The American Psychological Association (APA) style of documentation is typically used in the Social Sciences. Do consult your instructor for the preferred style of documentation.

Documenting sources typically requires two corresponding elements – a brief citation in the text of your work) and a longer reference at the end of your work – arranged alphabetically under the title – References.

References

- Use Times New Roman font (12)
- Double space your list and use hanging indent (second and subsequent lines of an entry - half an inch or five spaces).
- **Authorship**
  - Arrange all entries in one list, alphabetically by author’s last name. If there is no author or editor, alphabetize by title, ignoring articles (A, An, The).
  - Author’s first and middle names should always be initials in the reference list: John Roy Brown becomes Brown, J.R.
  - Give the last name and initials for all authors of a source for up to and including seven authors:
    - Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S.
  - If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author’s name. After the ellipses, list the last author’s name of the work:
  - For multiple sources by the same author, list the entries in chronological order, from oldest to most current and assign letters to the date: (2007a), (2007b), (2007c).
- **Title of source**
  - Capitalize ONLY the first word of a book title, first word in a subtitle, and all proper nouns (sentence case): *Nothing but the truth: An anthology of Native American literature*.
  - Capitalize ONLY the first word of an article or chapter title, first word of any subtitle, and any proper nouns (sentence case): The social impact of divorce on the adopted child
  - Capitalize first letter of all major words (title case) of periodical titles (journals, magazines, newspapers, etc.): *The Journal of Accountancy*
  - Italicize titles of longer or complete works such as books and periodicals.
  - Italicize volume numbers of periodicals
  - Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles, chapters or essays in edited collections.
- **Publication Details**
  - Include the city and publisher for books.

In-Text Citations

- In-text citation includes author(s) name, year of publication and for direct quotes, page numbers in parentheses: (Jones, 2008, p. 1009)
  - Provide in-text citations when you identify, quote, paraphrase and summarize someone else’s work and contributions.
  - **Cite personal communications** (interviews, lectures, emails, telephone conversations) in your text but do not include source information in your reference list: (A.Weiss, personal communication, January 12, 2011).
  - **Cite Sacred or classical text** within your text only, and include the version you consulted as well as any standard book, part, or section numbers: (Éccles. 3:8, *King James Bible*) / *In Qur’an II:243 (Translated by M. H. Shakir)* …
  - Only include page or paragraph number when directly quoting an author in your text. If you cannot find a page or paragraph number for a quote, cite a heading, if possible: (Sanz, 2009, Introduction)
  - Compile citation according to your lead-in (how you introduce the source):
DOCUMENTING SOURCES USING APA 6th Edition

- **Author in lead-in**: In a recent study conducted by Jones (2005), “63% of ice cream tasters chose chocolate as their favorite flavor” (p. 17).
- “In a recent study, “63% of ice cream tasters chose chocolate as their favorite flavor” (Jones, 2005, p. 17).
- “Today’s college students must develop critical thinking and information literacy skills in order to be successful in the workplace” (Thomas, 2010, para. 8).
- If you use more than one source written in the same year by the same author(s), assign letters to the date according to your reference list: (2007a), (2007b), (2007c).
- If more than one source has contributed to an idea or opinion, cite the sources alphabetically by author and separate with semicolons, in one set of parentheses: (Morris, 1977; Worchel & Cooper, 1983).

**Quotations**: Incorporate quotes of less than 40 words into your text and use quotation marks. For longer quotes – more than 40 words – block indent and do not use quotation marks. The parenthetical citation should come after the closing punctuation mark.

**Citing indirect sources**: If you need to reference an indirect source (a source cited in another source): use the phrase, as cited in: Johnson argued that that high schools are pressured to act as “social service centers, and they don’t do that well” (as cited in Smith, 2003, p. 102).
The following examples are based on the *Publication manual of the American Psychological Association*, 6th ed. available at the Reference Desk (BF76.7  P83 2010).

Remember to double space your reference list.

### BOOKS

**Basic format – Print**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

- **One author**
  
  In-text citation: (MacDonald, 2007).

- **Two authors**
  
  In-text citation: (McKee & McKee, 2009).

- **Three to Five authors**
  
  In-text citation - First citation: (James, Cameron, Smith, Hawthorne, Cushing, 2005).
  In-text citation - Subsequent citations: (James et al., 2005).

- **Six authors**
  
  In-text citation: (Bowsher et al., 2008).

- **More than six authors**
  
  In-text citation: (Ford et al., 2009).

- **Edited book, no author**
  
  In-text citation: (Purdy & Rupert, 2001).

- **Edited book with author(s)**
  
  In-text citation: (Plath, 2000).

- **Translation**
  
  In-text citation: (Laplace, 1951).
Corporate author

In-text citation: (American Psychological Association, 2010). In-text citation - Subsequent citations: (APA, 2010).

