



APA CITATION STYLE GUIDE

Citing references for a Reference list

The purpose of citing sources is to give credit to the author and make it possible for the reader to find the material cited.

This is a guide for creating a reference list using the APA format. The explanations and formats used in this guide are based on the APA style manual, *Publication Manual of the American Psychological Association*, 5th edition. The call number for this book is **BF 76.7 .P83 2001**. Check your Bevill State Community College library for exact location (Reference, Nonfiction, and/or Reserve). For more information on creating a reference list, please refer to chapter 4 of the *APA Manual*.

Reference List

The reference list begins on a new page at the end of the paper with the heading "References". It is usually arranged alphabetically by author's last name. If the author's name is not known, alphabetize by the title, ignoring any initial *A*, *An*, or *The*. Begin each entry at the left margin and **double-space the entire list, both between and within the entries. If an entry is more than one line, indent the following line or lines five spaces or one half inch from the left margin. The font size and style you should always use is 12 point manuscript.** The manuscript fonts include Courier, Courier New, Times, Times Roman, and Times New Roman.

Author's names are listed last name first, and initials are used for the first and middle names. The title of the book or periodical is always in italics, with only the first word and proper names capitalized.

Follow these color codes throughout the guide to help with the different parts of a citation.

Author	Date / Year	Title of Book/ Periodical/ Document	Title of Chapter or Article	Name of Electronic Database or Website URL
Volume (Issue)	Pages	Place of Publication	Publisher	Other Information

BOOKS

Author, A. A. (Year). *Title of book*. Location: Publisher.

	EXAMPLES
Books with one author / editor	Kahn, M. (2002). <i>Basic Freud: Psychoanalytic thought for the twenty first century.</i> New York: Basic Books.
Books with two to six authors / editors	Kotler, J. A., & Brew, L. (2003). <i>One life at a time: Helping skills and interventions.</i> New York: Brunner-Routledge. Windle, M. T., & Searles, J. S. (Eds.). (1990). <i>Children of alcoholics: Critical perspectives.</i> New York: Guilford Press.
Books with more than six authors / editors	List the first six authors / editors, et al. and follow the above format.
Books with corporate authors	American Psychiatric Association. (2000). <i>Diagnostic and statistical manual of mental disorders</i> (4 th ed., text revision). Washington, DC: Author. (When the author and publisher are the same, use the word "author" as name of publisher.)
Books with no author given	Merriam-Webster's collegiate dictionary (10 th ed.). (1993). Springfield, MA: Merriam-Webster. If the work is signed "Anonymous", the entry begins with the word Anonymous spelled out, and the entry is alphabetized as if Anonymous were a true name.
Book Chapter / Essay in an edited work	Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), <i>Varieties of memory & consciousness</i> (pp. 309-330). Hillsdale, NJ: Erlbaum.

REFERENCE BOOKS

	EXAMPLES
Signed articles	<p>Mohanty, J. N. (1998). Indian philosophy. In <i>The new encyclopaedia Britannica</i> (Vol. 21, pp. 191-212). Chicago: Encyclopaedia Britannica.</p> <p>Allen, Anita L. (1995). Privacy in health care. In <i>Encyclopedia of bioethics</i> (Vol. 4, pp. 648-660). New York: Macmillan-Simon.</p>
Unsigned articles	<p>Mandarin. (2002). In <i>The encyclopedia Americana</i> (Vol. 18, p. 224). Danbury, CT: Grolier.</p>

PERIODICAL ARTICLES

A periodical is a publication that appears regularly at fixed intervals, such as a newspaper, a magazine, or a scholarly journal.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of periodical*,
volume number(issue number), page numbers.

