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APA Style Citations (American Psychological Association)

This document provides guidelines for citing sources according to the *Publication Manual of the American Psychological Association (5th edition)*, often referred to as "APA style". It incorporates the updated guidelines for citing electronic references, which the APA has issued as an amendment to those originally published in the manual. *This guide is an abbreviation of APA guidelines. If the kind of work you wish to cite is not represented, or specifics about the resource you need to cite are not addressed, see the guide's section on obtaining more help.*

How Do I Cite? When you refer to or base your ideas on another person's work, you need to cite it. APA style requires you place brief **reference citations** in your text and then complete citations for the works referenced at the end of your paper in an alphabetized **reference list**.

1) In-Text Reference Citations. At the point of reference, provide your reader with a brief reference citation. When quoting, or referring to a specific part of a work, include information on the specific page(s) or part of the work.

Citing a work, one author
As Maguire (2004) stated, your text continues. OR Your text or quotation here (Maguire, 2004).
Citing a work, two to five authors (or editors as authors)
According to Coward and Maguire (1999), your text continues. OR Your text or quotation here (Coward & Maguire, 1999).
Citing a specific part of a work
According to Coward and Maguire (1999, p. 45), your text continues. OR Your text or quotation here (Coward & Maguire, 1999, p. 45).
Citing a specific part of an electronic source that does not have page numbers
As Coward (2008, Conclusion section, para. 3) concluded, your text continues. OR Your text or quotation here (Coward, 2008, Conclusion section, para. 3).

General Rules for an In-Text Reference Citation

Elements
- Note the **last name(s)** of the **author(s)** and the **year of publication**.
  Include these elements within the text's narrative or in accompanying parentheses;
  include in parentheses any element that does not already appear in the narrative.
- Separate elements in parentheses by a comma
- Do not include suffixes such as **Jr.**
- Cite only the year; do not include months or days
- Subsequent citations to the same work, within the same paragraph, do not require you re-cite the year

Citing a specific part of a work
- Always provide page numbers when quoting
- Follow the year of publication with a comma and identify the page(s), chapter, table, etc.
- Use abbreviations **p.** and **chap.** for page or chapter
- For electronic sources without page numbers…if the source referenced provides paragraph numbers, use them (precede with symbol ¶ or **para.**). If it does not, but has section headings, cite the relevant heading for the section followed by a comma and the number of the paragraph in that section.

Works by more than one author
- For a work by two authors, provide the last names of both each time the cited work is referenced
- For a work by three to five authors, provide the last names of all authors the first time the work is cited; in any subsequent references cite the last name of the first author followed by `et al.`
- For a work by more than five authors, provide the last name of the first author followed by `et al.`
  Include the year of publication in the first and any subsequent citations to the work.
- When citing within parentheses, join multiple authors with `&`
- When citing within the text's narrative, join authors with the conjunction `and`

Author is a group, no author, and anonymous author
- **Group author.** For a work authored by a group, spell out the group name. *When it is long, and has a readily understandable abbreviation, it may be abbreviated in subsequent references.*

Initial citation of group author	Subsequent citation(s)
(The National Organization for Women [NOW], 1999)	(NOW, 1999)

- **No author provided.** For a work with no author, instead cite the first few words of the work's entry as given in the "reference list" (see "order of entries" in the section of this guide describing the reference list)
  – Usually it will be the title. If it is a title of an article or book chapter, put it in "quotes". If it is a title of a book, periodical, or report, *italicize* it.

No author listed
As was noted ("The Disability Gulag," 2003) at the time, your text continues. *Note: Capitalization of title words differs from their treatment in the reference list*

- **Anonymous work.** For a work designated as anonymous, cite the author as `Anonymous`

Undated work
- For undated works, note `n.d.`

Undated work
As Winton (n.d.) stated, your text continues.
OR
Your text or quotation here (Winton, n.d.).

2) Reference List. The reference list provides the full citations for the works you cite. Below are examples and the general guidelines to follow when citing.

