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## APA Formatting Checklist

- Double-space the Reference list.
- Use a hanging indent setting to automatically indent subsequent lines of a citation.
- Arrange the reference list alphabetically by the author's last name.
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- If the article or book has multiple authors, list all of them, up to seven. If there are more than seven authors, list the first one only followed by et al.
- Use the & symbol before the last author's name, rather than the word "and."
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- Capitalize the first word of the title, first word of a subtitle, or proper nouns in an article, chapter or book title.
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- If author is unknown, use the title that appears in the next closest position as the first item; note that organizations can be considered authors when they are clearly responsible for the material.

### ***Printed book***

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

Robinson, D.N. (1992). *Social discourse and moral judgment*. San Diego, CA: Academic Press.

### ***Ebook***

Author, A.A. (Year). *Title of book*. Retrieved from URL (or doi number)

Shotton, M.A. (1989). *Computer addiction? A study of computer dependency*. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

### ***Chapter from a book***

Author, A.A. (Year). Chapter title. In Editor (Ed.), *Book title* (pp. xx-xx). Location: Publisher.

O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

### ***Newspaper article***

Author, A.A. (year, month day). Title of article. *Title of Newspaper*, pp-pp.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

### ***Magazine article***

Author, A. A. (year, month). Title of article. *Title of Magazine*, volume(issue), pp-pp.

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

### ***Article from a journal that uses continuous pagination***

Author, A.A. (Year). Title of article. *Title of Journal*, volume, pp-pp.

Kernis, M. H. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### ***Article from a journal that does not use continuous pagination***

Author, A.A. (Year). Title of article. *Title of Journal*, Volume(issue), pp-pp.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

### ***Web Page***

Author, A. A. (date of posting or last update). *Site title*. Retrieved from URL

U. S. General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments*. Retrieved from [http://www.access.gpo.gov/su\\_docs/aces/160.shtml?/gao/index.html](http://www.access.gpo.gov/su_docs/aces/160.shtml?/gao/index.html)

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://well.blogs.nytimes.com>

## **Citing Electronic Journals/Magazines/Newspaper Articles**

### ***Article with a Digital Object Identifier (DOI)***

APA recommends providing a DOI instead of a URL when it is available. DOIs are unique to their documents and consist of a long alphanumeric code. Many publishers will provide an article's DOI on the first page of the document. You can also use Crossref.org to locate DOIs by title or author's name. According to *The APA Style Guide to Electronic References*, 6<sup>th</sup> edition, you should use the DOI format which the article appears with (if provided). If no DOI is given, use the words "Retrieved from" followed by the URL of the source.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi:10.1037/0278-6133.24.2.225

