

## Formatting APA References

Upon completion of this lesson, you will be able to

- identify when within-text reference citations should be used and apply rules to appropriately format within-text citations in an APA document.
- Identify what material must be referenced and apply rules to appropriately format a reference list in an APA document.

APA guidelines require that you cite the works used as references in the document. You must include a citation within the body of the document and include a corresponding entry in the reference list (except for a few special types of references that are only cited within-text).

### Reference Location(s) in the APA Manual

Refer to the following sections of the APA manual for specific formatting guidelines for references:

Section	Content
3.13 Major Words in Titles and Headings	Explains the guidelines for capitalizing the first letter of proper nouns and words after a colon or dash in titles of works in the reference list.
3.14 Proper Nouns and Trade Names	Explains the guidelines for capitalizing proper and improper nouns, as well as various types of names
3.94 One Work by One Author	Explains the guidelines for formatting a within-text reference citation for a work with one author
3.95 One Work by Multiple Authors	Explains the guidelines for formatting a within-text reference citation for a work with more than one author
3.96 Groups as Authors	Explains the guidelines for formatting a within-text reference citation for a work with a group author
3.97 Works with No Author (Including Legal Materials) or With an Anonymous Author	Explains the guidelines for formatting a within-text reference citation for a work with an anonymous author or with no author
3.98 Authors with the Same Surname	Explains the guidelines for formatting within-text reference citations for multiple works that have authors with the same last names
3.99 Two or More Works Within the Same Parentheses	Explains the guidelines for formatting within-text reference citations when there are multiple works cited within one set of parentheses
3.100 Classical Works	Explains the guidelines for formatting within-text reference citations for classical works and works with no publication date
3.101 Specific Parts of a Source	Explains the guidelines for formatting within-text reference citations for specific parts of a source
3.102 Personal Communications	Explains the guidelines for formatting within-text reference citations to personal communications (such as interviews and conversations)

Section	Content
3.103 Citations in Parenthetical Material	Explains the guidelines for formatting within-text reference information that is included in parenthetical material
4.01 Agreement of Text and Reference List	Explains the guidelines for agreement between the within-text reference citations and references in the reference list
4.02 Construction of an Accurate and Complete Reference List	Provides guidance for compiling the reference list
4.03 APA Style	Explains the guidelines for abbreviating parts of APA references, as well as formatting numbers and location names in references; includes a list of accepted state abbreviations
4.04 Order of References in the Reference List	Explains the guidelines for sequencing the references in the reference list
4.05 References Included in a Meta-Analysis	Explains the guidelines for citing references included in a meta-analysis
4.06 Introduction to APA Style Reference	Provides an introduction for the general forms of APA references
4.07 General Forms	Provides examples of the general forms of APA references
4.08 Authors	Explains the general guidelines for formatting the author component of APA references
4.09 Publication Date	Explains the general guidelines for formatting the publication date component of APA references
4.10 Title of Article or Chapter	Explains the general guidelines for formatting the title component of APA references
4.11 Title of Work and Publication Information: Periodical	Explains the general guidelines for formatting the title and publication information of periodical references
4.12 Title of Work: Nonperiodicals	Explains the general guidelines for formatting the title component of nonperiodical references
4.13 Title of Work: Part of a Nonperiodical (Book Chapters)	Explains the general guidelines for formatting the title of a book chapter used as an reference
4.14 Publication Information: Nonperiodicals	Explains the general guidelines for formatting the publication information in an APA reference
4.15 Retrieval Information: Electronic Sources	Explains the general guidelines for formatting the retrieval information for Internet documents and other electronic sources used as references
4.16 Elements and Examples of References in APA Style	Provides examples of formatted periodical and nonperiodical references.
5.05 Order of the Manuscript Pages	Lists the rules for ordering the references section of the document relative to the other sections
5.18 References	Summarizes the guidelines for the reference section of the document

## Overview of the Formatting Guidelines

### *Within-Text Reference Citations*

- Most within-text citations follow the author-date format which consists of the authors' last names and the publication year. Typically, the authors' names and the year are enclosed in parentheses. In cases where the authors' names appear in the narrative of the document, though, only the year is enclosed in parentheses.
- If a referenced work has two authors, the names should be separated by an ampersand (&) if the names are cited parenthetically or by *and* if the names are cited in the narrative.
- If a referenced work has three, four, or five authors, the first reference citation should contain all of the names. In subsequent references, you should replace all of the names after the first author's name with "et al."
- You should use the first author's name followed by "et al." for all within-text reference citations for works of six or more authors.
- Examples of within-text reference citations are shown below.

