

# Essentials of APA Documentation

7<sup>th</sup> edition 2020

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## Overview

The examples of bibliographic form which follow may be used as guides in preparing academic papers. These examples are based on the style manual that has been approved for most classes at John Jay College: American Psychological Association, (2020), *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.) Washington, DC: Author.<sup>1</sup>

**There are two steps in the APA style of the documentation:**

1. Works are cited in the abbreviated form in the body of the paper. These are in-text citations.
2. Full information about all works cited in the text is given at the end of the paper in a section headed References.

Follow these general guidelines when completing your APA style citations:

- APA requires in-text citations (author's last name—date citation) for quotations, paraphrasing, and references to specific passages.
- APA documents are double-spaced from beginning to end, from title page to reference page, including all longer quotations.
- APA reference list entries emphasize the author and date of publication by placing them near the beginning of the entry.
- Always initialize authors' first and middle names; unlike surnames, first and middle names can identify an author's gender, so minimize bias by avoiding them.

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<sup>1</sup> The information in this handout is taken from a variety of sources, albeit mostly from: *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.).

## Setting Up Your Document

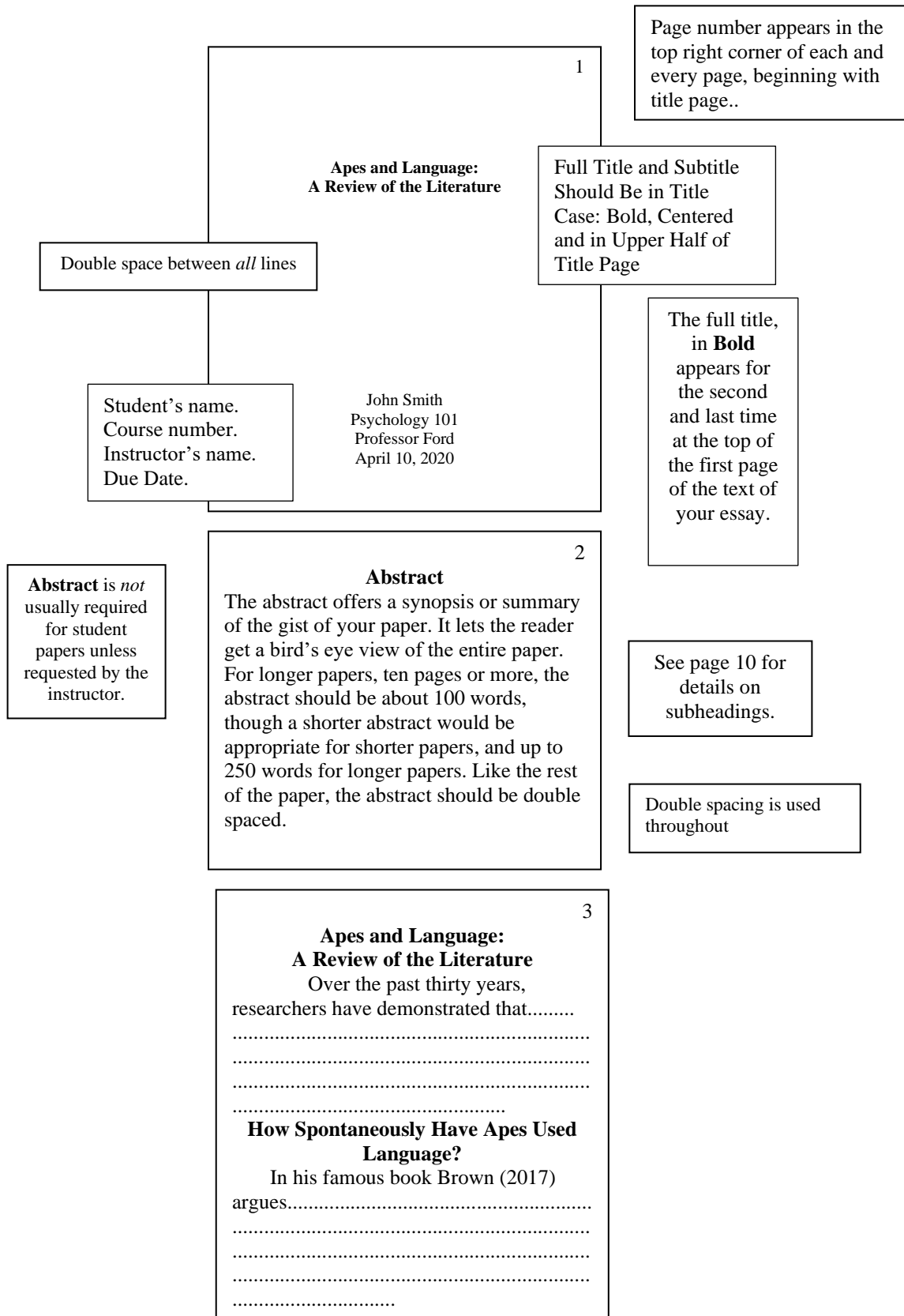
For **Microsoft Word**, follow these steps:

1. Set margins to 1 inch on each side, top, and bottom: Select *Page Layout, Margins, Normal*.
2. Set the typeface to an easy-to-read font, and use the same font throughout the text of the paper. Options include a sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode or a serif font such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern. Select *Home* then change the typeface and size in the box labeled *Font* on the toolbar.
3. Set the line spacing to double space between *all* lines in the paper, including block quotations. Align the text to the left and leave the right margin uneven (“ragged”). Do not use full justification, which adjusts the spacing between words to make all aligns the same length (flush with both margins).
4. Indent the first line of every paragraph .5 inches: Use the **Tab** button or the ruler feature, *not* the space bar.
5. The running head for student papers includes *only* the page number. Click Insert at the top left of your document. To the far right on the ribbon, you will see “Page Number.” Click “Page Number,” scroll down. For position, choose “Top of the Page” and then “Right.” (For papers being submitted for publication, please consult the 7<sup>th</sup> edition.)

For **Google Docs**, use the following steps:

1. One inch margins are usually default on Google Docs.
2. Set the typeface to an easy-to-read font, and use the same font throughout the text of the paper. Options include a sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode or a serif font such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern. Fonts are found in the ribbon at the top of a blank document.
3. Line spacing is also found in the ribbon, off to the right on the blank document page. Set the line spacing to double space between *all* lines in the paper, including block quotations. Use Left align, and leave the right margin uneven (“ragged”). Do not use full justification, which adjusts the spacing between words to make all lines the same length (flush with both margins).
4. Indent the first line of every paragraph .5 inches: Use the **Tab** button or the ruler feature, *not* the space bar.
5. The running head for student papers includes *only* the page number. Click Insert at the top left of your document, and choose the first choice, wherein the title page is the first numbered. (For papers being submitted for publication, please consult the 7<sup>th</sup> edition.)

# APA Style Research Paper Format



References are arranged in a hanging indent format, i.e. the first line of an entry is flush with the left margin; subsequent lines are indented ½ inch.

## References

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Ape said to have used sign language dies at 27. (2000, April 21). *New York Times*, p. A 18.

Begley, S. (1998, January 19). Ape language. *Newsweek*, 131, 56-58.

Cohen, J. (2010). Boxed about the ears, ape language research field is still standing. *Science*, 328, 38–39. <http://www.sciencemag.org/>

Endress, A.D., Carden, S., Versache, E., & Hauser, M.D. (2010). The apes' edge: Positional learning in chimpanzees and humans. *Animal Cognition*, 13, 483–495. doi:10.1007/s10071-009-0299-8

Greenfield, P.M. & Savage-Rumbaugh, E.S. (1990). Grammatical combination in *Pan paniscus*. In S.T. Parker & K.R. Gibson (Eds.), *"Language" and intelligence in monkeys and apes: Comparative developmental perspectives* (pp. 540-578). Cambridge, United Kingdom: Cambridge University Press.

