APA Style of Referencing Basics

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For details not addressed in this document, consult Chapter 6 of the *Publication Manual of the American Psychological Association* (6th ed.). Chapter 7 of the manual provides examples of 77 different kinds of reference listings. The manual is available in the Pope Pius XII Library and in the college bookstore. The publisher also provides online resources at www.apastyle.org including a tutorial, a list of frequently asked questions, and a blog.

All of the examples on these pages are in Arial font to help you distinguish them from the explanatory text. However, the font required for APA style papers is Times New Roman with a font size of 12.

**Tips for saving time while citing accurately**

1. As soon as you begin to read a source, write a reference listing for it. This forces you to determine its author and date so that you can cite correctly in the text.
2. Use author and date, the first two elements of the reference listing, to identify every note card or sentence you write drawing on a source. Include page or section and paragraph number for word-for-word quotes.
3. After creating an organized first draft, choose citation styles as you revise your paper for flow.
4. Just before proofreading, compare the in-text citations to the references page to make sure that all sources cited are listed and that there are no entries in the reference list that are not cited in the paper.

**Reference page**

**Formatting**

Center the word References horizontally at the top of a new page, just below the running head and page number. Double space the entire page with no extra line spacing between entries.
Format everything below the title using a “hanging indent,” in which the first line of each entry begins at the left margin and subsequent lines are indented by ½ inch.

What to include in the list

Include in the reference list all the works you have cited in the paper except personal communications, and include none that are not cited. List works in alphabetical order by first author surname. If two or more works have the same first author, order by second authors, if any, then by publication date with the most recent first.

What to include for each source

For each work, give all of the following that apply:

Author. This may be a person, several people, or a group or organization, or there may be no author. When there is no author, the title of the work precedes the publication date.

Date of publication. Usually the year of publication is enough. For newspaper articles, follow the year with a comma then the month and day.

Title of the work. It may be an article, chapter, report, whole book, website article, blog posting, or other work. A website’s URL does not usually serve as a title.

Title of the journal or other larger source. Specify this if the work is an article in a journal or part of a larger work like an edited book or encyclopedia.

Publication information. Give the publisher’s location and name for print works.

Retrieval information. This is to help your reader locate an electronic source. The Digital Object Identifier (DOI), if one is available, is preferred and is the only retrieval information needed for electronic documents. The URL of the publisher’s home page should be given for all sources without a DOI. The database name should be given only when the electronic version is not available from the publisher.

Tips for identifying citation elements on a webpage

Author. Look first for the name of a person, usually given just below the title of the section or article you are reading. If no person’s name is given, use the publisher as the author. Look for the publisher’s name at the bottom of the home page.

Publication Date. A copyright date is usually given at the bottom of the page. If not, you may need to visit the site’s home page to find this.

Title. If the passage you are reading is not a distinct article, identify the title of the entire page. Use section or paragraph headings to specify the location if you use a quotation in the text of your paper.
Retrieval information. Give the URL of the home page preceded by “Retrieved from.” Include the date of retrieval only if the source is likely to change.

Formatting the elements of each citation

Basic format for a journal article from an electronic database


doi:xx.xxxxxxxxx

Basic format for a book

Author, A. A. (year). *Title of book*. City, ST: Publisher Name.

Basic format for an audiovisual production


Chapter 7 of the manual gives examples for a large number of specific kinds of sources. Examples are given below for those most often encountered in college and graduate school papers. Be sure to notice the fine details including:

- A period and single space follow each element of the citation.
- A period and single space follow each author initial.
- Also refer to the table *Citation style by number of authors*.
- Titles of periodicals (journals, newspapers, or magazines) are spelled out in full, italicized, and in upper and lowercase letters.
- Titles of non-periodicals use uppercase letters only for the first word of the title and subtitle:
  - For articles and chapter titles, use regular font.
  - For books and reports, italicize.
- Abbreviate and enclose specifiers such as edition, volume number, supplement, etc. in parentheses following the title and before the period.
- The volume and page numbers for a journal article are given in Arabic numerals. Volume number is italicized, but page numbers are not.
- A long URL may be broken before a period.
- The period is left off after a URL or DOI.

Examples of scholarly source listings

Electronic version of journal article, one author, with DOI.

**Print journal article, three to seven authors.**


**Electronic version of journal article, eight or more authors, no DOI available.**


**Book, no author.**


**Book, group author, author is also publisher.**


**Chapter in edited book, print version.** Many textbooks are published this way.


**Examples of popular source reference listings**

**Online newspaper article**

*Page from an organization’s website, no author*


*Blog post*


**Citing Sources in the Text of the Paper**

**Styles of in-text citation**

Always include two pieces of information in your text:
1. the surname (last name) of the author or authors and
2. the year of publication.

