American Psychological Association (APA)

Style Manual

For the Faculties of Arts &
Sciences, Business &
Management, and
Health Sciences

Adapted from the Publication Manual of the American
APA Citation Style

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APA Citation Style

APA citation style refers to the guidelines established by the American Psychological Association for documenting sources used in a research paper. APA style involves both in-text citations and references’ list. *For every in-text citation there should be a full citation in the references’ list and vice versa.*

The examples of APA styles and formats listed below include many of the most common types of sources used in academic research. For additional examples and detailed information about APA citation style, refer to the *Publication Manual of the American Psychological Association* (6th edition) and the *APA Style Guide to Electronic References* (6th edition). Also, for automatic generation of citations in appropriate citation style, use a bibliographic citation management program such as RefWorks available through the University Libraries website.

## A. In-Text Citations

In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose work is being acknowledged.

### 1. Types and Variations

**Works by a single author**

- The last name of the author and the year of publication are inserted in the text at the appropriate point. *Example:*

  > from theory on bounded rationality (Simon, 1945).

- If the name of the author appears as part of the narrative text, provide the date and any other info between parentheses. *Example:*

  > Simon (1945) suggested that …
Works by multiple authors

- When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical citation join the names with an ampersand (&). **Example:**
  
as has been shown (Leiter & Maslach, 1998).

- In the narrative text, join the names with the word "and." **Example:**
  
as Leiter and Maslach (1998) demonstrated …

- When a work has three, four, or five authors, cite all authors the first time the reference occurs. **Example:**
  
  Kahneman, Knetsch, and Thaler (1991) found that …

- In all subsequent citations per paragraph, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication. **Example:**
  
  Kahneman et al. (1991) found that …

  And … (Kahneman et al., 1991) at the end of the paragraph

Works by associations, corporations, government agencies, etc.

- The names of groups that serve as authors (corporate authors) are spelled out entirely in the first reference and abbreviated in all subsequent citations. **Example:**
  
  First time citation   (National Institute of Mental Health [NIMH], 2007).

  Subsequent citation   (NIMH, 2007).

- The general rule for abbreviating in this manner is to supply enough information in the text citation for the reader to locate its source in the reference list without difficulty.

Works with no author or anonymous author

- When a work has no author, use the first two or three words of the work’s title in the in-text citation, capitalizing the first letter of each word. Place the title in quotation marks if it refers to an article, chapter of a book, or web page. Italicize the title if it refers to a book, periodical, brochure, or report. **Example:**
when temperature change ("Climate and Weather," 1997).


- When a work’s author is designated as “anonymous”, type the word Anonymous followed by a comma and date. **Example:**

  … on climate change (Anonymous, 2008).

**Specific parts of a source**

- To cite a specific part of a source (always necessary for quotations) include the author, year, chapter if available, and specific page(s). **Example:**

  (Shimamura, 1989, Chapter 3).

  De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers" (p. 218).

- If page numbers are not included, provide the paragraph number preceded by the abbreviation "para." **Example:**

  (Mönich & Spiering, 2008, para. 9).

- For in-text citation of a Wiki engine put the name of the entry between quotation marks followed by a comma and the year, replace the date by n.d. which stands for no date in case the date is not available, and add any specific section in the article. **Example:**

  Facebook is one of the most used... ("Social media," 1996).
  ("World economy," n.d., para. 5)

**Citing a secondary source**

- It is preferable to credit the original work unless it is out of print, or unavailable; in this case only use the citation for the secondary source.

- Credit the original source right after the quote by adding the words "as cited in..." to show that you have quoted a secondary source, rather than the original. List the secondary source in your references. **Example:**
Adams asserts in her book *Chicken Little* that "without a doubt, the chicken came before the egg" (as cited in Smith, 2005).

