American Psychological Association (APA) Style is commonly used for academic writing in the social sciences, health and human services disciplines. These guidelines are based on the 6th edition of the handbook, 2009. In general:

- Most citations include 4 key elements: (1) author's name, (2) publication date, (3) title or source, and (4) publishing information.

- Include the last name and first name initials only for authors.

- If there is no year of publication, use (n.d.) for no date.

- Italicize titles, and capitalize only the first word (of the title and subtitle) for article and book titles.

- Capitalize first letter of each word of a journal title.

- Follow elements with a period and one space.
• Double-space within and between each entry in the list of references.

• When DOIs (Digital Object Identifiers) are available, include them for both print and electronic sources. DOIs are unique codes assigned to documents to help locate them.

• For more help, refer to the Publication Manual of the American Psychological Association (at the Reference Desk) or the APA Style Web site http://www.apastyle.org or OWL – the Online Writing Lab https://owl.english.purdue.edu/owl/resource/560/01/

• Try NoodleTools, an online citation composing tool provided by the library (good for creating and organizing Reference lists).

This guide includes citation examples for:

Books  |  Encyclopedias  |  Periodical Articles  |  Web Sites

Audiovisual Media  |  In-Text Notes  |  Formatting
Anatomy of a Citation

Here is a citation for a book. Other types of materials require different elements, such as article title and issue date for periodicals, and DOI or retrieval information for Web-based resources. Follow the examples in this guide to format citations according to the type of information you are citing.

Books

Book citations must include as much of the following information as is available. Look at the title page and the back of the title page for this information. The general form is:

Author, A. A. (Year of publication). *Title of work: Capital letter of first word, also for first word in subtitle*. Location: Publisher.

As several of the following examples illustrate, sometimes other information is needed as well.

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**By a single author**


**Two or more authors**

|-------------------------------|--------------------------------------------------------------------------------------------|
## Encyclopedias

### Article in an encyclopedia

### An entire reference work

### Entry in an online reference work
Periodical Articles

Article citations include the following information. The general form is:

Author, A. A. (Year of publication). Title of article. Periodical name, volume, and page numbers. DOI if present

The 6th edition of the APA Publication Manual has a number of guidelines for citing periodical articles:
• Include the journal issue number and the volume number only if the
journal is paginated separately by issue (each issue starts with page 1).
Give the issue number in parentheses immediately after the volume
number; do not italicize it. See the example under “Online magazine
article, no DOI,” below.

• Digital Object Identifier (DOI):
  ✓ Include the DOI if one is assigned. When a citation includes a
    DOI, no further retrieval information is needed.
  ✓ The DOI is typically located on the first page of the electronic
    journal article, near the copyright notice. DOIs can sometimes
    be found by searching crossref.org.
  ✓ Do not put a period after a DOI or a URL.

• Some instructors require the URL. In that case:
  ✓ Copy it from the browser address window and paste it into your
document.
✓ Make sure the automatic hyphenation feature of your word processor is turned off.
✓ To break the URL across lines, do so before a punctuation mark.


Web Sites

See other sections of this document for non-print resources such as e-books, web-based videos, etc.

In general, list as much of the following information as possible:


- Include author (if known), title of the work, the date (month and day if possible) the document was created, organization sponsoring the site (if applicable), and a retrieval statement.

- Include URL when the reader can’t locate the source without it or when your instructor requires it. Use the phrase “Retrieved from...” as seen below; you don’t need to include the date you accessed the site.
Government web site


Federal publication on a government web site


Professional organization web site

Videos, Interviews, Broadcasts, and Other Non-Print Sources

This section includes media objects such as maps, artwork, moving images or audio materials. For video and music resources, list the first executive producer and first director as the responsible parties. If credits for director and producer are not available, provide the name of the individual or organization most responsible.

**Video**


*An inconvenient truth* [DVD]. United States: Paramount Home Entertainment.
<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Author(s)</th>
<th>Edition</th>
<th>Publisher</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streaming Video such as Films on Demand</td>
<td>Streets of plenty: Inside the world of the homeless (2010).</td>
<td></td>
<td></td>
<td></td>
<td>[Video file].</td>
</tr>
<tr>
<td>Online video such as YouTube</td>
<td>Cowboys herding cats (2006, October 31). [Video file]. Video posted to <a href="http://www.youtube.com/watch?v=Pk7yqlTMvp8">http://www.youtube.com/watch?v=Pk7yqlTMvp8</a></td>
<td></td>
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<tr>
<td>Personal Interview</td>
<td>(E. Robbins, personal communication, January 4, 2010).</td>
<td></td>
<td></td>
<td></td>
<td>Personal interviews are not included in the Reference list; simply use this citation format in the text of the paper.</td>
</tr>
</tbody>
</table>
In-Text Citations

When you quote someone or use another’s ideas, you must list the specific source of the quote in the text of your paper.

- Include the author’s last name and publication date.
- If there is no author to cite, cite in text the first few words of the reference list entry (usually the title), using double quotation marks.
- A complete reference should appear in the References list at the end of the paper, except for personal communication, such as a letter or interview, or references to classical texts such as the Qur’an or the Bible.
- Direct quotations longer than 40 words should go in a free-standing block of text without quotations.
The author's last name and year of publication for the source should appear in the text (see examples below). When paraphrasing an idea from another work, you only have to refer to the author and year of publication in your in-text reference. APA guidelines encourage you to provide the page number, though it is not required. If you are directly quoting a work, include the author, year of publication, and the page number for the reference.

**For the following citation:**


**Examples:**

**Paraphrase**  Howard (2009) compared the updated style guide ...

In a recent study of style guide updates (Howard, 2009), ...
She stated, "There was disquiet about the number of errors in the book," but she did not offer an explanation as to why they occurred (Howard, 2009, p. A10).

According to Howard (2009), "There was disquiet about the number of errors in the book" (p. A10).

Other Examples:

For citations with no author
A similar study was done of students learning to format research papers ("Using APA," 2001).

No author & no date
In another study of students and research decisions, it was discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).
Citing Indirect Sources

When you are reading an article and the author quotes or refers to another article, this is an indirect source.

1. Cite the source you have in your hand or computer (the secondary source) in your References list.
2. Also, put the secondary source in your parenthetical citation, preceded by the words “as cited in.”
3. Name the source your source cited (the original source) in your sentence.

In the following example, Critser is the source in your hand (the secondary source and the one in your References list) and Satcher is the original source.

Former Surgeon General Dr. David Satcher described “a nation of ...” (as cited in Critser, 2003, p. 4).

**Formatting Citations in Microsoft Word**

**To format hanging indentation**

1. Highlight the entire citation, then right click and select *Paragraph*. Choose the *Indents and Spacing* tab.
2. In the *Indentation* section, find the *Special* list, and select *Hanging*.
3. In the *By* box, set the amount of space for the hanging indent (.5” is the default, and appropriate here).

**To remove underlining for web addresses or hyperlinks**

1. Right click on the URL and select *Remove Hyperlink*.