Patterson, F. & Linden, E. (1981). *The education of Koko*. New York, NY: Holt, Rinehart & Winston.

Savage-Rumbaugh, E.S., Murphy, J., Sevcik, R.A., & Brakke, K.E. (2000). *Language comprehension in ape and child (Monographs of the Society for Research in Child Development)*. Chicago, IL: University of Chicago Press.

Entries are alphabetized by authors' last names.  
If there is no author, the title moves to the author position and the entry is alphabetized by the first significant word of the title. The first significant word is any word except *The*, *An*, and *A*.

To create a **hanging indent** in **Microsoft Word**, select your text, right click, and select paragraph. Under *Indentation*, find *Special*. Select *Hanging* in the dropdown box and ensure that the number next to the word *Hanging* is 0.5.  
For **Google Docs**: To get a **hanging indent**, put your cursor in the line/paragraph you want to **indent** and go to Format > Align & **Indent** > **Indentation** options. Under "Special," select "**Hanging**." Press the blue



## Formatting Titles

### In Text

#### Short stories, essays, articles, and poems

“The Story of an Hour”

“Black Men and Public Space”

“Salvation”

“Harlem”

“The Man to Send Rain Clouds”

“To His Coy Mistress”

“Everyday Use”

“Araby”

#### Plays

*Trifles*

*A Raisin in the Sun*

#### Newspapers, journals, magazines

*New York Times*

*Journal of American Psychology*

*Time*

#### Novels and books in general

*Feudal Society*

*The Sociology of Art*

*Literature for Composition*

*Wuthering Heights*

*Jane Eyre*

*The Rhetorical World of Augustan*

*Humanism: Ethics and Imagery from*

*Swift to Burke*

### In the Reference List

#### Short stories, essays, articles, and poems

The story of an hour

Black men and public space

Salvation

Harlem

The man to send rain clouds

To his coy mistress

Everyday use

Araby

#### Plays

*Trifles*

*A Raisin in the Sun*

#### Newspapers, journals, magazines

*New York Times*

*Journal of American Psychology*

*Time*

#### Novels and books in general

*Feudal society*

*The sociology of art*

*Literature for composition*

*Wuthering Heights*

*Jane Eyre*

*The rhetorical world of Augustan*

*humanism: Ethics and imagery from*

*Swift to Burke*

## Organization of Material

*Principles of Organization:* In academic writing, sound organizational structure is the key to clear, precise, and logical communication. Headings in your college essay should identify the topic or purpose of the content within each section. Headings not only help your readers see how your essay is organized—allowing them to easily note the information you are presenting—headings also assist you, the student, to impose order upon your essay. Concise headings help readers anticipate key points and track the development of your argument. Headings that are well formatted and clearly worded aid readers. Headings must be clearly distinguishable from the text and should be succinct, yet long enough to describe the content.

*Number of Headings in a Paper.* The number of levels of heading needed for a paper depends on its length and complexity; three is average. If only one level of heading is needed, use Level 1; if two levels are needed, use Levels 1 and 2; if three levels are needed, use Levels 1, 2, and 3; and so forth. *Use only the number of headings necessary to differentiate distinct sections in your paper. Short student papers may not require any headings. Do not label headings with numbers or letters.*

### Levels of Heading<sup>2</sup>

Level of Heading	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

#### Example of Level One Heading

#### Example of Level Two Heading

**Example of level three heading.**

*Example of level four heading.*

*Example of level five heading.*

## Citing Sources in the Text of the Paper

Use the *author–date citation system* to cite references in the text in APA Style. In this system, each work used in a paper has two parts: an in-text citation and a corresponding reference list

<sup>2</sup> For a more thorough discussion of **Levels of Heading**, see *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.), 47 - 49, at the second floor reference desk in the John Jay Library.

entry. The in-text citation appears within the body of the paper (or in a table, figure, footnote, or appendix) and briefly identifies the cited work by its author and date of publication. This in-text citation enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper. Each reference list entry provides the author, date, title, and source of the work cited in the paper and enables readers to identify and retrieve the work.

In an in-text citation, provide the surname(s) of the author(s) or the name(s) of the group author(s). Do not include suffixes such as “Jr.” in the in-text citation.

To document the source of information within the text of your paper, follow the author, year method of citation; that is, the author’s last name and the year of publication should appear in the text. This documentation can be provided in a variety of ways, depending on the flow of the sentence, but the author, year format must be followed for all citations, including internet citations, unless otherwise noted.

Luna (2020) found that . . . .

In a later study (Luna , 2020), researchers indicated . . . .

Several studies (Brown, 1999; Funk, 2010; Pepper & Smith, 2018) support the idea . . . .

**In-text Citations**

Chart Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D’Agostino, 2020)	Salas and D’Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation <sup>a</sup>	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

**Two Authors**

When a work has two authors, cite both names every time the reference occurs in text. Use an ampersand (&) between the names of the authors if you are using a parenthetical citation, and use the word *and* between them if you are mentioning the authors’ names in your own prose.

As suggested in a famous sociological study (Brown & Turner, 1967) . . . .

Basu and Jones (2007) went so far as to suggest . . . .

**Three or More Authors**

For a work with three or more authors, include the name of only the first author plus “et. al.” in every citation, including the first citation. , unless doing so would create ambiguity.

[first citation in text] Crawford, Stewart, Cochran, Parker, and Besson (1989) proved . . . .

[subsequent citations] Crawford et al. (1989) found that . . . .

**Avoiding Ambiguity in In-Text Citations**

To avoid ambiguity, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references, and abbreviate the rest of the names to “et al.” in every citation. For example, two works have the following authors:

Kapoor, Bloom, Montez, Warner, and Hill (2017)

Kapoor, Bloom, Zucker, Tang, K roglu, L’Enfant, Kim, and Daly (2017)

Both these citations shorten to Kapoor et al. (2017). To avoid ambiguity when citing them both in your paper, cite them as follows:

Kapoor, Bloom, Montez, et al. (2017)

Kapoor, Bloom, Zucker, et al. (2017)

Because “et al.” is plural (meaning “and others”), it cannot stand for only one name. When only the final author is different, spell out all names in every citation.

Hasan, Liang, Kahn, and Jones-Miller (2015)

Hasan, Liang, Kahn, and Weintraub (2015)

**Groups as Authors**

Always write out group authors in full in the first citation, followed by the abbreviation; you may then shorten the name to the abbreviation in subsequent citations.

[first citation]

According to the American Psychological Association (APA, 2020) . . . .

Another source American Psychological Association (APA, 2020) indicated that . . . .

[subsequent citations]

The APA (2020) indicated that . . . .

One source (APA, 2020) revealed . . . .

**No Author or Listed by Title**

If there is no author, use the first few words of the title in double quotation marks if it is an article, chapter, or web page or italics if it is a periodical, book, brochure, or report.

In one incident (“Music and Learning,” 1999, p. A2) the researchers found . . . .

Critics have recently taken exception to the decision by the Joliet City Council to allow a new minor-league baseball stadium to be named after a local hospital (“This Stadium Available,” 2002).

**Multivolume Works**

Fiske, S. T., Gilbert, D. T., & Lindzey, G. (2010). *Handbook of social psychology* (5<sup>th</sup> ed., Vol. 1). John Wiley & Sons. <https://doi.org/10.1002/9780470561119>

Parenthetical citations: (Fiske et al., 2010; Travis & White, 2018)

Narrative citations: Fiske et al. (2010) and Travis and White (2018)

Travis, C. B., & White, J. W. (Eds.). (2018). *APA handbook of the psychology of women: Vol. 1. History, theory, and battlegrounds*. American Psychological Association. <https://doi.org/10.1037/0000059-000>

Most of Plato's ideas about love are recorded in the *Symposium* (Singer, 1948, vol. 1, p. 48), while Ficino's are mainly to be found in the *Commentary on Plato's Symposium* (Singer, 1948, vol. 2, p. 168).

