The examples on this handout follow standards of the American Psychological Association (APA) documentation style. For more extensive rules and examples for use of the APA style, consult the Publication Manual of the APA, 6th Edition (REF BF 76.7.P83 2010), and the APA style website (http://www.apastyle.org/apa-style-help.aspx).

References List

The reference list, which appears at the end of a research project, lists all sources cited in the body of the project. Each entry on the reference list provides all information necessary for a reader to locate and retrieve the source. Each reference cited in-text must appear in the reference list; each entry in the reference list must be cited in-text.

- Alphabetize reference list by main entry, which is usually the author.
- The first line of entries are flush with the left margin; subsequent lines are indented.
- Entries are double-spaced within and between entries.

A sample references list can be found on the last page of this handout.

Citing References In-Text

Each time facts, ideas, or words are taken from a source, credit must be given to the original source. This is true if information is paraphrased (reworded), or directly quoted in part, or directly quoted in entirety.

Paraphrase: When information from a source is paraphrased in the text of a paper, use the author and the year of publication, separated by a comma, enclosed in parentheses.

Example: ...a remarkable difference was reported (Jones, 2000).

Specific part: When a specific part of a source is cited, use the author and the year of publication, separated by a comma, and add the exact page, chapter, paragraph, figure or table numbers, all enclosed in parentheses.

Example: ...but were not duplicated under those conditions (Richards, 2008, p. 45).

Direct quotations: When words or facts are taken exactly from a source, include the author and year of publication, separated by a comma, and add the page numbers, all enclosed in parentheses.

Because many online sources do not include page numbers, use some other type of identifying information to direct the reader to the appropriate section in the original source, such as paragraph numbers (if visible), names of sections, or names of headings.

Example: According to a series of interviews conducted by Shimaura (1989), “empirical studies have found mixed results on the efficacy of labels” (Discussion section, para. 3).

Quotes fewer than 40 words: Enclose the quote in double quotation marks and incorporate the quote into the text. Place the parenthetical citation as close as possible to the quoted material.

Example: Robbins (2003) suggested that the “therapists may have inadvertently validated parental negativity” (p. 541), contributing to the overall family dynamic.
Quotes longer than 40 words: Omit quotation marks and place direct quotations in a free-standing block of double-spaced text, indented five spaces from the left margin. The parenthetical citation should come after the closing punctuation mark.

Example: Jones’s (1998) study in four year colleges noted the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Placement of citations: The author and year of the source being cited must always be given regardless of the placement in the text.

Beginning of sentence: Rosenblum (2006) reports that more studies need to be done.

Middle of sentence: After a number of studies, Lynch (2007) stated that the findings were alarming.

End of Sentence: A follow up study is yet to be conducted (Windhorst, 2004).

Use this chart to determine the formatting of source citations in the body of a paper. (table 6.1)

<table>
<thead>
<tr>
<th>Numbers and types of authors</th>
<th>First citation in text</th>
<th>Subsequent citation in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citation in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>

Formatting Authors Names in the References List

No author: Begin with the title of the work, followed by the year of publication.
Example: Six sites meet for anti-gang initiative conference (Gang Violence, 2006).

One author: List last name and first initial, separated by a comma.
Example: Smith, J.

Two authors: Place an ampersand (&) between names.
Example: Smith, J. & Jones, S.

Three to seven authors: Place an ampersand before the final author’s name.
Example: Kern, M. H., Cole, D. P., Sun, C. R., Berr, A., Hare, T., & Bach, J. S.

Eight or more authors: List the first six authors’ names, then insert three ellipses (...), and add the final author’s name.
Using the Digital Object Identifier (DOI) System (6.31)

What it is: A DOI is a unique string of numbers and letters assigned to a publication to provide permanent identification of an item and a persistent link to it.

Where to find it in print publications and PDFs: Typically, the DOI is located on the first page of the article in a journal, near the publication information.

How to use it: Include a DOI in citations for both print and electronic resources whenever the DOI is available. Because the DOI string can be long, copy and paste whenever possible to avoid errors.

Provide a DOI using this format: doi: xxxxxxxxxx

If No Digital Object Identifier (DOI) is Found

- If no DOI is provided in a publication, provide the URL of the webpage of the journal or the publisher, which may be located by performing a World Wide Web search.
- If no URL can be found for the webpage of the journal or the publisher, provide the URL of the entry page of the database the publication was found in.
- Use the examples in the following sections to format citations for electronic sources without DOI numbers.

Journal articles (7.01)

To format single, multiple, and group authors in reference and in-text citations, use the guidelines on page 2 of this handout.

Library database with DOI (1)
Author. (Year). Title of article. Title of journal, volume (issue), page numbers. DOI

Library database, no DOI, using URL of journal homepage (3)

Library database, no DOI, using URL of database homepage (3)

Journal found directly on the Internet with DOI (1)
Author. (Year, month, date). Title of article. Title of journal, volume, paging or indicator of length. DOI
Journal found directly on the Internet, no DOI, using URL of journal homepage (3)
Author. (Year, month, date). Title of article. Title of journal, volume (issue), paging or indicator of length. Retrieved from http://URL of journal website

Magazine Articles (7.01)
To format single, multiple, and group authors in reference and in-text citations, use the guidelines on page 2 of this handout.

Library database using URL of magazine homepage (8)
Author. (Year, month, date). Title of article. Title of magazine, volume (issue), page numbers. Retrieved from http://URL of magazine website

Library database using URL of database homepage (8)

Magazine found directly on the Internet using URL of magazine homepage (8)
Author. (Year, month, date). Title of article. Title of magazine, volume (issue), page numbers. Retrieved from http://URL of magazine website

Newspaper Articles (7.01)
To format single, multiple, and group authors in reference and in-text citations, use the guidelines on page 2 of this handout.

Library database using URL of newspaper homepage (11)
Author. (Year, month, date). Title of article. Title of newspaper. Retrieved from http://URL of newspaper website

Library database using URL of database homepage (11)
Newspaper found directly on the Internet using URL of newspaper homepage (11)


Electronic Book or Book Chapter (7.02)
To format single, multiple, and group authors in reference and in-text citations, use the guidelines on page 2 of this handout.

Electronic Book found directly on the Internet (19, 20)


Library Database (29)

Other Documents on the World Wide Web (7.03)
To format single, multiple, and group authors in reference and in-text citations, use the guidelines on page 2 of this handout.

Government Document (31)


Non-Government Report (33)


World Wide Web Site


Personal Communications/ LISTSERVs/Online Discussion Groups (6.20)
Electronic Mail/ Personal Interviews/ Telephone Conversations

Personal communications are not cited in the Reference List, but are cited in-text. Use the the person’s name as well as the most exact date possible. Use only the term “personal communication” regardless of the form (e-mail, phone, interview, etc.).

Example: In-text:
References


