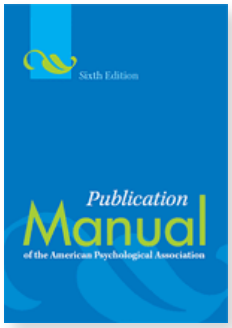
APA Style

Quick Reference



The recommendations in this guide are based on the 6th edition (2009) of the *APA Publication Manual of the American Psychological Association*. For more in-depth explanation of formatting and preparing works cited lists, please consult the 6th edition of the *APA Publication Manual*.

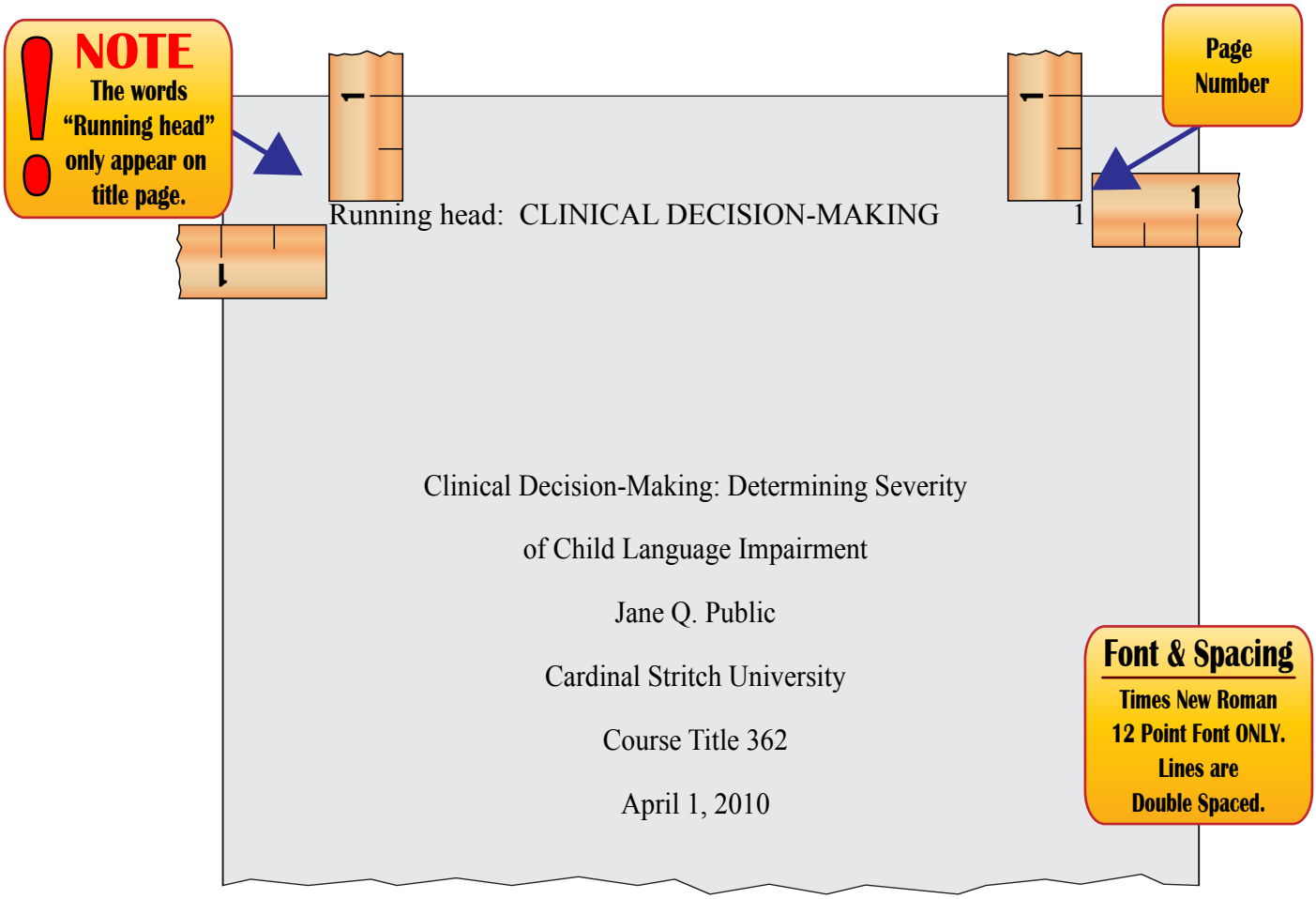
Title Page Layout (APA 41)