**Multiple in-text citations**
Include multiple citations inside the same set of parentheses when needed, alphabetize the sources as they would appear in the reference list and separate them by semicolons (;). In running text, you can address sources in whatever order you wish, examples:

- Studies of reading in childhood have produced mixed results (Albright, Wayne, & Fortinbras, 2004; Gibson, 2011; Smith & Wexwood, 2010).
- Smith and Wexwood (2010) reported an increase in the number of books read, whereas Gibson (2011) reported a decrease. Albright, Wayne, and Fortinbras (2004) found no significant results.

**2. Quoting and Paraphrasing**

*Quoting* is a word-for-word repetition of something written or spoken. Quotes add authenticity and impact to your paper; yet keep them as brief as possible. Use quotation marks directly before and at the end of what has been quoted. Direct quotations should always include the author’s last name, year of publication and page number of the quote. If the quotation comprises fewer than 40 words, incorporate it within the text, and follow the proper citation format.

**Example of a direct quotation within the text**
Such activity, claims Stein (1990), “provides them with a means to explore implications of ideas, to find their strengths and weaknesses, to evaluate their usefulness in real-world situations” (p. 25).

**Example of a standalone direct quotation**
“The low self-monitoring person is generally more attentive to his/her internal attitudes and dispositions than to externally based information such as others’ reactions and expectations” (Baxter, 1983, p. 29).
Example of a long quotation
A long quotation (more than 40 words) should be placed in a freestanding block of text where no quotation marks are required, cite the quoted source in parentheses after the final punctuation mark. **Example:**

Aniline is the prototypical aromatic amine with the formula C6H5NH2. It can be utilized to determine the aromaticity of oil products such as FCC feedstock. Aniline point is the lowest temperature at which an equal volume of aniline and an oil sample are completely miscible. The mixture is heated until there is single phase and then it is cooled. (Issa, 2015, p. 16)

**Paraphrasing** is a restatement of written or spoken text in different words. It does not require special punctuation even though you may be using some words from the original text along with your own words. **Summarizing** is also often used to brief a great deal of information into a few words.

- Paraphrasing and summarizing information requires the author’s last name and year of publication.
- Provide page, section, or paragraph number if available.

Examples of paraphrasing and summarizing
Officials at the University of Delaware thought that letting parents know when students violate regulations on alcohol use would alter students’ drinking habits (Reisberg, 1998).

According to Baxter (1983), if a person has a low self-monitor, then he/she tends to pay more attention to his/her attitudes, rather than to the ways others might expect him/her to behave.
B. References

A good reference contains enough information to lead your reader to the source you used, sources cited or used in the text of a paper must appear in the references’ list.

Follow the below instructions when formatting and typing your references.

- **Title:** Start the list on a new page titled: References (centered and 12pt.)
- **Font:** Use Times New Roman, size 12pt.
- **Line spacing:** Use double space.
- **Margins:** Use uniform margins of 1 inch (2.54cm) at the top, bottom, and left. Leave the right margin ragged (not justified).
- **Order:** Entries should be arranged in alphabetical order (A-Z) by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- **Authors:** Write out the last name and initials of the first and middle name for all authors of the used work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M. Use a full stop and one space after each initial.
- **Indentation:** The first line of the entry is aligned with the left margin, and all subsequent lines are indented 1/2 inch (1.27cm) or use tab button to form a "hanging indent".
- **Entry titles:** Capitalize only the first word of a title or subtitle, and any proper names that are part of a title, as well as titles of journals.
- **Italics:** Use italics for titles of works (e.g., books, journals, e-books, report [technical, government, etc.], dissertation, thesis, film, video, television series, podcast, YouTube video, artwork, map, music album, unpublished manuscript) and volume numbers of periodicals. **Do NOT italicize issue numbers.**
- **Pagination abbreviation:** Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers; the same applies to encyclopedia articles and chapters from edited books.
1. Types and Variations

For online accessed works, and besides following the basic format of each type and variation, additional two pieces of information should be included:

- **Internet address:** A stable internet address should be included to direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI)\(^1\), use it. If there is no DOI, use a stable uniform resource locator (URL). If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.

