

How to Document Sources in APA Style

This guide provides frequently cited sources using the American Psychological Association (APA) citation style. For those not included here, please consult the *Publication Manual of the American Psychological Association*, 5th edition. Refer to Chapter 4.16, Elements and Examples of References in APA Style for examples. **The instructor for your class is the final authority on how to format your References List.**

PREPARING THE REFERENCE LIST

The *reference list* provides the information necessary for a reader to locate and retrieve any source you cite in the body of your paper. It should appear at the end of your paper and begin on a new page separate from the text of the paper under the label References (with no quotation marks, underlining, etc.), centered at the top of the page.

Double-space all reference entries. Indent all lines after the first line of each entry. Alphabetize your *reference list* by the authors' last names. If you have more than one work by the same author, arrange them by publication date, oldest to newest. If no author is given for a particular source, alphabetize by the "first significant word" of the title of the work.

BASIC RULES

Example (Book Citation)

Wurm, J. (2005). *Working in the Reggio way: A beginner's guide for American teachers*. St. Paul, MN: Redleaf Press.

- **Author:** Invert the author's name. Begin with last name, followed by a comma, then by first and middle initials (if any). **Examples:** Wurm, J. (no middle name), Clark, L.A. When listing multiple authors, separate the names of authors with commas and use "&" instead of "and" before the last author. **Example:** Calfee, R.C., & Valencia, R. R.
- **Date:** Enclose the publication date in parentheses. Close with a period. **Example:** (2005).
- **Title:** Italicize the title. For a book, capitalize only the first word of the title and of the subtitle (if any), and proper nouns. Close with a period. **Example:** *Working in the Reggio way: A beginner's guide for American teachers*. For a magazine, journal, and newspaper, capitalize all major words in the title. **Examples:** *U.S. News & World Report*, *Journal of Personality and Social Psychology*, *The Washington Post*.
- **Publisher's Location (for books):** Always list the city. Include the U.S. Post Office abbreviation for the state if the city is not well known for publishing. Omit state abbreviations for the following U.S. cities: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco. Place a colon after the location. **Example:** St. Paul, MN:
- **Publisher (for books):** Use the full name of the publisher, but drop Co., Inc., Publishers, etc. Retain Books or Press. Close with a period. **Example:** Redleaf Press.

BOOKS

General Format

Author, A. A. (Year of publication). *Book title*. Publisher's Location: Publisher.

One Author

Volti, R. (2006). *Cars and culture: The life story of a technology*. Baltimore: Johns Hopkins University Press.

One Editor or Compiler as only author

Brumley, R. (Comp.). (2006). *The Reference Librarian's policies, forms, guidelines, and procedures handbook with CD-ROM*. New York: Neal.

Two Authors

Glazer, E., & McConnell, J. W. (2002). *Real-life math: Everyday use of mathematical concepts*. Westport, CT: Greenwood Press.

Three to Six Authors

- If a book has three, four, five, or six authors, list all authors' names.

Tilstone, W. J., Savage, K. A., & Clark, L. A. (2006). *Forensic science: An encyclopedia of history, methods, and techniques*. Santa Barbara, CA: ABC-CLIO.

More Than Six Authors

- If a book has more than six authors, list the first six authors and then use "et al." (Latin for "and others"). Do not italicize. Put a period after al.

Jonassen, D. H., Howland, J., Moore, J., Marra, R. M., Feshbach, S., Geiwitz, P. J., et al. (2003). *Learning to solve problems with technology: A constructivist perspective* (2nd ed.). Upper Saddle River, NJ: Merrill.

Edited Book

McCaffrey, P. (Ed.). (2006). *Global climate change*. Bronx, NY: H. W. Wilson.

- For a book with more than one editor, use (Eds.).

No author or Editor

Webster's new world concise Spanish dictionary. (2004). New York: Wiley Publishing.

- If a book has no author or editor, place the publication year after the title.

Book with an Author and an Editor

Twain, M. (2004). *Letters from the earth: Uncensored writings* (B. DeVoto, Ed.). New York: Perennial Classics.

Edition Other Than the First

McClellan, J. E., & Dorn, H. (2006). *Science and technology in world history: An introduction* (2nd ed.). Baltimore: Johns Hopkins University Press.

Karolides, N. J. (2006). *Banned books: Literature suppressed on political grounds* (Rev. ed.). New York: Facts on File.

