APA Format Guide

The following guide describes and gives examples of APA format for references and citations. It includes information for some of the most frequently used types of sources. Information is taken from the Publication Manual of the American Psychological Association (2001). For further detail, refer to the manual:


REFERENCES

An APA format reference list includes only sources that were cited in the body of the text (and everything cited in the text must also be listed in your reference list). It is in alphabetical order and entries have a hanging tab. Additionally the entire list is double spaced (everything here is single spaced in order to conserve paper – please note that proper format means you will double space yours).

1st element: author names:
- They are listed by last name, first initial. second initial. (if provided).
- A comma separates all author names (even if there are only two authors).
- Use an “&” before the last author (even if there are only 2 authors).
- If there are 7 or more authors, then list the 1st six as described above with last name and initials. Then the rest are referred to as et al. (Author 1, 2, 3, 4, 5, 6, et al.)
- If a group is listed as “author,” spell out the group name (see the APA reference above).

2nd element: publication date:
- The publication date goes in parentheses after the listing of authors.
- Most often, this is the year of publication.
- For daily or weekly publications, the specific date is also given.
- Place a period outside the ending parenthesis. (2005).

3rd element: title of the article or chapter:
- The title of the article or chapter goes next.
- Only the first word, proper nouns, and word after a colon (:) are capitalized.
- Do not use italics or quotation marks (unless part of the original title).
- The title ends with a period.

** Skip to 4th element when referencing an entire book (rather than chapter in a book).

4th element: information about the source of the article/chapter:
- The title of the journal or book goes next.
- The title and volume number (if a journal) should be italicized.
- List title, volume (for journal article), page numbers. Page numbers are not italicized.
- See examples below as this format varies slightly according to the type of source.
**References for a journal article:**


** please note that in the original article, the authors used the quotation marks around “they look like people”.


**Reference for an online journal article:**


**Reference for a chapter in an edited book:**


**Reference for an entire book:**


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**CITATIONS**

Whenever referring to someone else’s work or ideas, you must cite that source. If the ideas are not yours, you must cite. Failure to do so is plagiarism, which can lead to very serious consequences. Plagiarism can result in a failing grade for the assignment and/or the course and can lead to a note being placed in your permanent academic record.

You cite whenever you are presenting ideas/information/studies that are not your own. In summarizing/presenting other people’s work, you should put the information entirely in your own words. It is not enough to simply change a word or two or put the words in a different order. If you use someone else’s exact words, you must use quotation marks (see below).
When citing, you use the authors’ last names and date of publication. You do not use first names or titles and you do not list the title of the work to which you are referring. Examples of appropriate formats for citations are below.

**Citing a work with one or two authors:** List the author(s) every time you cite them. Note that you can either refer to the author in the sentence or describe the work and put the author’s name in the parentheses. An example of each is below.

Goleman (1995) suggests that having emotional intelligence is as important to success as having a high IQ.

Research suggests that lesbian couples experience more discrimination in the process of adopting a child than do heterosexual couples, even where such discrimination is illegal (Shelly-Sireci & Ciano-Boyce, 2002).

**Citing a work with more than two authors:**

The first time you cite the work, you should list all the authors. For subsequent citations, you list the first author and then abbreviate using et al.

*The first citation:*

Royce, Gebelt, and Duff (2003) found that……

OR

Research shows that female athletes in the 21st century are perceived as feminine, a change from the research several decades ago (Royce, Gebelt, & Duff, 2003).

*Subsequent citations:*

Royce et al. (2003) found that ….  

OR  

Female athletes often consciously separate their feminine and athletic identities (Royce, et al., 2003).

**QUOTATIONS**

When you take words directly from another source rather than using your own words to present the idea, you are quoting. If you do not use quotation marks, this is considered plagiarism. When you quote directly from a source, your quotation must be surrounded by quotation marks, cited, and the citation must include the page number of the quotation.

“While the adoption process was ‘neutral’ for adoptive parents, conception, pregnancy, labor and birth were relatively ‘easy’ for the lesbian parents in this study” (Shelly-Sireci & Ciano-Boyce, 2002, p. 41).

* Quotations should be used sparingly. Over-reliance on quotations suggests you didn’t understand the work you’ve read.