  Break long URL before major punctuation (/ or -) and remove hyperlink.


- **Date:** If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia entry, include the date that you retrieved the information.

1.1 Periodicals (Articles in Journals, Magazines, Newspapers, & Newsletters)

- **Articles in Journals**

  References for periodicals’ articles should include the following elements: **author(s), date of publication, article title, journal title, volume number, issue number (if available), and page number(s).**

  In case accessed online and has an assigned DOI number, include it at the end after the pages. If no DOI assigned, add retrieved from followed by the exact URL.

  **Basic format:**

  Family name, Initial., Family name, Initial., & Family name, Initial. (year). Title of article.  

  *Title of Periodical*, volume number(issue number), pages. doi: xx.xxx/yyyyy-zzzz.xx

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\(^1\) A DOI, or digital object identifier, is a unique alphanumeric and permanent identifier, usually found on the abstract page, which will take you straight to a document no matter where it is located on the Internet.  
Example: doi:10.1108/03090560710821161
Journal article

Journal article, one author, accessed online, with DOI
doi:10.1016/j.obhdp.2007.08.002

Journal article, two authors, accessed online

Journal article, more than two authors, accessed online
doi:10.1037/0003-066X.63.3.182

Journal article, more than seven authors, accessed online

- In this case cite the first 6 authors followed by … and the last name and initials of the last author such as:


Journal article without DOI
• Articles in magazines, newspapers, and newsletters

Provide specific date (year, month day) when available.

Magazine article

Magazine article, accessed online

Newspaper article, no author

• In case accessed online

Newspaper article, multiple authors, discontinuous pages

Newsletter article, accessed online

Abstract as original source
1.2 Books
References for books should include the following elements: author(s) or editor(s), date of publication, title and subtitle (edition if applicable), place of publication, and the name of the publisher. In case no author and no editor available, the title of the book or the chapter will take the first place in the reference.
In case accessed online, you may include the [e-reader book format] in brackets after the title. Add the DOI if available or retrieved from the URL at the end of the reference.

**Basic format:**
Family name, Initial(s). Or Editor(s). (year). *Book title: Subtitle* (xxx ed.). Place: Publisher.

**One author**

**Two authors**

**Corporate author, author as publisher**

**Edited book**

- Essays or chapters in edited books

References to an essay or chapter in an edited book should include the following elements: essay or chapter author(s), date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.
Chapter in an edited book

E-Book
- In case the book was accessed online, follow the basic format of referencing a book and add doi or retrieved from URL.


1.3 Reference Work (Encyclopedias, Dictionaries, etc…)
References for encyclopedias should include the following elements: author(s) or editor(s), date of publication, title of the entry, title of the work and pages, place of publication, and the name of the publisher.
For sources accessed online, include the retrieval date after the title as the entry may be edited over time and add the URL.
In case the author is not available the entry of the title will take the place of the author.

Basic format:
Family name, Initial(s)., Family name, Initial(s)., & Family name, Initial(s). (year). Title of entry. In title of the work (xx ed., Vol. xx, pp. x-xx). Place: Publisher.
Entry in a reference book


Entry in a reference work, no author, no editor, no date, accessed online


Entry from an online encyclopedia, no author, accessed online


Entry in Wikis (Wikipedia)

- Kindly note that Wikis are not recommended in academic research, yet we included an example, since it is included in APA style.


1.4 Technical and Research Reports

References for reports shall include the following elements: author(s), date of publication, title of document, place of publication, name of publisher, retrieved from URL. In case the organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. In case accessed online, include the URL.

Working paper with report number

Corporate author, government report, accessed online

Research report from non-governmental organization, accessed online

Report from a private institution, accessed online

1.5 Meetings, Symposia, Conference Paper, and Proceedings
Proceedings of meetings and symposia may be published in book or periodical form; for referencing use the same format as for a chapter in a book or journal article.