Examples: print publications (for electronic publications, see corresponding examples)
note: These examples are single-spaced to condense the length of this guide; however, APA style is to double-space reference list entries

BOOKS	
General Format	Author, A. A., & Author, B. B. (2004). *Title of book.* Location: Publisher.
Examples:	Holmberg, D., Orbuch, T., & Veroff, J. (2004). *Thrice-told tales:* *Married couples tell their stories.* Mahwah, NJ: Erlbaum.
CHAPTER IN A BOOK	

General Format	Author, A. A. (2004). Title of chapter. In A. Editor,
	      B. Editor, & C. Editor (Eds.), *Title of book* (p./pp. page
	      number/s). Location: Publisher.

Examples:	Stein, A. (1997). Sex after 'sexuality': From sexology to post-
	      structuralism. In D. Owen (Ed.), *Sociology after postmodernism*
	      (pp. 158-172). London: Sage.

JOURNAL ARTICLES	
General Format	Author, A. A., Author, B. B., & Author, C. C. (2004). Title of article. *Title of Journal*, *volume*(issue, when appropriate), page-number/s.
Examples:	McCright, A. M., & Dunlap, R. E. (2003). Defeating Kyoto: The conservative movement's impact on U.S. climate change policy. *Social Problems*, *50*, 348-373. Stein, H. F. (2003). The inner world of workplaces: Accessing this world through poetry, narrative literature, music, and visual art. *Consulting Psychology Journal: Practice & Research*, *55*(2), 84-93.

MAGAZINE ARTICLES	
General Format	Author, A. A. (2004, Month day). Title of article. *Title of Magazine*, *volume if any*, page-number/s. *Second example illustrates a citation when no author is named and includes bracketed descriptive information
Examples:	Kenji, M., & Tanako, K. (2003, February 13). Conflict and cognitive control. *Science*, *303*, 969-970. The disability gulag [Letter to the editor]. (2003, December 14). *The New York Times Magazine*, 28.

NEWSPAPER ARTICLES	
General Format	Author, A. A. (2004, Month day). Title of article. *Title of Newspaper*, p./pp. page number/s. *Second example illustrates citation format when no author is named and the article referenced is on non-consecutive pages
Examples:	Nagourney, E. (2003, October 28). Impatience, at your own risk. *The New York Times*, p. F6. Skin deep: 'Cosmetic wellness' helps people feel good about their looks. (2004, March 24). *The Modesto Bee*, pp. G1, G4.

REVIEW ARTICLES	
General Format	Author, A. A. (2004, Month day as needed). Review title [Review of the medium *Title of item reviewed*]. *Title of Periodical*, and publication information following format for journal, magazine, or newspaper, as appropriate. *Second example illustrates citation where review is untitled
Examples:	Petrakis, J. (2004, February 24). Regrets [Review of the motion picture *The fog of war*]. *The Christian Century*, *121*, 66-67. Zulu, I. M. (1997). [Review of the book *The opening of the American mind: Canons, culture, and history*]. *College & Research Libraries*, *58*, 487-488.

Examples: electronic publications

note: These examples are single-spaced to condense the length of this guide; however, APA style is to double-space reference list entries

ONLINE PERIODICAL, JOURNAL ARTICLE (with DOI)	
General Format	Author, A. A., Author B. B., & Author C. C. (2004). Title of article. *Title of Periodical*, *volume*(issue if needed), page-number/s. doi:number
Examples:	Gilbert, J. (2008). Against the commodification of everything. *Cultural Studies 22*, 551-566. doi:10.1080/09502380802245811

ONLINE PERIODICAL, JOURNAL ARTICLE (without DOI)

Journal Article General Format	Author, A. A., Author B. B., & Author C. C. (2004). Title of article. *Title of Periodical*, *volume*(issue if needed), page-number/s. Retrieved from statement. *What's included in the Retrieved from statement varies, see additional rules for electronic references for criteria. *Examples illustrate article citations for a freely available article, an article from a subscription database, and an article from a subscription database where the resource name is provided in lieu of a homepage.
Examples:	Wada, K. (2008). Illegal file sharing 101. *Educause Quarterly*, *31*(4), 18-25. Retrieved from http://net.educause.edu/ir/library/pdf/EQM0844.pdf Hopkins, N., & Moore, C. (2001). Categorizing the neighbors: Identity, distance, and stereotyping. *Social Psychology Quarterly, 64*, 239-252. Retrieved from http://www.jstor.org Singh, H. B., Prasad, P., & Rai L. K. (2002). Folk medicinal plants in the Sikkim Himalayas of India. *Asian Folklore Studies*, *61*, 295-310. Retrieved from ProQuest database.
Magazine Article General Format	Author, A. A. (2004, Month day). Title of article. *Title of Magazine*, *volume if any*, page-number/s. Retrieved from statement. *What's included in the Retrieved from statement varies, see additional rules for electronic references for criteria.
Example:	Newton-Small, J. (2009, February 11). Congress's new love affair with twitter. *Time*. Retrieved from http://www.time.com/time/politics/article/0,8599,1878773,00.html
Newspaper Article General Format	Author, A. A. (2004, Month day). Title of article. *Title of Newspaper*, p./pp. page number/s. Retrieved from statement. *What's included in the Retrieved from statement varies, see additional rules for electronic references for criteria. *Example shows citation when no author is named.
Example:	Prohibition sustained. (1920, January 6). *The New York Times*, p. 14. Retrieved from ProQuest Historical Newspapers database.

