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 Indentifier).
   * 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:

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

Electronic:

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

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

**Print:**  

**Electronic:**  

**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:**  

**Electronic:**  

**Electronic:**  

**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:**  

**Print:**  

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

**Electronic:**  

**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
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:

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

Electronic:

Electronic:

Note: Italicize journal title and volume number.

MAGAZINE ARTICLE

Print:

Note: Italicize magazine title and volume number.

Electronic:

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

NEWSPAPER ARTICLE

Print:

Note: Use “p.” or “pp.” before page numbers.

Electronic:

NEWSLETTER ARTICLE

Print:

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

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

Print:

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

Electronic:

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

Electronic:

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


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:

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

WIKI (APA Manual 6.32, p.192)

Electronic:

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:

Note: Give secondary source in Reference List.

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:


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:


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:


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

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

Reference List:


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.”
Reference List:

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:

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:

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:

Reference: