APA (American Psychological Association) is most commonly used to cite sources within the social sciences. The following guide was developed to assist students with the American Psychological Association (APA) documentation style. For more extensive rules and examples of the APA style, consult the *Publication Manual of the American Psychological Association, 6th ed.* (R 808 QA51p 2010) or visit the APA style website @ http://www.apastyle.org/apa-style-help.aspx

### Citing References In The Text

Anytime facts, ideas, or words are taken directly from an original source, credit must be given within your paper. Whether paraphrasing, directly quoting in part, or quoting in entirety, always be sure to cite your sources.

**Paraphrase:** Use the author and year of publication

Example:

Feminists had the overwhelming task of restructuring women’s identity so that women would no longer be considered vacuous and negligible (Friedan, 1963).

**Direct quote:** Include the author, year of publication, and page number

Example:

“They (feminists) had to prove that woman was not a passive empty mirror, not a frilly useless decoration, not a mindless animal, not a thing to be disposed of by others” (Friedan, 1963, p.81).

### Miscellaneous Guidelines for Citing In Text:

- **When citing a work with two authors,** always include both last names
- **When citing a work with 3 or more authors,** include all names in first reference. Afterwards, use only first author’s last name followed by *et al.*
- **When citing a work with no author,** cite the first few words of the reference list entry (usually the title) and the year. Example: (“New Drug,” 1993)
- **When a quotation is 40 words or longer,** do NOT use quotation marks. Begin the block quotation on a new line indenting the block a half inch from the left margin. Include a parenthetical reference after the final mark of punctuation.
- **When referring to electronic resources,** use the page numbers with PDF documents. If no page numbers are available, refer to paragraph numbers or document headings and paragraph numbers.
The reference list at the end of a paper provides the information needed to locate and retrieve the source documents cited in the paper. Each reference cited in-text must appear in the reference list; each entry in the reference list must be cited in-text.

- Arrange entries in alphabetical order by last name of author.
- Use a hanging indent: the first line is at the left margin; subsequent lines are indented five spaces.
- Double space all entries.
- No extra space needed between entries; the hanging indents indicate the separate citations.
- Space once after all punctuation.
- Capitalize only the first words of book or article titles and subtitles; capitalize all important words in the name of a journal.
- Italicize the names of books and periodicals.
- If no date is available, write n.d in parenthesis.

### Formatting Authors Names in the Reference List

**No Author:** Begin with the title of the work, followed by the year of publication.


**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.

**3 to 7 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.

**8 or more Authors:** List the first six author’s names, then insert 3 ellipses and add the final author’s name.


### Using the Digital Object Identifier (DOI) system (6.31)

A digital object identifier (DOI) is a series of numbers and characters assigned permanently to any entity - for instance, a journal article - for use on digital networks. Typically the doi is located on the first page of the article in a journal near the publication information OR appears somewhere toward the end of an item record in a database. Here is an example of a doi:

10.1016/j.jada.2009.08.015

The current APA Style includes a DOI as a standard part of a citation whenever it is available. You will see them in many of the examples in this guide. They are used to provide current information about an item, including where the item (or information about it) can be found on the Internet.
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.

**If No DOI is Found:**

- If no DOI is found for print resources, no additional information is needed.
- If no DOI is found for an online (or electronic) resource, provide the URL for the webpage of the journal or publisher. You may have to search the Web for this information.
- If no URL can be found for the journal or publisher, provide the URL of the entry page of the database the publication was found in.
- If no DOI is found, you may also want to try [www.crossref.org](http://www.crossref.org). Click on Guest Query and enter the title and the first author’s last name.

### CITING PRINT & MEDIA SOURCES

#### Books - Basic Formats (7.02)

Author’s last name, First initial, Middle initial. (Year of publication). *Title of book*. City of publication: Publisher.

6.27 **No Author** Cite the title of the work used.


7.02, 18 **One Author**


6.12 **Two Authors**


6.27 **Between 2 and 7 Authors**

6.27 8 or more Authors


7.03, 32 Corporate Author


6.27 Editor as Author


7.02, 25 Article or chapter in an edited book


7.02, 27 Signed article in reference book

Periodicals- Print Journals, Newspapers, & Magazines (7.01)

7.01 Journal with continuous paging

7.01,1 Print Journal with DOI

7.01,7 Print Magazine Articles

7.01,10 Newspaper Articles

Other Types of Print Resources (7.03)

7.03,33 Technical or Research Report
Government publication


Book Review


Audio Visual Media (7.07)

Video or DVD


Music recording


Video from YouTube or other website

CITING ONLINE/ELECTRONIC SOURCES

Journal Articles 7.01

7.01,1 Library Database with a DOI


7.01,3 Library Database without a DOI


7.01,1 Journal found directly on the Internet with DOI


Magazine Articles 7.01

7.01,8 Online Magazine Article


7.01,8 Magazine in a Library Database using URL of database homepage

**Newspaper Articles 7.01**

7.01,11  **Online Newspaper Article**


7.01,11  **Newspaper article from Library Database using URL of database homepage**


**Electronic Book 7.02**

7.02,19  **Electronic Book found on the Internet**


7.02,20  **Electronic Book from a Library Database**

Other Documents on the World Wide Web

7.03, 31 Government Documents


701.3 World Wide Web