APA STYLE CITATIONS
UPDATED 10/14/08

American Psychological Association (APA) documentation is intended to do two things: 1) to credit authors' works and 2) to provide enough information for readers to retrieve the original material if necessary. The APA has designed a documentation style most frequently used in the applied and social sciences (psychology, sociology, anthropology, health sciences, etc.) and in education and business.

Because new papers are constantly being published in these disciplines, the APA system is date-sensitive. In-text citations as well as bibliographic listings include dates.

Basic general recommendations for using APA style are included here.

APA MANUSCRIPT FORMAT


APA STYLE RULES GOVERNING FORMATTING THE PAPER

Paper and Typeface: Use good-quality 8½” x 11” white paper. Use a standard readable font and print size; a Times New Roman or Courier typeface and 12-point type are preferred. Double space the entire paper and indent for all paragraphs except the abstract.

Title Page: Include a running head, title, and byline and institutional affiliation. The title page is a separate page, numbered page 1. (See the sample title page below.)

An Analysis of the Hypertension 1

Double-spaced
Full title centered in the middle of the page] An Analysis of the Hypertension

and the Effect on Bone Density

Nursing  101

Mr. Dunn

March 23, 2008

Page Numbers and Running Head:
Placed in the upper right-hand corner of each page, and include a shortened title and your page number in the header.
Abstract: If required by your instructor, include an abstract on its own page after the title page. An abstract is a 75-to-100-word paragraph summary of your project that provides readers with a quick overview highlighting your thesis and conclusions.

Margins and Line Spacing: Use Page Setup to adjust margins to 1 inch and double space consistently throughout your essay.

Headings: Offer a means to highlight topic areas. They are not always necessary, but one or two levels of headings are usually sufficient. The first level heading is Centered Uppercase and Bold, Lowercase Heading, and the second level is an Aligned Left Italicized Uppercase and Bold Lowercase Heading. Capitalize the first word of the heading, along with all words except articles, short prepositions, and coordinating conjunctions.

Visuals: Any figure, including a graph, chart, drawing, or photograph, is a visual and needs to be kept as simple and clean as possible. For each table, label with an Arabic numeral and clear title on a separate line above the table, aligned left. Below the table, give its source in a note as shown in the sample below.

Be sure to consistently double-space! Leave three spaces between columns for clarity.

Table 1

<table>
<thead>
<tr>
<th>Campus</th>
<th>Comp 111</th>
<th>Comp 112</th>
<th>Literature classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toledo</td>
<td>50,000</td>
<td>40,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Findlay</td>
<td>5,000</td>
<td>4,000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Note. All other composition classes were omitted.


In the text of your paper, discuss the most significant features of each visual. Place the visuals as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix.

Notes for a table (All three may be used in the sequence listed below)

General notes give an explanation to any symbols or abbreviations used in the table.
Specific notes make reference to a particular column or row. They are independent of other tables and begin with a superscript lowercase a in each table.
Probability notes explain the significance of text results.
APA STYLE: IN-TEXT CITATIONS

APA offers a system of citations with the focus on the author and date of publication. Each in-text citation includes the author of the source (often in a signal phrase), the date of publication, and a page number in parentheses for all quotes. At the end of the paper on the References page, for each in-text citation there is a correlating reference providing publication information about the source; the list is alphabetized by authors' last names (or by titles for works without authors).

IN-TEXT CITATION

Warren (2006) reported that "over 2,000 stem cells are available for research" (p. 722).

ENTRY IN THE LIST OF REFERENCES


NOTE: Use hanging indent for your references as shown here unless your instructor suggests otherwise, and consistently double-space your entire paper.

The APA's in-text citations provide at least the author's last name and the date of publication. For direct quotations and paraphrases, a page number is given as well.

APA STYLE RULES GOVERNING IN-TEXT PARENTHETICAL CITATIONS

- At the appropriate point in your text, insert a brief parenthetical reference consisting usually of the last name(s) of the author(s), a comma, and the year of publication. Your reader can use your reference list to obtain the full reference.

- When a quotation is longer than forty words, set it off from the text by indenting it one-half inch (or five spaces) from the left margin. Double-space the quotation, omit the quotation marks, and place the citation after the end punctuation with no period following the citation.

- Do not include suffixes such as Jr. or qualifiers like Ed. Do not include months or days even if they are in the reference list.