<b>No. of Authors</b>	<b>Examples</b>
One	<p>Other studies provide evidence that students' attitudes towards an assessment format affect their scores on the assessment (Coniam, 1999).</p> <p>According to Hancock (1994), this deficiency has resulted in flawed comparisons of assessment formats.</p>
Two	<p>The test treatments were administered as the students' final examinations in an economics course (Chan &amp; Kennedy, 2002).</p> <p>As Chan and Kennedy (2002) pointed out, though, a strong correlation between scores on multiple-choice and essay tests does not necessarily indicate that the scores reflect equivalent mastery.</p>
Three, Four, or Five	<p>Most learning models purport four to five stages in the acquisition of smoking behaviors (Wang, Fitzhugh, &amp; Eddy, 1996).</p> <p>The belief held by experimental smokers that they could quit at any time was also noted in a study done by Wang et al. (1996).</p>
Six or more	<p>The basis of this reasoning is the evidence of tremendous impact of tobacco advertisement on youths (Biglan et al., 1996).</p>

- In cases where shortening a within-text reference citation (replacing the second and subsequent author's name with "et al.") would result in the same citation for two different works, you should use as many of the subsequent authors' names as necessary to distinguish the two references.
- When there are multiple reference citations with the same author(s) and publication year, append a lowercase letter to the publication year to distinguish the references. For example, the within-

text reference citations for two works authored by Engelbrecht and Harding in 2003 would be (Engelbrecht & Harding, 2003a) and (Engelbrecht & Harding, 2003b). The letter is determined by the order of the references in the reference list.

- When including more than one reference citation within a set of parentheses, separate works by different authors with a semicolon. When citing multiple works by the same author(s) within one set of parentheses, cite the author names once followed by a comma and the publication year of each work (with the years separated by a comma). Use the alphabetical order of the authors' names followed by the publication year for determining the order of the citations within the parentheses.
- Examples of multiple within-text references within a set of parentheses are shown below:

<b>Multiple within-text references in one set of parentheses</b>	
<b>Multiple works by the same author</b>	The basis of this reasoning is the evidence of tremendous impact of tobacco advertisement on youth (Biglan et al., 1996; CDC, 1994; 2000).
<b>Multiple works by different authors</b>	Studies designed to evaluate the correlation between scores on multiple-choice and essay tests have produced a range of strong and weak correlations (Becker & Johnston, 1999; Bridgeman, 1992; Chan & Kennedy, 2002; Hancock, 1994; O'Neill, 2001).

- There are a few types of references that deviate from the author-date format used for most within-text references, such as personal communications and classical works.

### *References in the Reference List*

- With only a few exceptions, all reference citations cited within-text should be included in the reference list. The reference list should also agree with the within-text reference lists—meaning that the authors' names (including the spelling and order) and the publication year should match.
- If a work is cited in the reference list, it should be cited within-text.
- The order of the references in the reference list should be alphabetical by the first author's last name.
- There are additional rules governing the ordering of multiple references for works by the same author(s), multiple references for works by different authors with the same last names, and references for works by group authors, and references for works with no authors.
- The APA reference style sets both general and specific guidelines for various types of references. The broad types of references covered in the manual are periodical and nonperiodical references. A periodical is a work that is published regularly (such as a journal, magazine, newsletter, or newspaper). Most other types of references (including books, reports, and Internet documents) are considered to be nonperiodical references.
- There are six main components of most references of both types: author information, publication date, title of the article or chapter (if applicable), title of the work, publication information, and retrieval information. The general format\* for each component is presented in the table below.

