

Format for Reference List

The correct style to use for citing references in the Reference List section is discussed in detail in the *Publication Manual of the American Psychological Association, Fifth Edition, 2001, or later* (APA style). Be careful to follow the punctuation, indentation, and format shown below.

- The Reference List must be double-spaced. **Note:** If using the actual *APA Publication Manual*, all example references are single-spaced to save space in the *Publication Manual*.
- The Reference List should be alphabetized according to the first letter of each entry.
- Although the five-space indent style of citing is the suggested format, the hanging paragraph format is acceptable.
- Italics are preferred over the use of underlining.
- The abbreviation for Page(s), p. or pp., is not used except in references to newspapers.
- Electronic source references must provide the date the information was retrieved, and also the name and/or address of the source.

BOOKS

Typical Book - One author:

The author's last name is listed first. It is followed by the date of publication, in parentheses, ending with a period. Next, include the book title, which is in italics. Capitalize only the first word of the title (and the first word of the subtitle, if any) and any proper names. Include any additional information necessary for retrieving the book (such as "3rd ed." or "Vol. 4") in parentheses, immediately after the title. Identify the city and the state where the publisher is located. Then, place a colon (:) and identify the name of the publisher, clearly and briefly. Spell out the names of associations and university presses, but omit superfluous terms such as "Publishers," "Co.," or "Inc." If two or more locations are given, give the location listed first or the publisher's home office. Close with a period.

Example:

- Arnheim, R. (2001). *Art and visual perception*. Berkeley, CA: University of California Press.

Book - Multiple authors:

When a work has between two and six authors, cite all authors. When a work has more than six authors cite the first six authors followed by "et al." to indicate the remaining authors. The entry should begin with the last name of the first author, followed by his or her initials. Authors appear in alphabetical order. Date of publication comes next, in parentheses. The title should be italicized, but only the first word should be capitalized. Place of publication comes next, then the publisher. Use a colon after the place of publication. Each portion of the entry should be separated by a period and two spaces.

Examples:

- Festinger, L., Riecken, H., & Schachter, S. (2003). *When prophecy fails*. Minneapolis: University of Minnesota Press.
- West, S., Sandler, I., Tein, J., Ivy, P., Patterson, H., Roeder, K., et al. (2001). *Nerve cells and insect behavior*. Cambridge, MA: Harvard University Press.

Book - Corporate author:

- Institute of Financial Education. (2001). *Managing personal funds*. Chicago: Midwestern Publishing.

Book - Edited volume:

When an editor or editors is listed for a text, begin with the last name of the editor(s) followed by the initials. Then the abbreviation "Ed." or "Eds." appears in parentheses. Date of publication comes next, also in parentheses. The title should be italicized, but only the first word should be capitalized. Place of publication follows, then the publisher. Use a colon after the place of publication. Each portion of the entry should be separated by a period and two spaces.

Examples:

- Maher, B. A. (Ed.). (2003). *Progress in experimental personality research*. New York: Academic Press.
- Letheridge, S., & Cannon, C.R. (Eds.). (2001). *Bilingual education: Teaching English as a second language*. New York: Praeger

Second Works by Same Author(s):

When listing two or more works by the same author in your reference list, the work with the earlier publication date should come first:

- Brown, R. (1958). *Words and things*. New York: Free Press, Macmillan.
- Brown, R. (1965). *Social psychology*. New York: Free Press, Macmillan.

If the publication date is the same, then the entries should appear alphabetically by title (excluding "A" or "The"):

- Neisser, U. (1967). *Cognitive psychology*. New York: Wiley.
- Neisser, U. (1967). *Personality and assessment*. New York: Wiley.

Book - No author identified:

If no author is identified, begin with the title, italicized. Only the first important word should be capitalized. Date of publication should follow, in parentheses. Place of publication and publisher come next. Use a colon after the place of publication. Each portion of the entry should be separated by a period and two spaces.

Example:

- *Experimental psychology*. (2004). New York: Holt.

Book - Work in an anthology:

- Rubenstein, J. P. (2003). *The effect of television violence on small children*. In B.F. Kane (Ed.), *Television and Juvenile Psychological Development* (pp. 112-134). New York: American Psychological Society.

PERIODICALS: JOURNALS-MAGAZINES-NEWSPAPERS

Once you are familiar with the basic pattern to APA journal references, it is relatively easy to format a variety of journal references, no matter how strange the journal may seem.

- Page, E. (1968). The use of the computer in analyzing student essays. *International Review of Education*, 14, 253-263.

Points to note:

Authors are listed with the last name first, followed by a comma and the initial of the first name. Include the last name and the first initial for all authors. For an article with multiple authors, separate the names with commas after the initials. Include an ampersand before the last author. For example: Parham, K., Fischer, C., & Austin, K. If there is no author given, treat the article title as the author, and move it into the author slot before the publication date. If the author is a corporate group, spell out the full name of the corporate author. Signal the end of the author element with a period.

Enclose in parentheses the **year** the text was copyrighted. Type a period outside the parentheses to finish the element. For non-journal periodicals, such as magazines or newspapers, give the year first then the month and day, if specified in the publication. (See examples under Article in a Monthly Periodical and Article in a Weekly Periodical.)

Do not underline the **title** or place quotations around it. Capitalize only the first word of the title. If there is a subtitle, capitalize it as well. Place a period at the end of the title. If there is important information about the form of the article, this should be enclosed in brackets and placed after the title. The terminal period is placed after the bracketed information. Example: The future of writing centers [President's address].

Include the full **journal title**, using upper and lowercase letters. Unlike the article title, the journal title is italicized. Follow the journal title with a comma.

Journals with Continuous Pagination

In APA style, journals with continuous pagination are considered to be the norm, so no modification of the standard listing is needed.

- Passons, W. (1967). Predictive validities of the ACT, SAT, and high school grades for first semester GPA and freshman courses. *Educational and Psychological Measurement*, 27, 1143-1144.

Journals with Non-continuous Pagination

Because pagination begins anew with each issue of this journal, it is necessary to include the issue number in parentheses after the volume number. Note that there is a comma between the issue number and the page numbers, but no comma between the italicized volume number and the issue number.

- Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin*, 66 (3), 178-200.

Newspaper Articles

- Monson, M. (1993, September 16). Urbana firm obstacle to office project. *The Champaign-Urbana News-Gazette*, pp. 1,8.

No Author Identified

Begin with the title, italicized. Only the first important word should be capitalized. Date of publication should follow, in parentheses. Place of publication and publisher come next. Use a colon after the place of publication. Each portion of the entry should be separated by a period and two spaces.

- *Experimental psychology*. (1938). New York: Holt.

OTHER SOURCES

Computer Software

The name(s) of the programmers are listed at the head of the entry, last names first, followed by a period. After listing the date in parentheses followed by a period, italicize the title, and specify in brackets that the source is a computer program. List the location and the organization's name that produced the program. Add any other necessary information for identifying the program (in this example).

- Arend, Dominic N. (1993). *Choices* [Computer program]. Champaign, IL: U.S. Army Corps of Engineers Research Laboratory. (CERL Report No. CH7-22510).

Film or Videotape

The main people responsible for the videotape are given, with their roles identified in parentheses after their names. After the title, the medium is identified (here, a videotape). The distributor's name and location comprises the last part of the entry.

- Weir, P.B. (Producer), & Harrison, B.F. (Director). (1992). *Levels of consciousness* [Videotape]. Boston, MA:Filmways.

Interviews

Interviews used as sources may be published or unpublished, and the format for listing an interview will differ according to the type.

A references entry for a published interview should use the following format:

- Archer, N. (1993). [Interview with Helen Burns, author of *Sense and Perception*]. *Journal of Sensory Studies*, 21, 211-216.

In this example, the interview lacks a title, so a description of the interview is given in brackets. If the interview has a title, include the title (without quotation marks) after the year, and then give a further description in brackets if necessary. The entry should follow the format of the original source of the interview (in this case, a journal article with one author).

Unpublished interviews do not need a reference page entry because they are what the Publication Manual of the APA calls "personal communications" and so "do not provide recoverable data." Include these references in the text of your document, according to the following format:

- (N. Archer, personal interview, October 11, 1993)

TV or Radio

The name(s) of the producer, director, or other significant contributors are listed at the head of the entry, last names first. Each name is followed by a description in parentheses of that individual's function (in this example, Keillor and Lynn, respectively, are the producer and the director), and a period should appear after the final parentheses. After listing the date in parentheses followed by a period, italicize the program title, and specify in brackets whether it is a radio or television program. List the location and the local station where you saw or heard the program.

