

## APA Guidelines for Reference Page and In-Text Citations

### Some general rules for an APA reference page:

- Begin the reference list on a new page. The page begins with the word References (Reference, if there is only one), centered in the top, middle of the page, using both upper and lower case. Do not bold, underline, capitalize all letters, or italicize it. If the references take up more than one page, do not re-type the word References on sequential pages, simply continue your list.
- Use one space after all punctuation except after the period following an initial when it is followed by a comma with no space between. (Huh?? Example: White, E. B., 1943)
- The first line of the reference is flush left. Lines thereafter are indented a few spaces, to create a hanging indentation. (To format your page to do this, click “Format” then “Paragraph.” On the “Indents and Spacing” tab click on “Special” then click “Hanging Indentation” on the drop-down menu. Click on the “Line Spacing” box and then click “Double” on the drop-down menu. Click “Okay.”
- Double-space everything: both within the citations and between the citations. No extra lines anywhere (including between the word References and the first reference in the list).
- Use italics for titles of books, newspapers, magazines, and journals.
- Be sure to follow the examples on the following pages with regard to capitalization.
- Arrange all citations in alphabetical order on your reference page according to the author’s name. If no author, use title of article. Do not change the order of the authors’ listed for the article. The name of the author who did the most work on the research for the article gets his/her name first. Do not change that.
- In the publisher’s name, do not include the words, “publishers, company, or inc.”
- For publisher’s locations, use the two-letter, post office state abbreviation and do not include the state at all with Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, or San Francisco. They are well-known publishing cities and need no state name. The same applies for Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna. No country needed.
- In parentheses, give the year the work was published. For magazines and newspapers, give the year followed by the month and date, if any. If the publishing date is not available, write (n.d.) for “no date” in parentheses. Follow the examples.
- Give volume numbers for magazines, journals, and newsletters. Include the issue number for journals **if and only if** each issue begins on page 1.
- **References cited in-text (within your paper) must appear in the reference list; conversely, each entry in the reference list must be cited in-text.**

### **Journal Article, One Author**

Simon, A. (2000). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 23, 635-647.

### **Journal Article, Two Authors**

Becker, M. B., & Rozek, S. J. (1995). Welcome to the energy crisis. *Journal of Social Issues*, 32, 230-343.

### **Magazine Article, one author**

Garner, H. J. (1997, July). Do babies have a universal song? *Psychology Today*, 102, 70-77.

### **Newspaper Article, No Author**

Study finds free care used more. (1982, April 3). *Wall Street Journal*, pp. A1, A25.

### **Book, Two Authors**

Strunk, W., & White, E. B. (1979). *The elements of style* (3<sup>rd</sup> ed.). New York: Macmillan.

### **Edited Book**

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education*. New York: Praeger.

Note that if there is one editor, it is (Ed.). If there are two or more, it is (Eds.).

### **Chapter from an Edited Book**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

### ERIC Document

Peterson, K. (2002). *Welfare-to-work programs: Strategies for success* (Report No. EDO-JC-02-04). Washington D.C.: Office of Educational Research and Improvement. (ERIC Document Reproduction Service No. ED467985)

### Report from a Private Organization/Self-Published

Kimberly-Clark. (2002). *Kimberly-Clark (Annual Report)*. Dallas, TX: Author.

### Dissertation

Olsen, G. W. (1985). Campus childcare within the public supported post-secondary educational institutions in the state of Wisconsin (dare care) (Doctoral dissertation, University of Wisconsin-Madison, 1985). *Dissertations Abstracts International*, 47/03, 783.

### Videotape

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis*. (Motion picture). Englewood Cliffs, NJ: Prentice Hall.

### -----Electronic Formats-----

**IMPORTANT:** for electronic source entries in your reference list, it is important to differentiate between **electronic versions of print sources** and **electronic materials that are NOT duplicates of print sources**.

### Electronic Versions of Print Sources

These reproduce the exact same content, format, and page numbers as the print versions. For these kinds of electronic sources, you need to indicate that you read the source in the electronic version (by placing [Electronic version] after the title of the article), but you do NOT need to provide a retrieval date or a URL. Example:

Knowles, E.S. (1999). Distance matters more than you think! An artifact clouds interpretation of Latane, Liu, Nowak, Bonevento, and Zheng's results [Electronic version]. *Personality and Social Psychology Bulletin*, 25, 1045-1048.

### **Electronic Materials that are NOT Duplicates of Print Sources**

These could be an organization's web site, an electronic-only journal, etc., You must provide a retrieval date because such an electronic source may not be stable (i.e., it may change) and a URL. Example:

Nelson, G., Westhues, A., & MacLeod, J. (2003, December 18). A meta-analysis of longitudinal research on preschool prevention programs for children. *Prevention & Treatment* 6, Article 31. Retrieved December 2, 2004, from <http://journals.apa.org/prevention/volume6/pre0060031a.html>

Dunbar, C. (2004, November 29). Aging in place gracefully. *Nursing Spectrum*. Retrieved December 2, 2004, from <http://community.nursingspectrum.com/MagazineArticles/article.cfm?AID=13219>

### **Web Page with Private Organization as Author**

Midwest League. (2003). *Pitching, individual records*. Retrieved October 1, 2003, from <http://www.midwestleague.com/indivpitching.html>

### **Chapter or Section in an Internet Document**

Thompson, G. (2003). Youth coach handbook. In *Joe soccer*. Retrieved September 17, 2004, from <http://www.joesoccer.com/menu.html>

### **Web page, Government Author**

Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas*. Retrieved September 18, 2001 from <http://www.dnr.state.wi.us/org/land/hra.htm>

### **Company Information from Aggregated Database**

Ripon Pickle Company Inc. (company profile). (2003). Retrieved September 18, 2002, from Business and Company Resource Center.

Because APA guidelines for citing electronic sources are constantly evolving, for the most current principles and samples, you should consult the APA's own website:

<http://www.apastyle.org/elecref.html>

### Personal Communications

Personal communications may be things like email messages, interviews, speeches, and telephone conversations. Because the information is not retrievable, it should not appear in the reference list. It should look as follows within the text:

“J. Burnitz (personal communication, September 20, 2000) indicated that ....” **OR**

“In a recent interview (J. Burnitz, personal communication, September 20, 2000), I learned that ....”