<b>Component</b>	<b>Type of Reference</b>	
	<b>Periodical</b>	<b>Nonperiodical</b>

Component	Type of Reference	
	Periodical	Nonperiodical
<b>Authors' Names</b>	<p>The general format for the authors' names in both periodical and nonperiodical references is</p> <p style="padding-left: 40px;">Last name of first author, first initial of first author. Middle initial of first author.</p> <p>If there are two authors separate them with an ampersand.</p> <p>If there are more than two (but not more than six) authors, separate them with a comma. Put an ampersand in front of the last author's name.</p> <p>If there are more than 6 authors, shorten the names by replacing the seventh and subsequent authors' names with et al.</p> <p><b>Examples:</b></p> <p style="padding-left: 40px;">Doe, J. A.</p> <p style="padding-left: 40px;">Doe, J. A. &amp; Smith, G. B.</p> <p style="padding-left: 40px;">Doe, J. A., &amp; Moore, R., &amp; Smith, G. B.</p> <p style="padding-left: 40px;">Biglan, A., Ary, D., Koehn, V., Levings, D., Smith, S., Wright, Z., et al. (The complete list of author names is A. Biglan, D. Ary, V. Koehn, D. Levings, S. Smith, Z. Wright, L. James, and J. Henderson.)</p>	
<b>Publication Date</b>	<p>The general format for the publication date of periodical and nonperiodical references is the four-digit year enclosed in parentheses and followed by a period: (Year).</p> <p>For works that have been accepted for publication but have not yet been published, use (in press). for the publication date.</p> <p>For works that do not have a publication date listed, use (n.d.). (which stands for <i>no date</i>) as the publication date.</p> <p>If there are multiple references with the same authors and publication dates, add a lowercase letter to the year to distinguish the references.</p> <p><b>Examples:</b></p> <p style="padding-left: 40px;">(2007).</p> <p style="padding-left: 40px;">(in press).</p> <p style="padding-left: 40px;">(n.d.).</p> <p style="padding-left: 40px;">(2003a).</p> <p style="padding-left: 40px;">(2003b).</p>	
	<p>For periodicals that are published or held monthly, add a comma and the name of the month to the publication year:</p> <p style="padding-left: 40px;">(Year, Month).</p> <p>For periodicals that are published or held daily or weekly, add a comma and the publication date (in MonthDD format to the publication year:</p> <p style="padding-left: 40px;">(Year, Month DayofMonth).</p>	

	<b>Type of Reference</b>	
<b>Component</b>	<b>Periodical</b>	<b>Nonperiodical</b>
	<p><b>Examples:</b>  (2007, May).  (2007, May 17).</p>	
<b>Title of Article or Chapter</b>	<p>The general format for the title of an article or chapter is the complete title with the first word of the title capitalized and a period at the end of the title.</p> <p><b>Examples:</b>  A longitudinal test of social learning theory: Adolescent smoking.  Possible selves and negative health behaviors during early adolescence.  RJR Nabisco’s cartoon promotes Camel cigarettes to children.</p>	
<b>Title of Work</b>	<p>For a periodical reference, the title of the work is generally the title of the journal or magazine. The title should be italicized, have the first letter of each major word capitalized, and be followed by a comma.</p> <p><b>Examples:</b>  <i>Journal of Drug Issues,</i>  <i>Journal of Early Adolescence,</i>  <i>American Journal of Community Psychology,</i></p>	<p>For nonperiodicals, the title of the work is generally the title of book (or other type of media). The general guideline is that the title should be italicized, have only the first letter capitalized, and be followed by a period.</p> <p>In cases where the reference is for part of a work (e.g., a book chapter), the title component includes the editor(s) and page numbers for the reference. The general format is the word In, followed by the editors’ names (in FirstInitial. MiddleInitial. LastName format) a comma, (Ed.) or (Eds.), the title of the work (with the first letter capitalized and the entire title italicized), the page numbers (preceded by pp., separated by an en dash and in parentheses), and a period.</p> <p>In FirstInitial. MiddleInitial. LastName (Ed.), Title of work (pp. X–Y).</p> <p><b>Examples:</b>  <i>Health psychology: Theory, research, and practice.</i>  <i>A taxonomy for learning, teaching, and assessing: A revision of Bloom's taxonomy of educational objectives.</i>  In R. E. Bennett &amp; W. C. Ward (Eds.), <i>Construction versus choice in cognitive measurement</i> (pp. 313–323).</p>

