

# American Psychological Association (APA) Style Sheet

## Citing References in Text

- Cite references in text with an author date citation system.
- Each source of information cited in text must appear in the reference list at the end of the article.
- Each entry in the reference list must be cited in text.
  - Exceptions include references to classical works (Bible) and personal communications.

### One Work by One Author

- Use the last name of the author (do not include suffixes like Jr.) and the year of publication.
- Even if the reference includes month and year, include only the year in the in-text citation.
- If the name of the author appears as part of the narrative, cite only the year of publication in parentheses.
  - Kessler (2003) found that among epidemiological samples...
- Place both the name and year, separated by a comma, in parentheses.
  - Early onset results in a more persistent and severe course (Kessler, 2003).
- When the narrative includes both the year and author, do not add parenthetical information.
  - In 2003, Kessler's study of samples showed that...

### One Work by Two Authors

- When the source has two authors, cite both last names and year of publication in the text citation.
- Precede final name in multiple-author citation in the text by the word "and".
  - Hall and Meyers (2010)...
- In parenthetical information, join the last names by an ampersand (&).
  - ... (Hall & Meyers, 2010)

### One Work by Three to Five Authors

- When the source has three, four, or five authors, cite all last names and year of publication the first time the source is cited. In subsequent in-text citations, include only the last name of the first author followed by *et al.* and the year.

Use as first citation in text:

- Kisangau, Lyaruu, Hosea, and Joseph (2007) found...

Use as subsequent first in-text citation per paragraph:

- Kisangau *et al.* (2007) found...

Use as in-text citation within the same paragraph:

- Kisangau *et al.* found

### One Work by Six or More Authors

- When the source has six or more authors, cite only the last name of the first author followed by *et al.* and the year for all in-text citations.
  - Kisangau *et al.* (2007) found

### Groups as Authors

- Names of groups that serve as authors (organizations, associations, government agencies) are written out each time they appear in in-text citations.
  - United States Department of Agriculture (2010)
  - (United States Department of Agriculture, 2010)

### Works with No Identified Author or With an Anonymous Author

- When sources have no identified author, cite in text the first few words of the reference list entry and year of publication.
- Use double quotation marks around the title of an article, chapter in a book, or web page.
- Use italics for the title of periodicals, books, brochures, or reports.

...on free care ("Study finds," 2007)

...the book *College Bound Seniors* (2008)

## Two or More Works Within Same In-text Parentheses

- Order citations of two or more works within same in-text parentheses alphabetically in order in which they appear in reference list.
- Separate citations with semicolons.

Several studies (Meyers, 2008; Miller, 1999; Shafranske & Mahoney, 1998)

## Arrange Two or More Works by Same Authors by Year of Publication

(Gogel, 1990, 2006)

# Citing Sources in Reference List

### Format

- Double space the reference list.
- Entries that are more than 1 line long have a hanging indent.
- Place entries in alphabetical order by the first author's last name.
- Entries by the same author should be listed by earliest year of publication first.

### Author

- Invert all authors' names; give last names and initials for first and middle names.
- Use commas to separate authors, to separate last names and initials, and to separate initials and suffixes.
  - Author, A. A., Author, B. B., & Author, C. C.
- Use an ampersand (&) before the last author name.
- Spell out the full name of the group author.
- If no author is given, move the title to the author position.

### Publication Date

- Give the year the work was published in parentheses followed by a period.
- For magazines, newsletters, and newspapers, give the year, month, and day of the publication, separated by a comma and enclosed in parentheses (Year, Month) or (Year, Month Day).
  - Magazine - (2009, April)
  - Newspaper - (2009, April 8)
- For papers and posters presented at meetings, give the year and month.
  - Conference Paper or Poster - (2009, April)
- If no date is provided for sources, write n.d. in parentheses.
  - Smith (n.d.) OR (Smith, n.d.)
- Finish this information with a period after the closing parenthesis.

### Title

- Capitalize only the first word of book title and subtitle and the journal article title and subtitle.
  - Mental and nervous diseases in the Russo-Japanese war: A historical analysis.
  - Agricultural communications: Changes and challenges.
- Give the full title of journals, newsletters, newspapers, and magazines in uppercase and lowercase letters.
- *Journal of Applied Communications, Lubbock Avalanche-Journal, Successful Farming*
- Italicize magazine, newsletter, newspaper, journal, book, and report titles.