TYPE OF PERIODICAL	EXAMPLES
Journal articles	<p>Fabian, C. E. (2005). Knowing right from left on X-rays: A way to minimize errors of laterality. <i>Applied Radiology</i>, <i>34</i>(7), 8-16.</p> <p>Dewan, N. A., Lorenzi, N. M. & Zheng, S. (2004). Overcoming resistance to new technology. <i>Behavioral Health Management</i>, <i>24</i>, 28-32.</p>
Newspaper articles	<p>New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i>, p. A12.</p> <p>Fagan, K. (2004, June 21). Philadelphia: A model of homeless rehabilitation. <i>The News Journal</i>, pp. A1, A6.</p>
Magazine articles	<p>Chappell, K. (2004, May). The real story behind the Brown in Brown v. Board. <i>Ebony</i>, <i>59</i>, 114-116, 118.</p> <p>Kandel, E. R. & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. <i>Science</i>, <i>290</i>, 1113-1120.</p>

INTERNET AND ONLINE SOURCES

INTERNET

The variety of material available on the Web, and the variety of ways in which it is structured and presented, can present challenges for creating usable and useful references. When using and citing Internet sources, direct readers as closely as possible to the information being cited and whenever possible, reference specific documents rather than home pages. Providing accurate addresses to these documents allows the reader to find the cited materials. Test the URLs in your references regularly, from the first draft to the final revision.

The reference of an Internet source should provide, at the minimum, a document title or description, a date (either the date of publication or update or the date of retrieval), and a web address where document was retrieved. Whenever possible, identify the authors of a document as well.

Author, A. A. (Date of publication or last update). *Title of document*. Retrieved month day, year, from URL of web page

INTERNET SITE (Non-periodical)	EXAMPLES
Page or section of Internet documents (provide a URL that links directly to the page or section)	<p>Bhatnagar, P. (2005, August 24). <i>Is India's outsourcing honeymoon over?</i> Retrieved August 25, 2005, from http://money.cnn.com/2005/08/23/news/international/india_outsourcing/index.htm</p> <p>Department of Health and Human Services, Centers for Medicare & Medicaid Services. (2004, October). <i>Dental caries in U.S. children</i>. In <i>Guide to children's dental care in Medicaid</i>. Retrieved August 25, 2005, from http://www.cms.hhs.gov/medicaid/epsdt/dentalguide.pdf</p> <p>GVU's 10th WWW user survey. (n.d.) Retrieved August 25, 2005, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1998-10/</p>

ONLINE PERIODICAL ARTICLES

Electronic / Online databases:

Electronic databases are online subscription services to which libraries or library systems typically subscribe (e.g. Academic Search Premier, LexisNexis or ProQuest Newspapers). **Consult your instructor when citing electronic sources.**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number(issue number), pages.* Retrieved month day, year, from name of electronic database.

	EXAMPLES
Full text articles available in PDF / HTML from a library database	<p>Cave, E. M. (2004). Harm prevention and the benefits of marriage. <i>Journal of Social Philosophy, 35(2), 233-43.</i> Retrieved May 25, 2004, from Academic Search Premier database.</p> <p>Cummings, I. (2004). Clutter control. <i>Indianapolis Monthly, 27(9), 82-86.</i> Retrieved June 23, 2004, from MasterFILE Premier database.</p> <p>Stein, B. (2004, May 23). Calm down. That wolf at the door has been here before. <i>New York Times, p. A-27.</i> Retrieved May 25, 2004, from ProQuest Newspapers database.</p> <p>New England company plans to purchase Crested Butte resort. (2003, October 30). <i>The Associated Press State & Local Wire.</i> Retrieved November 16, 2003, from LexisNexis Academic database.</p>
Abstracts available from a library database	<p>Jensen, M. P., Chen, C., & Brugger, A. M. (2002). Postsurgical pain outcome assessment. <i>Pain, 99(1-2), 101-109.</i> Abstract retrieved June 23, 2004, from PsycFIRST database.</p>

Online periodical articles NOT obtained from an electronic database:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. Retrieved month day, year, from URL of web page