Component	Type of Reference	
	Periodical	Nonperiodical
<b>Publication Information</b>	<p>For periodical references the publication information generally consists of the volume number and issue number of the periodical. The general format for publication information is the volume number (italicized) followed by the issue number (not italicized) in parentheses, a comma, the page number(s) [separated by an en dash], and a period:</p> <p style="padding-left: 40px;"><i>VolumeNumber</i>(IssueNumber), X–Y.</p> <p>Omit both the issue number and parentheses if the periodical does not have an issue number.</p> <p><b>Examples:</b></p> <p style="padding-left: 40px;">21(2), 158–181. 24(5), 625–639. 26, 317–343.</p>	<p>For nonperiodical references, the publication information generally consists of the location (city, state or province, and/or country) and name of the publisher. The general format is the city followed by a colon and the name of the publisher:</p> <p style="padding-left: 40px;">City: Publisher</p> <p>If the city is not well known for publishing or could easily be confused with another city of the same name, you should follow the city name with a comma and the two-letter state abbreviation (or province and/or country designation).</p> <p><b>Examples:</b></p> <p style="padding-left: 40px;">Boston: McGraw Hill. Washington, DC: American Psychological Association. London, England: Sage Publications. Hillsdale, NJ: Lawrence Erlbaum Associates.</p>
<b>Retrieval Information</b>	<p>For electronic sources (i.e., materials retrieved from the Internet or an aggregated database), the retrieval information informs the reader how to locate the reference material. For a document retrieved from the Internet, the retrieval information consists of the word Retrieved followed by the date on which the document was retrieved, a comma, and the Internet address used to retrieve the document or the name of the database from which the document was retrieved (followed by a period). The general formats are</p> <p style="padding-left: 40px;">Retrieved Mmmm DD, YYYY, from InternetAddress Retrieved Mmmm DD, YYYY, from the NameOfDatabase.</p> <p>If the address provided links to instructions for retrieving the document (rather than the document itself) the format is slightly different.</p> <p><b>Examples:</b></p> <p style="padding-left: 40px;">Retrieved July 19, 2000, from <a href="http://uwf.edu/ir/pocketfactbook/factbook.htm">http://uwf.edu/ir/pocketfactbook/factbook.htm</a></p> <p style="padding-left: 40px;">Retrieved October 11, 2005, from <a href="http://www.qsrinternational.com/resources/NSight%20July%202005.pdf">http://www.qsrinternational.com/resources/NSight%20July%202005.pdf</a></p> <p style="padding-left: 40px;">Retrieved May 27, 2007, from the Expanded Academic ASAP database.</p>	

\*Refer to the manual for exceptions and specific formatting requirements.

## **Examples of References**

### *Correctly Formatted References*

There are numerous examples of formatted references in the APA manual (see above for the reference locations in the manual). For additional examples of reference list entries, refer to the [References](#) section of this document.

## Incorrectly Formatted References

Refer to the sample below for examples of improperly formatted references.

### References

Akers, R.L. & Lee, G. (1996). A longitudinal test of social learning theory: Adolescent smoking

**Incorrect spacing**

[Electronic version]. *Journal of Drug Issues*, 26, 317–343. Retrieved May 27, 2007, from the

**Incorrect indentation**

Expanded Academic ASAP database.

Aloise-Young, P. A., Hennigan, K. M., & Leong, C. W. (2001). Possible selves and negative health

**Missing period**

behaviors during early adolescence. *Journal of Early Adolescence*, 21(2), 158–181.

**Should not be italicized**

American Psychological Association. (2001). *Publication manual of the American Psychological*

**Incorrect capitalization**

*Association* (5th Ed.). Washington, DC: American Psychological Association.

**Incorrect spacing**

Anderson, L. W. and Krathwohl, D. R. (Eds.). (2001). *A taxonomy for learning, teaching, and assessing:*

**Should be an ampersand**

*A revision of Bloom's taxonomy of educational objectives*. New York: Longman.

Biglan, A., Ary, D., Koehn, V., Levings, D., Smith, S., Wright, Z., et al. (1996). Mobilizing positive

**Incorrect capitalization**

reinforcement in communities to reduce youth access to tobacco [Electronic Version]. *American*

*Journal of Community Psychology*, 24(5), 625–639. Retrieved May 27, 2007, from the Expanded

Academic ASAP database. **Missing period**

Engelbrecht, J. & Harding, A. (2003b). Online assessment in mathematics: Multiple assessment formats.

**Incorrect order**

*New Zealand Journal of Mathematics*, 32, 57–66.

**Incorrect capitalization**

Engelbrecht, J. & Harding, A. (2003a). Combining Online and Paper Assessment in a Web-Based

Course in Undergraduate Mathematics. *Journal of Computers in Mathematics and Science*

*Teaching*, 23(3), 217–231.

