This handout covers APA style basics, samples, formatting, and many examples for sources used in-text throughout your paper and in the References list at the end of your paper.

**Always consult your professor to learn if he/she has any special requirements for citations.**

### APA Style 101

1. Cover page? Yes!
2. Margins = 1 inch
3. Spacing = Double
4. Running head = Yes!
   (see p. 14 for instructions)

### Citing sources:

- **In-text** (in parentheses!)
  &

- **References** (list of all sources used in your paper)

### Guide Contents:

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### Books

1. One Author
2. Multiple Items from Same Author
3. Two to Seven Authors
4. Edited Book
5. Chapter or Part of a Book (Opposing Viewpoints example)
6. Group/Agency as Author
7. Section in a General Encyclopedia (Reference book)
8. Section in a Specialized Encyclopedia (Reference book)
9. eBook

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1. One Author

The basic format for a book References page entry is:

Author Last name, Author First Initial. (Year of Publication). Title of book. Place of Publication: Name of Publisher.


2. Multiple Items from Same Author

Oldest comes first, one-author entries come before group entries.


3. Two to Seven Authors


Note: The first author is S.C. McQuade III. If your author is a Jr./Sr./IV/etc., enter them as Last Name, First Initial. Middle Initial., Suffix,. See also the newspaper article example on p. 6 (Lyall & Van Natta).

4. Edited Book


Note: No comma!


Note: This book was accessed through CountryWatch and this is their web address since they are the publisher.
5. Chapter or Part of a Book
Note: Begin the citation with the author, date and title, then give the editor(s) of the book, title, pages, and publication information.


6. Group/Agency as Author


A Section of the Online Version:


7. Section in a General Encyclopedia (Reference book)

The basic format for a general encyclopedia References page entry is:

Author Last Name, Author First Initial. (Year of Publication). Title of chapter or entry. In Editor First Initial. Editor Last Name (Ed.), Title of book (edition, volume, page number(s) if applicable and available). Place of Publication: Name of Publisher. DOI (if available & necessary) / Retrieved from http://www.webaddressofbookpublisher.com (if no DOI & necessary)

Note: When there is no author begin all citations with the Title of the chapter or entry and follow that with the Publication Date information and then proceed with the rest of the citation as it is laid out.


Note: For a well-known general encyclopedia: do not list editors, but do list the volume and page number(s).
**When no author is listed:**


**Note:** To get the citation information you need for this entry, see the bottom of each online article.

**8. Section in a Specialized Encyclopedia (Reference book)**

**Note:** For a specialized encyclopedia: list editor(s); list the volume number only if more than one volume.


**9. eBook**

Follow these examples for (non-encyclopedia) books from databases such as *Opposing Viewpoints in Context*, *Countrywatch*, and *Points of View Reference Center*. See section 7. *Section in a Specialized Encyclopedia (Reference Book)* for how to cite encyclopedia articles from databases such as *Gale Virtual Reference Library*, and *CREDO Reference*.

The basic format for an electronic book References page entry is:

Author Last Name, Author First Initial. (Year of Publication). Title of book chapter (if applicable). *Title of book*. Place of Publication: Name of Publisher. DOI (if available) / Retrieved from http://www.webaddressofbookpublisher.com (if no DOI)


This book was actually accessed through NetLibrary but your entry uses the URL of the book’s publisher – Garland.
**Newspaper, Magazine & Journal Articles**

**Print articles**
Do not include Step Two retrieval information (web address) if you found an article in print. Always include a DOI if your article comes with one (for articles found online or in print).

All database article Reference page entries have TWO steps.

**Step One:**
First, you put the article and it follows this general format:

- **Newspaper article:**
  Author Last Name, Author First Initial. (Year, Month Day of Publication). Title of the article. *Title of the Source, p. (or pp.) Page number(s).*

- **Magazine article:**
  Author Last Name, Author First Initial. (Year, Month Day of Publication). Title of the article. *Title of the Source, Volume number, Page number(s).*

- **Journal article:**
  Author Last Name, Author First Initial. (Year of Publication). Title of the article. *Title of the Source, Volume number(Issue Number)*, Page number(s).

**Step Two:**
Second, you put the location from which you retrieved the article with the following general format:

- doi:[DOI number]
- OR
- Retrieved from http://www.newspaper_or_magazine_or_journallhomepage.com

*Note: When there is no author begin all citations with the Title of the article and follow that with the Publication Date information and then proceed with the rest of the citation as it is laid out.*

*Note: If your magazine is published monthly, just provide (Year, Month(s) of Publication). See magazine examples next page.*

*Not all journals have issue numbers and many that have them don’t include them in their Reference entries. Include an issue number in your Reference entry if the journal is Separately Paginated – see section bottom of p. 6.*

**Complete magazine References page entry:**
See General Rules on p. 14 for explanations of each format type (i.e., Author, Pub. Date, etc.)

1. Author  
2. Pub. Date  
3. Article title  
4. Source  
5. Volume number  
6. Page #s  
7. Web address for Money magazine

1. Magazine Article


2. Journal Article - Issues Continuously Paginated

These start each new volume on page 1 and continue through to the end of the year. For these journals, an issue number is NOT included after the Volume number.


Note: This article has more than seven authors – See General Rules p. 14

3. Journal Article - Issues Separately Paginated

These start every issue with page 1. For these journals, an (Issue number) IS included right after the Volume number.


4. Newspaper Article


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**Websites**

1. **Basic Website**

Page with author and dates of page given:


Page with no author, and no date given:


Group/Agency as author:


2. **Online Graphic Data** (maps/charts/graphs)

1. **Film**


2. **Online Video/Video Blog** (YouTube, GoogleVideos, etc.)


3. **Music CD**


4. **Computer Software**


5. **Artwork/Photograph**


1. Legal Materials

Supreme Court Decision:

Roe v. Wade, 410 U.S. 113 (1973)

U.S. Constitution:

Note: All citations of the U.S. Constitution begin with U.S. Const., followed by an abbreviation of the part you are citing; amendment (amend.), article (art.), clause (cl.), preamble (pmbl.), or section (§). List article and amendment numbers in Roman numerals (I, II, III) and section and clause numbers in Arabic numerals (1, 2, 3). If you are referring to a part of the Constitution that has been repealed or amended, include the year that the part in question was repealed or amended in parentheses.

U.S. Const. amend. VIII.

U.S. Const. art. I § 8.

2. Class/Course Notes/PPTs

Follow this example for citing class Power Point slides, Word documents, etc., from your professor.


3. Course/Class Apps

(Skyscape, etc.)

Note: Click on the More/About icon to find necessary citation information such as dates, editors, complete book titles and software version information.

The APA style of parenthetical citation includes the **author's last name** and the **year of publication**. A **page number or section name/heading** is only required when you are quoting the **exact words** from a source.

**Direct quotations**
A page number is **always** included when material is copied **word for word** from a source. Some online sources (web sites) do not provide page numbers. See section **8. Work without Page Numbers** (on p. 10) for examples. Some online articles, (those found in Academic OneFile and other library databases) will include a PDF version of the text. If so, use the page numbers from the PDF version of the document. Use pp. for multi-page citations.

“Life around us exceeds in complexity and beauty anything else humanity is ever likely to encounter” (Wilson, 1996, p. 25).

**Paraphrased material**
You are **encouraged** to include a page number when material is paraphrased (i.e., stated in your own words instead of copied word for word) but it is not required.

**Format of in-text citations in your paper**
There are two ways to cite another’s work. One way puts the author’s last name and the year of publication (and page number, for direct quotes) in parentheses at the end of the sentence. The second way is to include the author’s last name as part of your sentence and put the year of publication in parentheses right after the author’s last name (and the page number at the end of the sentence in parentheses, for direct quotes). **Either way is correct.** Just be sure to include page numbers (or section heading and/or paragraph number – see Section 8. Work without Page Numbers on p. 10) when using direct quotes.

