

APA QUICK GUIDE AND REFERENCE LIST

Documents used in the preparation of the following are: *Concise Rules of APA Style*, 6/e (2009) AND *Publication Manual of the American Psychological Association*, 6/e (2012), as well as The Purdue OWL website (<http://owl.english.purdue.edu>).

A list of references is placed as an essay's final page or page(s). Writers should center the word References (no italics) at the top of the page, 1" from the top margin. All lines are double-spaced.

Here are some other basics:

- Maintain the running head (see <http://blog.apastyle.org/apastyle/running-heads/>). A shortened form of the title of a paper appears in uppercase letters at the top left of each page of a manuscript. This header helps to identify the page numbers. When a paper is published, this short title will appear at the top of each odd-numbered page.
- To learn how to format page one differently from the other pages of your essay with *Running head* and then the shortened title, see <http://www.apastyle.org/learn/faqs/running-head.aspx>.
- Alphabetize sources by the author's last name, or, if no author, by the title of the work.
- Place the first line of each entry against the left 1" margin.
- Indent the second (and subsequent) lines one-half inch, (called a "hanging indent").
- Double space between but not within entries. Do not place an extra line between each entry.
- Use only initials followed by a period for authors' first names. (Barrie, J.M.)
- Use a comma to separate authors' names in a multiple-author citation.
- Use an ampersand (&) before the last author's name when there are one to seven authors.
- Use the DOI (Digital Object Identifier) if a DOI and URL are both present. Each DOI is a unique number assigned to the article.
- Only give the complete URL for online sources if a DOI is not available.
- Omit the period at the end of all online citations.
- Emails, non-archived discussion groups, letters, memos, personal interviews, telephone conversations, lectures, course materials handed out in class, or provided via a system such as Blackboard, are considered *personal communications* in APA. Providing recoverable data for this type of communication can be difficult; therefore, **these types of communications are not included in the Reference list. Cite personal communications within the body of a paper only.** (J. A. Smith, personal communication, January 3, 2012 OR J. A. Smith (personal communication, January 3, 2012)

APA SAMPLE CITATIONS	SOURCE
<p>Bandura, A. J. (1977). <i>Social learning theory</i>. Englewood Cliffs, NJ: Prentice Hall.</p> <p>If you have multiple works by the same author list them chronologically in your works cited</p> <p>Bandura, A. J. (1977). Bandura, A. J. (1985).</p> <p>If an author's first name is hyphenated, keep the hyphen</p> <p>Bandura, A.-J.</p> <p>If your reference list includes authors with the same surname and first initial give the full first names in brackets</p> <p>Bandura, A. [Aaron]. Bandura, A. [Andy].</p> <p>If authors are included with the word <i>with</i>, include them in the reference with parentheses.</p> <p>Bandura, A. J. (with Mitchel, R. T.)</p>	Work, one author
<p>Bandura, A. J., Wright, R., Tanner, A. B., Right, F., & Dane, M. (1977). <i>Social learning theory</i>. Englewood Cliffs, NJ: Prentice Hall.</p> <p>Separate the authors' names with commas and use an ampersand before the last author's name</p>	Work, two to seven authors
<p>Bandura, A. J., Wright, R., Tanner, A. B., Right, F., Dane, M., Wong, A., . . . Barkos, J. (1977). <i>Social learning theory</i>. Englewood Cliffs, NJ: Prentice Hall.</p> <p>List the first six authors then insert three ellipsis points (three periods with a space before, in between, and after the periods) and then last author's name.</p>	Work, eight or more authors
<p><i>Social learning theory</i>. Englewood Cliffs, NJ: Prentice Hall.</p> <p>Move the title to the author position in the list, alphabetizing by the 1st significant word of the title.</p>	Work with no author
<p>Spell out the full name of the group author, association, or government agency</p> <p>Group Author Examples: Royal Institute of Technology or University of Michigan, Department of Psychology or U.S. Department of Health and Human Services.</p>	Work with group author, association, or government agency
<p>Jones, A. (Ed.). (2008). <i>Landscaping in Germany</i>. Boston, MA: Scarecrow Press.</p> <p>Place the editor's name in the author position in the reference, and enclose the abbreviation of Ed. or Eds. in parentheses after the last editor's name, followed by another period</p> <p>For substantial reference works with a large editorial board name the lead editor followed by et al.</p>	Work with editor (s)
<p>Jones, A. A. (2008). <i>Cooking outdoors</i>. In J. Morgan (Ed.). <i>How to cook</i> (pp. 27-36). New York, NY: Silent Press.</p>	Chapter in an edited book
<p>Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> [DX Reader version]. Retrieved from http://www.Ebookstore.tandf.co.uk/html/index.ASP</p>	Electronic version of print book
<p>O'Keefe, E. (n.d.). <i>Egoism and crisis in Western values</i>. Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=135</p>	Electronic-only book
<p>Evans, G. R. (2011). <i>Causes of modern isolation</i>. doi:10.1036/007139372</p>	Online book with doi
<p>Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey [Ed. & Trans.], <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 4, pp.96-121). Retrieved from http://books.google.com/books (Original work published 1900)</p>	Electronic version of republished book
<p>Strong, E.K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outwaite (Series Ed.), <i>Personnel Research Series: Vol. 1. Job analysis and the curriculum</i> (pp. 140-146). doi:10.1037/10762-000</p> <p>URL is used if a DOI is not available.</p>	Electronic version of book chapter in a volume in a series, with DOI.
<p>Dearfield, P. (2006). Children, adolescents, and the Internet. <i>Developmental</i></p>	Online article in a journal