- Place the edition information in parenthesis after the title of the book. For numbered editions, use the abbreviation for the ordinal number that applies (1st, 2nd, 3rd, etc.), then add "ed." For a revised edition, use the abbreviations "Rev. ed."

Chapter from a Book / Items in an Anthology

Purcell, A. H. (2003). Better waste management strategies are needed to avert a garbage crisis. In H. Cothran (Ed.), *Garbage and recycling: Opposing viewpoints* (pp. 20-27). San Diego, CA: Greenhaven Press.

- Include chapter author, date of publication, chapter title, book editor(s), book title, chapter page numbers, place of publication, and the name of the publisher.

Encyclopedia Article

Lesko, L. H. (2006). Pyramids. In *The world book encyclopedia* (Vol. 15, pp. 916-919). Chicago: World Book.

Group or Corporate Author (author is same as publisher)

American Automobile Association. (2007). *North American road atlas: Coverage for United States, Canada, Mexico*. Boston: Author.

Government Agency as Author

U.S. Census Bureau. (2006). *Statistical abstract of the United States* (125th ed.).
U.S. Government Printing Office.

PERIODICALS (Magazines, Journals, and Newspapers)

General Format

Author, A. A. (Date of publication). Title of article. *Title of Periodical, volume number, pages.*

- **Date of publication:** Enclose date of publication in parentheses. Include only year of publication for journals. *Example:* (2006). Give the year followed by the exact date on the publication (month OR month and date) for magazines, newsletters, and newspapers. *Examples:* (2006, October), (2006, October 28).
- **Title of article:** Capitalize only the first word of the title and of the subtitle (if any) and proper nouns. Do not italicize or place quotation marks around it. *Example:* Shifting roles and synthetic women in Star Trek: The next generation.
- **Title of periodical:** Italicize the title of periodical. Capitalize the major words in the title. *Example:* *Journal of American Culture*.
- **Volume number:** Italicize the volume number. Do not use “Vol.” before the number. Give the volume number of journals, magazines, and newsletters.
- **Pages:**
 - Only use the abbreviation “p.” before page numbers for newspapers. Use “p.” for one page (*Example:* p. A1) and “pp.” for more than one page (*Example:* pp. A1, A6).
 - For journal and magazine articles, just include the page numbers with no abbreviation. *Example:* 28-31.
 - Give the page numbers for the whole article rather than just the first page. For articles on consecutive pages, provide the range of pages at the end of the citation. *Example:* 204-232. When an article appears on discontinuous pages, give all page numbers. *Example* (of a newspaper article): (pp. A1, A5-A7, A17).

Magazine Articles

Paul, P. (2006, June 12). Rethinking first foods. *Time*, 167, 58-59.

- If no author, begin with the title of the article. Put the date of publication after the title of the article. See example below.

Five years after 9/11: A little safer, no surer. (2006, September 11). *Aviation Week and Space Technology*, 165, 66.

Journal Articles

Sultan, M. A. (2006). Fire resistance furnace temperature measurements: Plate thermometers vs. shielded thermocouples. *Fire Technology*, 42, 253-267.

- If, and only if, each issue of a journal begins on page 1, give the issue number in

parentheses immediately after the volume number. See example below.

Shore, R., & Strasser, J. (2006). Music for their minds. *Young Children*, 61(2), 62-67.

Newspaper Articles

Nakaso, D. (2006, November 2). Rain, mud, gridlock: State plans for Pali contraflow this morning. *The Honolulu Advertiser*, pp. A1-A2.

- If an article is not on consecutive pages, give all page numbers, and separate the numbers with a comma. **Example:** pp. B1, B3, B5-B7.

Nakaso, D. (2006, October 16). Hawaii rattles, then loses power. *The Honolulu Advertiser*, pp. A1, A7.

ELECTRONIC SOURCES

General Formats

Article from a Database

Author, A. A. (Date of publication). Title of article. *Title of periodical, volume number*, pages. Retrieved month date, year, from Database name.

Online Document

Author, A. A. (Date of publication). *Title of article*. Retrieved month date, year, from <http://web address>

Because the Internet is constantly changing, it is important that you give the uniform resource locator (URL) or web address of the Internet source and the date you accessed it. Provide as much identifying information as possible. "In general, include the same elements, in the same order, as you would for a reference to a fixed-media source, and add as much electronic retrieval information as needed for others to locate the sources you cited" (p.1). (*APA Style Guide to Electronic References*, 2007) For some Web sites, you may only have **a title, a date of access, and an address** to cite.

