This guide provides information regarding 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, 6th* edition. Refer to Chapters 6 and 7 Crediting Sources and Reference Examples in APA Style for examples. **The instructor for your class is the final authority on how to format your reference 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)**


- **Author**: Invert the author’s name. Begin with the last name, followed by comma, then first and middle initials (if any). *Examples*: Hacker, A. (no middle name) or 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. See Chapter 6.27 of the *Publication Manual* for additional criteria and examples.

- **Date**: Enclose the publication date in parentheses. Close with a period. *Example*: (2016).


- **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 these 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 omit Co., Inc., Publishers and other words not required to identify the publisher. Retain Books and Press. *Example*: The New Press.
**General Format**

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

**One Author**


**One Editor or Compiler as only author**


**Two Authors**


**Three to Seven Authors**

If a book has three, four, five, six, or seven authors, list all authors’ names.


**More than Seven Authors**

If a book has eight or more authors, list the first six authors, then insert three ellipses and add the last author’s name.

Edited Book


No Author or Editor

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


Book with an Author and an Editor


Edition Other Than the First

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

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

Group or Corporate Author (author is same as publisher)


Government Agency as Author


**PERIODICALS**

(Magazines, Journals, and newspapers)

**General Format**


- **Date of publication:** Enclose the date of publication in parentheses. Include only the year of publication for journals. *Example:* (2016). Give the year followed by the exact date of publication (month OR month and date) for magazines, newsletters, and newspapers. *Examples:* (2016, June); (2016, June 28).

- **Title of article:** Capitalize only the first word of the title and subtitle (if any) and proper nouns. Do not italicize or place quotation marks around it. *Example:* The lonesome death of Mikhail Lesin.

- **Title of periodical:** Italicize the title of the periodical. Capitalize the major words in the title. *Example:* *Psychology Today; American Journal of Occupational Therapy.*

- **Volume number:** Give the volume number of journals, magazines, and newsletters. Italicize the volume number. For journals only, include issue number (in parentheses) if the journal begins on page 1 for each issue. Do not use “Vol.” before the number.

- **Pages:**
  - For journal and magazine articles, just include the page numbers with no abbreviation. *Example:* 50-55.
  - Give the page numbers for the entire 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:* 13-19, 22.
Magazine Article

Magazine Article (no author listed)
If no author, begin with the title of the article. Put the date of publication after the title of the article.


Journal Article
If each issue of the journal begins on page 1, include the issue number in parentheses after the volume number. See examples below.


Newspaper Article
If an article is not on consecutive pages, include all page numbers separated with a comma.

Hampson, R. (2016, May 23). Baby boomers reclaim the political stage. *USA Today*, pp. 1A-2A.

Ortiz, J. L. (2016, May 23). Lester’s 2014 decision pays off twice: Cubs get star, but Giants adjust well. *USA Today*, pp. 1C, 5C.
ELECTRONIC SOURCES

<table>
<thead>
<tr>
<th>General Formats</th>
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<tbody>
<tr>
<td><strong>Article from a Library Database</strong></td>
</tr>
<tr>
<td>Author, A. A. (date of publication). Title of article. Title of Periodical, volume number, pages. DOI or Retrieved from URL of original source.</td>
</tr>
<tr>
<td><strong>Online Source (not from a TCC database)</strong></td>
</tr>
</tbody>
</table>

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. The APA Publication Manual recommends including “the same elements, in the same order, as you would for a reference to a [print] source, and add as much electronic retrieval information as needed for others to locate the sources you cited” (p. 187). For some websites, you may only have a title and an address or DOI* to cite.

- **Author(s):** Begin with the last name and initials of the author(s) if available. If not available, begin with the title.
- **Date of publication:** If a date is available, enclose it in parentheses. Express the date as a year, a year and a month, or a year, month, and date depending on the information available from the website. *Examples:* (2016); (2016, May); (2016, May 13).
- **Title of work:** Capitalize the first word of the title of the source. If the source is an article from an online periodical, the title of the periodical (italicized) and the volume number (if available) follow the title of the source. Capitalize each important word in the title of the periodical. *Example:* School nurse improves the health of her students through dance. *People.*
- **Pages:** Include page numbers if available. More often than not, this will NOT be available for websites and online articles.
- **Retrieval Information:** Include the URL of a website or the DOI* of the article. Avoid dividing the URL at the end of a line. If absolutely necessary, divide it after a slash (/) or before a period. See pp. 190-192 of the Publication Manual for exceptions. *Example:* Retrieved from http://library.tccd.edu
- **DOI:** Provide the DOI (digital object identifier) if one has been assigned by the publisher. When the DOI is provided, no further retrieval information is needed to identify or locate the article. Include the alphanumeric string for the DOI exactly as published in the article. This is not a style issue, but a retrieval issue. If no DOI has been assigned, include the homepage URL of the journal, book, or report publisher. Consult pp. 187-192 of the Publication Manual for additional information regarding the DOI system.
ARTICLES AND BOOKS FROM LIBRARY ELECTRONIC DATABASES