ONLINE BOOK

General Format	Author, A. A., & Author, B. B. (2004). *Title of book*. Retrieved from statement including publisher information if appropriate. *What's included in the Retrieved from statement varies, see additional rules for electronic references for criteria. *The first example shows a citation for an electronic book that was retrieved from a subscription database. As the homepage is not readily identifiable, the database name is provided. The second example is a book that is freely available. In both cases, the publisher is not otherwise evident and needs to be provided.
Examples:	Bell, S., & Morse, S. (2003). *Measuring sustainability: Learning by doing*. London: Earthscan Publications. Retrieved from the ebrary database. Goldman, E. (1914). *The social significance of the modern drama*. Boston: Badger. Retrieved from http://sunsite.berkeley.edu/Goldman/Writings/Drama/index.html

Online document (institutional, personal website, etc.)

General Format	Author, A. A. (year if available, if not abbreviation for no date). *Title of document*. Retrieved from statement. *What's included in the Retrieved from statement varies, see additional rules for electronic references for criteria. *Example shows citation with group as author. As the content may be changeable a retrieval date is provided.
Examples:	NCAA Committee on Sportsmanship and Ethical Conduct. (n.d.). *Operations plan 2001-02 and 2002-03: Strategic planning and budgeting for the 2002-03 and 2003-04 Academic Years*. Retrieved February 9, 2004, from http://www1.ncaa.org/membership/governance/assoc-wide/ sportsmanship_ethics/index.html

General Rules for Reference Lists *(see <u>additional</u> rules for electronic publications, below)*

Titling and spacing
- Start the list on a new page. Title it References (Reference if citing only one work) and center the title
- Double-space entries
- Individual entries should have a hanging indent (i.e. first line of entry is flush with the left margin, subsequent lines indented)

Order of entries
- Entries are alphabetized by author's last name
- For works with multiple authors, alphabetize by the last name of the first listed author
- Multiple works by the same author(s) are alphabetized by the first author's last name and ordered amongst themselves by year of publication (earliest first)
- Multiple works by the same first author, but different subsequent authors, are alphabetized within the list by the last name of the first author, and then alphabetized amongst themselves by the first unique last name
- When the author is a group, alphabetize by the first significant word in the group's name
- Works signed **Anonymous** should be alphabetized as if that is the author's name
- Works with no author should move the title to the author position (before the date of publication) and alphabetize by the first significant title word

Elements of an entry
- Each entry usually contains the following four elements: a) author b) publication date c) title and d) publishing data
- Commas generally separate items within an element
- Periods are generally used to end an element

a) Author
- Invert authors' names -- e.g., **Last name, A. A., Last name, B. B., & Last name, C. C.**
- Use commas between an author's last name and initials, between initials and suffixes, and between multiple authors. *When there are multiple authors, precede the last named author by* **&**
- Provide author last names and initials for works by one to six authors. For seven or more, follow the sixth author by a comma and the abbreviation **et al.**
- If the author is a group, its name should be written in full, capitalizing the first letter of significant words. A parent body precedes a subdivision of an organization -- e.g., **University of Somewhere, Department of Something**
- If the work has no author, move the work's title to the author position of the entry
- Edited books generally treat the editor as the author. Follow editor name with **(Ed.)** or **(Eds.)** as appropriate **However:** If a book has only one author and also an editor, the editor's name is given in parentheses, after the title -- in the manner a translator would be treated. In this case, the editor name is not inverted – e.g., *Title of book* **(A. A. Last name, Ed.).**
- For a chapter in a book, the chapter author is the author listed for the entry. Editor information, if any, precedes the book title and is not inverted. *See book chapter example for a sample citation.*
  - Multiple editors are separated with a comma; use **&** between the last two named editors
  - If there are only two editors, use **&** without a comma between the editor names
  - Follow editor name(s) with **(Ed.),** or **(Eds.),**
- Reviews treat the reviewer as the author for the entry