- Keillor, Garrison (Producer), & Smith, Lynn (Director). (2 Oct.1993). *A prairie home companion* [Radio Program]. St. Louis, MO: KMOX.

ELECTRONIC SOURCES

Electronic formats can be found at: <http://www.apa.org/science/pubs.html>

World Wide Web, Home page/Secondary page:

Author/editor (if known). (Revision or copyright date, if available). Title of page. Publication, Page number(s). Retrieved Date, from Protocol: Site/Path/File

- Manuka Honey USA Home Page. (2006). Retrieved July 25, 2007, from Manuka Honey USA Web site: <http://www.manukahoneyusa.com>
- Goizueta, R.C. (1996, February 26). Annual report to share owners. Retrieved July 24, 2007, from Coca-Cola Company Web site: <http://www.cocacola.com/co/chairman.html>
- Huang, G (2007, March 17). Tiny organisms remember the way to food. *NewScientist.com*, Retrieved July 25, 2007, from <http://www.newscientist.com/article/dn11394-tiny-organisms-remember-the-way-to-food.html>

Encyclopedia article, Online

- Stock market crash of 1929. (1995). In *Britannica Online* [Web]. Retrieved July 12, 2007, from <http://www.eb.com>
- Schlessinger, D. (2007). Staphylococcus. In World Book Online Reference Center [Web]. Retrieved July 25, 2007, from <http://www.worldbookonline.com/wb/Article?id=ar529480&st+staphylococcus>

Encyclopedia article, CD-ROM:

Author/editor (if given). (Date). Title of material accessed. In *Source*. Retrieved Publication medium, *edition or version (if relevant)*. Location: Name of Producer.

Example with author:

- Daniel, R. T. (2003). The history of Western music. In *Britannica Online: Macropaedia*. Retrieved CD-ROM. Carlsbad, CA: Compton's NewMedia, Inc.

Example without author:

- Genetic engineering. (2001). In *Compton's Interactive encyclopedia, Version 2.0*. Retrieved CD-ROM. Carlsbad, CA: Compton's NewMedia, Inc.

Journal/Magazine Article, Online

Author. (Date). Title. *Journal or Magazine Title*, volume, paging. Retrieved Date, from URL

- Koehn, D (1995). The ethics of handwriting analysis in pre-employment screening. *The Online Journal of Ethics*, 1, Retrieved September 6, 2007, from [http:// condor.depaul.edu/ethics/hand.html](http://condor.depaul.edu/ethics/hand.html)
- Insecticide gets help from gut bacteria. (2006, September 6). *Science News*, Retrieved October 12, 2007, from http://findarticles.com/p/articles/mi_m1200/is_14_170/ai_n16864779

Newspaper Article, Online

Author. (Date). Title. *Newspaper Title*, Retrieved Date, from URL Protocol: Site/Path/File

- Markoff, J. (1996, June 5). Voluntary rules proposed to help insure privacy for Internet users. *The New York Times*, Retrieved September 21, 2007, from <http://www.nytimes.com/library/cyber/week/y05dat.html>

APA RESOURCE WEBSITES

These materials will introduce you to APA documentation, step-by-step instructions, Format, Citations, and Reference Lists. However, it is suggested you reference the *Publication Manual of the American Psychological Association, Fifth Edition, 2001, or later*, whenever possible.

<http://www.easybib.com>

<http://www.rapidcite.com>

<http://www.stylewizard.com>

<http://www.noodletools.com>

<http://www.citationmachine.net>

<http://www.wisc.edu/writing/Handbook/DocAPA.html>

University of Illinois Writers' Workshop

(http://www.english.uiuc.edu/CWS/wWORKSHOP/writer_resources/citation_styles/apa/apa.htm#authors)

FORMAT FOR PARENTHETICAL CITATION WITHIN THE TEXT OF THE REVIEW OF LITERATURE

NOTE: ALL REFERENCES CITED WITHIN THE TEXT MUST APPEAR IN THE REFERENCE LIST, AND ALL ENTRIES IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

Direct Quotations Of Sources

Quotations of less than 40 words should be incorporated in the text and enclosed with double quotation marks. Using the "author-date method" of citation, the quotation is followed with a reference to the author, the publication year, and the page number. These elements must be enclosed in parentheses, together or separately. A complete reference must appear in the reference list at the end of your paper.

