Reference List: Basic Rules

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author’s name to indicate the rest of the authors.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
6. Reference List: Author/Authors

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

Single Author

Last name first, followed by author initials.


Two Authors

List by their last names and initials. Use the ampersand instead of "and."


Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.


More Than Seven Authors


Organization as Author


Unknown Author


**NOTE:** When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (*Merriam-Webster's*, 1993).
Two or More Works by the Same Author

Use the author’s name for all entries and list the entries by the year (earliest comes first).


When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.


References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.


Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: “Berndt (1981a) makes similar claims...”


Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.


7. Reference List: Articles in Periodicals

Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.

Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.


Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.


Article in a Magazine


Article in a Newspaper


Note: Because of issues with html coding, the listings below using brackets contain spaces that are not to be used with your listings. Use a space as normal before the brackets, but do not include a space following the bracket.

Letter to the Editor


Review


8. Reference List: Books

Basic Format

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

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

**Edited Book, No Author**


**Edited Book with an Author or Authors**


**A Translation**


(Original work published 1814).

**Note**: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

**Edition Other Than the First**


**Article or Chapter in an Edited Book**


**Note**: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.


**Multivolume Work**

9. Reference List: Other Print Sources

An Entry in An Encyclopedia

Work Discussed in a Secondary Source

NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Dissertation Abstract

Government Document

For information about citing legal sources in your reference list, see the Westfield State College page on Citing Legal Materials in APA Style.

Report From a Private Organization

Conference Proceedings
10. Reference List: Electronic Sources

Article From an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.


Online Scholarly Journal Article

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many—but not all—publishers will provide an article’s DOI on the first page of the document.

Note that some online bibliographies provide an article’s DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendors name like "CrossRef" or "PubMed." This button will usually lead the user to the full article which will include the DOI. Find DOI’s from print publications or ones that go to dead links with CrossRef.org's "DOI Resolver," which is displayed in a central location on their home page.

Article From an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number. doi:0000000/0000000000


Article From an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page.


If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the article's title.

Article From a Database

When referencing a print article obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a “normal” print citation would be for that type of work). This will allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can also include the item number or accession number in parentheses at the end, but the APA manual says that this is not required. For articles that are easily located, do not provide database information. If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change, such as Wikis. For more about citing articles retrieved from electronic databases, see pages 187-192 of the Publication Manual.


Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding “[Abstract]” after the article or source name.

Newspaper Article


Electronic Books

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use “Available from,” rather than “Retrieved from,” and point readers to where they can find it. For books available in print form and electronic form, include the publish date in parentheses after the author’s name.


Chapter/Section of a Web document or Online Book Chapter


NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

**Online Book Reviews**

Cite the information as you normally would for the work you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.


**Dissertation/Thesis from a Database**


**Online Encyclopedias and Dictionaries**

Often encyclopedias and dictionaries do not provide bylines (authors’ names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.


**Online Bibliographies and Annotated Bibliographies**


**Data Sets**

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.


Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):


Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).


Nonperiodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like http://www.somesite.com/somepage.htm, and somepage.htm doesn't have the information you're looking for, move up the URL to http://www.somesite.com/):


**NOTE**: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

Computer Software/Downloaded Software
Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.


Software that is downloaded from a Web site should provide the software’s version and year when available.


E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. “Message posted to..., archived at...”).


Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name.


Wikis

Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries.


Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

**Video Podcasts**

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.


For more help with citing electronic sources, please use these links:

- Documenting Electronic Sources
- APA style web site’s coverage of electronic references
- APA Frequently Asked Questions

**11. Additional Resources**

**Online Resources from the APA**

- APA Style Website

**Other Online Resources: Style Templates and Sample Papers**

- APA Simulated Journal Article (from Elmira College)
- A Sample Paper in American Psychological Association Style (From Valencia Community College)
- Sample reference list (from Vanier College)

**Other Online Resources: Documenting and Referencing Sources**

- Using APA Style to Cite and Document Sources (from Bedford St. Martin’s Online)
- How to Cite Online Nursing Resources Using APA Style (from the University of Nevada at Reno)
- APA Citation Style: Examples for Nursing Students (from College of St. Benedict/St. John's University)
- Citing Legal Materials in APA Style (Westfield State College)

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*From the OWL resource APA Formatting and Style Guide* This resource was written by David Neyhart and Erin Karper. Additional material by Kristen Seas & Tony Russell. Last full revision by Jodi Wagner, Elena Lawrick, Elizabeth Angeli, Kristen Moore, and Michael Anderson. Last edited by Allen Brizee on August 24th 2009 at 1:23PM