

APA Style Guide for Citing Sources in Reference Lists

This quick guide will help you format references in APA style, the style guide of the American Psychological Association.

For information not included here, or for more details, consult the *Publication Manual of the American Psychological Association* (5th ed.) located at the **General Reference Desk** (3rd floor, Marriott Library). Call No. **BF76.7 .P83 2001**

There are a few things to remember about formatting your references page in APA style:

- List references **alphabetically** by author's last name (or by title if there is no author given).
- **Double space** between lines on the page and use a **hanging indent** for references that are longer than one line (i.e., the first line of the reference should be flush left, and each subsequent line should be indented one-half inch).
- *Italicize* titles of books and journals. Do not put quotation marks around article titles.
- Only include references to sources of information that are cited in your paper.

Generally, you will need the following information about a source to create an accurate APA reference:

Book	Journal Article*	Web Site
Author last name(s) and initial(s)	Author last name(s) and initial(s)	Author last name(s) and initial(s)
Publication date	Publication date	Date given on site
Full title (including any subtitle)	Article title	Web page or document title
Volume number or edition (if applicable)	Journal title	Web site title
Place of publication (e.g. city)	Volume and issue numbers	Date Retrieved
Name of publisher	Inclusive page numbers of the article	URL (location)
	*If you accessed the full text of the article from a database , you also need to include in your reference the name of the database and the date you retrieved the article.	

Type of Source	Sample References
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Journal article	
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Brunsma, D. L., & Rockquemore, K. A. (1998). Effects of student uniforms on attendance, behavior problems, substance use, and academic achievement. *Journal of Educational Research*, 92 (1), 53-62.

Hughes, W. J. (2002). Gender attributions of science and academic attributes: An examination of undergraduate science, mathematics, and technology majors. *Journal of Women & Minorities in Science & Engineering*, 8(1), 53-65.

- List authors in order given in article; see *Publication Manual* of the APA for rules about punctuating lists of author names.
- Capitalize only the first word of the article title and any proper nouns.
- Do not italicize the article title or place it in quotation marks.
- Italicize the journal title and volume information.
- Include page numbers (inclusive).

Resource from a library or other database	
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Hughes, W. J. (2002). Gender attributions of science and academic attributes: An examination of undergraduate science, mathematics, and technology majors. *Journal of Women & Minorities in Science & Engineering*, 8(1), 53-65. Retrieved February 5, 2004 from Academic Search Elite database.

- If you accessed the full text of the resource from a library or other database, include the date retrieved and the name of the database in the citation.
 - Follow the reference format for the type of resource (journal article, newspaper article, book, etc.).
 - Item or accession numbers are not required.
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Type of Source	Sample References
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Article from a magazine	Neuman, H. (1999, March). Internships. <i>Career World</i> , 27, 16-19.
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- Give the date shown on the publication—month for monthlies, or month and day for weeklies. Give the volume number after the magazine title.
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Article from an Internet-only journal	McGowan, J. (2002). Understanding jazz styles through sociolinguistic models. <i>Discourses in Music</i> , 4(1). Retrieved February 1, 2003, from http://www.discourses.ca/v4n1a1.html
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(*Note: Do not use a period at the end of the reference if the reference ends with a URL.)

- If the article is from an Internet-only journal, include the date retrieved and the URL for the article.
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Newspaper article	Burton, G. (2001, February 18). Gay marriage showdown may be inevitable in Utah. <i>The Salt Lake Tribune</i> , pp. A1, A18. Retrieved October 17, 2001 from ProQuest Newspapers database.
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Dual-voiced diva gives classical career advice. (2001, March 20). *The Toronto Star*, p. EN02. Retrieved February 5, 2004 from Newspaper Source database.

Herbert, B. (2000, January 10). The teacher crisis [editorial]. *The New York Times*, p. A19.

- If there is no author given, alphabetize by the first significant word in the title.
 - Precede page numbers with p. or pp. Separate discontinuous page numbers with a comma.
 - Include type of article (e.g., letter to editor, editorial, review, etc.) if relevant.
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Type of Source	Sample References
Newswire or daily newspaper article, electronic version	<p>Clark, D. (2003, August 18). Former football player tackles head chef job at Rock Hill, S.C., restaurant. <i>The Herald</i>. Retrieved February 5, 2004 from http://search.epnet.com/direct.asp?an=2W63245331838&db=nfh</p>
Book	<p>Beck, C. A. J., & Sales, B. D. (2001). <i>Family mediation: Facts, myths, and future prospects</i>. Washington, DC: American Psychological Association.</p> <p>Prytherch, R. (Comp.). (1995). <i>Harrod's librarians' glossary</i> (8th ed.). Aldershot, United Kingdom: Gower.</p>
<ul style="list-style-type: none"> ▪ In general, follow the rules for listing authors of articles. ▪ Italicize the name of the book. Capitalize the first letter of the first word, and any proper nouns. ▪ Include the place of publication including city and state for US addresses, and country for international addresses, followed by the publisher. See the <i>Publication Manual</i> of the APA for more information about place of publication abbreviations. 	
eBook	<p>Chambers, I. (1994). <i>Migrancy, culture, identity</i>. New York: Routledge.</p> <p>Retrieved February 26, 2004 from Marriott Library catalog, University of Utah: http://site.ebrary.com/lib/utah/Doc?id=5004135</p>
<ul style="list-style-type: none"> ▪ Generally, cite the same information as for a print book, followed by online retrieval information (retrieval date, Web site, and URL). If some of this information is unavailable, cite what is available. 	
Book chapter or part of book (e.g., encyclopedia article)	<p>Australia. (1993). In <i>The Columbia encyclopedia</i> (5th ed., Vol. 1, pp. 185-187). New York: Columbia University Press.</p>

Type of Source	Sample References
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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.

- If there is no author given, alphabetize by the first significant word in the title.
- If the book lists an editor or editors, include them followed by (Ed.) or (Eds.).
- Include page numbers (inclusive) for the part of the book you used (chapter or section) in parentheses with p. or pp.

Film or television broadcast

Crystal, L. (Executive Producer). (1993, October 11). *The Macneil/Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

Grazer, B. (Producer), & Howard, R. (Director). (2001). *A beautiful mind* [Motion picture]. United States: Universal Pictures/Dreamworks Pictures.

Lewis, J. U. (Producer). (1998). *Faces of change: Social work in the new millennium* [Motion picture]. Reno, NV: Council on Social Work Education.

- Give the name(s) and, in parentheses, the function of the originator or primary contributors.
 - Identify the work as a motion picture or television broadcast (in brackets) immediately after the title.
 - Give the country of origin, studio or production company, and distributor information if the film is not widely available.
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Type of Source	Sample References
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Reports and Government Documents	
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Chavers, D. (Ed.). (2000). *Deconstructing the myths: A research agenda for American Indian education*. Albuquerque, NM: Catching the Dream. (ERIC Document Reproduction Service No. ED447985)

U.S. Census bureau. (2000). *Statistical abstract of the United States: 2000* (120th ed.). Washington DC: U.S. Government printing Office.

US Department of Health and Human Services. (2001). *Healthy people 2010: Understanding and improving health* (2nd ed.). Washington, DC: U.S. Government Printing Office.

Utah Governor's Office of Planning and Budget, Demographic and Economic Analysis Section. (1998). *2002 Olympic winter games: Economic, demographic and fiscal impacts*. Salt Lake City, UT: State of Utah.

- Include author, date of publication, title of the report, and, if the issuing organization assigned a number to the report, give that number in parentheses immediately after the title. Do not use a period between the title and the parenthetical material; do not italicize the parenthetical material.
- For reports from a document deposit service (like NTIS or ERIC), enclose the document number in parentheses at the end of the entry. Do not use a period after the document number.
- Government documents available from the Government Printing Office (GPO) should show GPO as the publisher.

Information from a Web page	
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Background of Win Day, a technical writer. (2003, November 3).

Retrieved February 5, 2004, from Job Profiles Web site:

<http://www.jobprofiles.org/bustechnicalwriter.htm>

Type of Source	Sample References
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Society for Technical Communications. (n.d.). *A career in technical communication: What's in it for you?* [online brochure]. Retrieved February 5, 2004, from the STC Web site:
http://www.stc.org/PDF_Files/aCareer.pdf

U.S. Department of Labor. (2002). *Occupational outlook handbook* (2002-2003 ed.). Indianapolis, IN: JIST Publishing. Retrieved February 5, 2004 from <http://www.bls.gov/oco/>

- Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages.
- When the document comprises multiple pages (the sections have different URLs), provide a URL that links to the entry page for the document.
- Make sure that you have provided an accurate URL for the information you are citing.
- Include as much information as possible including a document title or description, a date (of publication, update, and/or retrieval), and an author or authors whenever possible.
- Use n.d. (for “no date”) when a publication date is not available.
- Use a section identifier if available in place of page numbers.
- If the information you are citing is part of an organization’s Web site, identify the host organization before giving the URL; precede the URL with a colon.
- Do not put a period at the end of a URL.

Personal Communication (e.g., email message, interview, letter, etc.)

Because they do not provide recoverable data, personal communications **ARE NOT** included in your reference list. Cite personal communications within the text of your paper by providing the surname and initials of the communicator and the date the communication took place. Example:

(T.K. Lutes, personal communication, December 18, 2003)

For more information, consult the following Web sites:

- 🔗 **APA Style. Org** <http://www.apastyle.org/elecref.html>
- 🔗 **APA Style Helper** <http://www.apastyle.org/stylehelper/>
Order this electronic companion to the **Publication Manual**
- 🔗 **Purdue University Online Writing Lab (OWL)** <http://owl.english.purdue.edu/>
- 🔗 **Research and Documentation Online**
http://www.dianahacker.com/resdoc/social_sciences/sample.html
Sample paper in APA style