

# APA Guidelines for Citing Print and Electronic Sources

# User Guide

Centennial Library

Cedarville University

## GENERAL GUIDELINES

### *In Text Citations*

1. If there is no author, use a few words of the title, or the whole title if it is short, in place of an author name. For example: use (*Merriam, 1993*) for a book entitled *Merriam-Webster's collegiate dictionary* that was published in 1993. Use double quotation marks around the title of an article, chapter or website and italicize the title of a book, brochure or report.
2. If there is no publication date, cite the author's last name followed by a comma and "n.d." For example: (Smith, n.d.)
3. When quoting, always cite the author, year, and page number(s). For example: "The 'placebo effect' disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276).
4. Within a paragraph, the year in subsequent references is not needed. For example: Walker (2000) described the method... Walker also found...
5. For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation "para." For example: (Myers, 2000, para. 5)

### *Reference List*

1. Double-space entries.
2. Put first line of citation at left margin and indent other lines.
3. Author
  - \* Include author's last name and initials of author's first and middle names.
  - \* Alphabetize by author's or editor's last name or by first significant word in title (if there is no author or editor or if there is a group author).
4. Date - Place parentheses around publication year. If there is no date, put n.d. in parentheses.
5. Title - Capitalize only first word of title and subtitle and all proper nouns.
6. Publication information
  - \* Provide location of publisher. Exception: location of publisher not needed for journals newsletter, and magazines.
  - \* Provide name of publisher in as brief form as possible. For example: use Eerdmans for William B. Eerdmans Publishers.
7. Electronic Resources
  - \* APA no longer requires a retrieval date for most items.
  - \* Preference for retrieval information is DOI (Digital Object Identifier).
  - \* If there is no DOI, include the URL or name of database.

## CITING A BOOK

Author's last name, Author's first initial. Author's middle initial. (year of publication). *Title: Subtitle*. Location of publisher: Publisher.

### BOOK

#### **Print:**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

**Note:** Enclose additional information, such as edition or volume number, in parentheses immediately after title.

#### **Electronic:**

Schrialdi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi: 10.1036/0071393722

**Note:** When a digital object identifier (DOI) is available, type "doi:" followed by the DOI number.

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**Electronic:**

Feinberg, J. S., Feinberg, P. D., & Huxley, A. (1993). *Ethics for a brave new world*. Downers Grove, IL: InterVarsity Press. Retrieved from Logos Bible Software.

**EDITED BOOK** (APA Manual 7.02, p. 204-205)

**Print:**

Slovic, P. (Ed.). (2001). *Smoking: Risk, perception, and policy*. Thousand Oaks, CA: Sage Publications.

**Electronic:**

Smith, T. E., & Tames, O. L. (Eds.) (2009). *Chewing tobacco: The real killer*. San Antonio, TX: Booker. Retrieved from <http://www.quit tobacco.com/chewingtobacco>

**Note:** When there is no digital object identifier (DOI) available, type "Retrieved from" followed by the URL.

**CHAPTER FROM BOOK** (APA Manual 6.27, p. 184, 7.02, p. 204)

**Print:**

Clark, C. D. (1999). Youth, advertising, and symbolic meaning. In M. C. Macklin & L. Carlson (Eds.), *Advertising to children: Concepts and controversies* (pp. 77-93). Thousand Oaks, CA: Sage.

**Electronic:**

Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In *The modern treatment of nervous and mental diseases* (Vol. 1, pp. 287-330). Retrieved from [www.netlibrary.com](http://www.netlibrary.com)

**Electronic:**

Crowell, B. (Ed.). (2009). Electricity and the atom. In *Electricity and Magnetism*. Retrieved from <http://www.onlinefreebooks.net/free-math-science-ebooks/physics/electricity-and-magnetism-pdf.html>

**Note:** Place editors' names in author position.  
If no editor, put title after "In."  
If there are no page numbers, use chapter or section title.

**ENCYCLOPEDIA OR DICTIONARY ENTRY**

**Print:**

Richter, D. H. (1997). Criminology. In *The world book encyclopedia* (Vol. 4, pp. 1145-1147). Chicago: World Book.

**Print:**

Manhood. (2003). *Merriam-Webster's collegiate dictionary* (11th ed.). Springfield, MA: Merriam-Webster.