### Publication

- For journals, newsletters and magazines, give the volume number after the periodical title; italicize it.
- Include the issue number in parentheses immediately after the volume number; do not italicize it.
  - *Social Science Quarterly*, 84(2)
- For books and reports, give the location (city and state if in United States or city and country if outside United States) where the publisher is located.
- Abbreviate states using two-letter U.S. Postal Service abbreviations.
- Use a colon after the location and finish with a period.
- If two or more publisher locations are given in books, give the location listed first or the publisher's home office if specified.
  - New York, NY: McGraw-Hill.
  - Washington, DC: Author.
  - Newbury Park, CA: Sage.
  - Pretoria, South Africa: Unisa

## Electronic Sources & Locator Information

Include the same elements, in the same order, as a printed source.

Add as much electronic retrieval information as needed for others to locate the source: DOI system or URL address.

### DOI system

- All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations.
- The DOI is typically located on the first page of the journal article. The DOI can also be found on the database page for the article.
  - Example - doi:10.1234/5678-1234.56.7.890

### URL Address

- If the URL address is longer than 1 line, you need to break the address before most punctuation (/).
- No period after the URL address.
- Do not underline the URL address.

## Reference List Examples

### Journal Article without DOI

Online Format:

Author, A. A. (Publication Year). Title of article. *Title of Periodical*, volume(issue), page numbers. Retrieved from URL address

Wheeler, T. (1994). Research review: Laboratory student magazine programs. *Electronic Journal of Communication/La Revue Electronique de Communication*, 4(2-4). Retrieved from <http://shadow.cios.org:7979/journals/EJC/004/2/004215.html>

Print Format:

Author, A. A. (Publication Year). Title of article. *Title of Periodical*, volume(issue), page numbers.

Chapman, D. W. (1981). A model of student college choice. *Journal of Higher Education*, 52(5), 490-505.

### Journal Article with DOI (online & print versions)

Author, A. A., & Author, B. B. (Publication Year). Title of article. *Title of Periodical*, volume(issue), pp-pp. doi:xx.xxxxxxxx

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

### Book

Author, A. A. (Publication Year). *Title of book*. Location: Publisher.

Ajzen, I., & Fishbein, M. (1980). *Understanding attitudes and predicting social behavior*. Englewood Cliffs, NJ: Prentice-Hall Inc.

### Chapter in Book

Author, A. A. (Publication Year). Title of chapter. In A. Editor, B. Editor (Eds.), *Title of book* (page numbers). Location: Publisher.

Bandura, A. (1994). Self-efficacy. In V. S. Ramachaudran (Ed.), *Encyclopedia of human behavior: Vol. 4* (pp. 71-81). New York: Academic Press.

### Magazine Article

Online Format:

Author, A. A. (Publication Year, Month). Article title. *Magazine Title*, volume(issue). Retrieved from URL address

Thompson, S. (2004, July/August). Great expectations: Ethanol is hot, but what is the long-term outlook for biofuel?. *Rural Cooperatives*, 71(4). Retrieved from <http://www.rurdev.usda.gov/rbs/pub/jul04/great.htm>

**Print Format:**

Author, A. A. (Publication Year, Month). Article title. *Magazine Title*, volume(issue), page numbers.

Davis, S. K. (1998, April). Fenced out. *Ohio Farmer*, 294(7), 10-11.

**Newsletter Article**

Author, A. A. (Publication Year, Month). Article title. *Newsletter Name*, volume(issue), page numbers.

Petzel, P. (2000, May). A future for livestock? Is livestock becoming an endangered species in Ohio?. *Buckeye Farm News*, 78(9), 18-19, 29.

**Newsletter Article, No Author**

Article title. (Publication Year, Month). *Newsletter Name*, volume(issue), page numbers.

EPA: Livestock producers should act now on permits. (2004, February). *Buckeye Farm News*, 3(9), 2.

**Newspaper Article**

**Online Format:**

Author, A. A. (Year, Month Day). Article title. *Newspaper Name*. Retrieved from URL address

Bailey, E. (2009, June 12). Egg farmers seek details on space that hens get. *Los Angeles Times*. Retrieved from <http://www.lexisnexis.com>

**Print Format:**

Author, A. A. (Year, Month Day). Article title. *Newspaper Name*, page numbers(s).