- For quotations and references to a specific part of a work, follow the year of publication with a comma and provide the page number(s) or identify the section you refer to. Precede the page numbers with p. or pp. or para. or sect. as appropriate. For web pages without page numbers, be as specific as possible in order to help your reader find what you are referring to.
• For un-authored works, use the first few words of whatever is the first element of the reference in your reference list, followed by the date and other specifics needed.

• If you have more than one work by authors with the same last name, provide initials (before the last name, not inverted order) for each author in the text and in parenthetical citations.

• For undated works, include n.d. for "no date."

• For works by two authors, provide the last names of both authors every time the work is cited in the text.

• For three to five authors, provide the last names of all authors the first time they are referred to in the text, and in subsequent references, provide only the last name of the first author followed by “et al.” (Latin for “and others”).

• If there are more than six authors provide only the last name of the first author and shorten the rest to et al.

In order to keep parenthetical expressions brief, clear and accurate, APA style recommends that you not repeat in parentheses anything unambiguously stated previously in your text. If you identify the author, work, or part of a work in nearby text, you can simply provide in parentheses the date and page number(s) or other necessary information to specify what passage you are citing. If your text contains the year, do not repeat it.

The following models illustrate the APA style of in-text citation.

<table>
<thead>
<tr>
<th>In-Text Parenthetical Reference</th>
<th>Corresponding Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Citing a work with one named author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Citing a work with two authors or editors as authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Citing a work with same last name as another in your Reference List</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Citing a work with no author named and/or undated:**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>According to the American Cancer Society on Adrenal Cortical Cancer (n.d.), your text continues.</td>
</tr>
</tbody>
</table>

At the end of your paper, provide an alphabetized “Reference List” containing complete citations for all works cited or referred to in your paper.

**APA STYLE: REFERENCES LIST**

Begin your list of references on a new page at the end of the paper. Center the title “References” about one inch from the top of the page. APA style views the term "Bibliography" as a broader designation to be used if your list of references includes more than works referred to in your paper. Double-space throughout. (See a sample list of references.)

List the elements that identify the work's author, publication date, title, and publishing information. For online publications, add elements stating where and when you retrieved the document.

**APA STYLE RULES GOVERNING REFERENCE LISTS**

**Indenting Entries:** APA recommends using a hanging indent: Type the first line of an entry aligned left and indent any additional lines one-half inch (or five to seven spaces), as shown here.


**Alphabetizing the List:** Alphabetize the reference list by the last names of the authors (or editors); when a work has no author or editor, alphabetize by the first word of the title other than *A, An, or The*. If your list includes two or more works by the same author, arrange the entries by year, the earliest first.

If your list includes two or more works by the same author in the same year, arrange them alphabetically by title. Add the letters "a," "b," and so on within the parentheses after the year: (2001a). Use the full date for articles in magazines and newspapers in the reference list: (2001a, July 7). However, use only the year in the in-text citation.

**Authors:** All authors' last names are inverted (last name first), and first names are abbreviated by the authors' initials. For one to six authors, list all. For seven or more, list the first six followed by a comma and *et al*.

- Corporate authors: Corporate names as authors are written out; capitalize the first letter of significant words. A parent body precedes a subdivision within an organization.
Editors: For an edited book without a named author, treat the editors as authors (inverted order), and include (Ed.) or (Eds.) in parentheses after the last editor's name. Editors' names and other names not in the author position (e.g., translators) are not inverted and are followed by an abbreviated designation in parentheses.

No named author or editor: Move the title to the author position before the date.

Publication date: The year of publication is enclosed in parentheses and precedes the title, generally after the authors' names. For works with no author or editor, put the title first and follow it by the year of publication. For magazines, newsletters, and newspapers, provide the month, month and day, or quarter of the issue if following the year in format (YYYY, Month dd) or (YYYY, Season). If there is no date available, enter (n.d.).

Titles of books and articles: Italize the titles and subtitles of books; capitalize only the first word of the title and subtitle (and all proper nouns). Capitalize names of periodicals as you would capitalize them normally. Do not italicize or underline article titles or enclose them in quotation marks. Capitalize the same as for book titles.

Volume, issue, and page numbers: For periodicals with continuous pagination throughout a volume, provide only the volume number (italicized), a comma, and then the inclusive page numbers. If and only if each issue begins with page 1, give the issue number in parentheses immediately after the volume: 38(2), 12-17. Precede page numbers with p. or pp. only for chapters in books, newspaper articles, and when unavoidably required for clarity.