Unless you receive other instruction, the first page of your paper is a title page. The following are included on the title page:

- Running head
- Page number
- Title
- Author's name
  - First name, middle initial, last name
  - Multiple authors
    - Each name should appear on a separate line
- Institutional affiliation
- Course title and number followed by date the paper is submitted

The APA Manual does not give explicit instruction for the title page of a class paper. The contents and placement of items on the sample title page are adapted from APA instructions for the title page of a paper submitted for publication. (APA, 41).

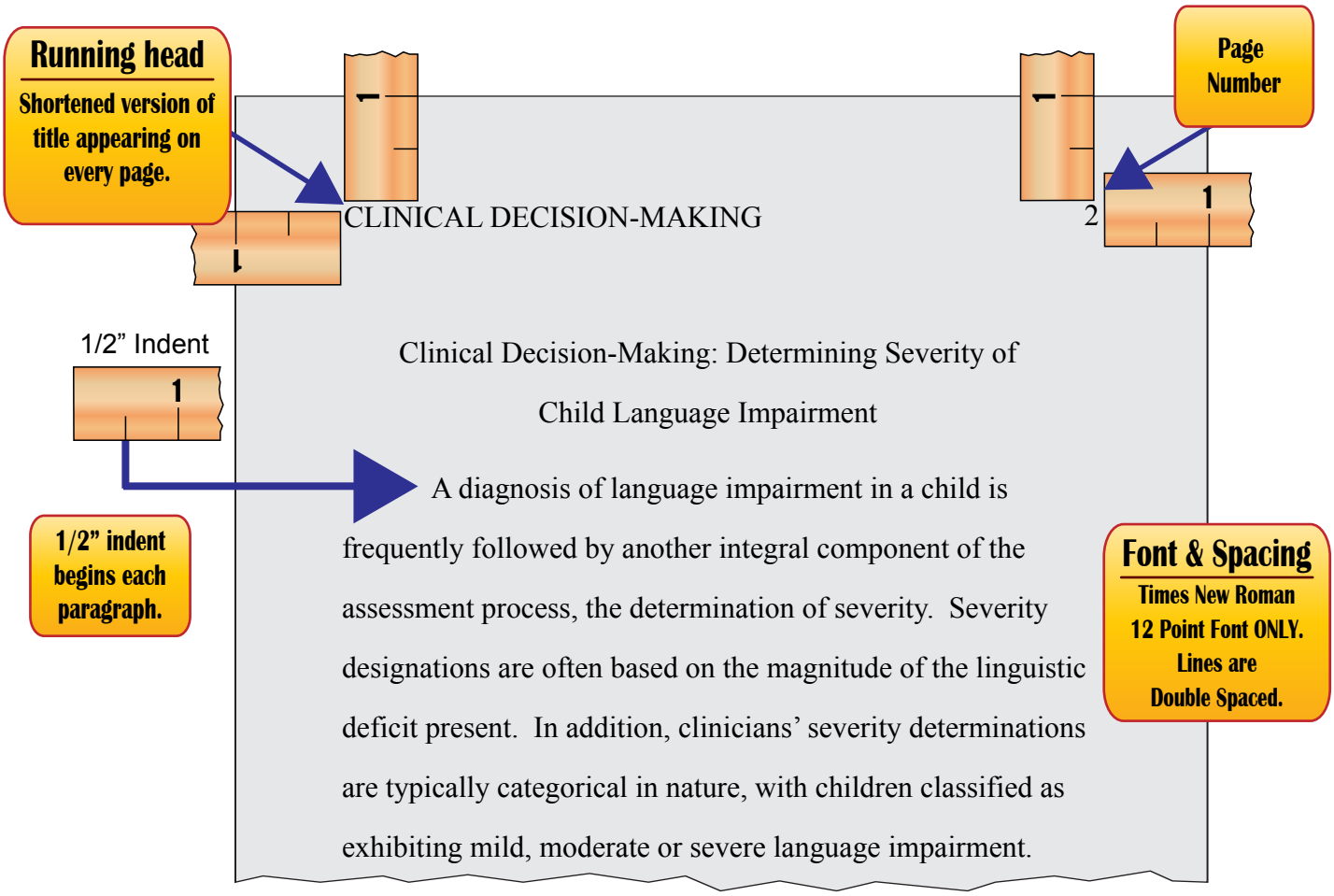
EXAMPLE TITLE PAGE



See APA page 41 for further information

First Page Layout (APA 42-48)

EXAMPLE: First page of a research paper



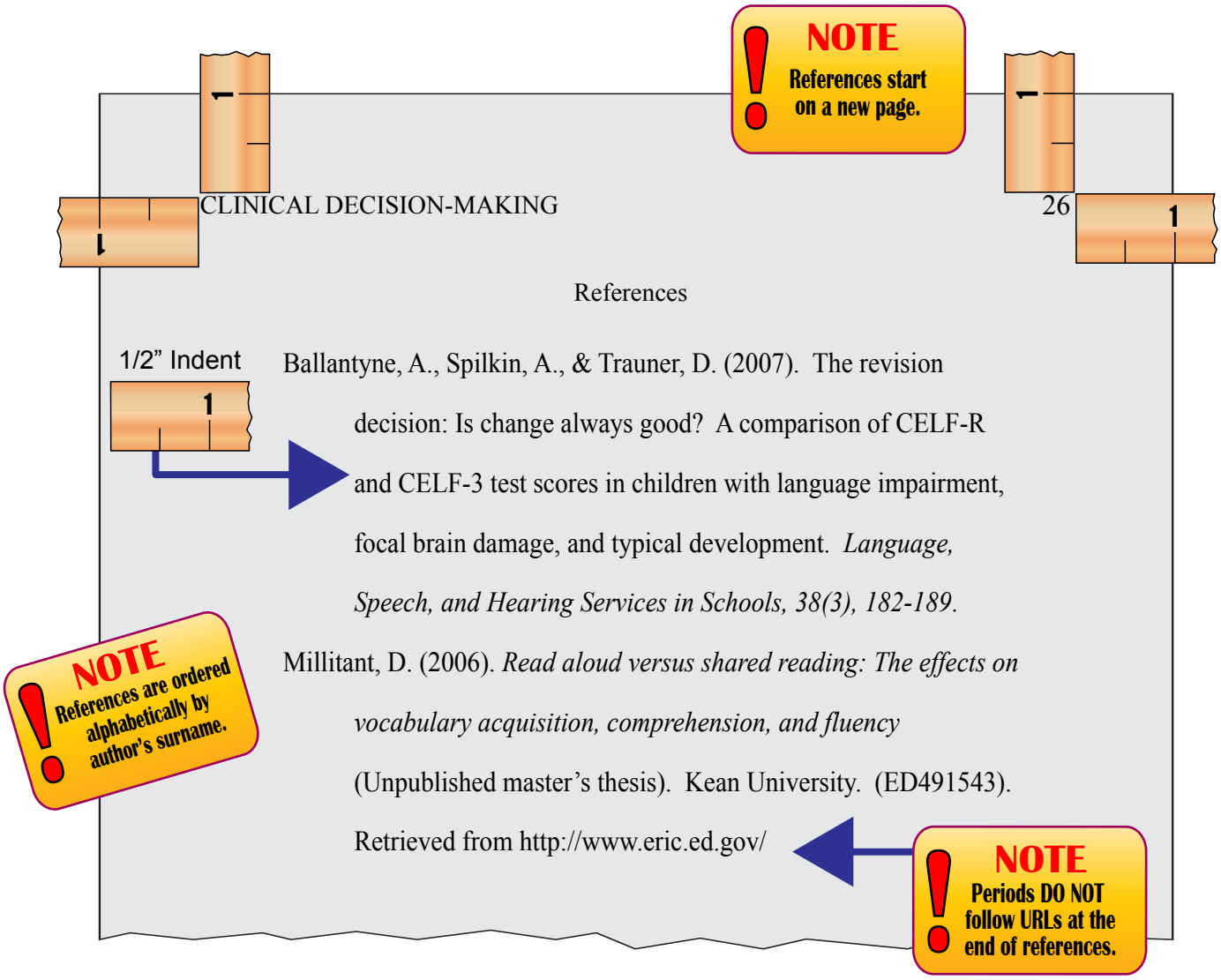
See APA pages 42-48 for further information