Barrionuevo, A. (2006, October 27). Ethanol could corrode pumps, testers say. *The New York Times*, p. C10.

*Note:* Place a p. before the page number or pp. before page numbers.

**Daily Newspaper Article with No Author**

**Print Format:**

Article title. (Publication Year, Month Day). *Newspaper Name*, page number(s).

After the great fall: Buckeye Egg finally to be held accountable. (1999, November 28). *The Columbus Dispatch*, p. 2B.

*Note:* Alphabetize newspaper articles with no authors by first significant word in title.

*Note:* Place a p. before the page number or pp. before page numbers.

**Brochure with Business or Organization Author**

Author name. (Publication Year). Brochure title [Brochure]. Location: Author.

United States Department of Agriculture. (2004). The national animal identification system (NAIS) [Brochure]. Washington D.C.: Author.

**U.S. Government Document Available on Government Agency Website**

**Format for Author:**

Author, A. A. (Publication Year). *Title of document (Report No. xxxxx)*. Retrieved from Government Agency Website: URL address

Dimitri, C., & Greene, C. (2002). Recent growth patterns in the U.S. organic foods market (AIB777). Retrieved from United States Department of Agriculture, Economic Research Service Website: <http://www.ers.usda.gov/Publications/AIB777/>

**Format for Organization Author:**

Name of Government Agency. (Publication Year). *Title of document (Report No. xxxxx)*. Retrieved from URL address

United States Department of Agriculture. (1980). *Report and recommendations on organic farming*. Retrieved from <http://www.nal.usda.gov/afsic/pubs/USDAOrgFarmRpt.pdf>

## Document from Private Organization Available on Organization's Website

Format for Organization Author:

Name of Organization. (Publication Year). *Title of document*. Retrieved from URL address

Organic Trade Association. (2006). *OTA's 2006 manufacturer survey*. Retrieved from <http://www.ota.com/pics/documents/short%20overview%20MMS.pdf>

## Document from University Program or Department

Format for University Author:

Author, A. A. (Publication Year). *Title of document*. Retrieved from University, Department Website: URL address

McNeese, M. N. (2001). *Using technology in educational settings*. Retrieved from University of Southern Mississippi, Educational Leadership and Research Website: <http://www-dept.usm.edu/~eda/>

## Information from a Website

Format for Organization Author:

Name of Organization. (Publication Year). Title of Website article. Retrieved from URL address

State Energy Conservation Office. (n.d.). Texas wind energy. Retrieved from <http://www.seco.cpa.state.tx.us/re-wind.htm>

Format for No Author:

Title of Website article. (Publication Year). Retrieved from URL address

Federal tax credits for energy efficiency. (n.d.). Retrieved from [http://www.energystar.gov/index.cfm?c=products.pr\\_tax\\_credits](http://www.energystar.gov/index.cfm?c=products.pr_tax_credits)

## Paper Presentation or Poster Session

Format for Paper:

Presenter, A. A. (Year, Month). *Title of paper*. Paper presented at the meeting of Organization Name, Location.

Hall, K., Bonner, S., Dudley, L., & Mitchell, M. (2009, June). *Developing recruitment strategies: Student evaluations of integrated marketing communications materials*. Paper presented at the meeting of the North American Colleges and Teachers of Agriculture, Stillwater, OK.

Format for Poster:

Presenter, A. A. (Year, Month). *Title of poster*. Poster session presented at the meeting of Organization Name, Location.

Hall, K., & Meyers, C. (2010, February). *Tips from the trenches: Teaching advice for beginning academics*. Poster session presented at the meeting of the Southern Region of the American Association for Agricultural Education, Orlando, FL.

## Unpublished Master's Thesis from the Internet

Author, A. A. (Publication Year). Title of master's thesis (Master's thesis, Name of Institution). Retrieved from URL address

Hall, K. (2008). Ohio grain farmers' perception of organic farming: An application of the theory of planned behavior (Master's thesis, The Ohio State University). Retrieved from <http://library.ohio-state.edu/search/>

## Unpublished Doctoral Dissertation from the Internet

Author, A. A. (Publication Year). Title of doctoral dissertation (Doctoral dissertation, Name of Institution). Retrieved from URL address

Bruckman, A. (1997). MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <http://www-static.cc.gatech.edu/~asb/thesis/>

## Source of Information for this Handout:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.