Publishers and place of publication: For publishers, give the city and state or country if the city is not well known for publishing or is ambiguous. Omit superfluous terms like "Publishers," "Co.," or "Inc." but include "Press" or "Books." Use 2-letter abbreviations for states if needed. Do not abbreviate "University." If two or more publisher locations are listed, give the first or the home office location if known.

Reviews: The review author is listed first. Review title follows publication date in format appropriate to the type of periodical. In brackets, provide a statement identifying the article as a review, the medium being reviewed, and its title [Review of the book/motion picture/television program/etc. Title of reviewed item]. Finish by providing the rest of the periodical citation. If a review is untitled and/or lacks an author, use the material in brackets as the title; retain the brackets.

Electronic publications: For online publications, follow the rules for print insofar as possible.

- Page numbers may be irrelevant.
- After the body of the reference, provide a "Retrieved" statement telling the date retrieved and source. The source may be the URL or the name of an indexing service or journal database where the article was located. Do not provide the URL for well-known providers of journal articles or books such as a library database.
- Omit the final period if a citation ends with a URL.
- When a URL must be divided, break it after a slash or before a period. Do not insert a hyphen.
- If an online journal is an exact reproduction of the print publication (e.g., JSTOR, NetLibrary, and most PDF documents), and you did not consult the print version, cite as if it is a print publication (with page numbers) and include [Electronic version] as the last element of the article title.

Punctuation: Periods are generally used to end elements in references. Commas are generally used to separate items within an element, except for colon between location and publisher of books and for parentheses around (year of publication), (Eds.), and (page numbers for a
The following models illustrate the APA style of references for basic sources:

### Examples for Print Publications

#### Books

<table>
<thead>
<tr>
<th>General Format</th>
<th>Example</th>
</tr>
</thead>
</table>

#### Chapter in a Book

<table>
<thead>
<tr>
<th>General Format</th>
<th>Example</th>
</tr>
</thead>
</table>

#### Journal Articles

<table>
<thead>
<tr>
<th>General Format</th>
<th>Examples</th>
</tr>
</thead>
</table>

#### Magazine Articles

<table>
<thead>
<tr>
<th>General Format</th>
<th>Examples</th>
</tr>
</thead>
</table>

#### Newspapers Articles

<table>
<thead>
<tr>
<th>General Format</th>
<th>Examples</th>
</tr>
</thead>
</table>
**Review Articles**

<table>
<thead>
<tr>
<th>General Format</th>
<th>Review author. (year, Month day as needed). Review title [Review of the medium Title of item reviewed: Subtitle]. Title of Periodical, publication information following appropriate format above.</th>
</tr>
</thead>
</table>

**Examples for Electronic Publications**

**Article in an Online Periodical**

|---|---|

**Online Book**

|---|---|

**Websites (follow your path of retrieval)**

<table>
<thead>
<tr>
<th>General Format</th>
<th>Author. (year). Title of webpage: Subtitle if needed, Retrieved Month day, year, from source.</th>
</tr>
</thead>
</table>
**Examples of Audio-visual Sources**

### A Motion Picture or Video Tape

**General Format**
Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

**Examples**

### A Television Broadcast or Television Series

**General Format**
Producer, P. P. (Producer). (Date of broadcast or copyright). *Title of broadcast* [Television broadcast or Television series]. City of origin: Studio or distributor.

**Examples**

### A Single Episode of a Television Series

**General Format**
Writer, W. W. (Writer), & Director, D.D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), Series Title. City of origin: Studio or distributor.

**Example**

### A Music Recording

**General Format**
Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date)

**Example**

If your particular source is not listed, use your *Little, Brown Compact Handbook* or another good handbook to find sample entries, check the *Publication Manual of the American Psychological Association*, or consult the APA style website (at http://www.apastyle.org), especially their Frequently Asked Questions about APA Style (at http://www.apastyle.org/faqs.html) and their coverage of electronic references (at http://www.apastyle.org/elecref.html). If you have questions, feel free to consult a Writing Center tutor for assistance.

For samples of APA in-text citation, and reference page, look on WritingHelp-Central.com or in *The Publication Manual of the American Psychological Association*. 

Sample Reference Page

References


Use hanging indent, double-space, and alphabetize sources.