## Table of Contents

Overview ........................................................................................................................................... 5  
Setting Up Your Document .................................................................................................................. 6  
APA Style Research Paper Format ....................................................................................................... 7  
Formatting Titles .................................................................................................................................. 9  
   In Text ........................................................................................................................................... 9  
   In the Reference List ....................................................................................................................... 9  
Levels of Heading ................................................................................................................................. 10  
Citing Sources in the Text of the Paper ............................................................................................... 11  
   In-text Citations Chart ..................................................................................................................... 11  
Two Authors ...................................................................................................................................... 11  
Three, Four, or Five Authors .............................................................................................................. 12  
Six or More Authors ............................................................................................................................ 12  
No Author or Listed by Title ............................................................................................................... 12  
Groups as Authors ............................................................................................................................... 12  
Multivolume Works ............................................................................................................................. 12  
Classic Literary and Religious Works ................................................................................................. 13  
Personal Communications .................................................................................................................. 13  
Class or Lecture Notes and Handouts ................................................................................................. 14  
Handouts retrievable online ............................................................................................................... 14  
Citing Quotations and Specific Parts of Sources ............................................................................... 15  
   A Specific Part of a Source ............................................................................................................... 15  
   Quotations of Fewer than 40 Words ............................................................................................... 15  
   Quotations of 40 Words or More ................................................................................................. 15  
Secondary Sources ............................................................................................................................. 16  
   Electronic and Multimedia Sources ............................................................................................... 16  
Further Examples of Reference Citation in Text ............................................................................... 18  
Arranging Sources in the Reference List ............................................................................................ 20  
Books ................................................................................................................................................. 21  
   Single Author ............................................................................................................................... 21  
   Multiple Authors ............................................................................................................................ 21
Electronic Book................................................................. 21
Corporate Author................................................................. 21
Edited Book.......................................................................... 22
No Author Given.................................................................. 22
Article or Chapter in an Anthology or Course-pack................ 22
Edition Other than the First.................................................... 23
Republished Work.................................................................. 23
Translated Work.................................................................... 23
Multi-Volume Work............................................................... 23
Doctoral Dissertations ............................................................ 23
Introductions, Prefaces, Forewords, and Afterwords.............. 24
Non-English Book.................................................................. 24
Reprint from Another Source.................................................. 24
Encyclopedia Article or Dictionary Entry............................... 24
Abstract .................................................................................. 25
Graphic Data ........................................................................... 26
Periodicals.............................................................................. 27
Journal Article........................................................................ 27
Magazine or Newsletter Article .............................................. 28
Newspaper Article.................................................................. 28
Letter to the Editor.................................................................. 29
Review.................................................................................... 29
Non-English Source ............................................................... 29
Technical, Research, and Government Reports...................... 30
Audiovisual Media................................................................. 31
Motion Picture Widely Available ............................................. 31
Motion Picture of Limited Circulation..................................... 31
Television Series..................................................................... 31
Music Recording..................................................................... 31
Podcast.................................................................................... 31
Legal Materials....................................................................... 32
The U.S. Constitution........................................................................................................................................32
Court Decisions ..................................................................................................................................................33
Statutes ............................................................................................................................................................33
Testimony and Hearings ....................................................................................................................................34
Bills and Resolutions ........................................................................................................................................34
Executive Order ..................................................................................................................................................34
Federal Regulation ..............................................................................................................................................35
Citing Electronic Sources ..................................................................................................................................36
Digital Object Identifier ....................................................................................................................................36
Article from an Online Periodical with an Assigned DOI ..............................................................................36
Article from an Online Periodical without an Assigned DOI .........................................................................36
Citing Specific Documents Available on the Web ...............................................................................................37
Citing Archived Messages (Discussion Group, Newsgroup, and Electronic Mailing Lists).........................38
Blog (Weblog) and Video Blog Post ..................................................................................................................38
Wikis ..................................................................................................................................................................39
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 all classes at John Jay College: American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.) Washington, DC: Author.