QSR International. (2005). NVivo 7: Raising the bar for innovative research, *NSight*, 27, 6–7. Retrieved

October 11, 2005 from <http://www.qsrinternational.com/resources/NSight%20July%202005.pdf>.

**Missing comma**

**Should not have a period**

Robinson, S. P. (1993). The politics of multiple-choice versus free-response assessment. In R. E.

Bennett & Ward, W. C. (Eds.), *Construction versus choice in cognitive measurement* (313–323).

**Incorrect order**

**Missing pp.**

Hillsdale: Lawrence Erlbaum Associates.

## Common Mistakes Made with References

Listed below are common mistakes made when formatting references.

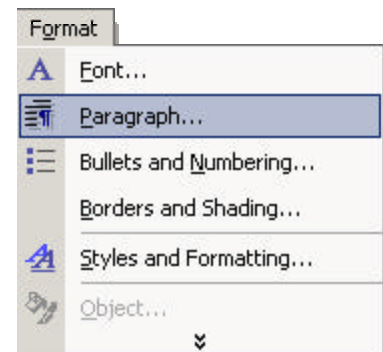
- Primary sources cited within-text that are not included in the reference list
- Incorrect spacing of the author's initials
- Italicizing the issue number
- Not italicizing the volume number
- Incorrect capitalization of article titles and book titles
- Using the word *and* instead of an ampersand (and vice versa)
- Providing url for work retrieved from a database rather than stating the database from which it was retrieved

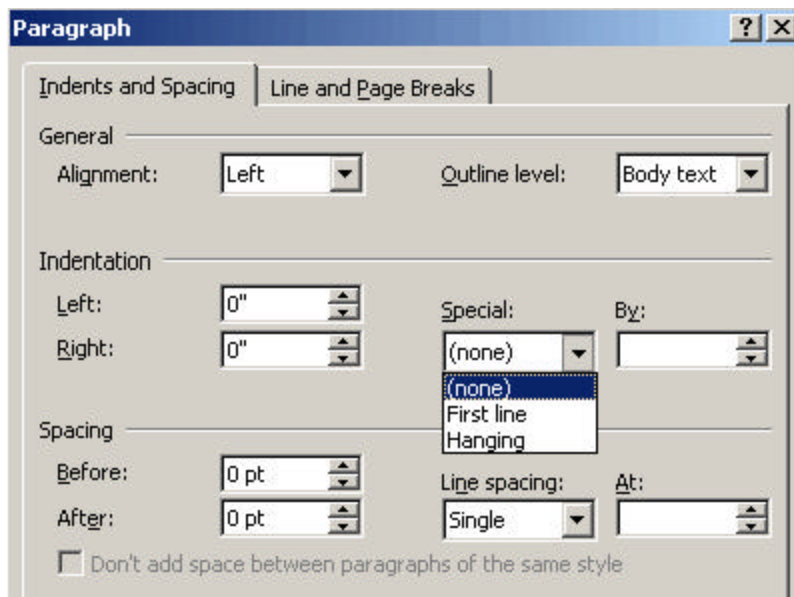
## Applying the Guidelines in MS Word

### *Setting a Hanging Indent*

The references in the reference list should be formatted with a hanging indent. The first line of a paragraph with a hanging indent begins to the left of where the subsequent lines begin. You should use the paragraph settings in Word rather than using the Tab key to create hanging indents. To set a hanging indent:

1. Place the cursor in the paragraph in which you want to set the indent (or select the paragraphs if you want to format multiple paragraphs at once).
2. Select the *paragraph* command from the *format* menu.
3. In the *paragraph* dialog box (shown below), enter the width of the desired indent (e.g., 0.5) in the indentation box, and select *hanging* from the *special* list. Then click the *OK* button to apply the indent and close the dialog box.