**Note:** If no author for the article is given, place title of entry in author position.

**Electronic:**

White, G. (2009). Medieval Theories of Causation. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy*. Retrieved from <http://plato.stanford.edu/entries/causation-medieval/>

**BIBLE OR CLASSICAL WORKS**

**In text:**

In Isa. 7:14 (New King James Version) the prophet predicted that the Messiah would be born of a virgin. This is fulfilled in Matt. 1:23.

**Note:** Include version in first citation only.  
Citing in Reference list is not required

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## CITING A PERIODICAL

Author's last name, Author's first initial. Author's middle initial. (year of publication). Title of article. *Title of periodical*,  
*volume*(issue number), page number.

### JOURNAL ARTICLE

**Print:**

Buss, H. M., & Tree, F. (1999). A new habit to overcome. *Psychological Methodologies*, 92, 214-232.

**Note:** Always include the volume number. Include issue number only if each issue is paginated separately.

**Electronic:**

Stultz, J. (2000). Integrating exposure therapy and analytical therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

**Electronic:**

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E- Journal of Applied Psychology*, 2(2), 38-48.  
Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>

**Note:** Italicize journal title and volume number.

### MAGAZINE ARTICLE

**Print:**

Great escape. (2002, November 18). *People*, 58, 148-156.

**Note:** Italicize magazine title and volume number.

**Electronic:**

Adams, J. (2009, September). Freshwater aquariums: Get to know the different types of aquatic gardens. *Advanced Aquarist's Online Magazine*, 8. Retrieved from <http://www.advancedaquarist.com/2009/9/freshwater>

**Note:** If article does not appear in print form, give home page URL.

### NEWSPAPER ARTICLE

**Print:**

Maney, K. (2002, January 30). Against odds, Gerstner saw IBM through tough times. *USA Today*, pp. 1B, 3B, B5-B7.

**Note:** Use "p." or "pp." before page numbers.

**Electronic:**

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>

### NEWSLETTER ARTICLE

**Print:**

Nark, J. (2004, Fall). Women in the Military. *Minority Nurse Newsletter*, 11(4), 1-2.

**Note:** Give year, month, and day of publication in parentheses, if available.

**Electronic:**

Gibson, M. (2005, Winter). Care conference tests mobility. *Connections*, 3(2). Retrieved from <http://hsc.unm.edu/telemedicine/documents/Newsletters/newsletter0105/Winter2005.pdf>

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## CITING A REVIEW (APA Manual 7.06, pp. 208-209)

### **Print:**

White, A. (2008). Media review [Review of the DVD *Blue note: A story of modern jazz*, by J. Benedikt]. *Jazz Perspectives*, 2(2), 261-265. doi:10.1080/17494060802373440.

**Note:** Identify type of medium being reviewed, such as, book, motion picture, television program, etc., in brackets.

### **Electronic:**

Russell, L. (2006, February). [Peer comment on the paper "An artefact of colonial desire? Kimberley points and the technologies of enchantment" by R. Harrison]. *Current Anthropology*, 47(1), 63-88. doi: 10.1086/497673.

**Note:** If review is untitled, use material in bracket as title and retain brackets.

### **Electronic:**

Cramond, B. (2007). Enriching the brain? Probably not for psychologists [Review of the book *Enriching the brain: How to maximize every learner's potential*, by E. Jensen]. *PsycCRITIQUES*, 52(4).  
doi: 10.1037/a0006513r

## CITING THE INTERNET

Author's last name, Author's first initial. Author's middle initial. (year of posting). Title of Internet site. Retrieved Month day, year, from Internet address

## WEBSITES (APA Manual 6.32, p. 192, APA website <http://www.apastyle.org/learn/faqs/index.aspx> See References)

### **In Text:**

The latest information demonstrates that children need this vaccine ("New Child Vaccine," 2001).

**Note:** Cite first few words of reference list entry (usually title) and year.

### **Reference List:**

New child vaccine gets funding boost. (2001). Retrieved November 10, 2009, from [http://news.ninemsn.com.au/health/story\\_13178.asp](http://news.ninemsn.com.au/health/story_13178.asp)

**Note:** Add the retrieval date if there is reason to believe the content may change.

## WIKI (APA Manual 6.32, p.192)

### **Electronic:**

Psychometric assessment. (n.d.). Retrieved October 2, 2009, from [http://psychology.wikia.com/wiki/Psychometric\\_assessment](http://psychology.wikia.com/wiki/Psychometric_assessment)

## CITING A WORK DISCUSSED IN A SECONDARY SOURCE (APA Manual 6.17, p.178)

### **In text:**

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)...