- **Author(s) last name and initials**, if available. If not available, start with the title.
- **Date of publication**, in parentheses, if available. Express the date as a year, a year and a month, or a year, month and date depending on information available from the Web site. **Examples:** (2006), (2006, December), or (2006, December 15).

- **Title of work**, italicized. If the source is a periodical article, include the title of the article (not italicized), and then the title of the periodical, italicized, followed by a volume number, also italicized, if available. Capitalize the first letter of each important word for the title of the periodical. *Example*: The explorers. *U.S. News & World Report*.
- **Pagination information**, if available. More often than not, this will NOT be available for Web sites.
- **Retrieval information** includes the date of retrieval and the unique URL of a Web site. Avoid dividing the URL at the end of a line. If absolutely necessary, divide it after a slash (/) or before a period. *Example*: Retrieved May 30, 2006, from <http://library.tccd.edu>
- **Library Database**: When citing materials obtained by searching a library database, follow the format (for a print source) appropriate to the work retrieved and add the date of retrieval and the name of the database. When including “the database name in a reference, do not include the database URL” (APA, p.3). *Example*: Retrieved October 29, 2006, from General Reference Center database.

ARTICLES AND BOOKS FROM LIBRARY ELECTRONIC DATABASES

Magazine

Rozen, L. (2006, October 23). Man of the year. *People*, 66, 33. Retrieved October 26, 2006, from MasterFILE Premier database.

Journal

Ta, L. M. (2006). Hurt so good: Fight club, masculine violence, and the crisis of capitalism. *Journal of American Culture*, 29, 265-277. Retrieved October 26, 2006, from Academic Search Complete database.

Newspaper

Mauch II, T. H. (2000, April 13). Researchers identify Alzheimer’s enzyme inhibitor. *Los Angeles Times*, p. B2. Retrieved July 31, 2003, from LexisNexis Academic database.

Reference Book Chapter

Gelbspan, R. (2001). Global warming is a serious environmental threat. In W. Dudley (Ed.), *Opposing Viewpoints: The Environment*. San Diego, CA: Greenhaven Press. Retrieved May 13, 2008, from Opposing Viewpoints Resource Center database.

Electronic Book

Kaya, Y. (1997). *Environment, energy, and economy: Strategies for sustainability*. Tokyo: United Nations University. Retrieved May 13, 2008, from NetLibrary database.

ONLINE DOCUMENTS

Electronic Newspaper Article

Slackman, M. (2006, December 1). Protesters seek leader's ouster in Lebanon. *New York Times*. Retrieved December 1, 2006, from <http://nytimes.com>

Document Available on University Program or Department Site

Chan, M.S., & Black, J.B. (2006). *Learning Newtonian mechanics with an animation game: The role of presentation format on mental model acquisition*. Retrieved December 1, 2006, from Columbia University, Institute for Learning Technologies Web site:
http://www.ilt.columbia.edu/publications/2006/aera06_proceeding_52384.pdf

Article from an Online Periodical

Magazine

Green, J. (2006, November). Do polls still work? *Atlantic Online*. Retrieved October 27, 2006, from <http://www.theatlantic.com/doc/prem/200611/green-polling>

Journal

Hyde, J. S. (2005). The gender similarities hypothesis. *American Psychologist*, 60, 581-592. Retrieved December 5, 2006, from <http://www.apa.org/journals/releases/amp606581.pdf>

- If the article appears as a printed version as well, the URL and the date of retrieval are not required. Use “[Electronic version]” after the article’s title. See example below.

Hyde, J. S. (2005). The gender similarities hypothesis [Electronic version]. *American Psychologist*, 60, 581-592.

U.S. Government Agency Publication

U.S. Department of Labor, Bureau of Labor Statistics. (2005, December 20).

Occupational outlook handbook, 2006-07: Accountants and auditors.