Psychology, 42, 391-394. doi:10.1037/0012-1649.42.3.391 Note: For definition of DOI, see APA Sixth Edition p.188.	with DOI number
Chamberlin, J. (2008). Enhancing worker well-being. <i>Journal of Psychology, 55, 215-218.</i> In some very rare cases journal articles are numbered by issue. In this case you will need to include an issue number in parenthesis directly after the volume. Cite as any other online citations, adding [Abstract] after the article or source name.	Journal article without DOI Abstract
Mohn, T. (2012, June 24). The mixed bag of driver education. <i>The New York Times</i>, pp.A2 A4. Articles printed on discontinuous pages, give all page numbers and separate by a comma. (pp. B1, B3, B5-B7).	Newspaper
Cummings, J. N. (2008, June). Friendship through instant messaging. <i>Monitor on Psychology, 39(6)</i>. Retrieved from http://www.apa.org/monitor	Online article
Henry, W. A., III. (1990, April 9). Making the grade in school. <i>Time, 135(12), 28-31.</i> Friendship. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from http://www.m-w.com/dictionary/friendship	Article in a magazine Entry in an Online reference work, no author or editor
Jones, A. (1998). <i>Workforce analysis</i> (Report No. 123). Washington, DC: GPO.	Technical and research report
U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). <i>Managing asthma: A guide for schools</i> (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth-sch.pdf	Corporate author, government report
American Psychological Association, Task Force on the Sexualization of Girls. (2007). <i>Report of the APA Task Force on the Sexualization of Girls</i>. Retrieved from http://www.apa.org/pi/wpo/sexualization.html	Task force report filed online
Start entry with the name of contributor (s): James, A. A., Samuel, B. J., Butler, A. O., & Omar, P. B. (2007, May). Social interaction in children. In A. T. Homayoon (Chair), <i>Interaction</i>. Symposium conducted at the meeting of the American Psychological Association, New York. For paper presentation, start entry with the name of the presenter or poster session.	Meetings/ Symposia/conference/paper- or-poster presentation
Liu, S. (2005, May). <i>Defending against business crises</i>. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts-2005.htm	Abstract of paper presentation retrieved online
Herculano-Houzel, S., Collin, C. E., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences, USA, 105, 12593-12598. doi:10.1073/pnas.0805417105</i> When published in book form, start with editor(s), insert Vol. number (in Italics) between title of proceeding and title of article. Inclusive page numbers follow the title of article in parentheses: (pp. 97-108)	Proceedings published regularly online
Because they come in various forms see <i>Concise Rules of APA Style</i> , pp. 230-231 or APA Publication Manual pp. 207-208	Doctoral dissertation/ Master's thesis
Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book <i>The social life of information</i>, by J. S. Brown and P. Duguid]. <i>Science, 290, 1303. doi:10.1126/science.290.5495.1304</i> For other media reviews, use the same format, include the year of release after the title of the work, separated by a comma.	Review of book or other media such as film, DVD, video, game
Wolf, K. S. (2005). <i>The future for Deaf individuals is not that bleak</i> [Peer commentary on the paper "Decrease of Deaf potential in a mainstreamed environment" by K. S. Wolf]. Retrieved from http://www.personalityresearch.org/papers/hall.html	Peer commentary on an article

