USING THE APA FORMAT

The *Publication Manual of the American Psychological Association*, or “APA style”, presents detailed instructions and guidance on manuscript preparation, writing styles, and reference lists. This guide shows how to cite some common information sources. (See manual below for more examples.)

- Additional help from APA style companion website: [http://apastyle.apa.org](http://apastyle.apa.org)

QUOTATIONS

- Enclose quotations, with <40 words, in “” quotation marks, then cite the source immediately after using (author, year, p. #) -- use paragraph number (para. #) for non-paginated material.
- To display quotations with 40 or more words in a freestanding block: start on a new line, indent a half inch from left margin, double-space entire quotation (no quotation marks), and then cite the source immediately after. Indent the 1st line of each paragraph of the quote an extra half inch.

IN TEXT (parenthetical citations)

- Follow the author-date citation method (author’s last name, publication year). Examples:
  - In a recent study of reaction times (Walker, 2000) . . .
  - Walker (2000) compared reaction times . . .
  - Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990) show that . . .
- For works with 3-5 authors, use all author surnames the 1st time you cite the source in text, then use (1st author’s surname et al., date) each time you cite the source after that.
- Personal communications (letters, memos, interviews, phone conversations, E-mail and discussion group messages), cite in text only: (R. A. Smith, personal communication, May 10, 2009).

REFERENCE LIST

- References (citations) should include: author, editor (if there is one), publication date, title, and publication information; and if available, the DOI (digital object identifier - unique alphanumeric string usually found on the 1st page of a document) when citing both print and electronic sources.
- If no author, move the title to the author position; alphabetize by first significant word in the title.
- For edited books, place the editor’s name in the author position followed by (Ed.). or (Eds.).
- Capitalize only the 1st word of an article title, chapter title, or subtitle; and proper nouns.
- Italicize the name of a journal, magazine, or newsletter; and italicize the title of a book.
- Enclose non-routine information in brackets after the title to help identify the original source [Brochure, Data file, Motion picture, Audio podcast, Lecture notes, CD, Video webcast].
- Publication information should include: (for books) city, 2-letter state abbreviation, and publisher name; (for journals, newsletters, magazines) volume number, and page numbers.
- Italicize the volume number of a journal, magazine, or newsletter; and if each issue begins with page 1, then include the issue number (no italics) in parentheses () following the volume number.
- For a journal article, give the range of page numbers; for a book chapter, newspaper article, or article on discontinuous pages, precede the page range with “p.”(page) or “pp.”(pages).
- List references in alphabetical order by surname, and then by initials, of the first author.
- Alphabetize group authors (agency, association, institution) by first significant word in the name.

PERIODICALS

*Journal Article, One to Seven Authors, with DOI (print copy)*

*Magazine Article, DOI not available, each issue begins with p.1 (print copy)*

*Newsletter Article, each issue begins with p.1, discontinuous pages (print copy)*
**Daily Newspaper Article, (print copy)**

**BOOKS**

**Subsequent Edition, One to Seven Authors  (print copy)**

**Edited Book  (print copy)**

**Article or Chapter in an Edited Book or Reference Book, Two or More Editors  (print copy)**

**ELECTRONIC SOURCES**

- For article or book chapter accessed online with no DOI assigned, use the URL for the home page of the journal or book publisher.
- Do not include database name, unless the archival document is only accessible from a database (i.e. ERIC, JSTOR, discontinued journals, dissertations, or unpublished papers). Use the URL for the home page (or entry page) of the online archive.
- Do not use retrieval date (of source accessed) unless content changes over time (wikis, blogs).

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**Dissertation (accessed online from the ProQuest database)**