APA Formatting….

1. In a reference list

Basic Rules

* Your references should be alphabetized by the last names of the first author of each source.
* All references should be double-spaced. (between references, single spaced for each one)
* Each reference should use a hanging indentation: the first line of the reference should be flush left, but each additional line of the reference needs to be indented.
* In article titles, only the first letter should be capitalized. If a colon appears in the title, the first letter after the colon should also be capitalized. The title should not be placed in quotations or underlined. It should be italicized.
* All major words in the title of a journal should be capitalized; i.e. The Journal of Personality and Social Psychology.
* If using the internet, the date retrieved for information is important since websites are updated and changed. Include the date retrieved in the reference list.
* Title using APA is References and not Bibliography or Works Cited.

Reference List

|  |  |
| --- | --- |
| Citing Web Sites | |
| **Source** | **Example Citation** |
| Web site with author | Kraizer, S. (2005). *Safe child*. Retrieved February 29, 2008, from http://www.safechild.org/ |
| Web site with corporate author | Substance Abuse and Mental Health Services Administration (SAMHSA). (2008, February 15). *Stop underage drinking*. Retrieved February 29, 2008, from http://www.stopalcoholabuse.gov |
| Web site with unknown author | *Penn State myths*. (2006). Retrieved December 6, 2011, from http://www.psu.edu/ur/about/myths.html |
| Page within a Web site (unknown author) | Global warming 101. (2012). In *Union of Concerned Scientists.* Retrieved December 14, 2012, from http://www.ucsusa.org/global\_warming/global\_warming\_101/ |

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| Citing Books | |
| **Source** | **Example Citation** |
| Book by a single author | Rollin, B. E. (2006). *Science and ethics*. New York, NY: Cambridge University Press. |
| Book by two authors | Sherman, C., & Price, G. (2001). *The invisible web: Uncovering information sources search engines can’t see*. Medford, NJ: CyberAge Books. |
| Book by three or more authors | Goodpaster, K. E., Nash, L. L., & de Bettignies, H. (2006). *Business ethics: Policies and persons* (3rd ed.). Boston, MA: McGraw-Hill/Irwin. |
| Book by a corporate author | American Medical Association. (2004). *American Medical Association family medical guide* (4th ed.). Hoboken, NJ: Wiley. |

1. **In-text citation**

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

**Books:**

|  |  |
| --- | --- |
| Using the Author/Date System | |
| **Author's Name** | **Example of Usage** |
| Author's name part of narrative | Gass and Varonis (1984) found that the most important element in comprehending non-native speech is familiarity with the topic. |
| Author's name in parentheses | One study found that the most important element in comprehending non-native speech is familiarity with the topic (Gass & Varonis, 1984). |
| Multiple works (separate each work with semi-colons) | Research shows that listening to a particular accent improves comprehension of accented speech in general (Gass & Varonis, 1984; Krech Thomas, 2004). |
| Direct quote, author's name part of narrative | Gass and Varonis (1984) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85). |
| Direct quote, author's name in parentheses | One study found that “the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (Gass & Varonis, 1984, p. 85). |
| Example short quotation | According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). |
| Example paraphrase | APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199). |

**Websites:**

|  |  |
| --- | --- |
|  | **Example of Usage** |
| Example in-text citation for website with no author: | The term "Nittany Lion" was coined by Penn State football player Joe Mason in 1904 (“All things Nittany*”*, 2006). |
| Example in-text citation for section of website with no author: | The burning of tropical forests is a major cause of global warming ("Global warming 101," 2012). |
| Example Organization as an author (no author found) | According to the American Psychological Association (2000),... |
| Example no author no date  (use title in quotations) | Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.). |

If you are unsure, Google the information. Good websites on how to do APA formatting would be university websites like Concordia University Libraries APA Citation Style and Purdue University Quick Reference Guide (OWL - Online Writing Lab)