**Basic format:**
Family name, Initial(s),, Family name, Initial(s), & Family name, Initial(s). (year, month if applicable). *Title of the work*. Paper presented at the meeting/conference of Organization Name, Location. Retrieved from URL.

**Paper presented in a conference/meeting**
1.6 Doctoral Dissertations and Master’s Theses

References for dissertations and theses shall include the following elements: **author, year, title, (type of work), name of institution, location.** In case accessed online add retrieved from the name of database or the URL.

- For unpublished work: Identify (Unpublished type of document) in parentheses after the title).
- If retrieved from a commercial database; use: Available from name of the database followed by the Accession or Order No. in parentheses at the end of the reference.

**Dissertation/Thesis, unpublished**


**Dissertation/Thesis, accessed from a commercial database**

Dissertation/Thesis, accessed from the web


1.7 Translated Works

- If the original version of a non-English work is used as the source, cite the original version, and give the original title the English translation in brackets right after the title.


- If you used the English translation of a foreign work, include the translator’s name followed by a coma and Trans. in parentheses after the title, also add (Original work published date xxxx) at the end of the reference.


1.8 Website Content, Software, Blogs, and Data Sets

For content that does not easily fit into categories such as journals, books, and reports; keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include the *author, date, title, format description in brackets, and source*. If a DOI is listed on the database record, include it or provide the stable URL or database name.

**Basic format:**

Family name, Initial(s). (year). Title of entry [Description of entry form, i.e. software, blog post, etc…]. Retrieved from http://xxxxx

- Do not italicize the title of entries from a website, the names of software, apps, and programs. Italicize only the title of data set or a published measurement instrument.
• Provide a retrieval date for entries when the content changes over time, such as for non-archival social media pages.

**Entry from a website**


**Software**

**Mobile application software**

**Blog post**
Data set from a database


**Entire website**
- When citing an entire website (and not a specific document on that site), no reference list entry is required if the address for the site is cited in the text of your paper.

Witchcraft in Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (http://www.witchcraft.psmmedia.com/).

**1.9 Audio-Visual Media**
References for audio-visual media should include the following elements: *name and function of the primary contributors (e.g., producer, director), copyright year, title, the medium in brackets, location or place of production, and name of the distributor.*

In case retrieved online include the URL (address of webpage).

**Basic format:**
Producer’s Family Name, Initial(s). (Producer), & Director’s Family Name, Initial(s). (Director). (year). *Title of work* [DVD, video file, etc.]. Place: Company name.
Retrieved from URL

**DVD/Videocassette**

**Television series (Entire)/ Motion picture**
Streaming video, e.g. YouTube video

- Add the username of the person who posted the video online between brackets after the author.


Interview recording, email

- Personal communication that is not recoverable shall not be included in the references’ list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in the main text only.


  A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

- In case the interview may be found online, use the basic format of the audio-visual media.

Television show from a series, episode, or webisode

- Use the same format as a chapter in a book, replacing the script writer and director in the author position, and the producer in the editor position.


Music recording

Work of art (photograph, drawing, painting, sculpture, etc...)

**Basic format:**
Artist’s Family Name, Initial(s). (year). *Title of work [Photo, painting, drawing, etc.]*. Work location: Institution, Museum, or Collection.

- **Original work**

- **Retrieved online**

1.10 Lecture Notes & PowerPoint Slides

**Basic format:**
Family name, Initial(s). (year). *Title of work [Format]*. Retrieved from http://xxxxx

**Lecture Notes, accessed online**

**PowerPoint slides, accessed online**

**Lecture Notes, not accessed online**
Lecture notes taken by a person are considered 'personal communication' as they are unpublished and 'non-retrievable'. For this reason, they are only cited within in the text and not included in the references’ list. For example, lecture notes taken for a lecture given by Professor N. M. Johnson:

  - It is reported that ..... (Professor N. M. Johnson, personal communication, May 15, 2015)
APPENDIX A: References Example

References


Other citation guides and useful websites:
American Psychological Association's Website
Purdue University Online Writing Lab’s APA Formatting and Style Guide

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