### **Anthology**

Gold, M. (Ed.). (1999). *The complete social scientist: A Kurt Lewin reader*. American Psychological Association. <https://doi.org/10.1037/10319-000>

Parenthetical citation: (Gold, 1999)

Narrative citation: Gold (1999)

Provide the editor(s) of the anthology in the author position of the reference.

The date refers to the year the anthology was published.

### **Religious Works**

King James Bible. (2017). King James Bible Online.

<https://www.kingjamesbibleonline.org/> (Original work published 1769)

In text: (King James Bible, 1769/2017, 1 Cor. 13:1)

Qur'an (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University Press.

Torah: The five books of Moses (3<sup>rd</sup> ed.). (2015). The Jewish Publication Society. (Original work published 1962)

Parenthetical citations: (King James Bible, 1769/2017; The Qur'an, 2004; The Torah, 1962/2015)

### **Ancient Greek or Roman work**

Aristotle. (1994). *Poetics* (S. H. Butcher, Trans.). The Internet Classics Archive.

<http://classics.mit.edu/Aristotle/poetics.html> (Original work published ca. 350 B.C.E.)

Parenthetical citation: (Aristotle, ca. 350 B.C.E./1994)

Narrative citation: Aristotle (ca. 350 B.C.E./1994)

For ancient Greek or Roman works, include the copyright date of the version used in the date element and the date of the original (ancient) publication in parentheses at the end of the entry. When the date of original publication is approximate, use the abbreviation "ca." (which stands for "circa").

### **Personal Communications**

Personal communications, including emails, class notes, and other non-retrievable sources, are only documented in the text; they are not included in the references list.

Citing Personal Communications in the Text. Because readers cannot retrieve the information in personal communications, personal communications are not included in the reference list; they are cited in the text only. Give the initial(s) and surname of the communicator, and provide as exact a date as possible, using the following formats:

Narrative citation: E.-M. Paradis (personal communication, August 8, 2019)

Parenthetical citation: (T. Nguyen, personal communication, February 24, 2020)

### **Class or Lecture Notes and Handouts**

Refer in your paper to information learned in a class lecture or discussion as you would any other non-retrievable personal communication. This also applies to unpublished handouts distributed in class.

In text examples:

According to Professor Robert Greco (personal communication, September 25, 2012)...

“COVID-19 continues to be contracted while patients are recovering from other illnesses in hospital” (J. D. Black, personal communication, April 30, 2020).

### **Handouts Retrievable Online**

If you need to cite handouts, PowerPoint slides, or other informally published class materials, include a reference list entry using the following format:

Author, A. (date). Title of document [Format description]. <http://URL>

Stevens, R. (2010). Major concepts in grammar [PowerPoint slides].

<http://www.lecturenotes.com/stevens/grammar.html>

## **Citing Quotations and Specific Parts of Sources**

### **A Specific Part of a Source**

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. The page number is preferred in most cases, but if no page is available, always use the most precise information possible. Note that *page*, but not *chapter*, is abbreviated in such text citations:

(Centers for Disease Control and Prevention [CDC], 2005, p. 10)

(Shimamura, 1989, Chapter 3)

Several studies (Rogers, 1979, p.76; Taylor & Young, 1986, p. 67) showed that . . . .

### Quotations of Fewer than 40 Words

If a quotation consists of fewer than 40 words, treat it as a short quotation: Incorporate it into the text and enclose it within double quotation marks. For a direct quotation, always include a full citation (parenthetical or narrative) in the same sentence as the quotation. Place a parenthetical citation either immediately after the quotation or at the end of the sentence. For a narrative citation, include the author and year in the sentence and then place the page number or other location information in parentheses after the quotation; if the quotation precedes the narrative citation, put the page number or location information after the year and a comma.

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational,” as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202).

Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention” (p. 299).

“Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” wrote Nusbaum et al. (2017, p. 231) in their exploration of humor.

### Quotations of 40 Words or More

Direct quotations of 40 words or more are presented in a block without quotation marks. Start such a block quotation on a new line, indenting every line of the paragraph one-half inch. Maintain double-spacing throughout the quotation. The citation information at the end of the quotation is outside the punctuation of the sentence.

According to Jay (2012):

Cohabitation is here to stay, and there are things young adults can do to protect their relationships from the cohabitation effect. It’s important to discuss each person’s motivation and commitment level beforehand and, even better, to view cohabitation as an intentional step toward, rather than a convenient test for, marriage or partnership. (para. 19)

This assessment contradicts the previous findings by . . .

If your block quotation includes more than one paragraph, indent the second and subsequent paragraphs an additional half inch.

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

These findings reinforce previous research . . . .

### **Secondary Sources**

Secondary sources are materials that you actually have read but that review, interpret, describe, analyze, or refer to research or work conducted by other authors. Secondary sources should be used sparingly, for, by nature, they are always at least one step apart from the primary source. In the text, give a citation in parentheses for the secondary source (i.e., to the one you have actually read) and mention the original work according to what you have found out from the secondary source. For example, if you read a work by Lyon et al. (2014) in which Rabbitt (1982) was cited, and you were unable to read Rabbitt's work yourself, cite Rabbitt's work as the original source, followed by Lyon et al.'s work as the secondary source. Only Lyon et al.'s work appears in the reference list.

(Rabbitt, 1982, as cited in Lyon et al., 2014)

If the year of the primary source is unknown, omit it from the in-text citation.

Allport's diary (as cited in Nicholson, 2003)

### **Electronic and Multimedia Sources**

Electronic and multimedia sources that do not have page numbers but have visible paragraph numbers, should be cited by their paragraph numbers instead.

Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (para. 4).

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph to direct the reader to the location of the quoted material.

In their study, Verbunt, Pernot, and Smeets (2008) found that "the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition" (Discussion section, para. 1).



In some cases in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation:

“Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted,” para. 4).

### **Further Examples of Reference Citation in Text**

At first mention in a paragraph of any information gathered from your reading, cite the source and provide the year. Either use the author’s name (surname only) as the subject of the sentence (followed by the year of publication within parentheses):

Johnson (2008) stated that World War I planted the seeds for much of the violence and turmoil of the 20<sup>th</sup> Century.

Or place the author’s name and year of publication within parentheses at the end of the sentence:

World War I planted the seeds for much of the violence and turmoil of the 20<sup>th</sup> Century (Johnson, 2008).

Use the author as the subject in your sentence if you’re going to follow up with one or more sentences that come from that author’s work. Doing so allows you to use nouns (author) and pronouns (he, she, they) to refer back to the named author without the need to cite the year subsequent times in the paragraph; however, include the year the first time you use that source again in another paragraph.

Johnson (2008) stated that World War I planted the seeds for much of the violence and turmoil of the 20<sup>th</sup> Century. The author went on to state that . . . Johnson also noted . . .

There is no need to include the year in subsequent references within the same paragraph as long as the reference cannot be confused with other studies cited.

Addison’s (2007) multi-experiment study was a breakthrough in the field. However, Decker and Bowen (2001) challenged Addison’s findings.

Put the author in parentheses at the end of the sentence if you’re only providing one piece of information before moving on to another subject or author:

World War I planted the seeds for much of the violence and turmoil of the 20<sup>th</sup> Century (Johnson, 2008). Studies have highlighted techniques that foster such conclusions (Henry, 2008; Yarber, 2006).

However, cite the year along with the author each time you cite within parentheses:

Johnson (2008) stated that World War I planted the seeds for much of the violence and turmoil of the 20<sup>th</sup> Century. The author also noted . . . The study presented four societal effects on psychological trend among the young (Lee, 2008).

If including a quotation, put the page number in parentheses at the end of the quoted lines:

Johnson (2008) suggested that after the Great War, “the rate of domestic crime rose for decades” (p. 39).

Note that the page number comes immediately after the quotation, whether it's at the end of the sentence or not:

Although fairy tales contain “frightening information, they thrill rather than terrify” (Lee, 2008, p. 35) a healthy child.

When using a quotation from an electronic source without page numbers, provide the title of the heading of the section where the quotation appears, followed by the abbreviation for paragraph (para.), followed by the paragraph number.

“The system guarantees health benefits for all” (Liu, 2010, Conclusion section, para. 4).

As noted by the National Association of Social Workers ([NASW], 1999), “social workers elevate service to others above self-interest” (Ethical Principles section, para. 2).

Consult the following example for appropriate citation levels:

Left-handers make up 8% to 13% of most human populations, with left-handedness more common in men than in women (Gilbert & Wysocki, 1992; McManus, 1991). Secondary school and university students engaged in “interactive” sports such as tennis and basketball are significantly more likely to be left-handed than those in the general population (Grouios, Tsorbatzoudis, Alexandris, & Barkoukis, 2000; Raymond et al., 1996). One possible explanation for this handedness bias is that left-handers are better than right-handers at some visuomotor tasks, as has been invoked to explain the left-handed bias among elite tennis players (Holtzen, 2000).

## Reference List

### Arranging Sources

The reference list provides the necessary information to retrieve and locate any source cited in the body of the paper. Nearly all in-text citations must have a complete reference entry in the reference list.

- Authors' names are inverted (last name first); give the last name and all initials for all authors of a particular work. **If there are eight or more authors**, provide the surnames and initials of the first six, then insert three ellipsis points, and add the last author's name.
- The reference list is alphabetized by author's last name. If no author is given, alphabetize by the first significant word of the title in place of the author.
- Use an ampersand "&" instead of "and" when listing multiple authors of a single work.
- If you have more than one work by a particular author, arrange the titles by publication date, oldest to newest.
- When an author appears both as the sole author and, in another reference, as the first author of a group, list the one-author entries first.
- Capitalize only the first letter of the first word of a title and subtitle of a work.
- Italicize titles of books, periodicals, and periodical volume numbers.
- If no publication date is given, type n.d. in parentheses (n.d.). The word *References* should appear at the top center of the reference list page.
- Use a hanging indent: the first line of each reference entry should be flush left with the margin, and the second and subsequent lines of each entry should be indented one-half inch.

### Four Elements of a Reference

A reference generally has four elements: author, date, title, and source. Each element answers a question:

**Author:** Who is responsible for this work?

**Date:** When was this work published?

**Title:** What is this work called?

**Source:** Where can I retrieve this work?

Considering these four elements and answering these four questions will help you create a reference for any type of work, even if you do not see a specific example that matches it.

### DOIs and URLs

The DOI or URL is component of the reference list entry. Because so much scholarship is available and/or retrieved online, most reference list entries end with either a DOI or a URL. A DOI, or *digital object identifier*, is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. It is typically located on the first page of an article near the copyright notice, and it starts with "https://doi.org/" or "http://dx.doi.org" or

“DOI:” and is followed by a string of letters and numbers. DOIs begin with the number 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to the organization by the International DOI Foundation (<https://www.doi.org/>); the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards. The publisher assigns a DOI to a work when it is published, and many publishers have retroactively assigned DOIs to works published prior to the implementation of the DOI system in 2000. Registration agencies, such as Crossref, use DOIs to provide reference-linking services to the scientific publishing sector. DOIs can also be found in database records and the reference lists of published works.

A URL, or *uniform resource locator*, specifies the location of digital information on the internet and can be found in the address bar of your internet browser. URLs in references should link directly to the cited work when possible. For example, when citing a comment on an online newspaper article, the URL in the reference should link to the comment itself rather than to the article or the newspaper’s home page (direct links to comments may be available if you click the comment’s time stamp and copy the URL for the comment that appears in your browser).

Follow these guidelines for including DOIs and URLs in references:

- Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
- If a print work does not have a DOI, do not include any DOI or URL in the reference.
- If an online work has both a DOI and a URL, include only the DOI.
- If an online work has a URL but no DOI, include the URL in the reference as follows:
- For works without DOIs from websites (not including databases), provide a URL in the reference (as long as the URL will work for readers).
- For works without DOIs from most academic research databases, do not include a URL or database information in the reference because these works are widely available. The reference should be the same as the reference for a print version of the work.

Follow these guidelines to format DOIs and URLs:

- Present both DOIs and URLs as hyperlinks (i.e., beginning with “[http://](#)” or “[https://](#)”). Because a hyperlink leads readers directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL.
- It is acceptable to use either the default display settings for hyperlinks in your word-processing program (e.g., usually blue font, underlined) or plain text that is not underlined.
- Links should be live if the work is to be published or read online.
- Follow the current recommendations of the International DOI Foundation to format DOIs in the reference list, which as of this publication is as follows: <https://doi.org/xxxxx>

Copy and paste the DOI or URL from your web browser directly into your reference list to avoid transcription errors. Do not change the capitalization or punctuation of the DOI or URL. Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.

Do not add a period after the DOI or URL because it may interfere with link functionality.

## Books

### Single Author

Author, A. A. (2020). *Title of work*. Publisher.

Lofland, L.H. (1973). *A world of strangers: Order and action in urban public space*. Basic Books.

Christ, G. (2000). *Healing children's grief: Surviving a parent's death from cancer*. Oxford University Press.

Waldfoegel, J. (2006). *What children need*. Harvard University Press.

### Multiple Authors

Author, A. A., & Author, B. B. (2020). *Title of work*. Publisher.

Taylor, I.R., Walton, P., & Young, J. (1973). *The new criminology: For a social theory of deviance*. Harper & Row.

Garfinkel, I., Smeeding, T., & Rainwater, L. (2009). *The American welfare state: Laggard or leader?* Russell Sage Foundation.

Green, P., Kane, D., Christ, G., Lynch, S., & Corrigan, M. (2006). *FDNY crisis counseling: Innovative responses to 9/11 firefighters, families, and communities*. Wiley.

### Electronic Book

Author, A. A. (2006). *Title of work*. doi:xxxxx

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader Version]. <http://www.ebookstore.tandf.co.uk/html/index/asp>

### Corporate Author

Federal Bureau of Investigation. (1999). *Uniform crime reports for the United States: 1998*. U.S. Government Printing Office.

National Institute of Mental Health. (2000). *Clinical outcomes in mental illness* (DHHS Publication No. ADM 73-8709). U.S. Government Printing Office.

When the author and publisher are identical, use the word *Author* as the name of the publisher.  
 Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Author.

Columbia University School of Social Work. (2009). *Field education manual*. Author.

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Author.

If the online edition of the DSM is used, replace the publisher with the DOI:

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). doi:10.1176/appi.books.9780890423349

Identify a pamphlet or brochure as such in brackets [ ]:

Research and Training Center in Independent Living. (2006). *Guidelines for reporting about people with disabilities* (5th ed.) [Brochure]. Author.

### **Edited Book**

Gatrell, V.A. C., Lenman, B., & Parker, G. (Eds.). (1980). *Crime and the law: The social history of crime in Western Europe since 1500*. Europa Publications.

### **Edited book with a DOI, with multiple publishers**

Schmid, H.-J. (Ed.). (2017). Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge. American Psychological Association; De Gruyter Mouton. <https://doi.org/10.1037/15969-000>

Parenthetical citation: (Schmid, 2017)

Narrative citation: Schmid (2017)

### **No Author Given**

*College-bound seniors*. (2019). College Board Publications.

