APA and References Lists

This handout provides basic templates for documenting the most common types of written sources according to the *Publication Manual of the American Psychological Association*, 6th edition. If you don’t see your source listed in this handout, please refer to pages 180-224 of the manual.

**Some General Reminders about the APA System of Documentation**

- References lists only contain sources directly mentioned in your work that are recoverable (published in some way). Don’t include personal communications such as interviews, email messages, and letters on the References list. However, do include them in the document.
- References entries are **alphabetized by the last name of the first listed author**. If there is no author, the entry is alphabetized by the first major word of the title (not counting a, the, an, etc.).
- References entries are **double-spaced within and between entries** and are **not numbered**.
- References entries use a **hanging indent** pattern where the first line extends all the way to the left margin and each subsequent line is indented five spaces.
- References lists use title capitalization and sentence capitalization. Title capitalization means capitalizing all major words in the title. Sentence capitalization means capitalizing the first word of the title, any proper nouns, and any word that immediately follows a colon (:).
  - Use title capitalization for names of magazines, newspapers, journals, and websites.
  - Use sentence capitalization for all other titles (chapters, articles, books).

**DOIs and URLs**

According to the *Publication Manual*, some online books, journals, and magazines have added “DOI numbers” to their bibliographic information because “[t]he DOI System provides a means of persistent identification for managing information on digital networks” (p. 188). If a DOI number is present in the bibliographic information, include it as illustrated in the following templates. If there is no DOI number present, “[p]rovide the home page URL of the journal or of the book or report publisher. If you are accessing the article from a private database, you may need to do a quick web search to locate this URL” (pp. 191-192).

**Books (Print and Online Versions)**

**Print: Book with One Author**


**Print: Book with Two to Seven Authors (list all named authors in the order they appear on book)**


**Print: Book with Eight or More Authors (list first six authors, . . . last named author)**


Print: Chapter or Article from an Edited Book

Print: Entire Edited Book
Editor, A. A., & Editor, B. B. (Eds.). (year of publication). Title of book. Location of publisher: Publisher.

Print: Reference Book

Online: Electronic Version of a Print Book
Author, A. A. (year of publication). Title of book. [Name of electronic reader software]. doi:xx.xxxxxxxxxxx. Note: If there is no doi number, provide the homepage of the book’s publisher following this format: Retrieved from URL [no period at the end]
  OR

Online: Electronic-only Book
Author, A. A. (n.d. which stands for no date). Title of book. doi:xx.xxxxxxxxxxx. Note: If there is no doi number, provide the homepage of the electronic book’s publisher following this format: Retrieved from URL [no period at the end]
  OR

Journals, Magazines, and Newspaper Articles (Print and Online Versions)

Print: Journal Article Where Each Issue Begins with Page 1
Online: Journal Article Where Each Issue Begins with Page 1
Author, A. A., Author B. B., & Author C. C. (year of publication). Title of article. Title of Journal volume number(issue number), page number – page number. doi:xx-xxxxxxxxxx. Note: If there is no doi number, provide the homepage of the journal’s publisher following this format: Retrieved from URL [no period at the end]


OR

Print: Journal Article Where Page Numbering Continues from the Previous Issue


Online: Journal Article Where Page Numbering Continues from the Previous Issue
Author, A. A., Author B. B., & Author C. C. (year of publication). Title of article. Title of Journal volume number, page number – page number. doi: xx-xxxxxxxxxx. Note: If there is no doi number, provide the homepage of the actual journal’s publisher following this format: Retrieved from URL [no period at the end]


OR

Print: Weekly or Monthly Magazine


Online: Weekly or Monthly Magazine
Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (year, month day of publication). Article title. Title of magazine volume number(issue number), page number – page number. doi: xx-xxxxxxxxxx. Note: If there is no doi number, provide the homepage of the actual journal’s publisher following this format: Retrieved from URL [no period at the end]


OR
Print: Newspaper
Author, A. A. (year, month day of publication). Article title. Title of newspaper, pp – pp. Note: This is the only periodical source that uses the letters “p.” or “pp.” to indicate page numbers. Further, each page of the newspaper article is listed separately.

Online: Newspaper
Author, A. A. (year, month day of publication). Article of title. Title of newspaper, pp – pp. doi: xx-xxxxxx. Note: If there is no doi number, provide the homepage of the actual newspaper’s publisher following this format: Retrieved from URL [no period at the end]
OR

Websites and Website Articles
Always include the date of an article if you can find one printed on the website article. If you cannot find a printed date, put (n.d.) following author’s name (n.d. means “no date”), and include the date you accessed the article. If the article already has a date printed on it, you do not need to include the date you accessed the article unless the article changes frequently, such as a Wikipedia article.

Website Article with Corporate, Educational, Organization or Government Author
Author (corporation, educational institution, organization or government author). (year, month day of publication). Title of article. Title of Website. Retrieved from URL [no period at the end]

Website Article with One Author
Author, A. A. (year, month day of publication). Title of article. Title of Website. Retrieved from URL [no period at the end]

Website Article with Two to Six Authors (list all named authors in the order they appear on article)

Website Article with More than Six Authors (list first six authors, . . . last named author)
Entire Website
Title of Website (year, month day of publication). Retrieved from URL [no period at end]

Weblog (Blog) Posting
Author, A. A. (year, month day of post). Title of post [Web log message]. Retrieved from URL [no period at end]

Podcast
Author, A. A. (or Producer, P. P.). (year, month day of broadcast). Title of podcast [Audio podcast]. Retrieved from URL [no period at end]

Message Posted to an Electronic Mailing List
Author, A. A. (year, month day of posting). Title of online posting [Electronic mailing list message]. Retrieved from URL [no period at end]

Television Programs, CDs, and DVDs

Episode of Television

Musical Recording

Motion Picture

DVD

Please remember that personal/telephone interviews, email messages/letters, lecture notes, and surveys are not included on the References list; however, they are included in the document itself.
APA and In-Text Citations

This handout provides basic templates for documenting the most common types of sources according to the *Publication Manual of the American Psychological Association*, 6th edition. If you don’t see your source listed in this handout, please refer to pages 174-179 of the manual.

**In-Text Citations for Personal Communications**

Personal communications include email messages, personal correspondence, and interviews. To cite a personal communication, include the following *each time* you cite that source: the name of communicator, the words personal communication, and the date of the communication. Here are two examples:

**B. D. Doud** discussed the effects of carpet fiber digestion in rats, claiming that male rats most often chose fibers from Astroturf *(personal communication, May 15, 2009).*

**OR**

One researcher who studied the effects of carpet fiber digestion in rats found that male rats most often chose fibers from Astroturf *(B. D. Doud, personal communication, May 15, 2009).*

**In-Text Citations for Written and Electronic Sources**

Include the following details *each time* you use that source:

- author(s) last name(s). Sometimes, the author is a business, school, or government agency. If you cannot find any author, replace the author with the first few words of the title of the source.
- year of publication
- page number(s) of any paraphrased, summarized, or directly quoted information
  - For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation *para*. If neither paragraphs nor page numbers are visible, cite the heading and the number of the paragraph following that heading to direct the reader to the location of the material.
  - **Note:** The APA system used to require page numbers only for direct quotes. However, according to the new manual, “When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or a paragraph number, especially when it would help an interested reader locate the relevant information in a long or complex text” (p. 171).

**Example One – Source with one author**

**Somers (2009)** contends that the body “requires a constant supply of all essential nutrients and has developed a complex system for storing nutrients for later use” *(p. 18).*

**OR**

The body “requires a constant supply of all essential nutrients and has developed a complex system for storing nutrients for later use” *(Somers, 2009, p. 18).*

**Example Two – Source with two to five authors**

List all authors’ names in the order they appear in the source. If the authors’ names are part of the sentence, use “and” between last two names. If the authors’ names are in parentheses at the end, use “&” between the last two authors’ names. Then provide the year of publication and end sentence with the page number.

**Wilson, Jenkins, Hallmart, and Gutierrez (2006)** claim that “while more flattering representations of Blacks and Latinos have recently found their way into the marketplace, the same cannot be said for images of Asians and Native Americans” *(p. 33).*

**OR**

As one article pointed out, even though increased “flattering representations of Blacks and Latinos have recently found their way into the marketplace, the same cannot be said for images of Asians and Native Americans” *(Wilson, Jenkins, Hallmart, & Gutierrez, 2006, p. 33).*
### Example Three – Source with six or more authors

For a source written by six or more authors, list the first author’s last name and then the words “et al.” which stand for “and others.” Then provide the year of publication and end sentence with the page number.

**Opper et al. (2008)** write that “when bulb seedlings appear, containers need to be moved to sunny places and watered regularly” (p. 115).

OR

Some researchers have discovered that “when bulb seedlings appear, containers need to be moved to sunny places and watered regularly” *(Opper et al., 2008, p. 115)*.

### Example Four – Article with association, business, educational, or government author

For an article with an association, business, educational, or government author, use the agency’s name as the author. If the name of the organization is readily identifiable, use the abbreviation after the initial citation. Then provide the year of publication and end sentence with the page number.

**The United States Department of Labor (2004)** discusses that whistle blowing, defined as “going public with potentially damaging information,” can have adverse physical, security, and mental health effects (p. 26).

OR

Government officials believe that whistle blowing, defined as “going public with potentially damaging information,” can have adverse physical, security, and mental health effects *(United States Department of Labor, 2004, p. 26)*.

### Example Five – Article with no named author (person or organization)

For an article with no named author, use the first few words of the source’s title as it is listed on the References list. Then provide the year of publication and end sentence with the page number.

**“A Troubling Look” (2001)** discusses the emergence of an increasing problem in this country, stating, “The elderly have become victims of con games and scams that often take away entire life savings” (p. 29).

OR

The emergence of an increasing problem in this country has become apparent; researchers contend, “The elderly have become victims of con games and scams that often take away entire life savings” *(“A Troubling Look,” 2001, p. 29)*.

### Example Six – Two or more sources by the same author published in the same year

For two sources written by the same author and published in the same year, provide the author’s last name and assign each source a letter of the alphabet like this: a, b, c. Include the corresponding letter with each source on the References list. Then provide the year of publication and end sentence with the page number.

**Henderson (2009a)** writes, “Playing a television mother on The Brady Bunch all those years made me never want to have children of my own” (p. 16).

Furthermore, **Henderson (2009b)** stated, “The idealized television families of the late 1960s and 1970’s contrasted sharply with the families in The Simpsons, Roseanne, and Modern Family” (p. 18).

OR

One famous television actress writes, “Playing a television mother on The Brady Bunch all those years made me never want to have children of my own” *(Henderson, 2009a, p. 16)*.

As one “perfect” mother stated, “The idealized television families of the late 1960s and 1970’s contrasted sharply with the families in The Simpsons, Roseanne, and Modern Family” *(Henderson, 2009b, p. 18)*.