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, year, and page) 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.

---

1 The information is this handout is taken from a variety of sources, including: *Publication Manual of the American Psychological Association* (6th ed.), websites sponsored by John Jay College of Criminal Justice, Columbia University, Purdue University, et cetera.
Setting Up Your Document

Prepare the text of the paper using Microsoft Word 2007/2010 by following these steps:

1. Set margins to 1 inch on each side, top, and bottom: Select Page Layout, Margins, Normal.
2. Set the typeface to 12pt Times New Roman: 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: Select the Home tab, click the button next to Paragraph. Under Spacing, in the After box, the default setting is 10 pt, change it to 0 pt. Now, under Line Spacing, click Double.
4. Indent the first line of every paragraph .5 inches: Use the Tab button or the ruler feature, not the space bar.
5. Set the header to include a shortened version of the title and the page number. Double click in the space above the top line of your document to bring up the header. Type a shortened version of your title in all caps flush left. Press tab two times to move the cursor to the right side of the page. Select the Insert tab, click Page Number, Current Position, Plain Number. Make sure the header and page number are both in 12 pt Times New Roman font. Double Click on the body of the paper to close the header.
### APA Style Research Paper Format

**Running head: APES AND LANGUAGE**

Apes and Language:
A Review of the Literature

John Smith
Psychology 101
Professor Ford
April 10, 2010

---

**Abstract**

The abstract should be written in a block paragraph format (i.e., a paragraph that looks like this one). The abstract offers a synopsis or summary of the gist of your paper. It lets the reader get a bird’s eye view of the entire paper. For longer papers, ten pages or more, the abstract should be about 100 words, though a shorter abstract would be appropriate for shorter papers. Like the rest of the paper, the abstract should be double spaced.

---

**How Spontaneously Have Apes Used Language?**

In his famous book Brown (1997) argues........................
............................................................................
............................................................................
............................................................................
How Spontaneously Have Apes Used Language?

Over the past thirty years, researchers have demonstrated that........
............................................................................
............................................................................
............................................................................
............................................................................

See page 10 for details on subheadings.
References

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 2007/2010, 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.

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.
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
## Levels of Heading

<table>
<thead>
<tr>
<th>Level of Heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

### 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.*

The number of levels needed in a paper will be determined by that paper’s length and complexity. If only one level is needed, use level 1 only; if two levels are needed, use levels 1 and 2; if three levels are needed, use levels 1, 2, and 3; and so forth.

Example:

**Method**

Sample and Participant Selection

Assessments and Measures

- Q-sort measures of inhibition and aggressiveness.
- Life History Calendar.

Results

Outcome of Inhibited Children at 23 Years

- Personality and self-esteem.
- Social network.
- Life history and IQ.
Citing Sources in the Text of the Paper

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.

Niederhoffer (1967) found that . . . .

In a later study (Niederhoffer, 1972), researchers indicated . . . .

Several studies (Brown, 1975; Funk, 1980; Pepper & Smith, 2001) support the idea . . . .

In-text Citations Chart

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three, four, or five authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>

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, Four, or Five Authors

When a work has three, four, or five authors, cite all authors the first time the reference occurs in text. In subsequent citations, include only the surname of the first author followed by et al. (not italicized and with a period after “al”).


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

Six or More Authors

When a work has six or more authors, cite in text only the surname of the first author followed by et al. (not italicized and with a period after “al”).

Kosslyn et al. (1996) explain that . . .

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 National Institute of Mental Health (NIMH, 2003) . . .

Another source (National Institute of Mental Health [NIMH], 2003) indicated that . . .


One source (NIMH, 2003) 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

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).

**Classic Literary and Religious Works**

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by *trans.*, or the year of the version you used, followed by *version* (without italics). When you know the original date of publication, include it in the citation.

(Aristotle, trans. 1931)

James (1890/1983)

Reference list entries are not required for major classical works, such as ancient Greek and Roman works or classical religious works; simply identify in the first citation in the text the version used. Parts of the classical works (e.g. books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (Revised Standard Version)

Qur’an 5:3-4 (Authorized English Version with Arabic Text, Revised Edition IV)

The Bible enumerates these virtues: “And now these three remain: faith, hope and love. But the greatest of these is love” (1 Cor. 13:13 New International Version).

The Qur’an specifies some dietary restrictions, such as forbidding Muslims to eat pork (Qur’an 5:3).

When making a general reference to the Bible, include the version name the first time only.

The researchers consulted the Bible (King James Version) to provide items for the development of their religious values assessment.

**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.

T. K. Lutes (personal communication, April 18, 2001)

(V.G. Nguyen, personal communication, September 28, 1998)
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.

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

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:


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

Direct quotations of fewer than 40 words are enclosed in double quotation marks and put directly into the paper’s text. The citation is part of the sentence and the punctuation follows.

Reppetto (1978) found that “in the drive against bandits, it was publicity, not bullets that ultimately counted” (p. 259).

According to Reppetto (1978), “In the drive against bandits, it was publicity, not bullets that ultimately counted” (p. 259).

During this conflict, “In the drive against bandits, it was publicity, not bullets, that ultimately counted” (Reppetto, 1978, p. 259), indicating the power of public opinion.

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.

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. In the reference list, provide information only about the materials that you have actually read.

[Text citation] Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) was performed . . . .


**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 20th 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 20th 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 20th 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 20th 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 20th 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).
Arranging Sources in the Reference List

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.
Books

Single Author


Multiple Authors


Electronic Book


Corporate Author


When the author and publisher are identical, use the word Author as the name of the publisher.


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


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


**Edited Book**


**No Author Given**


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


Edition Other than the First


Republished Work


Translated Work


Multi-Volume Work


Doctoral Dissertations

Abstracted in Dissertation Abstracts International (DAI) and obtained from UMI

Abstracted in *DAI* and obtained from the university


**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.


**Non-English Book**

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


**Reprint from Another Source**

From a book


From an article or essay


**Encyclopedia Article or Dictionary Entry**

With author


No author


Entry in an online reference work


Entry in an online reference work, no author or editor


**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.


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.

Periodicals

Journal Article

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

[with DOI]


[without DOI, print retrieval]


[without DOI retrieved from 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.


[more than seven authors]


[with issue number]

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

**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]


[weekly magazine article]

With author


No author


[online magazine article]


**Newspaper Article**

[with author]


[no author]


If an article appears on discontinuous pages, give all page numbers, separating them with a comma (e.g., pp. A1, A7), and for continuous pages, use a hyphen (e.g., pp. C4-C6).
[online retrieval]

Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.


**Letter to the Editor**


**Review**

[print source]


[online source]


**Non-English Source**

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

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.


Audiovisual Media

Motion Picture Widely Available


Motion Picture of Limited Circulation

For a film, video, etc. not widely available, include distributor name and address:


Television Series


Music Recording

Writer, A. (Date of copyright). Title of song [Recorded by B. B. Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date).

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.

Legal Materials

APA defers to the style used by the legal profession for the citation of legal material. See pages 216-224 of the APA Manual for more in depth details, and see *The Bluebook: A Uniform System of Citation* (18th ed., 2005; www.legalbluebook.com) for a comprehensive discussion (available at Reference Desk, Reserve, and Law Reference KF 245. B58).

For in-text citations of legal materials give enough information to enable the reader to locate the full entry in the reference list quickly and easily, that is, give the first few words of the reference list entry and date.

**The U.S. Constitution**

*Bluebook* Rule 11

A passing reference to the Constitution as a whole need not be cited.

Law students described a great affinity for the U.S. Constitution in their response papers. However, if you cite a specific part of the Constitution, begin each citation with *U.S. Const.*, followed by the article, amendment, section, and/or clause numbers. The terms *article, amendment, section, and clause* are always abbreviated *art.*, *Amend.*, §, and *cl.*, respectively. Article and Amendment numbers are given in Roman numerals (I, II, III); section and clause numbers are given in Arabic numerals (1, 2, 3). If you are referring to part of the Constitution that has been repealed or amended, include the year that the part in question was repealed or amended in parentheses.

[In text]

The founding fathers addressed the process by which new states may join the union (*U.S. Const. art. I, § 3)*.

[Reference List]

*U.S. Const. art. I, § 3.*

[In text]

Women gained the right to vote in 1920 (*U.S. Const. amend. XIX*).

[Reference List]

*U.S. Const. amend. XIX*
During prohibition, the sale of liquor was made illegal (U.S. Const. amend. XVIII, repealed 1933)

[Reference List]

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

**Court Decisions**

*Bluebook* Rule 10

In text, cite the name of the case (italicized) and the year of the decision. If 2 or more years are given, cite those years as well. Use “v.”, never “versus” or “vs.”

[Text citation]

As federal Judge Bue asserted *in Sierra Club v. Froehlke* (1987), the fullest and most independent critique necessarily must come from . . . .

The Supreme Court recognized in *Durflinger v. Artiles* (1981/1984) a duty of care to protect third parties from the dangers presented by an *involuntary* mental patient in state custody.

[Reference list entry]

*Sierra Club v. Froehlke*, 816 F.2d 205 (5th Cir. 1987)


**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]


[Reference list entry for the code]

**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]


**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 Electronic Sources

Always cite electronic sources as if they were print sources, but add a retrieval statement to clarify the source of the information.

A retrieval statement should include one of the following:

1. A DOI
2. The URL of the journal, newspaper, or magazine’s homepage
3. A direct URL to the document being cited.

Always use the DOI if it is available, otherwise use the URL of the homepage for the periodical. If neither of these is available, include a direct URL to the document. See below for several clarifications and examples.

Digital Object Identifier

Internet content can be changed, deleted, or moved to another location, so publishers have begun assigning a Digital Object Identifier (DOI) to journal articles, books, and other published material. Because a DOI offers a permanent link to the location of a source on the Internet, neither the date of retrieval nor the URL are needed. If a DOI is available for a source (usually found on the first page of an electronic journal article and on the database landing page for the article), include it rather than the date you retrieved the source and its URL. If possible, copy and paste the DOI into your reference list, as a DOI string may be long and it must appear exactly as it appears in the source. A reader may locate the reference source by pasting the DOI into a Google Scholar search or at CrossRef.org, which is the official DOI search service.

Example of DOI: 10.1080/1468385042000247583

Article from an Online Periodical with an Assigned DOI


doi:10.1108/03090560710821161

Article from an Online Periodical without an Assigned DOI

Online scholarly journal articles without a DOI require a URL to the journal homepage.


**Citing Specific Documents Available on the Web**

To cite a document on the web that does not have a clear print equivalent, follow this format:


The format description refers to anything out of the ordinary, such as a blog post or YouTube video. Consider the following examples:


If one or more of the four elements in this citation format are missing, consult the following chart for clarification:

<table>
<thead>
<tr>
<th>What’s missing?</th>
<th>Solution</th>
<th>Reference template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title is missing</td>
<td>Describe the document inside square brackets</td>
<td>Position D: [Description of document]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td>Combine author and date methods</td>
<td>Title of document [Format]. (n.d.). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and title are both missing</td>
<td>Combine author and title methods</td>
<td>Date of document [Description of document]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Date and title are both missing</td>
<td>Combine date and title methods</td>
<td>Author, A. (n.d.). [Description of document]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author, date, and title are all missing</td>
<td>Combine all three methods</td>
<td>[Description of document]. (n.d.). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
</tbody>
</table>
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:


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


**Blog (Weblog) and Video Blog Post**

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name.

For a comment posted to a blog, use the screen name in place of the author, write Re: before the name of the blog post, and place [Web log comment] after the title:


[video 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-alls) that cannot guarantee the verifiability or expertise of their entries.

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

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