

**Richard Bland College Library**  
**APA Style Guide**  
Revised 11/18/2008

The following guide was developed to assist students with the APA style guide. The *APA Publication Manual* (5th ed.) is available on Reserve. Please consult the handbook for more information and examples.

### **Creating a Reference List**

The reference list appears at the end of a research paper and includes full bibliographic entries for sources referred to within the paper. The reference list should appear in alphabetical order and be double-spaced with the heading References centered at the top of the page.

Sample Citations:

<b>BOOKS — Basic Format:</b>
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Author. (Date). <i>Title of Book</i> . City of Publication: Publisher.
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**BOOK WITH ONE AUTHOR:** [See section 4.16.B of the APA manual]

Barkley, R. A. (2000). *Taking charge of ADHD: The complete authoritative guide for parents* (Rev. ed.). New York: Guilford.

**BOOK WITH MORE THAN ONE AUTHOR:**

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

**BOOK WITH AN EDITOR:** [4.16.B.25]

Stainback, S. (Ed.). (1992). *Curriculum consideration in inclusive classrooms: Facilitating learning for all students*. Baltimore: Paul H. Brooks.

Use (Eds.) for two or more editors.

**BOOK WITH NO AUTHOR:** [4.16.B.26]

*A natural history of sex: The ecology and evolution of sexual behavior.* (1993). New York: Charles Scribner's Sons.

**CHAPTER OR ARTICLE ENTRY FROM A REFERENCE BOOK:** [4.16.B.39]

Marcus-Newhall, A. (1993). Law and psychology. In F. N. Magill (Ed.), *Survey of social science: Psychology series* (Vol. 3, pp. 1413-1418). Englewood Cliffs, NJ: Salem Press.

*If work is not part of a multi-volume set, place only the page nos. in parentheses.*

**DIAGNOSTIC AND STATISTICAL MANUAL OF MENTAL DISORDERS:** [4.16.B.29]

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

**ARTICLES — Basic Format:**

Article authors. (Date). Article title. Periodical title, Periodical information, page(s).

**ARTICLE FROM A SCHOLARLY JOURNAL:** [4.16.A.1]

Tindal, G. (1990). An analysis of mainstream consultation outcomes for secondary students identified as learning disabled. *Learning Disability Quarterly*, 13, 220-229.

**ARTICLE FROM A SCHOLARLY JOURNAL (JOURNAL PAGINATED BY ISSUE):**  
[4.16.A.2]

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

**ARTICLE FROM A MAGAZINE:** [4.16.A.6]

Kandel, E.R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

**NEWSPAPER ARTICLE (NO AUTHOR):** [4.16.A.9]

New drug appears to sharply cut risk of death from heart failure. (1993, July 15).  
*The Washington Post*, p. A12.

**NEWSPAPER ARTICLE (WITH AN AUTHOR):** [4.16.A.10]

Schwartz, J. (1993, September 30). Obesity affects economic, social status.  
*The Washington Post*, pp. A1, A4.

**INTERNET DOCUMENTS — Basic Format:**

Article Authors. (Date). *Document title*. Retrieved month, day, year from URL

[For more information, see section 4.16.I of the Publication Manual]

**JOURNAL ARTICLE FROM ONLINE DATABASE:** [4.16.I.88]

Borman, W.C., Hanson, M.A., Oppler, S.H., Pulakos, E.D., & White, L.A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

**INTERNET ARTICLES BASED ON A PRINT SOURCE:** [4.16.I.71]

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

*If you reference an online article that you have reason to believe has been changed, or that includes additional data or commentary, you will need to add the date you retrieved the document and the URL:*

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

**ARTICLE IN AN INTERNET-ONLY JOURNAL: [4.16.1.72]**

Frederickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention and Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

**ARTICLE IN AN INTERNET-ONLY NEWSLETTER: [4.16.1.74]**

Glueckauf, R.L., Whitton, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1988, July) Videocounseling for families of rural teens with epilepsy—Project update. *Telehealth News*, 2(2). Retrieved May 6, 2000, from [http://www.telehealth.net/subscribe/newslettr\\_4a.html#1](http://www.telehealth.net/subscribe/newslettr_4a.html#1)

*Use the complete publication date given on the article. Note that there are no page numbers. In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference. Whenever possible, the URL should link directly to the article. Break a URL that goes to another line after a slash or before a period. Do not insert (or allow a word-processing program to insert) a hyphen at the break.*

