

# APA Guidelines for Citing Print Sources

# User Guide

Centennial Library

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The reference list at the end of a paper documents the paper and provides the information necessary to identify and retrieve each source. References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.

## GENERAL GUIDELINES

### 1. General Forms:

#### **Periodical:**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of the periodical article. *Title of Periodical*, volume, page range.

Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.

#### **Nonperiodical:**

Author, A. A. (year). *Title of work*. Location: Publisher.

#### **Part of a nonperiodical:**

Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Nonperiodicals include items published separately: books, reports, brochures, manuals, and audiovisual media.

2. Arrange entries in alphabetical order by the surname of the first author. If no author is given, the title of the work is moved to the author position.
3. Double-space the entries and use a hanging indent.
4. Include only the initials of the authors' first and middle names.
5. Title of periodical article or chapter: capitalize only the first word of the title and subtitle, if any, and any proper nouns. Do not italicize or place quotation marks around it.
6. Title of periodical: give the periodical title in full, capitalizing all significant words. Italicize the periodical title and volume number, if any.
7. Title of book: capitalize only the first word of the title and subtitle, if any, and any proper nouns. Italicize the book title.
8. Give the location of the publisher for books and other nonperiodical publications. Provide city and state for U.S. publishers, and country for publishers outside the U.S. If the publisher is a university and the name of the state or province is included in the name of the university, do not provide the state in the publisher location. Then, give the name of the publisher in as brief a form as intelligible. See *The American Psychological Association's (APA's) Publication Manual* (2001, p. 217) for exceptions for cities well known for publishing.
9. Reference entries are not required for classical works, including the Bible; simply identify in the first in text citation the reference and the version you used.
10. To cite sources in text, follow the author/date format described in *APA's Publication Manual* (2001, pp. 207-214). Example: In a recent study of reaction times (Walker, 2000).... To cite specific parts of a source, include a page number. Example: (Shimamura, 1989, p. 332).

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## BOOK

Lucado, M. (2000). *He chose the nails: What God did to win your heart*. Nashville, TN: Word Publishing.

**Note:** If a book has no author, place the title in the author position.

## EDITED BOOK

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

**Notes:** For a source with more than one editor, use "(Eds.)."

For a book with an author and an editor, list the editor in parentheses after the title.

## ARTICLE OR CHAPTER IN AN EDITED BOOK

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 Publications.

## ENTRY IN AN ENCYCLOPEDIA

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

**Note:** If the entry is not signed, place the title of the entry in the author position.

## JOURNAL ARTICLE

Choudhry, N. K., Stelfox, H. T., & Detsky, A. S. (2002). Relationships between the authors of clinical practice guidelines and the pharmaceutical industry. *The Journal of the American Medical Association*, 287, 612-617.

**Note:** If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number. Do not space after the volume number and do not italicize the parentheses or issue number.

## MAGAZINE ARTICLE

Belkin, L. (2001, November). Two women against mad cow. *Good Housekeeping*, 233, 70-72, 76, 78.

**Notes:** If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma.

Give the date shown on the publication -- month for monthlies or month and day for weeklies.

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## MAGAZINE ARTICLE WITH NO AUTHOR

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

**Note:** When citing in text, use a short title for the parenthetical citation.

## NEWSPAPER ARTICLE

Maney, K. (2002, January 30). Against odds, Gerstner saw IBM through tough times.

*USA Today*, pp. 1B-2B.

**Notes:** Precede page numbers for newspaper articles with p. or pp.

If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma: B1, B3, B5-B7.

## BOOK REVIEW

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*].

*Science*, 290, 1304.

## SOURCE WITH TWO AUTHORS

Crabb, L., & Allender, D. (1996). *Hope when you're hurting: Answers to four questions hurting people ask*. Grand Rapids, MI: Zondervan.

**Note:** When citing in text, always cite both names every time the reference occurs: (Crabb & Allender, 1996).

## SOURCE WITH THREE TO SIX AUTHORS

Burt, S. A., Krueger, R. F., McGue, M., & Iacono, W. G. (2001). Sources of covariation among attention-deficit/hyperactivity disorder, oppositional defiant disorder, and conduct disorder:

The importance of shared environment. *Journal of Abnormal Psychology*, 110, 516-525.

**Note:** When citing in text, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al.* and the year if it is the first citation of the reference within the paragraph: (Burt et al., 2001).

## SOURCE WITH MORE THAN SIX AUTHORS

Johnston, G. L., Gross, G. E., Townsend, R. S., Lynch, P., Novotney, P. B., & Roberts, B., et al.

(2002). *Eight at the top: A view inside public education*. Lanham, MD: The Scarecrow Press.

**Notes:** After the sixth author's name and initial, use *et al.* to indicate the remaining authors of the article.

When citing in text, use the following parenthetical citation each time (including the first) the work is cited: (Johnston et al., 2002).

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## UNPUBLISHED MANUSCRIPT

Stinson, C., Milbrath, C., Reidbord, S., & Bucci, W. (1992). *Thematic segmentation of psychotherapy transcripts for convergent analyses*. Unpublished manuscript.

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## REFERENCE

*Publication manual of the American Psychological Association* (5th ed.). (2001). Washington, DC: American Psychological Association.