Magazine Article


Journal Article


OR


Newspaper Article


Reference Book Chapter


Electronic Book

ARTICLES FROM ONLINE PERIODICALS (NOT FROM TCC DATABASES)

Online Newspaper Article


Online Magazine Article


Online Journal Article with DOI


Online Journal Article without DOI


U. S. Government Agency Publication

OTHER ONLINE DOCUMENTS

Document Available on University Program or Department Site


Document from a Website (with author and date)


Document from a Website (with no author or date)

Begin with the title of the document if there is no author. Include the format of the document in brackets only when the source is not an ordinary article or book chapter. Use (n.d.) when the date is missing.


Visual Images, Artwork, and Photographs

As with any other source cited in APA style, the optimal citation provides just enough information to help the reader locate the source. This includes the creator’s name, creation year, title, and URL.

**General Format**


Email

In APA style, email messages are not included in the reference list because they are personal communications and cannot be retrieved by a third party. They should, however, be cited in the text of the paper. See Personal Communications in the References in Text section of this document.
AUDIovisual Media


Motion Picture, Videotape, CD, or DVD


Radio or Television Program (single episode)


Podcast


Online Video File

REFERENCES IN TEXT

References in the text of your paper briefly identify sources and enable readers to locate the complete entry in the reference list. Always provide the author’s last name and the date of publication, enclosed in parentheses. Example: (Smith, 2016)

Direct Quotation

Place the author’s name, year, and the page number in parentheses after the quotation or introduce the quotation with the author’s last name and year of publication in parentheses. Always give page numbers for direct quotations at the end of the quotation and use the “p.” or “pp.” abbreviations.

Karen Carson’s *Innocence* drawings are “based on a narrative trope that we may best imagine in Disney animation” (Hickey, 2016, p. 109).

OR

Hickey (2016) contends that Karen Carson’s *Innocence* drawings are “based on a narrative trope that we may best imagine in Disney animation” (p. 109).

Summary or Paraphrase

Include the author’s last name and the year either at the beginning of a summary (or a paraphrase) or in parentheses following it. Page numbers are not required when summarizing or paraphrasing, but may be included to help readers locate the passage in a long work.

When looking at applicant experience, Rivera (2015) concluded that resume screeners placed higher value on previous work experience came from a corporate or office-based environment (pp. 107-109).

OR

Resume screeners are more likely to advance applicants with previous corporate work experience above those with other types of job experience (Rivera, 2015, pp. 107-109).

Two or More Authors

Name both authors each time you cite a work with two authors. Use “and” between authors’ names in the text. Use “&” in the parentheses. See pp. 175-177 of the *Publication Manual* for instructions and exceptions for in-text citation when the work has three or more authors.

Lewis and Leitch (2015) state that research in dopamine response levels has led to the idea that overeating may be as potentially addictive as drug use and gambling (pp. 114-115).

OR

Research in dopamine response levels indicates that overeating may be as potentially addictive as drug use and gambling (Lewis & Leitch, 2015, pp. 114-115).
Personal communication (e-mail, interviews, letters, and telephone conversations, etc.)

Do not include personal communication in the reference list. In the text only, provide initials and surname of the communicator and an exact date of the communication if possible. Some forms of personal communication are recoverable by others, and these should be referenced as archival materials. See pp. 212-214 of the Publication Manual for specific instructions regarding archived documents.

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).

An Online Document

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

Lee (2013) clearly states that Twitter, Facebook, and Google+ messages may be cited as personal communications.

Online Document (no author listed)

When there is no author listed, include 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 the energy needed to maintain respiration, temperature, and digestion (“BMR,” 2016).

Online Document (no date listed)

When the date is unknown, use the abbreviation “n. d.” meaning “no date.”

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

Online Document (no page numbers)

Include the information that will help readers locate the particular passage cited. If the document has numbered paragraphs, use the paragraph numbers with the abbreviation “para.” Example: (Hall, 2015, para. 5). If neither a page nor a paragraph number is given and the document contains headings, provide the appropriate heading and paragraph to help the reader locate the cited information.

Battler (2015) points out that Adderall and Ritalin are often misused by high-school students “to intentionally spur one of the most common side effects: weight loss” (ADHD Medication section, para. 3).

Online PDF Documents

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