NOTE
In-text Citations
References to sources are included in the paper using parenthetical in-text citations.

NOTE
Examples of parenthetical references are contained in green boxes.
In Text EXAMPLE

Reference Page Layout (APA 49)

EXAMPLE: Reference page



Italicizing Titles

Knowing when to italicize a title within your reference page can be confusing, especially when two titles are present within the same citation, for instance, an article title and a journal title. A simple technique for remembering which element to italicize is to think of the titles as being in a "parent – child" relationship, one title (the parent) is over the other title (the child). The "parent" title is italicized; the "child" title is not. For example, an article (child) appears within a journal (parent); the article is a part of a larger entity. Therefore, the journal title is italicized, but the article title is not.

	CHILD (No Italics)	PARENT (Italics)
Articles	Article title	*Journal title*
Books	Chapter title	*Book title*
	No child present	*Work title*

The same method applies if a work is a part of a series or compilation, with the work (child) being secondary to the series (parent). If a work is not a part of a series or compilation, italicize the work title.

Depending on the format of the reference source, there are variations in how the reference is listed. It is often best to model your citation after an example. This guide is organized by format (i.e. "Books") and then medium of the format (i.e. Electronic). Identify the kind of source that you have used (book, periodical, chapter, web site, etc.) and find a similar example below. Mirror the example with your specific information.

Additional examples can be found on these sites:

APA Style Blog: http://blog.apastyle.org/apastyle/

UW-Madison's Writing Center: http://writing.wisc.edu/Handbook/DocAPAReferences.html

Purdue OWL: http://owl.english.purdue.edu/owl/resource/560/01/

Book Citation - General Format

Author(s). (Date of Publication). *Title of book*. Location of Publisher: Publisher.

Book - Single Author

CITATION EXAMPLE

Meyer, S. (2007). *Eclipse*. New York, NY: Little, Brown and Company.

In Text EXAMPLE

The third book in the series starts out where the second left off. Bella states, "With ice in my heart, I watched him prepare to defend me" (Meyer, 2007, p.1).

Book - Two Authors

Marzano, R. J., & Marzano, J. S. (1988). *A cluster approach to elementary vocabulary instruction.* Newark, DE: International Reading Association.

CITATION EXAMPLE

Note: The in-text citation uses the word "and" between the authors' names when used as part of the sentence.
In the reference list an ampersand is used between the next-to-last and last authors' names within a citation.

Marzano and Marzano (1988) began their study of vocabulary instruction in three elementary classrooms.

In Text EXAMPLE

When the source is noted in text, within parentheses at the end of a sentence, the ampersand is used, in the same way as the citation on a reference page.

Three different elementary classrooms were targeted as part of the initial study on vocabulary instruction (Marzano & Marzano, 1988).

In Text EXAMPLE

Book - Multiple Authors

List authors' names in the order listed on the title page.

CITATION EXAMPLE

Gagliano, A., Zielke, A. L., Wagner, E., & Kerr, D. J. (2009). *How to build an elevator.* Chicago, IL: Construction Press.

CITATION EXAMPLE

Sander, M. R., Downer, J. L., Quist, A. L., Platmann, L., Lucas, C. L., Cline, J. K., & Campbell, D. R. (2004). *Doing research in the university library.* Chicago, IL: Corbin Press.