**ARTICLE FROM AN ONLINE NEWSPAPER: [4.16.1.89]**

Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

**MULTIPAGE DOCUMENT CREATED BY PRIVATE ORGANIZATION, NO DATE:**  
[4.16.1.75]

Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000, from <http://www.familymealttime.org>

*When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home page (or entry) of the document. Use n.d. (No date) when a publication date is not available.*

**CHAPTER OR SECTION IN AN INTERNET DOCUMENT:** [4.16.1.75]

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved November 12, 2002, from <http://www.benton.org/Library/Low-Income/two.html>

*Use a chapter or section identifier (if available) in place of page numbers. Provide a URL that links directly to the chapter or section.*

**DOCUMENT AVAILABLE ON UNIVERSITY PROGRAM/DEPT. WEBSITE:** [4.16.1.76]

Chou, L., McClintock, R., Moretti, F., & Nix, D.H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.columbia.edu/publications/papers/newwine1.html>

*If a document is contained within a large and complex Web site (such as a university or government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.*

**ONLINE BOOK WITH A CORRESPONDING PRINT VERSION:** [*Pocket Guide to APA Style*, 8g]

Scott, G.G. (2007). *American Murder*. Westport, CT: Greenwood. Retrieved November 18, 2008, from netLibrary: <http://www.netlibrary.com>

## **Creating Reference Citations**

Sample Reference Citations in Paper

### **Direct Quote — Author's name in reference: [3.94]**

"They [feminists] had to prove that woman was not a passive empty mirror, not a frilly useless decoration, not a mindless animal, not a thing to be disposed of by others" (Friedan, 1963, p. 81).

### **Direct Quote — Author's name in text:**

Friedan (1963) writes that "they [feminists] had to prove that woman was not a passive empty mirror, not a frilly useless decoration, not a mindless animal, not a thing to be disposed of by others" (p. 81).

### **Paraphrasing — Author's name in reference:**

Friedan (1963) states that feminists had the overwhelming task of restructuring women's identity so that women would no longer be considered vacuous and negligible.

### **Paraphrasing — Author's name in text:**

Feminists had the overwhelming task of restructuring women's identity so that women would no longer be considered vacuous and negligible (Friedan, 1963).

### **Corresponding Reference Listing:**

Friedan, B. (1963) . *The feminine mystique*. New York: W.W. Norton.

## **Miscellaneous Guidelines**

1. **When citing a work with 2 authors**, always include both last names in all references. [see section 3.95 of the Publication Manual]

2. **When citing a work with 3-5 authors**, include all names in the first reference. Afterwards, use only the first author's last name followed by "et al." [3.95]

ex: (Smith, Jones, Davis & Nelson, 1992) then (Smith et al., 1992)

3. **When citing a work with 6 or more authors**, use the first author's last name followed by "et al." in all references. [3.95]

4. **When citing a work with no author**, cite the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around article and chapter titles. Italicize the titles of books, periodicals, brochures, and reports. [3.97]

ex: ("New Drug," 1993) for "New drug appears to sharply cut risk of death from heart failure." *The Washington Post*.

5. **When a quotation is 40 words or longer**, do not use quotation marks. Begin the quotation on a new line indenting each line five spaces from the left margin. Include page references. Continue to double space. [3.34]

6. **When citing a work with a group author**, you may abbreviate only if the group or agency is identified by an abbreviation. [3.96]

ex: first citation -- (American Psychological Association [APA], 1992) and subsequent citations -- (APA, 1992)

7. **When referring to the *Diagnostic and Statistical Manual of Mental Disorders***, cite the name of the association and the manual in full at the first mention in the text of your paper; from then on, you may use an abbreviation such as *DSM-IV*. [4.16]

8. **When referring to electronic sources**, use page numbers with PDF documents. If no page numbers are available, refer to paragraph numbers or document headings and paragraph numbers. [3.39]

ex: (Myers, 2000, ¶15)

ex: (Butler, 2000, Conclusion section, ¶1)

9. **What happens when the work you are citing references another work?** If you are quoting or paraphrasing from a secondhand (or indirect) source, mention the original work in the text of your paper and place the phrase *as cited in* before the secondhand source you cite in your reference citation. The corresponding reference list entry is for the actual source you used. [4.16.22]

ex: Dr. Spock found Russian mothers to be more confident in their ability to parent than American mothers (as cited in Friedan, 1963, 197).

Friedan, B. (1963). *The feminine mystique*. New York: W.W. Norton.