### **Article or Chapter in an Anthology or Course-pack**

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Publisher.

Mullen, E. J. (2006). Facilitating practitioner use of evidence-based practice. In A. R. Roberts & K. R. Yeager (Eds.), *Foundations of evidence-based social work practice* (pp. 283-303). Oxford University Press.

Williams, P. J. (n.d.). Meditations on masculinity. In D. Orenstein (Compiler), *Sociology 213: Race and ethnic relations* [Course-pack]. John Jay College of Criminal Justice.

Burnette, D., & Kang, S. Y. (2003). Self-health care by urban, African American elders. In B. Berkman & L. Harootyan (Eds.), *Social work and health care in an aging society: Education, policy, practice, and research* (pp. 123-147). Springer.

Spitzer, S., & Scull, A. (1977). Social control in historical perspective: From private to public responses to crime. In D.F. Greenberg (Ed.), *Corrections and punishment* (pp. 265-286). Sage Publications.

### **Edition Other than the First**

Barzun, J., & Graff, H.F. (1977). *The modern researcher* (3d ed.). Harcourt.

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Merriam-Webster.

### **Republished Work**

Beccaria, C. (1986). *On crime and punishments* (D. Young, Trans.) Hackett Publishing. (Original work published 1764)

### **Translated Work**

Piaget, J., & Inhelder, B. (1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

Parenthetical citation: (Piaget & Inhelder, 1966/1969)

Narrative citation: Piaget and Inhelder (1966/1969)

Weber, M. (1964). *The theory of social and economic organization*. (A. M. Henderson & T. Parsons, Trans.). The Free Press. (Original work published 1947)

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). Hogarth Press. (Original work published 1923)

### **Multi-Volume Work**

Beveridge, A.J. (1916-1919). *The life of John Marshall* (Vols. 1-4). Houghton and Mifflin.

## Doctoral Dissertations

References for doctoral dissertations and master's and undergraduate theses are divided by whether they are unpublished or published; unpublished works generally must be retrieved directly from the college or university in print form, whereas published works are available from a database (e.g., the ProQuest Dissertations and Theses Global database), a university archive, or a personal website. Thus, for unpublished dissertations and theses, the university name appears in the source element of the reference, whereas for published dissertations and theses, the university name appears in square brackets after the title.

### Unpublished dissertation or thesis

Harris, L. (2014). Instructional leadership perceptions and practices of elementary school leaders [Unpublished doctoral dissertation]. University of Virginia.

Parenthetical citation: (Harris, 2014)

Narrative citation: Harris (2014)

### Dissertation or thesis from a database

Hollander, M. M. (2017). Resistance to authority: Methodological innovations and new lessons from the Milgram experiment (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin–Madison]. ProQuest Dissertations and Theses Global.

Parenthetical citation: (Hollander, 2017)

Narrative citation: Hollander (2017)

### Dissertation or thesis published online (not in a database)

Hutcheson, V. H. (2012). Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents [Master's thesis, The College of William & Mary]. William & Mary Digital Archive. <https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf>

Parenthetical citation: (Hutcheson, 2012)

Narrative citation: Hutcheson (2012)

## Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterward (whatever title is applicable) as the chapter of the book.

Funk, R. & Kolln, M. (1998). Introduction. In E.W. Ludlow (Ed.), *Understanding English grammar* (pp. 1-2). Allyn and Bacon.



**Non-English Book**

Give the original title and, in brackets, the English translation:

Piaget, J., & Inhelder, B. (1951). *La gènese de l'idée de hazard chez l'enfant* [The origin of the idea of chance in the child]. Presses Universitaires de France.

Nazarova I. (2006). *Adaptatsia I vozmojnye modeli mobilnosti sirot* [Adaptation and possible models of orphans' mobility]. Moskovskii Obshestvenniy Nauchniy Fond.

**Reprint from Another Source**

From a book

Annas, P. (1988). *A disturbance in mirrors: The poetry of Sylvia Plath*. Greenwood. (Excerpted and reprinted in *Poetry Criticism*, 1990, vol. 1, pp. 410-414).

From an article or essay

Conrad, J. L. (1986, Summer). Turgenev's 'Asja': Ambiguous ambivalence, *Slavic and East-European Journal*, 30 (2), 215-229. (Excerpted and reprinted in *Short Story Criticism*, vol. 7, pp. 346-352).

**Encyclopedia Article or Dictionary Entry**

American Psychological Association. (n.d.). APA dictionary of psychology. Retrieved June 14, 2019, from <https://dictionary.apa.org/>

Merriam-Webster. (n.d.). Merriam-Webster.com dictionary. Retrieved May 5, 2019, from <https://www.merriam-webster.com/>

Zalta, E. N. (Ed.). (2019). The Stanford encyclopedia of philosophy (Summer 2019 ed.). Stanford University. <https://plato.stanford.edu/archives/sum2019/>

Parenthetical citations: (American Psychological Association, n.d.; Merriam-Webster, n.d.; Zalta, 2019)

Narrative citations: American Psychological Association (n.d.), Merriam-Webster (n.d.), and Zalta (2019)

When a stable or archived version of the work is cited (as shown for the Zalta example), a retrieval date is not needed.

When an online reference work is continuously updated and the versions are not archived (as with the APA Dictionary of Psychology and the Merriam-Webster.com Dictionary examples), use "n.d." as the year of publication and include a retrieval date.

With author:

Barker, R. L. (2003). *The social work dictionary* (5th ed.). NASW Press.

Capron, A.M. (1983). Euthanasia. In *Encyclopedia of crime and justice* (Vol. 2, pp. 709-715). The Free Press.

Ivanoff, A. M., & Riedel, M. (1997). Suicide. In R. L. Edwards (Ed.), *Encyclopedia of social work* (19th ed. Revised, CD ROM). NASW Press.

Kaushal, N., Reimers, C., & Reimers, D. (2007). Essay on economy and immigration. In M. Walters, R. Ueda, & B. H. Marrow (Eds.), *The new Americans: A guide to immigration since 1965*. Harvard Encyclopedia of American Ethnic Groups (pp. 320-332). Harvard University Press.

No author

Electron gun. (1993). In *Collier's encyclopedia*. (Vol. 9, p. 1). Macmillan Educational.

Entry in an online reference work

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). <http://plato.stanford.edu/entries/behaviorism/>

Entry in an online reference work, no author or editor

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). <http://www.m-w.com/dictionary/heuristic>

### Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody? Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58.

Gaskin, D. J., Thorpe Jr., R. J., McGinty, E. E., Bower, K., Rohde, C., Young, J. H., & ... Dubay, L. (2014). Disparities in Diabetes: The Nexus of Race, Poverty, and Place. [Abstract]. *American Journal Of Public Health*, 104(11), 2147-2155. doi:10.2105/AJPH.2013.301420

### Graphic Data

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. (2007). [Graph illustrating the SOURCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. [http://lasp.colorado.edu/cgi-bin/ion-p?page=input\\_data\\_for\\_spectra.ion](http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion)

### Periodicals

#### Journal Article

Always include the digital object identifier (DOI) if one is assigned.

[with DOI]

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225–229.  
doi:10.1037/0278-6133.24.2.225

[without DOI, print retrieval]

Light, M. A. & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73–82.

[without DOI the web]

If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page. If you are accessing the article from a private database, you may need to do a quick web search to locate this URL.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38–48. <http://ojs.lib.swin.edu.au/index.php/ejap>

[more than seven authors]

Gilver, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asggaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249–267. doi:10.1080/14622200410001676305

[with issue number]

Include the issue number in parentheses after the volume number only if each issue begins with page 1.