Retrieved December 5, 2006, from <http://www.bls.gov/oco/ocos001.htm>

Document with Author and Date

Sherman, C. (2006, October 24). *Google launches custom search engine service.*

Retrieved October 27, 2006, from <http://searchenginewatch.com/showPage.html?page=3623765>

Document with No Author, No Date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2006, from

http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

- Begin with the title of the document if there is no author
- n.d. = no date

Email

- In APA style, email messages should not be included in the *reference list* because they are personal communications and cannot be retrieved by a third party. They should, however, be cited in text (see **personal communications** in *References in Text*).

Photographs

- Acknowledge the photographer and copyright holder in the figure caption, not in the *reference list*.

AUDIOVISUAL MEDIA

Formats vary for citing audiovisual media. Consult pp. 266-268 of the *Publication Manual of the American Psychological Association*, 5th edition, for samples of citation format.

Motion Picture, Videotape, CD, or DVD

Aronson, L. (Producer), & Allen. W. (Writer/Director). (2006). *Scoop* [Motion picture].

United States: Universal Studios.

Goold, B. (Writer/Producer), & Mitchell, T. (Director). (2004). *Ancient Egyptians*

[DVD]. United States: Warner Home Video.

Radio or Television Program

Fager, J. (Executive Producer). (2006, December 10). *60 minutes* [Television

broadcast]. New York: Columbia Broadcasting Service.

Podcast

The World. (2008, July 18). WTP202: Selling soap, biosolids, the future of news, and cooking oil cars [Podcast]. Boston: Public Radio International.

Retrieved July 23, 2008, from <http://www.theworld.org/rss/tech.xml>

REFERENCES IN TEXT

References in the text of your paper briefly identify sources and enable readers to locate them in the reference list. Provide at least the author's last name and the date of publication, enclosed in parentheses: (Smith, 2006). For direct quotations and some paraphrases, give a page number as well: (Smith, 2006, p.9).

Direct Quotation

Despite growing numbers of overweight Americans, many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (Critser, 2003, p. 5).

OR

Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (p. 5).

- Place the author's name, the year, and the page number in parentheses after the quotation: (Critser, 2003, p. 5), OR introduce the quotation with the author's last name followed by the year of publication in parentheses.
- Always give page numbers for direct quotations. Put the page number (preceded by "p.") in parentheses after the quotation.

Summary or Paraphrase

According to Carmona (2004), the cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (para. 9).

OR

The cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (Carmona, 2004, para. 9).

- Include the author's last name and the year either at the beginning of a summary or a paraphrase, OR in parentheses following it.
- A page number or another locator is not required for a summary or a paraphrase, but include one if it would help readers find the passage in a long work.

Two Authors

- Name both authors each time you cite the work. Link the authors' names with "and" in the text and "&" in the parentheses.

According to Sothern and Gordon (2003), "Environmental factors may contribute as much as 80% to the causes of childhood obesity" (p. 104).

Obese children often engage in less physical activity (Sothern & Gordon, 2003, p. 104).

Personal communication (e-mail, interviews, letters, and telephone conversations, etc.)

One of Atkinson's colleagues has contended that advertisers for snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2004).

- Do not include personal communication in the reference list. In references in text, give the initials as well as the surname of the communicator, and provide as exact date as possible.

An Electronic Document

- When possible, cite an electronic document as you would any other document (using the author-date style).

Atkinson (2001) found that children who spent at least four hours a day watching TV were less likely to engage in adequate physical activity during the week.

Electronic sources may lack authors' names or dates. In addition, they may lack page numbers. Here are APA's guidelines for handling sources without authors' names, dates, or page numbers.

- If no author, mention the title of the document in a signal phrase or give the first word or two of the title in parentheses.

The body's basal metabolic rate, or BMR, is a measure of its at-rest energy requirement ("Exercise," 2003).

- When the date is unknown, use the abbreviation "n.d." ("no date").

Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).

- When an electronic document lacks stable numbered pages, include information that will help readers locate the particular passage cited.
- If the document has numbered paragraphs, use the paragraph number preceded by the

- symbol ¶ or by the abbreviation “para.”: (Hall, 2001, ¶ 5), or (Hall, 2001, para. 5).
- If neither a page nor a paragraph number is given and the document contains headings, cite the appropriate heading and indicate which paragraph under that heading you are referring to.

Hoppin and Taveras (2004) pointed out that several other medications were classified by the Drug Enforcement Administration as having the “potential for abuse” (Weight-Loss Drugs section, para. 6).

- Electronic files using portable document format (PDF) often have stable page numbers. For such sources, give the page number in the parenthetical citation.