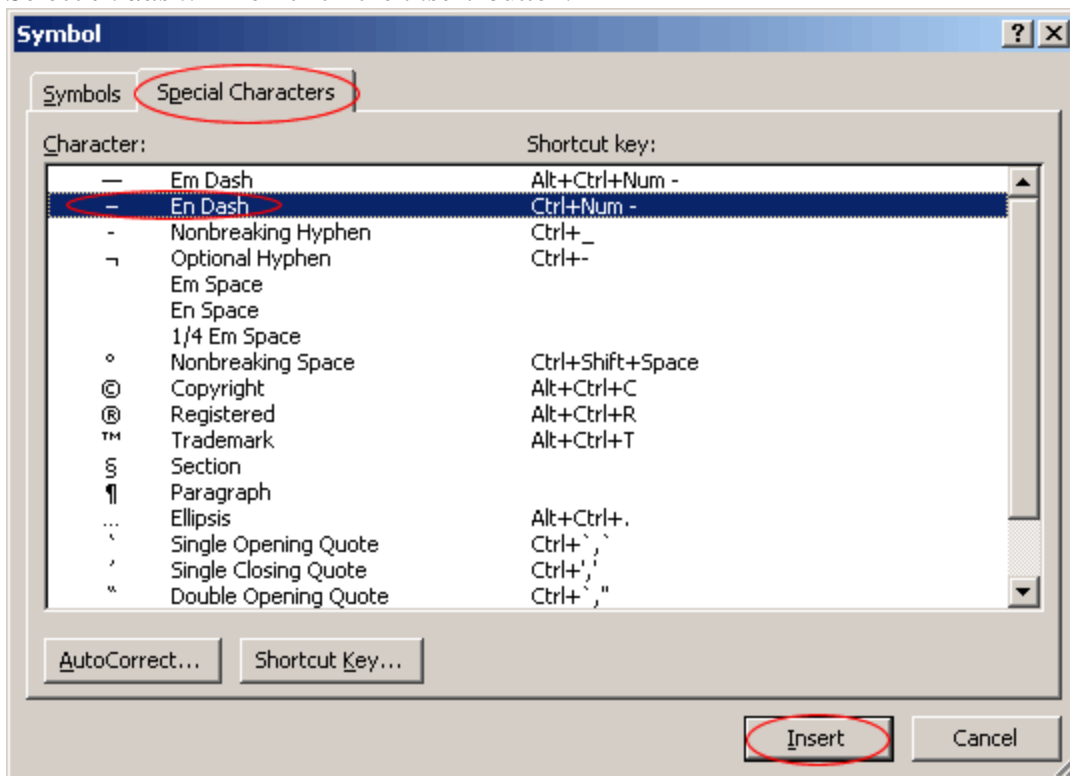
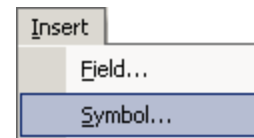




### Inserting an En Dash

An en dash is slightly longer than a hyphen. To insert an en dash:

1. Position the cursor where you want to insert the en dash.
2. Select the *symbol* command from the *insert* menu.
3. Click the *special characters* tab in the *symbol* dialog box.
4. Select *en dash*. Then click the *insert* button.



## References

- Akers, R. L. & Lee, G. (1996). A longitudinal test of social learning theory: Adolescent smoking [Electronic version]. *Journal of Drug Issues*, 26, 317–343. Retrieved May 27, 2007, from the Expanded Academic ASAP database.
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- Engelbrecht, J. & Harding, A. (2003a). Combining online and paper assessment in a web-based course in undergraduate mathematics. *Journal of Computers in Mathematics and Science Teaching*, 23(3), 217–231.
- Engelbrecht, J. & Harding, A. (2003b). Online assessment in mathematics: Multiple assessment formats. *New Zealand Journal of Mathematics*, 32, 57–66.
- Marks, D. F., Murray, M., Evans, B., & Willig, C. (2000). *Health psychology: Theory, research, and practice*. London, England: Sage Publications.

QSR International. (2005). NVivo 7: Raising the bar for innovative research, *NSight*, 27, 6–7. Retrieved October 11, 2005, from <http://www.qsrinternational.com/resources/NSight%20July%202005.pdf>

Robinson, S. P. (1993). The politics of multiple-choice versus free-response assessment. In R. E. Bennett & W. C. Ward (Eds.), *Construction versus choice in cognitive measurement* (pp. 313–323). Hillsdale: Lawrence Erlbaum Associates.

Taylor, S. E. (1999). *Health psychology* (4th ed.). Boston: McGraw Hill.

University of West Florida. (n.d.). *UWF quick facts*. Retrieved July 19, 2000, from <http://uwf.edu/ir/pocketfactbook/factbook.htm>