Three to five authors, first time the source is cited:

In Text EXAMPLE

Very explicit instructions with accompanying photos help the inexperienced technician begin the building process (Gagliano, Zielke, Wagner, & Kerr, 2009).

For three to five authors, in subsequent citations, use only the first author's name followed by "et al." in the phrase or in parentheses.

In Text EXAMPLE

As advised by Gagliano et al. (2009), special attention should be taken to do all steps in the process, including testing hardware for durability.

For six or more authors, for first and subsequent citations, use the first author's name followed by "et al.":

In Text EXAMPLE

The research process begins with a very broad overview of material that relates in various ways to the chosen topic (Sander et al., 2004).

Book, Corporate Author

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: Author.

CITATION EXAMPLE

Book, No Author or Editor

When there is no author or editor listed for the publication, the title of the book or article moves into the author position. Do not use Anonymous as the author, unless Anonymous is specifically listed as the author.

Basic History of Immigration. (2009). San Francisco: Migration Press.

CITATION EXAMPLE

In a parenthetical reference, the full title (if brief) or a shortened version precedes the year and page number. When abbreviating the title, begin with the word by which it is alphabetized.

The development of nativist sentiment and the restrictive immigration laws that followed in the19th century tell a complex story steeped in the fear of the unknown (*Basic History,* 2009).

In Text EXAMPLE

Edited Book - No Author

Edited books are usually collections of essays or chapters written by a variety of authors. The editor is responsible for collecting and arranging the contents of the book and might also contribute to the book's content.

Hunnicutt, S. (Ed.). (2009). *Corporate social responsibility*. Detroit: Greenhaven Press.

CITATION EXAMPLE

Edited Book - Article or Chapter in

Hawthorne, J., Kelsch, A., & Steen, T. (2010). Making general education matter: structures and strategies. In C. M. Wehlburg (Ed.), *New Directions for Teaching and Learning: Integrated general education* (pp. 23-34). San Francisco, CA: Jossey-Bass.

CITATION EXAMPLE

Book Edition - 2nd or Later Edition

Jennings, J. H., Caldwell, J. S., & Lerner, J. W. (2010). *Reading problems: Assessment and teaching strategies* (6th ed.). Boston, MA: Allyn & Bacon.

CITATION EXAMPLE

Book Edition - Revised Edition

Groarke, L. A., & Tindale, C. W. (2008). *Good reasoning matters! : A constructive approach to critical thinking* (Rev. ed.). Don Mills, Ont.: Oxford University Press.

CITATION EXAMPLE

Book Translation

Hitler, A. (2001). *Mein Kampf* (R. Manheim, Trans.). Boston: Houghton Mifflin. (Original work published 1943).

CITATION EXAMPLE

Introduction, Preface, Foreword, Afterword

Gregory, W. D. (2001). Foreword. In J. C. Cusick & K. F. DeVries, *The basic guide to young adult ministry* (pp. ix-x). Maryknoll, NY: Orbis.

CITATION EXAMPLE

Multivolume Work, Single Volume

Pearson, P. D. (Ed.). (2000). *Handbook of reading research* (Vol. 3). New York, NY: Longman.

CITATION EXAMPLE

Multivolume Work, All Volumes

Pearson, P. D. (Ed.). (1984-2000). *Handbook of reading research* (Vols. 1-3). New York, NY: Longman.

CITATION EXAMPLE

Encyclopedia Article, signed

Grossman, W. L. (1996). History of transportation. In L. S. Bahr, B. Johnston, & L. A. Bloomfield (Eds.), *Collier's encyclopedia* (Vol. 22, pp. 416-439). New York, NY: P. F. Collier, Inc.

CITATION EXAMPLE

Encyclopedia Article, unsigned

Gulf of Thessaloniki. (1996). In L. S. Bahr, B. Johnston, & L. A. Bloomfield (Eds.), *Collier's encyclopedia* (Vol. 22, p. 285). New York, NY: P. F. Collier, Inc.