Rudisill, J. R., & Edwards, J. M. (2002). Coping with job transitions. *Consulting Psychology Journal: Practice & Research, 54*(1), 55–64.

### **Magazine or Newsletter Article**

Give date shown on publication—month for monthlies and month and day for weeklies. Give volume number and page numbers following magazine name.

[monthly magazine article]

Chamberlin, J., Novotney, A., Packard, E., & Prince, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology, 39*(5), 26–29.

Klinger, E. (1987, October). The power of daydreams. *Psychology Today, 36*–44.

[weekly magazine article]

With author

Easterbrook, G. (1987, August 17). Big dumb rockets. *Newsweek, 46*–60.

No author

Shuttle crew studying ozone layer in atmosphere. (1993, April 11). *Time*, 34.

[online magazine article]

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). <http://www.apa.org/monitor/>

When the author of a work is overtly designated as “Anonymous” (see Section 9.12), “Anonymous” takes the place of the author name in the in-text citation.

(Anonymous, 2017)

### Newspaper Article

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*.  
<https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions>

Hess, A. (2019, January 3). Cats who take direction. *The New York Times*, C1.

Parenthetical citations: (Guarino, 2017; Hess, 2019)

Narrative citations: Guarino (2017) and Hess (2019)

**Letter to the Editor** (There are no examples of referencing a letter to the editor in the APA Publication Manual; thus, the following example is approximated.)

John E. Colbert (2020, June 5). A Lack of real leadership [Letter to the editor]. *New York Times*. <https://www.nytimes.com/2020/06/05/opinion/letters/coronavirus-trump-leadership.html>

To cite articles from online news websites (vs. online newspapers as shown above):

### Webpage on a news website

Avramova, N. (2019, January 3). The secret to a long, happy, healthy life? Think age-positive. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Bologna, C. (2018, June 27). What happens to your mind and body when you feel homesick? HuffPost. [https://www.huffingtonpost.com/entry/what-happens-mind-body-homesick\\_us\\_5b201ebde4b09d7a3d77eee1](https://www.huffingtonpost.com/entry/what-happens-mind-body-homesick_us_5b201ebde4b09d7a3d77eee1)

Parenthetical citations: (Avramova, 2019; Bologna, 2018)

Narrative citations: Avramova (2019) and Bologna (2018)

Online news sources (e.g., BBC News, Bloomberg, CNN, HuffPost, MSNBC, Reuters, Salon, Vox).

To cite articles from online magazines or newspapers, see Examples 15 and 16.

### **Webpage on a website with a group author**

Centers for Disease Control and Prevention. (2020, May 1). Testing for COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

World Health Organization. (2020, May 22). The United Kingdom contributes \$3.8m to WHO's COVID-19 response in the Caribbean. <https://www.who.int/news-room/feature-stories/detail/the-united-kingdom-contributes-3-8m-to-who-s-covid-19-response-in-the-caribbean>

Parenthetical citations: (Centers for Disease Control and Prevention, 2020; World Health Organization, 2020)

Narrative citations: Centers for Disease Control and Prevention (2020) and World Health Organization (2020)

When the author and site name are the same, omit the site name from the source element.

### **Webpage on a website with an individual author**

Martin Lillie, C. M. (2016, December 29). Be kind to yourself: How self-compassion can improve your resiliency. Mayo Clinic. <http://www.ethicsguidebook.ac.uk/EthicsPrinciples>

Parenthetical citation: (Martin Lillie, 2016)

Narrative citation: Martin Lillie (2016)

### **Webpage on a website with no date**

Boddy, J., Neumann, T., Jennings, S., Morrow, V., Alderson, P., Rees, R., & Gibson, W. (n.d.). Ethics principles. The Research Ethics Guidebook: A Resource for Social Scientists. <http://www.ethicsguidebook.ac.uk/EthicsPrinciples>

National Nurses United. (n.d.). Nurses join Forces nationally to warn against early covid-19 reopening. <https://www.nationalnursesunited.org/press/nurses-join-forces-nationally-warn-against-early-reopening>

Parenthetical citations: (Boddy et al., n.d.; National Nurses United, n.d.)

Narrative citations: Boddy et al. (n.d.) and National Nurses United (n.d.)

In the Boddy et al. example, the authors are listed on the acknowledgments page of the site.

When the author and site name are the same, omit the site name from the source element.

### **Webpage on a website with a retrieval date**

U.S. Census Bureau. (n.d.). U.S. and world population clock. U.S. Department of Commerce. Retrieved June 7, 2020, from <https://www.census.gov/popclock/>

Parenthetical citation: (U.S. Census Bureau, n.d.)

Narrative citation: U.S. Census Bureau (n.d.)

When the author and site name are the same, omit the site name from the source element. Include a retrieval date because the contents of the page are designed to change over time and the page itself is not archived.

## Review

- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.
- Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).
- If the reviewed item is a book, include the author names after the title of the book, separated by a comma.
- If the reviewed item is a film, DVD, or other media, include the year of release after the title of the work, separated by a comma.

Axelmann, A., & Shapiro, J. L. (2007). Does the solution warrant the problem? [Review of the DVD *Brief therapy with adolescents*, produced by the American Psychological Association, 2007]. *PsycCRITIQUES*, 52(51). doi:10.1037/a0009036

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

Kraus, S.J.(Reviewer).(1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146-1147.

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304. doi:10.1126/science.290.5495.1304

[Review of the video game *BioShock*, produced by 2k Games, 2007]. (n.d.). <http://www.whattheyplay.com/products/bioshock-for-xbox-360/?fm=3&ob=1&t=0#166>

## Foreign Language Source

Give the original title and, in brackets, the English translation:

Bussi eres, E. L., St-Germain, A., Dub e, M., & Richard, M. C. (2017). Efficacit e et efficience des programmes de transition   la vie adulte: Une revue syst ematique [Effectiveness and efficiency of adult transition programs: A systematic review]. *Canadian Psychology/Psychologie canadienne*, 58, 354–365. <https://doi.org/10.1037/cap0000104>

Wang, R. (2007). Woguo yiwu jiaoyu touru zhi gongpingxing yanjiu [Inequity in school finance in China]. *Jingjixue Jikan*, 2, 453-468.

**In text:**

Research has addressed that “Les jeunes qui terminent un placement à l’âge de la majorité dans le cadre du système de protection de la jeunesse sont plus vulnérables” [Youth who finish a placement at the age of majority in the framework of the youth protection system are more vulnerable] (Bussièrès, St-Germain, Dubé, & Richard, 2017, p. 354).

### **Technical, Research, and Government Reports**

If no authors/editors are identified, use the name of the office as the author. If the specific office that produced the report is not well known, give the name of the highest department or agency as well. If the document is available from the Government Printing Office, show that as the publisher. Show the publication/report number, if there is one.

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the APA Task Force on the Sexualization of Girls*.  
<http://www.apa.org/pi/wpo/sexualization.html>

Kessy, S. S. A., & Urio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Research on Poverty Alleviation website: [http://www.repoa.or.tz/documents\\_storage/Publications/Reports/06.3\\_Kessy\\_and\\_Urio.pdf](http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf)

U.S. Department of Health, Education, and Welfare. Public Health Service. (1964). *Smoking and health: Report of the Advisory Committee to the Surgeon General of the Public Health Service*. (Public Health Service Publication No. 1103). Washington, D.C.: Government Printing Office.

U.S. General Accounting Office. (1997). *Drug courts: Overview of growth, characteristics, and results*. (GAO/GGD-97-106). Washington, D.C.: Author.

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650).  
[http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth\\_sch.pdf](http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf)

### **Audiovisual Media**

**In a reference, the author refers broadly to the person(s) or group responsible for a work.**

This element includes not only author(s) of articles, books, reports, and other works but also

others who played primary roles in the creation of a work, such as the editor(s) of a book, **the director of a film**, the principal investigator of a grant, a podcast host, and so on.