James, A. A. (Producer), & Smith, B. B. (Director). (2004). <i>Rules of intimacy</i> [Motion picture]. Australia: Eagle Studio.	Film/motion picture
lang, k.d. (2008). <i>Shadow and the frame</i> . On <i>Watershed</i> [CD]. New York, NY: Nonesuch Records. The year should be the copyright year. Include date of recording at end in parenthesis if different from copyright year.	Musical recording
Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/demographics/census-popdens-2000.pdf	Map retrieved online
Egan, D. (Writer), & Alexander, J. (Director). (2005). <i>Failure to communicate</i> [Television series episode]. In D. Shore (Executive producer), <i>House</i> . New York, NY: Fox Broadcasting.	Single episode from a TV or radio series
Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall 2007 ed.) Retrieved from http://plato.stanford.edu/entries/behaviorism/	Entry in an online reference work, with author
Saito, T. (2015). <i>Technology and me: A personal timeline of educational technology</i> [PowerPoint slides]. Retrieved from http://www.slideshare.net/Bclari25/educational-technology-ppt	Online lecture notes
Simons, D. J. (2000, July 14). New resources for visual cognition [Online forum comment]. Message posted to http://groups.yahoo.com/visualcognition/message/31	Online forum or online discussion board posting
Jurgens, R. (2005). <i>HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography</i> . Retrieved from http://www.hc-ac.gc.ca/ahec-asc/alt_formats/hpb-dgps/pdf/interactiv/hiv-vih-aids-sida-prison-carceral_e.pdf	Online bibliographies and annotated bibliographies
Psychology. (n.d.). in Wikipedia. Retrieved May 17 2011. From http://en.wikipedia.org/wiki/psychology Generally speaking, it is not a good idea to cite Wikipedia in a research paper.	Wikipedia
James, A. A. (2008). <i>Sensitivity in cats</i> . Unpublished manuscript	Unpublished work on the Web
Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.	Software
[Photographs of Robert M. Yerkes]. (ca. 1917-1954). Robert Mearns Yerkes Papers (Box 137, Folder 2292). Manuscripts and Archives, Yale University Library, New Haven, CT.	Archive Photographs
Wyeth, A. (1948). <i>Christina's world</i> [Photograph]. New York, NY: Museum of Modern Art.	Photograph
Westinghouse Electric Corporation. (2009). <i>Lighting Model</i> [Photograph]. Retrieved from http://photography.nationalgeographic.com/photograph/photo-of-the-day/lighting-model-pod-best09	Photograph Online
PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php	Blog post

<p>Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs</p> <p>Dunning, B. [volleybrian]. (2011, January 12). <i>inFact: Conspiracy theories</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=AEijdTeBMRM&list=UUG9DGRmeyQZAlcCD4JGMilQ&index=5&feature=plcp</p> <p>Dunning, B. (Producer). (2011, January 12). <i>inFact: Conspiracy theories</i> [Video podcast]. Retrieved from http://itunes.apple.com/</p> <p>Psychology Video Blog #3 [Video file]. Retrieved from http://www.youtube.com/watch?v=lqM9OeQi5-M</p>	<p>Video blog post/ Video file/ Youtube</p>
<p>Van Nuys, D. (Producer). (2007, December 19). <i>Shrink rap radio</i> [Audio podcast]. Retrieved from http://www.shrinkrapradio.com/</p>	<p>Audio podcast</p>
<p>Stoker, B. (1897). <i>Dracula</i> [Kindle DX Version]. Retrieved from http://www.amazon.com/</p>	<p>Kindle books</p>
<p>Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. <i>Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments</i>. Retrieved from http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion</p>	<p>Graphic data</p>
<p>Federal Court Case Lessard v. Schmidt, 349 F. Supp. 1078 (E. D. Wis. 1972). State Court Case Casey v Pennsylvania-American Water Co., 12 Pa. D. & C. 4th 168 (C. P. Washington County 1991).</p>	<p>Federal or State Court Cases</p>
<p>Smith, I. M. (1998). <i>U. S. Patent No. 123,445</i>. Washington, DC: U.S. Patent and Trademark Office.</p>	<p></p>