b) Publication date
- – The year of publication is enclosed in parentheses. It usually follows the author name and precedes the title.
- – For magazines, newsletters, and newspapers, provide the year followed by the exact date as given on the publication – i.e. month, month and day, or season of the issue – e.g., **(YYYY, Month dd)** or **(YYYY, Season)**
- – If there is no date available, enter **(n.d.)**

c) Title

Capitalization & italics
- – For published periodicals, capitalize the first letter of all significant title words
- – For nonperiodicals, book chapters, and articles, capitalize only the first word, and proper nouns, of titles and subtitles
- – Italicize titles of whole works for both periodicals and nonperiodicals. Also italicize the volume number, if any, for periodicals. Do not italicize the titles of parts of a larger work – e.g., chapters in books, articles in journals, etc.

Title is a chapter in a book
After the author, cite the chapter title and add a period. Enter **In** and give the name of the book's editor(s), if any, the title of the book, and, in parentheses, the page numbers cited (use abbreviation **p.** or **pp.** as appropriate)
See book chapter example, for a sample citation

Edition, report number, volume information (for nonperiodicals & book chapters)
- – With a book, enclose any of the above in parentheses after the title -- e.g., *Title of book: Subtitle* **(3rd ed.).**
- – For a chapter in a book, provide this information prior to, and in the same parentheses as, the relevant page numbers, separated by a comma -- e.g., **Title of chapter. In** *Title of book* **(3rd. ed., pp. 6-12).**
- – Use Arabic numerals (1, 2, 3, etc.) to indicate volume numbers

Other descriptive information.
Any non-standard descriptive information regarding the form, or type of source cited, that is important for the identification of the material, is placed in brackets
- – For descriptive information regarding articles & chapters in a book, place brackets after the article or chapter title -- e.g., **Title of article [Letter to the editor or Special issue, etc.].**
- – For descriptive information regarding books and other nonperiodicals, place brackets after the title and after any parenthetical information as regards edition, volume, etc. --e.g., *Title of nonperiodical* **(parenthetical information, if any) [Motion picture or Bibliography, etc.].**
- – For reviews, place brackets after the review title, identify it as a review, identify the medium reviewed and the title of the work reviewed – e.g., **Title of review [Review of the book/motion picture/television program/etc. Title of Book, Motion Picture, etc.].**
  If a review is untitled, place the bracketed material after the review author and date; retain the brackets . See review example, for sample citations.

Periodical
- – Provide the title of the periodical, the volume number, if any, and inclusive page numbers
- – Do not use abbreviation vol. before the number; use Arabic numerals (1, 2, 3, etc.) to indicate volume numbers
- – If a periodical does not use volume numbers, include the month, season, or other designation following the year of publication – e.g., **Author, A. A. (1991, July).**
- – If a journal paginates each issue separately (i.e. each issue starts its numbering with page 1), provide the issue number, in parentheses, immediately after the volume number – e.g., **38(2), 12-17.**
- – When noting page number(s) in an entry for a newspaper article, precede number(s) with **p.** or **pp.**
- – *See article examples for sample citations*

d) Place of publication and publisher **(non-periodicals)**
- – Provide the city, state (or province where applicable) and country (if outside the United States.).
- – Place a colon after the place of publication and provide the name of the publisher. Use 2-letter abbreviations for states
- – If two or more publisher locations are listed, give the first or the home office (if known)
- – If the publisher is a university and the university name includes the state or province, do not repeat that information in the place of publication
- – Write, in full, the name of associations, corporations & university presses. Omit terms like `Publishers`, `Co.`, or `Inc.`, not required to identify the publisher. Keep the words `Books` and `Press`.