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

Fosha, D. (Guest Expert), & Levenson, H. (Host). (2017). *Accelerated experiential dynamic psychotherapy (AEDP) supervision* [Film; educational DVD]. American Psychological Association. <https://www.apa.org/pubs/videos/4310958.aspx>

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.

Parenthetical citations: (Forman, 1975; Fosha & Levenson, 2017; Jackson, 2001)

Narrative citations: Forman (1975), Fosha and Levenson (2017), and Jackson (2001)

**The director should be credited as the author of a film.** However, if the director is unknown (as with the Fosha & Levenson example), someone in a similar role can be credited instead to aid readers in retrieving the work; the description of role in this case matches what is on the work and is flexible.

It is not necessary to specify how you watched a film (e.g., in a theater, on DVD, streaming online). However, the format or other descriptive information may be included—within the square brackets, following the word “Film” and a semi-colon—when you need to specify the version used (e.g., when the film’s DVD release includes a commentary or special feature that you used, or when the film is a limited-release educational video or DVD). Adjust this wording as needed.

### **Film or video in another language**

Malle, L. (Director). (1987). *Au revoir les enfants* [Goodbye children] [Film]. Nouvelles Éditions de Films.

Parenthetical citation: (Malle, 1987)

Narrative citation: Malle (1987)

When a film title is in a different language than your paper, include a translation of the title in square brackets (see Section 9.38).

### **TV Series**

Executive Producer, P. P. (Executive Producer). (Date range of release). *Title of series* [TV series]. Production company(s).



Sherman-Palladino, A., Palladino, D. (Executive Producers). (2017-present). *The marvelous Mrs. Maisel* [TV series]. Dorothy Parker Drank Here Productions; Picrow, Amazon Studios.

### TV Series Episode

Writer, W. W. (Writer), & Director, D. D. (Director). (Original air date). Title of episode (Season number, Episode number) [TV series episode]. In P. Executive Producer (Executive Producer), *Series title*. Production company(s).

Korsh, A. (Writer & Director). (2019, September 25). One last con (Season 9, Episode 10) [TV series episode]. In D. Liman & D. Bartis (Executive Producers), *Suits*. Untitled Korsh Company; Universal Content Productions; Open 4 Business Productions.

### YouTube Video

Person or group who uploaded video. (Date of publication). *Title of video* [Video]. Website host. URL

U.S. Military Today. (2020, April 28). *U.S. Navy accepts delivery of its most expensive warship* [Video]. Youtube. <https://youtu.be/GFeJkrmxy5E>

### Downloaded Software

Pursuit Database [Computer software]. L.E.A Data Technologies.

LP Police [Computer Software]. LP Police.

### Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

#### Audio Podcast

Bolelli, D. (2015, September 10). *History on fire* [Audio podcast]. Retrieved October 14, 2015 from <https://itunes.apple.com/us/podcast/daniele-bolelli-history-on/id1038514498?mt=2>

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. <http://www.shrinkrapradio.com/>

#### Video Podcast

NBC News (2015, June 25). *ISIS wannabes focusing on U.S. attacks, study says*. [Video Podcast]. Retrieved June 25, 2015 from <http://www.nbcnews.com/storyline/isis-terror/isis-wannabes-focusing-u-s-attacks-study-says-n381161>

### Images

#### Photograph [No title. In a print source]

Gersen, R., (Photographer). (1944). [Black and white photograph of Hitler Youth gun cleaning at Westwall. In A. Hech, *A child of Hitler: Germany in the days when God wore a swastika*. Renaissance House Publishers, 1985, p. 129.

#### Photograph [online]

Walery, G., (Photographer). (1875). *Marie Bashkirtseff* [Photograph]. Retrieved June 11, 2015, from [http://www.fonthillpress.com/TheJournalsofMarieBashkirtseff/ImageGallery\\_MarieBashkirtseff.html](http://www.fonthillpress.com/TheJournalsofMarieBashkirtseff/ImageGallery_MarieBashkirtseff.html)

### **Graphs/charts from a data set/data bank**

New York State Division of Criminal Justice Services. (2013). *DNA hits by law expansion as of April 2011* [Data Bank]. Retrieved on October 14, 2015 from <http://www.criminaljustice.ny.gov/forensic/>

## Legal Materials

Although the reference formats for legal materials differ from those of other kinds of works cited in APA publications, in-text citations are formed in approximately the same way and serve the same purpose. Most legal reference entries begin with the title of the work; as a result, most in-text citations consist of the title and year (e.g., Americans With Disabilities Act, 1990; *Brown v. Board of Education*, 1954). If the title is long (e.g., for federal testimony), shorten it for the in-text citation, but give enough information in the in-text citation to enable readers to locate the entry in the reference list. For more information on preparing legal references, consult *The Bluebook: A Uniform System of Citation* (Bluebook, 2015).

### Constitutions and Charters

To cite a whole federal or state constitution, a citation is not necessary. Simply refer to the constitution in text.

The U.S. Constitution has 26 amendments.

The Massachusetts Constitution was ratified in 1780.

Create reference list entries and in-text citations for citations to articles and amendments of constitutions. In the reference list and in parenthetical citations, abbreviate U.S. Constitution to “U.S. Const.” and use the legal state abbreviation for a state constitution (e.g. “Md. Const.” for the Maryland Constitution; see a list of state abbreviations for legal references at the Legal Information Institute at <https://www.law.cornell.edu/citation/4-500>). In the narrative, use either “U.S.” or “United States” for the U.S. Constitution, and spell out the name of the state for a state constitution—for example, “the Wisconsin Constitution.” U.S. Constitution article and amendment numbers are Roman numerals. State constitution article numbers are also Roman numerals, but state constitution amendment numbers are Arabic numerals. URLs are not necessary for the reference. Additional information about the cited source can be included in the narrative, if desired.

### Article of the U.S. Constitution

Template:

U.S. Const. art. xxx, § x.

Example:

U.S. Const. art. I, § 3.

Parenthetical citation: (U.S. Const. art. I, § 3)

Narrative citation: Article I, Section 3, of the U.S. Constitution

### Article of a state Constitution

Template:

State Const. art. xxx, § x.

Example:

S.C. Const. art. XI, § 3.

Parenthetical citation: (S.C. Const. art. IX, § 3)

Narrative citation: Article IX, Section 3, of the South Carolina Constitution

**Amendment to the U.S. Constitution**

Template:

U.S. Const. amend. xxx.

Example:

U.S. Const. amend. XIX.

Parenthetical citation: (U.S. Const. amend. XIX)

Narrative citation: Amendment XIX to the U.S. Constitution

Amendments to state constitutions are cited in the same way as amendments to the U.S. Constitution.

No date is needed in the reference unless the amendment has been repealed (see below).

**Repealed amendment to the U.S. Constitution**

Template:

U.S. Const. amend. xxx (repealed Year).

Example:

U.S. Const. amend. XVIII (repealed 1933).

Parenthetical citation: (U.S. Const. amend. XVIII, repealed 1933)

Narrative citation: Amendment XVIII to the U.S. Constitution was repealed in 1933

Because the amendment was repealed, a year is included in the reference.

Repealed amendments to state constitutions are cited in the same way as repealed amendments to the U.S. Constitution.

**U.S. Bill of Rights**

U.S. Const. amend. I–X.

Parenthetical citation: (U.S. Const. amend. I–X)

Narrative citation: Amendments I–X to the U.S. Constitution

The first 10 amendments to the U.S. Constitution are collectively referred to as the Bill of Rights. The citation is the same as that for an amendment to the constitution, except that the range of amendments is included in the citation.