**Note:** In text, name original work and give citation for secondary source.

### **Reference List:**

#### **Print:**

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

**Note:** Give secondary source in Reference List.

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## CITING PERSONAL COMMUNICATION (APA Manual 6.20, p. 179,7.11, pp. 214-215)

Unrecoverable data: letters, emails, memos, personal interviews, telephone conversations, etc.

### **In Text:**

It was not clear that each retained this right (V. G. Nguyen, personal communication, September 28, 1998).

**Note:** Reference entries not required for citing personal communication

Archived data: newsgroups, online forums, discussion groups, blogs, and electronic mailing lists.

### **In Text:**

Chalmers (2000) observed that sound could be used . . .

### **Reference List:**

Chalmers, D. (2000, November 17). Seeing with sound [Electronic mailing list message]. Retrieved from

<http://groups.google.com/groups/sci.psychology.consciousness>

**Note:** Follow date of posting with subject line of message. Do not italicize it.

Provide a description of the message in brackets after title.

Provide URL for archived version of message, if available.

## AUTHORS

**NO AUTHOR** (APA Manual 6.15, pp. 176-177, 6.25, p. 183)

### **In Text:**

In the publication *EPA Finalizes Refinery Rules Chemical Engineering Progress* (2008) reaction times were . . .

### **Reference List:**

*EPA finalizes refinery rules. (2008) Chemical Engineering Progress, 104(6), 20-21.*

**ONE AUTHOR** (APA Manual 6.11, p. 174, Table 6.1, p. 177, 6.27, p. 184)

### **In Text:**

In a recent study of reaction times Guymon (2009) described the method. Furthermore, Guymon wrote...

### **Reference List:**

Guymon, C. (2009, November). High-sensitivity molecular recognition with light-induced

polymerization. *Trends in Biotechnology, 26(11), 581-583. doi:10.1016/j.tibtech.2008.07.005*

**TWO AUTHORS** (APA Manual 6.12, p. 175, Table 6.1, p. 177, 6.27, p. 184)

### **In Text:**

In a recent study of reaction times (Franko & Sook, 2008)...

### **In Text:**

This does not negate the work of Franko and Sook (2008) for reaction times...

**Note:** Use "&" within parentheses and "and" in text.

### **Reference List:**

Franko, T. J. & Sook, G. E., (2008). *Chemical reaction engineering*. Austin, TX: University of Texas

Press.

**Note:** Always cite both names.

**THREE TO FIVE AUTHORS** (APA Manual 6.12, p. 175, Table 6.1, p. 177, 6.27, p. 184)

### **In Text:**

In a recent study of reaction times (Smith, Rosenkof, & Derminko, 2004)... This does not negate the work of their study of reaction times (Smith et al., 2004)...

**Note:** Cite all authors' names the first time reference occurs. After that, include only last name of first author followed by "et al."

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**Reference List:**

Smith, S. J., Rosenkof, S., & Derminko, L.R. (2004). *Chemical bonding: Theory and practice*. Washington, DC: American Chemical Society.

**SIX OR SEVEN AUTHORS** (APA Manual 6.12, p. 175, Table 6.1, p. 177, 6.27, p. 184)**In Text:**

In a recent study of reaction times (Brock et al., 2009)...

**Note:** Cite only first authors' last name followed by "et al."

**Reference List:**

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

**EIGHT OR MORE AUTHORS** (APA Manual 6.12, p. 175, 6.27, 7.01 (# 2), pp. 198, 199)**In Text:**

This does not negate the work of Miller et al. (2009)

**Note:** Cite only first authors' last name followed by "et al."

**Reference List:**

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

**Note:** List the first six author's names, then insert an elipsis, and add the last author's name.

**GROUP AUTHOR** (APA Manual 6.13, p. 176, Table 6.1, p. 177, 6.27, p. 184)**In Text:**

In a recent study by the National Institutes of Mental Health (2009)...and this agrees with it (NIMH, 2009).

**Note:** Spell out full name of group author each time it appears in text. You may abbreviate in subsequent citations.

**Reference List:**

National Institutes of Mental Health. (2002). *Medications*. Bethesda, MD: National Institutes of Mental Health.

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**Reference:**

*Publication manual of the American Psychological Association* (6th ed.). (2010). Washington, DC: American Psychological Association.