

General Rules for APA References

Basic Formatting

- The reference page is a separate page. At the top of the first page of references the term References should be centered. If the reference list is more than one page long, do NOT put a heading (References) on the second page.
- Arrange the sources alphabetically by author's last name or, if there is no author, by the first main word of the book or article title (ignore *a*, *an*, or *the* when they begin a title).
- Double space all entries and between entries.
- Use a hanging indent (first line is not indented; subsequent lines are indented).

Author

- List all authors last name first, separating names and parts of names with commas. USE ONLY INITIALS FOR FIRST AND MIDDLE NAMES. Use & rather than *and* before the last author's name.
- List all authors for works with 2, 3, 4, or 5 authors. If the work has 6 or more authors, list the first 6 authors and shorten any additional names to *et al.*

Date

- Place the date of publication in parentheses after the author's name if there is an author; after the title of the book/article if there is not.
- If no date is given (common for Internet articles) use *n.d.* for *no date*. Example: (n.d.).

Title

- In titles of books and articles, capitalize only the first word of the title, the first word of the subtitle, and proper names. ALL OTHER WORDS BEGIN WITH LOWERCASE LETTERS. In titles of journals/magazines/newspapers, capitalize all significant words.
- Italicize the titles of books and periodicals, along with any comma or period following. Also italicize volume numbers of journals. DO NOT ITALICIZE, UNDERLINE, OR USE QUOTATION MARKS AROUND THE TITLES OF PERIODICAL ARTICLES. (Titles of periodical articles will have quotation marks around them if used in the body of the paper.)

Publisher

- Give full names of university presses and associations acting as publishers. Give brief names for other publishers, omitting first names (Wiley instead of John Wiley). Omit superfluous terms such as *Publishers* or *Co.*, but retain *Books* and *Press*.

Miscellaneous

- Use the abbreviation *p.* (for one page) or *pp.* (for more than one page) before page numbers in newspapers or chapters of books, but NOT in other periodicals. When listing page numbers, include all figures: 133-139 (not 133-9).
- Do not include any face-to-face interviews (or letters, emails) or classical works in the reference list, but do cite them in the paper where appropriate. See example on APA References—5th edition handout.
- If two entries have the same author and year (both must be the same), cite them on the reference page as follows:
 - Smith, J. (2009a). *Rise and fall of management systems*. New York: Wiley.
 - Smith, J. (2009b). *Systems management*. Chicago: Hawthorne Press.

 - When two entries have the same author and year, entries placed in alphabetical order by title of book/article; then designations of a, b, c etc. are given. They will be referred to in the text with the letter (ie: Smith, 2009a and Smith, 2009b)
- Entries from the Internet are NOT cited in text as *www...* but rather by the name of the organization or institution.

References

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- Farrell, E. F. (2005, January 21). Students are encouraged to play to relieve stress. *The Chronicle of Higher Education*, 51(20), NA. Retrieved November 19, 2008, from Health & Wellness Resource Center database.
- Miller, J. (2008, October). Back to school: Time saving and organization tips. *Techniques*, 83(7), 8-9. Retrieved November 19, 2008, from WilsonWeb database.
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