mail:

At least one member of the research team has expressed reservations about the design of the study. (L. Smith, personal interview, February 6, 2000). Or as an e-mail: (L. Smith, personal communication, February 6, 2000).

GENERAL RULES AND FORMATTING FOR REFERENCE LISTS:

- All sources in the Reference list should be cited in the text, and vice versa.
- Use 12-pt Times New Roman font. (Our guide examples are in 11- pt to save space.)
- Alphabetize the list using first significant word of the citation, whether an author's last name or a title.
- Center the title at the top of the list: References.
- Double space the list and format each entry as a hanging indent: The first line is on the left margin and subsequent lines are indented ½ inch. MS Word users can use the paragraph menu. Highlight the citation, open paragraph menu, under indentation, under special, highlight hanging. Click OK.
- When citing URLs, word processing software tries to make a link. Place the cursor at the end of the URL and hit the Backspace key once to remove the link.