ADDITIONAL RULES FOR ELECTRONIC PUBLICATIONS

The rules for citing electronic publications build upon those of their print counterparts. In general, you include the same elements, in the same order, as you would for a print copy of the material. Then you add a retrieval statement that provides details about electronic access to your source. APA guidelines for resource types are given above, guidelines for the electronic retrieval statement are outlined below. ***Note:*** *what you include in a citation will depend partly on the information the source makes available. Sometimes a judgement call, as to what information to include, is required. When this is the case, keep in mind that the overall goal of the citation is to make a source findable to your readers.*

Retrieval statement. A retrieval statement is provided at the end of a citation's entry. It may include the date and/or source location.

> **Retrieval date**. When the source content is likely to change, or is retrieved from the "open" web, include the date of access, e.g., **Retrieved Month day, year, from source/location.**

- When the cited work has no fixed publication date, edition, or version, a retrieval date documents the moment you referred to a "changeable" source
- A retrieval date is not needed when the content is not likely to change – e.g., the published version of a journal article or book.
- When in doubt about whether a retrieval date is needed, providing the date is acceptable style

> **Name/location of a source.** A decision will need to be made between the provision of a DOI, a URL, or a database name, and, for nonperiodicals, what publisher information needs to be included.

- **DOI**
    - When a **D**igital **O**bject **I**dentifier is available for the cited source, provide it in lieu of a URL or database name
    - Copy DOIs exactly and do not place a period at the end of the entry
    - *See electronic journal article citation for an example entry with a DOI*

      DOIs are used by scholarly publishers to uniquely identify electronic content and provide a persistent way to retrieve it that is not database specific. A fuller discussion of DOIs, including more information on how to locate them within a source, is available via http://www.apastyle.org/elecmedia.html

- **URL**
    - Give the full URL to the material cited when the source is freely available
    - If the material cited was accessed via a subscription based resource (such as a library licensed database), give the URL to the home page of that resource. Also give the URL to the home page of reference resources (such as online dictionaries or encyclopedias).

      Your reader may not have access to a given subscription database, and/or the database may generate URLs that are not permanent. In both cases, providing the home page avoids the likelihood of a non-working URL.

      However: URLs for subscription resources can be complex and may not easily reduce to a homepage. Should this prove the case, providing the name of the database, in lieu of a URL, is acceptable – *see next entry*.

    - Copy URLs exactly and do not place a period at the end of the entry
    - If you need to break a URL across several lines of text, break it before a point of punctuation -- do not break it after http:// and do not use a hyphen to break it
    - When the URL leads to a page on how to obtain/purchase the material (for example, a vendor like Amazon), state **Available from** instead of **Retrieved from**

- **Database name**
    - For subscription-based resources (when no DOI is available for the material cited and the URL does not reduce to an identifiable homepage) provide the database name -- e.g., **Retrieved from database name.**
    - Provide the name of a database used to access documents of limited circulation (hard to find books, etc.)

- **Geographic location & publisher (non-periodicals)**
    - The geographic location of a publisher is not generally needed
    - The name of the publisher is needed if it is <u>not evident</u> elsewhere in an entry (e.g., via the author's name for self-published works, via the URL if it includes the publisher name, etc.)
    - When you need to cite a publisher, you generally do so in the retrieval statement -- e.g., **Retrieved from Publisher at source location.**
      However, when the material was not retrieved from the publisher, include any publisher location/name information available as you would for a print copy, and then add a retrieval statement according to the

guidelines noted above. *This will provide your reader with the information they need to locate the source, either online or in print format. See online book citations for examples.*
- No publisher name is needed when a DOI is part of a citation

Need More Help??

For complete information regarding the structure of individual citations, order of entries, citing materials not represented, etc., consult the following APA guides:

- Publication Manual of the American Psychological Association. 5th ed. Washington, DC: American Psychological Association, 2001. The official APA style guide. **Call number: BF11 A5 P8** (Doe & Moffitt Reference and other locations). ***Note:*** *The rules for citing electronic resources have been updated since this guide was published. The APA has made these updates available online – see next bullet point.*
- An official update to the APA print manual as regards the citation of electronic references is available at **http://www.apastyle.org/elecref.html**

Bibliographic management software, like **EndNote** or **RefWorks**, can help automate the citation process. Similarly, many databases allow the export of their citations in APA style. To learn more about these options, visit http://lib.berkeley.edu/instruct/know_your_library.html#bib or talk with a reference librarian.

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