	EXAMPLES
Online articles that have a print equivalent (exact duplicates of the print version)	VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <i>Journal of Bibliographic Research, 5, 117-123.</i>
Online articles that have a print equivalent but includes additional information or has a different format than the original printed article	VandenBos, G., Knapp, S., & Doe, J. (2002). Another look at the role of reference elements in the selection of resources by psychology undergraduates. <i>Journal of Bibliographic Research, 6, 125-149.</i> Retrieved October 13, 2003, from http://jbr.org/articles.html
Online articles that do not have a print equivalent	Benedetti, F., Giuliano, M., & Lopiano, L. (2003). Open versus hidden medical treatments: The patient's knowledge about a therapy affects the therapy outcome. <i>Prevention & Treatment, 6,</i> Article 1. Retrieved June 23, 2004, from http://journals.apa.org/prevention/volume6/pre0060001a.html

ONLINE BOOKS

An online book may be the electronic text of part or all of a printed book, or a book-length document available only on the Internet.

eBooks

Author, A. A. (Year). *Title of book.* **Location: Publisher.** Retrieved **month day, year,** from **name of database.**

	EXAMPLES
Books available from a library eBook collection	Orlov, D. & Roumell, M.T. (1999). <i>What every manager needs to know about sexual harassment.</i> New York: American Management Association. Retrieved September 21, 2006, from NetLibrary database.
Chapter of a book available from a library eBook collection	McCadden, B.M. (1998). <i>Why is Michael always getting timed out?</i> In R.E. Butchart & B. McEwan (Eds.), <i>Classroom disciplines in American schools</i> (pp. 109-131). Albany, NY: University of New York Press. Retrieved September 21, 2006, from NetLibrary database.

Online books NOT obtained from an electronic database:

Author, A. A. (Year). *Title of book.* Retrieved **month day, year,** from **URL of web page**

	EXAMPLES
Online books found on a website	Bryant, P. (1999). <i>Biodiversity and conservation.</i> Retrieved September 4, 2006, from http://darwin.bio.uci.edu/~sustain/bio65/Titlepage.htm

REFERENCE CITATIONS IN TEXT

Reference citations in text identify the information obtained from each source in your references list and tell exactly where in the work you found the material. This is done by inserting a brief acknowledgment, usually the author's last name and date, in parentheses wherever you incorporated the author's ideas, words, or facts. If the author's name is mentioned in the text, you only need to add the date reference in parentheses. Include the page number, chapter, figure, table or equation at the appropriate point in text when referencing a direct quote or referring to a specific portion of text. For more information on reference citation in text citations, please refer to pages 207-214 of the *APA Manual*.

	EXAMPLES
Sources with one author / editor	Kahn (2002) developed a theory.... ...as illustrated in the two charts (Karns, 2004, p. 58)
Sources with two authors / editors	If the citation occurs at the beginning or within a sentence, spell out "and" (Kotler and Brew, 2003). If the citation occurs at the end of the sentence and is enclosed by parentheses use an ampersand (Kotler & Brew, 2003). Kotler and Brew (2003) found that....
Sources with three to five authors / editors	Cite all authors the first time the reference appears followed by the year (Wasserstein, Zappulla, Rosen, Gerstman, and Rock, 1994). In the following appearances, cite the first author followed by "et al." and the year (Wasserstein et al., 1994).
Sources with more than five authors / editors	Cite only the last name of the first author followed by "et al." and the year in parentheses for all citations that appear in the paper.
Sources with corporate authors	The American Psychiatric Association defines.... (2000). Conduct Disorder is defined as... (American Psychiatric Association [APA], 2000). In the following appearances, you may use a familiar or readily understandable abbreviation (APA, 2000).

Sources with Anonymous authors	"...the issue of identity" (Anonymous, 1998, p.79).
Sources with no author name given	...on its use ("New Drug," 1993). In the <i>Merriam-Webster's collegiate dictionary</i> (1993)
Reference books	The new healthcare privacy laws states... (Allen, 1995, pp. 650-652). Mandarin originated in... ("Mandarin," 2002).
Electronic sources that do not use page numbers	as seen in the current study (Cummings, 2004, ¶ 7) It concludes that...(Beutler, 2000, Conclusion section, para. 1) If neither the page nor paragraph number is available, they may be excluded from the in text citation (Jones, 2003).

For additional assistance, please consult the Reference Librarian.