Basic format: e-books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. doi:xxxx

E-book on the web (Google books, Gutenberg)

In-text citation: (Gossett, 1963).

ProQuest Ebook Central (Library e-book database)

In-text citation: (Sanchez & Sanzari, 2010).

In-text citation: (McNeil, 2006).

Multivolume work

In-text citation: (Wiener, 1973, vol. 3).

Dissertations & Theses

Retrieved from Name of database. (Accession no.)

A SOURCE FROM AN ANTHOLOGY, REFERENCE SOURCE, OR COLLECTION

Author, A. A., & Author, B. B. (Year of publication). Title of chapter or entry. In A. A. Editor & B. B. Editor (Eds.), 
Title of book (pp.xxx-xxx). Location: Publisher.

Author, A. A., & Author, B. B. (Year of publication). Title of chapter or entry. In A. A. Editor & B. B. Editor (Eds.), 

Author, A. A., & Author, B. B. (Year of publication). Title of chapter or entry. In A. A. Editor & B. B. Editor (Eds.), 
Title of book (pp.xxx-xxx). doi:xxxxxxxx

- Article or Chapter in an Edited Book / Anthology – Print

- Article or Chapter in an Edited Book – Online

- Unsigned article in an encyclopedia or dictionary

- Signed article in an encyclopedia or dictionary

In-text citation: (O’Neil & Egan, 1992).

In-text citation: (Berry, 2005).

In-text citation: ("Descendant," 2005).

In-text citation: (Straus, 1992).
PRINT JOURNAL, MAGAZINE, AND NEWSPAPER ARTICLES

Basic format – Article in journal


❖ Use the Digital Object Identifier (DOI) if available, in place of a URL and/or name of library database.
❖ If no DOI is available, use the URL.
❖ If an article can only be found in a specific database (WARC, Passport Euromonitor materials, Gale OVIC, etc.) then use name of database in place of URL.

• Journal with volume and issue number - print
  In-text citation: (Epstein, 2002)

• Journal with volume number only - print
  In-text citation: (da Cunha & de Almeida, 2000)

• Journal article online – on a library database - use digital object identifier
  In-text citation: (Pukkaew, 2013)

• Journal article online – on the Web - no digital object identifier
  In-text citation: (Negi, Bender, Furman, Fowler, & Prickett, 2010).
  In-text citation - Subsequent citations: (Negi et al., 2010).

Basic format – magazines and newspapers


• Newspaper article - print

• Magazine article - print
  In-text citation: (Gross, 2001)
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- **Book review - print**
  In-text citation: (Shenk, 2003)

- **Editorial - print**
  In-text citation: (“Primary Considerations,” 2008)

### WEB SOURCES

**Basic format**


- Do not include date of access unless the source material might change over time

- **One page or section of a website**
  In-text citation: (“Think Again,” 2006).

- **Entire website**
  In-text citation: (Angeli et al., 2010).

- **Blog posting**
  In-text citation: (Christina, 2011).

- **Podcast**
  In-text citation: (Conan, 2001).

- **Images online**
  In-text citation: (Gristellar, 2009).

  In-text citation: (Seurat, 1883).

- **Map, Chart, or Other Graphic - Online**
  In-text citation: (“Hurricane Rita” 2005)
• **Webcasts or streaming videos - Online**


In-text citation: (Baumane, 2007).


In-text citation: (Palmer, 2013).


In-text citation: (Apsolon, 2011).

• **Tweet**

Rouhani, H. [@HassanRouhani]. (2013, October 01). Evening, @Jack. As I told @camanpour, my efforts geared 2 ensure my ppl'll comfortably b able 2 access all info globally as is their #right [Tweet]. Retrieved from https://twitter.com/HassanRouhani/status/385138174822850560

In-text citation: (Rouhani, 2013).

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**OTHER MEDIA**

• **Films or video recordings**

Capra, F. (Director/Producer). (1934). *It happened one night* [Motion Picture]. United States: Columbia Pictures.

In-text citation: (Capra, 1934).


In-text citation: (Madden et al., 2003).

• **Television or Radio Broadcasts**

  o **Radio**


In-text citation: (Adamski & Conti, 2007).

  o **Television**


In-text citation: (Burns & Simon, 2003).


In-text citation: (Simon & Noble, 2002).

• **Photograph, Painting, Drawing, Illustration, etc.**

  o **Art work**


In-text citation: (Forquet, 1865).

  o **Photograph**


In-text citation: (Greene, 2004).

• **Lecture, Speech, Address, or Reading**

Kennedy, J.F. (1960, September 12). Speech to the Greater Houston Ministerial Association, Rice Hotel, Houston, TX.

In-text citation: (Kennedy, 1960).