CITATION EXAMPLE

Secondary Sources

A secondary source is a book chapter, article or other document that refers to or relates to information that was previously presented in another document. For example, author Phelps refers to research done by Hambleton and Slatter and uses their findings to support his research. The book authored by Phelps is considered a secondary source. The secondary source, not the primary source, is included on the Reference page because that is the source that was viewed.

Phelps, R. P. (2005). *Defending standardized testing*. Mahwah, NJ: Lawrence Erlbaum Assoc.

CITATION EXAMPLE

In text, the original work is named and citation given is for the secondary source.

Research completed by Hambleton and Slatter (as cited in Phelps, 2005) found that educators made fundamental mistakes when interpreting test results.

In Text EXAMPLE

Major Classical Works (APA 179)

Reference list entries are not required for major classical works, such as ancient Greek and Roman works or classical religious works.

The first time a citation is used in text, identify the version of the work that you are using. For subsequent citations, the version is not required. Classical works are usually divided or sectioned similarly in all editions; rather than page numbers, use these numbers to identify specific parts of your source. (APA p. 179, #6.18)

In Text EXAMPLE

Psalm 23 (New Revised Standard Edition) portrays God as a shepherd caring for his flocks.

Specific guidelines are outlined for physical preparation for prayer (Qur'an 5:5).

Book from the World Wide Web

Bunyan, J. (1907). *The Holy War* [Full text archive version]. Retrieved from http://fulltextarchive.com/pages/The-Holy-War.php

CITATION EXAMPLE

E-book or Electronic Version of a Printed Book

Crowther, D., & Capaldi, N. (Eds.). (2008). *Ashgate research companion to corporate social responsibility.* Retrieved from http://www.ashgate.com

CITATION EXAMPLE

Willis, J. (2008). *Teaching the brain to read: Strategies for improving fluency, vocabulary and comprehension.* Retrieved from http://ebrary.com

CITATION EXAMPLE

Article Citation - General Format

Author, A. A., Author, B. B. & Author C. C. (Year of publication). Title of article. *Title of Periodical, volume*(issue), pp-pp. doi:xx.xxxxxxxxx

For more information on Digital Object Identifiers (DOI) see: http://blog.apastyle.org/files/doi-and-url-flow-chart-8.pdf

Article with DOI (Digital Object Identifier), print or online

CITATION EXAMPLE

Milton, C. L. (2009). Leadership and ethics in nurse-nurse relationships. *Nursing Science Quarterly, 22*(2), 116-119. doi:10.1177/0894318409332569

Article without DOI (Digital Object Identifier), print

CITATION EXAMPLE

Daniels, E. (2010). Welcome to the classroom: Ten tips for teaching college freshmen. *College & Research Libraries News, 71*(8), 424-425.

Article, multiple authors, three to seven

CITATION EXAMPLE

Takeuchi, H., Osono, E., & Shimizu, N. (2008). The contradictions that drive Toyota's success. *Harvard Business Review, 86*(6), 96-104. Retrieved from http://www.hbr.org

Three to five authors, first time the source is cited

In Text EXAMPLE

Toyota employees are seen as knowledge workers; workers who accumulate experience, can view a problem from different points and offer creative solutions (Takeuchi, Osono, & Shimizu, 2008).

For three to five authors, **in subsequent citations,** use only the first author's name followed by "et al." in the phrase or in parentheses.

In Text EXAMPLE

As advised by Takeuchi et al. (2008), special attention should be taken to review all steps in the process, including the design phase.

In-text citation for six or more authors -- for first and subsequent citations use the first author's name followed by "et al."

In Text EXAMPLE

"Using natural materials in the weaving process, such as grape vine or braided straw, gives the finished product a more rustic look and is relatively easy to do" (Booth et al., 2010, p. 45).

Article, more than seven authors

CITATION EXAMPLE

Booth, B. J., Jones, C., Alexander, S. K., Stanford, A., Brown, D. S., Benke, J. M., . . . Platman, L. A. (2010). Introduction to basket weaving: Utilizing natural materials. *Just Patterns Magazine, 5*(2), 42-47.

Article from a Database with DOI (Digital Object Identifier)

CITATION EXAMPLE

Swartwout, M. D., Cirino, P. T., Hampson, A. W., Fletcher, J. M., Brandt, M. E., & Dennis, M. (2008). Sustained attention in children with two etiologies of early hydrocephalus. *Neuropsychology, 22*(6), 765-775. doi:10.1037/a0013373

Article from a Database without DOI (Digital Object Identifier)

If there is no DOI, include the words "Retrieved from" and the **URL for the home page of the journal**. Do not give the URL for the database. You may have to search the web to find the publisher's home page.

CITATION EXAMPLE

Wasieleski, D. M., & Hayibor, S. (2009). Evolutionary psychology and business ethics research. *Business Ethics Quarterly, 19*(4), 587-616. Retrieved from https://0-secure.pdcnet.org/pdc/bvdb.nsf/journal?openform&journal=pdc_beq

Newspaper Article from a Database

CITATION EXAMPLE

Eisenhauer, L. (2010, September 19). Check out the colors of autumn on a two-wheel getaway. *St. Louis Post-Dispatch.* Retrieved from http://www.stltoday.com/

Doctoral Dissertation Abstracted in Dissertation Abstracts International (DAI)

CITATION EXAMPLE

Nousse, V. E. (2007). An educational forgiveness intervention with young adult children of divorce. *Dissertation Abstracts International: Section A. Humanities and Social Sciences, 68* (04), 1328.

Unpublished Master's Thesis

CITATION EXAMPLE

Caballero, S. (2004). *How to teach first graders* (Unpublished master's thesis). University of Wisconsin, Madison, WI.

Doctoral Dissertation, from a Commerical Database

CITATION EXAMPLE

Hayes, R. S. (2011). *The study of literacy coaching observations and interviews with elementary teachers* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (Document ID 2071058211).

Master's Thesis, from an Institutional Database

CITATION EXAMPLE

Henningsen, M. R. (1969). *Analysis of reading skills and abilities needed to qualify for employment in the United States Postal Service* (Master's thesis). Retrieved from http://library.stritch.edu/repository/TRR.html

Master's Thesis, from a Commerical Database

CITATION EXAMPLE

Eleftheriades, G. (2010). *A midsummer night's dream: A pedagogical perspective* (Master's thesis). Available from ProQuest Dissertations and Theses database. (Document ID 2065640281).

When using group names as authors, for example, corporations, government agencies, etc., they are usually spelled out each time they appear in a text citation. If the name is long and the abbreviation is familiar and understandable, you may abbreviate the name in the second and subsequent citations. Additional information is available in the APA Manual, p. 176-177.

Annual report

CITATION EXAMPLE

Vermont Teddy Bear Company. (2004). *2004 annual report*. Shelburne, VT: Author.

In Text EXAMPLE

Vermont Teddy Bear Company (2004) reported a substantial increase in sales revenue for the year.

In Text EXAMPLE

The increase in sales was attributed to the new marketing campaign (Vermont Teddy Bear Co., 2004).

Unpublished Paper Presented at a Meeting

CITATION EXAMPLE

Buchmann, R. (2008, April). *Informal information seeking as done by college students*. Poster session presented at the meeting of Wisconsin Association of Academic Librarians, Manitowoc, WI.

Annual Report - Online

Proctor & Gample Company. (2010). *P & G 2010 annual report*. Retrieved from http://www.pg.com/annualreport2010/index.shtml

CITATION EXAMPLE

Datamonitor Report

Johnson & Johnson [Company profile]. (2010, May). Retrieved from http://www.datamonitor.com/

CITATION EXAMPLE

SWOT Analysis or other section of a Datamonitor Report

NIKE, Inc. [SWOT analysis]. (2009, March). Retrieved from http://www.datamonitor.com/

CITATION EXAMPLE

Film / Motion Picture

CITATION EXAMPLE

Ho, A. K. (Producer) & George, T. (Director). (2004). *Hotel Rwanda* [Motion picture]. Los Angeles, CA: MGM Studios, Inc.