If you have quoted directly from your source, provide also
3. a page number or section name and paragraph number.

Each of these elements may be given either in the text of the sentence as part of the narrative or in parentheses as an aside. Emphasize the identity of the researcher(s) by giving authorship as part of the narrative (Example 1). Emphasize the historical context by placing the date in context (Example 2). Do not give a website’s Uniform Resource Locator (URL) in the text of your paper unless you have a very specific reason to do so.

**Single author in narrative, year in parentheses.**

Castillo (1996) observes that a person usually adopts her or his gender of rearing.

**Two authors in parentheses, year in the narrative.**

For this work, GID clients’ first need is safety and trust in the therapeutic relationship (Carroll & Gilroy, 2002).

**First citation of a source with three to five authors.**

A person may seek help for relational problems, depression, anxiety, or generalized distress, and be unwilling to divulge gender preoccupation (Carroll, Gilroy, & Ryan, 2002).
Second and subsequent references to a work by three or more authors. Abbreviate the author list using et al. Et al. is the abbreviation of the Latin et alii and means and others. It always requires a period after al.

Carroll et al. (2002) recommend an "informed not knowing" stance, an attitude that avoids jumping to conclusions or labeling the client, but is willing to learn.

Two sources for the same idea. List the sources in alphabetical order using correct parallel construction in the sentence or separated by semi-colons in parentheses.

Increased nonright-handedness in both males and females with gender dysphoria, an atypical fingerprint asymmetry, and some birth-order correlations may be indirect markers of a biological origin (Green, 2000; Zucker, Beaulieu, Bradley, Grimshaw, & Wilcox, 2001).

Six or more authors of a single work are never listed in the text of the paper but should be cited using the first author’s name followed by et al.


No publication date given. Use the abbreviation n.d. in the place of the year.

Hartford’s South Park Inn offers a transitional housing program in addition to emergency shelter (South Park Inn, n.d.).

When one author cites the work of another (citing from a secondary source). As often as possible, cite the original source directly. However, when citing from a secondary source, name the original source and its author in the text and specify the secondary source, the one you actually read, in parentheses preceded by the phrase as cited in.

Gittleson and Dawson-Butterworth’s 1966 study of genital delusions and hallucinations (as cited in Bower, 2001)

Personal communications. These include personal interviews, class lectures without prepared notes, e-mails, letters, and other communications that cannot be recovered. They should be cited in the text only. You will not find a listing for P. G. Smith in the reference list that follows. The citation should include first name initials as well as a precise date if possible.

P. G. Smith (personal communication, September 12, 2006) explained that the client avoided confrontation.

or
The client avoided confrontation (P. G. Smith, personal communication, September 12, 2006).

Using quotations

To quote is to use the original author’s exact words and their order. In general, avoid direct quotation unless to change the wording would change the meaning. (Strategies for paraphrasing ideas and for integrating quotations into your text are addressed in the separate document APA integrating quotations.) When you quote, always provide a page number in addition to the author and year. Use section names and paragraph numbers as available for materials without pagination.

Short quotation. Quotes under 40 words in length must be incorporated into the existing context in such a way that all sentences remain grammatically correct. Use quotation marks to surround only the words or phrases taken directly from the source.

Counselors will, by holding respect for their GID clients be engaging in “an act of socio-political advocacy” (Chen-Hayes, 2001, Interventions section, para. 2).

Quotation longer than 40 words. Use a block quotation format, whole quotation indented by .5 in. instead of quotation marks, for quotes longer than 40 words.

In a review of research and literature relevant to the needs of transgender youth, Chen-Hayes (2001) calls for school counselors to adopt an advocacy role:

The major issue confronting our schools and families is to provide a safe, nurturing, nonviolent atmosphere in which to grow and develop for all persons of varied sexual orientations and gender identities and expression…. Silence and ignorance related to sexual orientation and gender identity and expression can no longer be tolerated in schools and families. (Conclusion section).

Adding or omitting words for clarification. To quote means to use the original author’s exact order and words. For clarity, you may omit words and replace them with an ellipsis (…) or add or change the form of words by enclosing them in brackets [ ].

“Effective counseling with [the transgendered] population also requires… that counselors] be adept at consultation, referral, and case management” (Carroll, Gilroy, & Ryan, 2002, p.134).
Reference listings for the in-text citation and quotation examples.

The examples above are citations from the reference list below.