- He stated, "The 'placebo effect,'...disappeared when behaviors were studied in this manner" (Smith, 2001 , p.276), but he did not clarify which behaviors were studied.
- Smith (2001) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [his own and others'] behaviors were studied in this manner" (p. 276).

If quoting from an Internet source or CD-ROM, use the same format as for other quotations, but use [Online] or [CD-ROM] in place of a page number reference.

- He stated, "The 'placebo effect,'...disappeared when behaviors were studied in this manner" (Smith, 2001, [Online]), but he did not clarify which behaviors were studied.

When making a quotation of more than 40 words, use a free-standing "block quotation" on a new line; indent five to seven spaces and omit quotation marks.

- Smith (2001) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited*[italics added], even when real [sic] drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect (p. 276).

Reference Citations in the Text

Whenever **using your own words** to refer indirectly to another author's work (**paraphrasing**), you must identify the original source. The "author-date method" of citation is used for this purpose, but without quotations marks. A complete reference must appear in the reference list at the end of your paper.

- One recent study finds a genetic link to alcoholism (Jones, 1997).

If the author's last name appears in the citation, then only the year is required:

- Jones finds a genetic link to alcoholism (1997).

Multiple Authors

When a work has only two authors, use both of their names each time their work is cited, joined by an ampersand (&) if in parentheses, or by the word "and" if in text:

- in parentheses--(Cortez & Jones, 1997)
- in text--Cortez and Jones (1997)

For three, four, or five authors, refer to all authors the in the first citation, then use the first author's last name followed by the abbreviation "et al." in all subsequent citations:

- first citation--(Cortez, Jones, Gold, & Hammond, 1998)
- subsequent citations--(Cortez et al., 1998)

For six or more authors, use the first author's last name followed by the abbreviation et al.:

- all mentions--(Cortez et al., 1999)

Different Authors with the Same Last Name

When citing different authors with the same last name, include their first and middle initials, so that a reader can differentiate between them:

- (B.A. Jones, 1998); (R.F. Jones, 1998)

More Than One Work by the Same Author

If you are citing more than one work by the same author, include enough information so that your reader can differentiate between them. For instance, if you have used two studies by the same authors (from different years), you simply need to include their dates of publication:

- (Jones, Crick, & Waxson, 1989); (Jones, Crick, & Waxson, 1998)

or, if you are citing both at once:

- (Jones, Crick, & Waxson, 1989, 1998)

If you are citing more than one work from the same year, use the suffixes "a," "b," "c" etc., so that your reader can differentiate between them (these suffixes will correspond to the order of entries in your references page):

- (Jones, Crick, & Waxson, 1999a); (Jones, Crick, & Waxson, 1999b)

Multiple Authors Cited Together

The format for this type of citation is similar to that for citing more than one work by the same author (see above), except that semicolons are used to differentiate between authors:

- (Jones, 1998; Heckels, 1996; Stolotsky, 1992)

Group Authors

When identifying group authors, use the same format as noted for single authors above, but substitute the company name.

If the name is easy to abbreviate, then write out the full name in the first citation, and abbreviate it in all subsequent citations. If it is difficult to abbreviate, write out the full name each time:

- first citation--(National Institute of Mental Health [NIMH], 1999)
- subsequent citation--(NIMH, 1999)

No Author Available

If no author is available, use a short form of the title (the shortest form that will allow you to recognize the work properly). For instance, if you were working with a study called "The Effects of Aspirin on Heart Attack Victims" you might use the following:

- ("The Effects," 1995)

If you were working with an entire book with no author called Aspirin and Heart Attacks, you might use:

- (Aspirin, 1991)

If the text is attributed to "Anonymous," then use the following format:

- (Anonymous, 1999)

Specific Parts of a Source

In general, direct quotes are used much less often in APA style than they are in MLA style. However, if the occasion warrants one, then the following format is used:

- (Asaki & Klotzky, 1987. p. 333)

Personal Communication

Personal communications receive a slightly more elaborate in-text citation, since they are not cited in the references section of an APA-style document:

- (H.J. Simpson, personal communication, September 29, 1999)