In Text EXAMPLE

The authenticity of fear that the residents of the hotel experienced during the siege was well portrayed by the actors (Ho & George, 2004).

Music Recording

CITATION EXAMPLE

Ma, Y. (Performer). (2008). *Songs of peace and joy* [CD]. New York, NY: Sony Music.

In Text EXAMPLE

In "Here Comes the Sun" (Ma & Taylor, 2008, track 4), the cello and guitar mesh together well to provide a fresh interpretation of George Harrison's original work.

Television Broadcast

CITATION EXAMPLE

Palfreman, J. (Writer & Director). (2010). The vaccine war [Television series episode]. In M. Sullivan (Executive producer), *Frontline*. Boston, MA: WGBH Educational Foundation.

In Text EXAMPLE

Availability and access of the vaccine affects the success in curbing the spread of disease (Palfreman, 2010).

Personal Communications

Unpublished interviews do not need a reference page entry because APA considers them "personal communications". They do not contain "recoverable data." Other forms of personal communication include private letters, phone conversations, memos, e-mail or messages from non-archived discussion groups, etc. Because the content cannot be recovered, there is no need to include them in the reference list. Give the initials and surname of the individual and provide a date when the interchange took place.

In Text EXAMPLE

J. R. Smith (personal communication, September 20, 2010) listed the advantages of having a process for completing projects on a timeline.

In Text EXAMPLE

The first draft of the budget was based on information supplied by all boards within the company (P. M. Nuellen, April 8, 2009).

Website

Green, D. (2010). *Gardening tips – perennials*. Retrieved August 12, 2009 from http://www.gardening-tips-perennials.com/index.html

CITATION EXAMPLE

Website - Corporate Author

Harley-Davidson, Inc. (2010). *Harley-Davidson USA*. Retrieved July 15, 2009 from http://www.harley-davidson.com/en_US/Content/Pages/home.html

CITATION EXAMPLE

Website - Section or Page of, No Author

Work, welfare and child well-being. (2010). *MDRC: Families and children.* Retrieved from http://www.mdrc.org/subarea_index_8.html

CITATION EXAMPLE

"Its syntheses of results across studies have shown that the effects of welfare and work policies on children differ substantially depending upon the age of the child and whether total household income rises as mothers enter the workforce" (Work, 2010, para.1).

In Text EXAMPLE

ERIC Document

Militante, D. (2006). *Read aloud versus shared reading: The effects on vocabulary acquisition, comprehension, and fluency* (Unpublished master's thesis). Kean University. (ED491543). Retrieved from http://www.eric.ed.gov/

CITATION EXAMPLE

Blog Post

Engle, G. (2010, October 7). Thinking outside the ban [Web blog post]. Retrieved from http://theinnovativeeducator.blogspot.com/

CITATION EXAMPLE

Blog Comment

Buys. (2010, October 7). When these technologies are banned [Web log comment]. Retrieved from http://theinnovativeeducator.blogspot.com/2010/10/thinking-outside-ban.html#comments

CITATION EXAMPLE

Buys (2010) briefly touches on what can happen when technologies are banned.

In Text EXAMPLE

Online Encyclopedia

Denzer, L. (2010). Rwanda. In *Britannica Book of the Year*, 2010. Retrieved from http://www.britannica.com/Life_with_Diabetes/2009/LWD_Sept09.pdf

CITATION EXAMPLE

Online Newsletter

Kaufman, F. (2009, September). The dramatic changes in diabetes care over the last 30 years. *Life with Diabetes: Juvenile Diabetes Research Foundation International*. Retrieved October 10, 2010, from http://www.jdrf.org/files/General_Files/Life_with_Diabetes/2009/LWD_Sept09.pdf

CITATION EXAMPLE

Software

Flesch Readability Scale (Microsoft Office 2003) [Computer software]. Redmond, WA: Microsoft Corporation.

CITATION EXAMPLE

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