

What is APA?

APA stands for the **American Psychological Association**, an organization dedicated to serving science and psychology professionals. In this handout, we focus on the APA citation system, which using parenthetical citations in text and a References page at the end of a paper. This guide has three major sections: **Formatting Quotes and Paraphrases**, **Parenthetical Citations**, and **References**. Each part explains the rules for how to format and cite in APA. If you have questions about one of these rules in particular, skip down to that section that is most relevant to your needs.

Formatting Quotes and Paraphrases

- ★ APA prefers the use of paraphrases to quotations. When paraphrasing, a page number is not necessary. However, if directly quoting from a source and a quotation is necessary, then a page number must be included. For direct quotations, there are two formats: **short** and **block quotations**.
- ★ **Short Quotations** are less than 40 words in length.
As stated by Boquet (2008), "quote goes here" (p. 117).
- ★ **Block Quotations** are 40 words or more. To format this, list author's name and year for context. Then, place the quote on a new line without quotation mark. The page number goes after the period, and the block quotation is also double spaced.
As stated by Boquet (2008):
(indented ½ inch) Quote goes here. The entire quote is indented to show that it is all the same quote. (p. 117)
- ★ Try to introduce evidence in some way, using a running acknowledgement, signal phrase, or another means.¹
- ★ If you use a quote that begins a sentence, lowercase the first letter so it flows with your own writing.

Parenthetical Citations

I. Basic Information

- ★ Basic structure always includes: Author(s) Last Name(s), Year of Publication, and Page Number(s) (if applicable).
(Boquet, 2008, p. 117).
- ★ If a text does not have a date, cite the author's name followed by "n.d."
- ★ When using classical works such as the Greeks, Romans, or the *Bible*, a reference entry is not required. You must only identify the version and lines used in the text following the quote, paraphrase, or mention.
1 Cor. 13:1 (Revised Standard Edition)
- ★ When using very old works where the date is not applicable, list the year of the translation you used.
Aristotle (trans. 1922) argued . . .

¹ A running acknowledgement or signal phrase names the author of the source outside of the parenthetical citation. In this case, the name(s) of the author(s) appears in the sentence, not inside the parentheses.

How to Format Authors in Parenthetical Citations			
One Author		Two Authors²	
Acknowledgement	No Acknowledgement	Acknowledgement	No Acknowledgement
Author (Year)Author, Year).	Author and Author (Year)...	... (Author & Author, Year).
Boquet (2008)...	... (Boquet, 2008)	Tyson and Gordon (1998)...	... (Tyson & Gordon, 1998)
Three to Five Authors		Six or More Authors	
Always cite all the authors the first time the text is used. Thereafter, use the first author's last name followed by "et al." ³		Always use "et al." after the first author's last name. Do not list other authors beyond the first name.	
First Mention		Acknowledgement	No Acknowledgement
Acknowledgement	No Acknowledgement	Author et al. (Year) (Author et al., Year).
Author, Author, and Author... (Year)...	... (Author, Author, & Author, Year).	Bottoms et al. (1987)...	... (Bottoms et al., 1987).
Severino, Swenson, and Zhu (2009)...	... (Severino, Swenson, & Zhu, 2009).		
Second Mention		Anonymous Authors	
Use the first author's last name and the phrase "et al." to shorten the remaining last names. Note that after the phrase "et al", a plural verb must be used-- no singular verbs!		When a work is listed as Anonymous (such as in legal documents or some web sources), cite the word "Anonymous" at the beginning of the citation. ⁴	
Acknowledgement	No Acknowledgement	Acknowledgement	No Acknowledgement
Author et al. (Year) (Author et al., Year).	Anonymous (Year)	(Anonymous, Year)
Severino et al. (2009)...	... (Severino et al., 2009).	Anonymous (2006)	(Anonymous, 2006)
No Author		Groups as Authors	
If there is no author listed for a source, cite the title and the year of publication. Italicize the title of a book. Use double quotation marks around the title of an article or chapter.		Corporations, associations, government agencies, research groups, etc. are usually listed each time they are used in text, unless an abbreviation makes the group easily recognizable. ⁵	
Acknowledgement	No Acknowledgement	Acknowledgement	No Acknowledgement
<i>Chicago Manual Style</i> (2003)	(<i>Chicago Manual Style</i> , 2003)	American Association for Artificial Intelligence (2001)...	...American Association for Artificial Intelligence (2001)

² **NOTE:** "and" is always used outside of parentheses. "&" is always used inside parentheses.

³ "et al." is a Latin phrase meaning "and all the rest" – it signifies there are more authors than are listed, but allows you to not have to list them every time. It's a great tool!

⁴ **NOTE:** Only use "Anonymous" if the source actually lists "Anonymous" as the author. If there is no author listed, see the next section.

⁵ If the name is not easily recognizable by an abbreviation, such as the University of Iowa, the group must be spelled out each time it is mentioned. If you would like to use an abbreviation, place that abbreviation in parentheses after the name of the organization or in brackets if the name first appears in parentheses. **For example: National Institutes of Health (NIH, 2017) or (National Institutes of Health [NIH], 2017).**

Reference List

I. Basic Information

- Used to indicate where information presented in the essay can be retrieved.
- Only include texts cited in the essay.
- Listed alphabetically by author or title.
- Reference list begins a new page, with “References” centered at top of page.
- The first line of an entry is at the left margin, and subsequent lines are indented ½”. This is called a hanging indent, and should look like this.⁶
- Citations should be double-spaced.

How to Format Authors in a Reference List	
One Author	Two Authors⁷
Last name, initial(s). Boquet, E.	Last name, initial(s)., & Last name, initial(s). Tyson, P.A. & Gordon, M.G.
Three to Seven Authors	More than Seven Authors
Last name, initial(s)., Last name, initial(s)., & Last name, initial(s). Severino, C., Swenson, J., & Zhu, J.	List the first seven authors’ names, write out “...”, and then list the last author’s name. Bottoms, L., Carter, J., McQuade, F., Upton, J., Lockward, J., Brinkley, E., Carroll, S.K... LGH
Same Author, Multiple Citations	No Author
Arrange references chronologically. Place the earlier date of publication first Van Delay, A. (1994). Van Delay, A. (1997).	<i>Title</i> (year). City of publication: Press. <i>The Chicago manual of style</i> (15 th ed.). (2003). Chicago, IL: University of Chicago Press.

Rules for Titles

★ Capitalization

- Titles are capitalized differently in APA Reference pages.
- For Journal Articles, Book Chapters, Books, and any other “main” titles, capitalize the first word of title and subtitle, and any proper nouns. All other words are lowercased.

Example

- For Journals, Magazines, Newspapers, and any other “secondary” titles, capitalize all words except articles, prepositions, and coordinating conjunctions are capitalized

Example

★ Punctuation

- Do not include quotations around titles of shorter works including poems, short stories, essays, articles, TV episodes, short films, etc.
- Italicize titles of longer works including journals, books, plays, TV series, films, etc.

⁶ A hanging indent can easily be achieved by first writing out your citations without any formatting. Then, highlight all your citations, and hit “Control+T” on your keyboard. Word will automatically create a hanging indent for you.

⁷ Use last names, first initials with all authors’ names in reverse order, regardless of quantity.

II. Common Print Sources

Special Notes About Print Sources		
Place of Publication	Publisher Information	Page Numbers
<p>Give the city for U.S. publishers and add the state abbreviations for all U.S. cities.</p> <p>City, State: Name of Press. Bloomington, IN: Indiana University Press.</p>	<p>For the publisher information, drop "Co.", "Inc.", or "Publishers", but retain "Books" or "Press."</p> <p>Indiana University Press stays the same but the New York Times Co. would be shorted to the New York Times.</p>	<p>When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). If only citing one page, then use the abbreviation "p."</p>

★ Books

• Basic Citation

- Last name, initial(s). (year). *Title*. City, State: Press.
Bradway, B. (2002). *Pink houses and family taverns*. Bloomington, IN: Indiana University Press.

• Edition Other than the First

- Last name, initial(s). (Year). *Title* (# ed.). City, State: Press.
Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

• Article or Chapter in an Edited Book

- Last name, initial(s). (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.
Boquet, E. H. (2008). Intellectual tug-of-war: Snapshots of life in the center. In C. Murphy & S. Sherwood (Eds.), *The St. Martin's sourcebook for writing tutors* (3rd ed.) (pp. 116-129). Boston, MA: Bedford/St. Martin's.

★ Journal Articles

- Last name, initial(s). (Year). Title of article. *Title of Publication*, *Volume*(Issue), Pages.
Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., & Sugai, C. (2004). Effects of quitting smoking last for more than 31 days and are more severe with stress. *Nicotine and Tobacco Research*, *6*, 249-267.

★ Newspaper and Magazine Articles

• Newspaper Articles

- Last name, initial(s). (Year, Month Day). Title of article. *Title of Newspaper*, page number(s).
Kramer, C.F. (2003, June 22). A health threat baffling for its lack of a pattern. *The New York Times*, A14.

• Magazine Articles

- Last name, initial(s). (Year, Month Day). Title of article. *Title of Magazine*. *Volume*(Issue), page number(s).
Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, *39*(5), 26-29.

III. Electronic Sources

Special Notes About Electronic Sources	
Sources with DOIs	Sources without DOIs
A DOI is a unique alphanumeric string that identifies content and provide a persistent link to its location. When a DOI is used, no further retrieval information is needed to identify or locate the content. Use this format for the DOI in references: doi: xx.xxx/xxx-xx.xx.x.xxx	Dates on web pages can be one of two things: Date Posted or Date Last Updated. List either a permanent link to the article, or the Database through which you found it:
Missing Author	Dates
If the author of a page is hard to discern, and it comes from an organization's website, use their name as the "Author."	Dates on web pages can be one of two things: Date Posted or Date Last Updated.

★ Journal Article

- With a DOI
 - Last name, initial(s). (Year). Title of article. *Title of Publication, Volume(Issue), Page Numbers*. doi: xx.xxx/xxx-xx.xx.x.xxx
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
- Without a DOI
 - Last name, initial(s). (Year). Title of article. *Title of Publication, Volume(Issue), Page Numbers*. Retrieved from LINK/DATABASE.
Jackson, G. (2004). Multiple historic meanings of the Spanish civil war. *Science and Society, 68*(3), 272-276. Retrieved from JSTOR.

★ Online Newspaper/Magazine Article

- Last name, initial(s). (Year, Month Day). Title of article. *Title of publication*. Retrieved from www.webaddress.com⁸
Foreman, R., Bennett, E., & Collins, T. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>.

• Websites

- Websites with Author
 - Last name, initial(s). (Year). *Page of site*. Retrieved from <http://www.webaddress.com>
Colbert, S. (2014). *Home page*. Retrieved from <http://www.colbertnation.com>
- Websites without Author
 - Organization Name (Year). *Page of site*. Retrieved from <http://www.webaddress.com>
American Association for Artificial Intelligence. (2001, March). *AAI awards*. Retrieved from <http://www.aaai.org>

⁸ When including a link, do not place a period after it. This is not a style issue, but a retrieval issue, as it results in a broken link.

Sample Reference Page

References

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