**Charter of the United Nations**

Template:

U.N. Charter art. xx, para. xx.

Example:

U.N. Charter art. 1, para. 3.

Parenthetical citation: (U.N. Charter art. 1, para. 3)

Narrative citation: Article 1, paragraph 3, of the United Nations Charter

A citation to the charter of the United Nations should include the name of the agreement, the article number, and the paragraph number. To cite an entire article, omit the paragraph number.

### **Cases or Court Decisions**

A reference for a case or court decision includes the following information:

- title or name of the case, usually one party versus another (e.g., *Brown v. Board of Education*);
- citation, usually to a volume and page of one of the various sets of books where published cases can be found called *reporters*, which typically contain decisions of courts in particular political divisions, which are called jurisdictions (e.g., *Federal Reporter, Second Series*);
- precise jurisdiction of the court writing the decision (e.g., U.S. district court, New York Court of Appeals), in parentheses;
- date of the decision, in parentheses (in the same set of parentheses as the jurisdiction if both are present); and
- URL from which you retrieved the case information (optional; this is not strictly required for legal citations but may aid readers in retrieval).

To create a reference list entry for the case you want to cite, first identify the court that decided the case and then follow the relevant example. Often, the document about the case will have the relevant citation included, or it can easily be retrieved by searching the internet for the name of the court decision and the word “citation.” When a reference list entry for a case or court decision includes a page range, provide only the first page number. Do not provide the page range for the whole case or decision.

Note: Unlike other reference types, the title or name of a case is written in standard type in the reference list entry and in italic type in the in-text citation.

### **Statutes**

#### *Bluebook* Rule 12

In text, give the popular or official name of the act and the year it was passed. Each word of the statute is capitalized but not italicized.

[Text citation]

To prevent people with disabilities from being discriminated against in the workplace, the U.S. Congress passed the Americans with Disabilities Act of 1990.

[Reference list entry for the statute]

Americans with Disabilities Act of 1990, Pub. L. No. 101-336, § 2, 104 Stat 328 (1991)

[Reference list entry for the code]

Americans with Disabilities Act of 1990, 42 U.S.C.A. § 1201 *et seq.* (West 1993).

### **Testimony and Hearings**

#### *Bluebook* Rule 13

Provide in text the title (italicized) or number (or other descriptive information) and the date.

[Text citation]

One of the most constructive steps that Washington could take to help families (*Urban America's Need*, 1992) would be to create agencies that ...

[Reference list entry]

*Urban America's Need for Social Services to Strengthen Families: Hearing before the Subcommittee on Human Resources of the Committee on Ways and Means, House of Representatives*, 102d Cong., 1 (1992).

## **Bills and Resolutions**

*Bluebook* Rule 13

The number of a bill or resolution should be preceded by *H.R.* (House of Representatives) or *S.* (Senate). Consult *The Bluebook* (2000, table T.10) for abbreviations of words commonly used in legislative materials.

[Text citation]

Senate Bill 5936 (1992) might be the most important for providing funding to assist low-income housing.

One of the bills (*S. 5936*, 1992) would provide desperately needed operating funding to support low-income housing.

[Reference list entry]

*S. 5936*, 102d Cong. § 4 (1992)

## **Executive Order**

*Bluebook* Rule 14

[Text citation]

Under the authority of Executive Order 11609 (1994), the information should be provided...

[Reference list entry]

Exec. Order No. 11609, 3 C.F.R. 586 (1971-1975), reprinted as amended in 3 U.S.C. 301 app. At 404-07 (1994).

## **Federal Regulation**

*Bluebook* Rule 14

[Text citation]

This provision of FTC Credit Practices Rule (1999) affects only consumer goods ...

[Reference list entry]

FTC Credit Practices Rule, 16 C.F.R. § 444 (1999)

### **Citing Archived Messages (Discussion Group, Newsgroup, and Electronic Mailing Lists)**

Only *archived and retrievable* newsgroup, discussion group, or electronic mailing list messages are included as complete references into the REFERENCE LIST at the end of your paper. ('Electronic mailing lists' are often referred to as "listservs." However, LISTSERV is a trademarked name for a particular software, thus 'electronic mailing list' is the appropriate generic term).

- Paging or length statement is not required in this form.
- Provide the authors full name or the screen name, if the full name is not available.
- Follow the date with the subject line of the message (a.k.a. "thread"), DO NOT ITALICIZE IT.
- Provide any identifier for the message in brackets after the title. Use the abbreviation 'msg'.
- The basic retrieval statement IN THE REFERENCE LIST is the following:

**Message posted to** the exact URL address **or Message posted to** name of the electronic mailing list, **archived at** the exact URL address:

Chalmers, D. (2000, November 17). Seeing with sound [Msg. 1.] Message posted to news://sci.psychology. Consciousness

Hammond, T. (2000, November 20). YAHC: Handle Parameters, DOI Genres, etc. Message posted to Ref-Links electronic mailing list, archived at <http://www.doi.org/mail-archive/ref-link/msg00088.html>

Simons, D. J. (2000, July 14). New resources for visual cognition [Msg. 31.] Message posted to <http://groups.yahoo./group/visualcognition/message/31>

Top ten rules of film criticism. [n.d.]. Message posted to LISTSERV Discussions on All Forms of Cinema, archived at LISTSERV@ american.edu/ Get cinema-1 log9504A

WomanBlue (1999, February 17). Men are from Earth, women are from Earth: Is there a difference in how men and women conduct business? [Topic 29]. Message posted to [http://form.netscape.com/directory/community/cgi-bin/quest\\_fs.sqi?WE\\_FORUM=Women](http://form.netscape.com/directory/community/cgi-bin/quest_fs.sqi?WE_FORUM=Women)

### **Blog Post and Comment to a Blog Post**

Blog post:

Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>

Parenthetical citation: (Ouellette, 2019)

Narrative citation: Ouellette (2019)

Blog posts follow the same format as journal articles.

Italicize the name of the blog, the same as you would a journal title.

Comment on a blog post:

joachimr. (2019, November 19). We are relying on APA as our university style format - the university is located in Germany (Kassel). So I [Comment on the blog post “The transition to seventh edition APA Style”]. *APA Style*. <https://apastyle.apa.org/blog/transition-seventh-edition#comment-4694866690>

Parenthetical citation: (joachimr, 2019)

Narrative citation: joachimr (2019)

Cite the person who left the comment as the author using the format that appears with the comment (i.e., a real name or a username). The example shows a username.

Provide the comment title or up to the first 20 words of the comment; then write “Comment on the blog post” and the full title of post on which the comment appeared (in quotation marks and sentence case, enclosed within square brackets).

Link to the comment itself if possible. Otherwise, link to the blog post.

### Wikis

Please note that the *APA Style Guide to Electronic References* warns writers that wikis (like Wikipedia, for example) are collaborative projects (i.e. free-for-all) that cannot guarantee the verifiability or expertise of their entries.

However, please also note that these sites sometimes provide a good overview of a topic, but are best not used as direct sources in your research.

The EXTERNAL LINKS at the end of Wikipedia can sometimes be very useful, reliable and are worth checking out.

OLPC Peru/Arahuay. (n.d.). the OLPC Wiki: [http://wiki.laptop.org/go/OLPC\\_Peru/Arahuay](http://wiki.laptop.org/go/OLPC_Peru/Arahuay)

*Wikipedia* can be a very good place for finding illustrations. Below is an example of a citation.

Oil painting. (2019, December 8). Oil painting In *Wikipedia*.

[https://en.wikwpedia.org/w/index.php?title=Oil\\_painting&oldid+929802398](https://en.wikwpedia.org/w/index.php?title=Oil_painting&oldid+929802398)

Parenthetical citation: (“Oil Painting,” 2019)

Narrative citation: “Oil Painting” (2019)