1. **Work with One Author**
2. **Work with Two Authors**
3. **Work with Three to Five Authors**
4. **Work with More Than Five Authors**
5. **Authors with the Same Last Name**
6. **Work with No Author**
7. **Multiple Works by Same Author**
8. **Work without Page Numbers**
9. **Work with No Date**
10. **Citing a Secondary Source**
11. **Long Quotations**
12. **Classical or Religious Works**
13. **Citing Music Recordings**

**1. Work with One Author**

a.) **Dust plays a larger role in our lives than we realize** (Holmes, 2001, p. 5).

**OR**

b.) **Holmes (2001) points out that, “the Milky Way is home to about four thousand giant dust clouds, and many more smaller clots” (pp. 18-19).**

**Note:** If you cite the same author again in the same paragraph you don’t need to include the year as long as it can’t be confused with another work. (Ex. The role of dust in asthma is being reevaluated (Holmes, 2001). Holmes also mentions...)
2. Work with Two Authors
Cite both names every time. In a sentence use the word “and” but use the symbol “&” within parentheses.

a.) Drugs have been found to help with depression (Larkin & Smith, 1998, p. 23).

OR

b.) Larkin and Smith (1998) discussed the use of drugs to help depression (p. 23).

3. Work with Three to Five Authors
Cite all authors the first time.

Customer service is very important to many people (Meuter, Ostrom, Roundtree, & Bitner, 2000, p. 74).

The second and any additional times, only cite the first author followed by et al.

Customer service was studied by sending out surveys (Meuter et al., 2000, p. 76).

4. Work with More Than Five Authors
Cite the last name of the first author followed by et al. and the year, unless more than one work would be shortened to the same last name. If more than one work would be shortened to the same last name then include as many names as necessary to distinguish them.


Cite like this:

Warren et al. (2010) studied the effects of soymilk on cats.

5. Authors with Same Last Name
Add the first name initial to differentiate between authors with the same last name.

(A. Smith, 1999)

(T. Smith, 2003)

6. Work with No Author
Cite the first two or three words of the title and capitalize each word of your shortened version. Place the short title in quotation marks if it is an article, web page or book chapter, or italicize it if it is a book or periodical. Include the year of publication followed by a page number.

“Experts say bad dreams are a normal part of childhood” (“How To Deal,” 1999, p. 40).

(Note: The full title of the article was “How to deal with your child’s bumps in the night.”)
7. Multiple works by Same Author
Add alphabet letters to distinguish between sources published in the same year.

Smith (2015a) explored the differences between varieties of dogs and also did a study (Smith, 2015b) where she measured dogs by breed for trainability.

8. Work without Page Numbers
When a website or article does not include page numbers and no PDF is available, include the heading of the section from which you are citing and count to find the number of the paragraph in order to direct the reader to the exact location of your quote.

According to the *Diagnostic and Statistical Manual of Mental Disorders*
(American Psychiatric Association, 2013, “Diagnostic Features,” para. 2)
sleepwalking “is repeated episodes of complex motor behavior initiated during sleep, including rising from bed and walking about.”

If the section heading is too long, use a short title, capitalizing every word, enclosed in quotation marks:

“For individuals with sleep-related eating behaviors, unknowingly preparing or eating food during the sleep period may create problems” (American Psychiatric Association, 2013, “Functional Consequences,” para. 1).

(Note: The full title of the heading was “Functional consequences of non-REM sleep arousal disorders.”)

9. Work with No Date
When a web page/site does not include a publication year use the abbreviation (n.d.) for no date.

It’s very important to mimic the natural diet of opossums and you should not feed them pet food made for cats or dogs (“Opossum Nutrition,” n.d.).

10. Citing a Secondary Source
Wegner is the author of the book/article you read and Hagelberger is the author of the theory you are citing. Hagelberger gets credit for creating the theory, but Wegner gets credit because it was in her book/article that you found information about Hagelberger’s theory.

In-text citation:

Hagelberger’s theory of feline behavior (as cited in Wegner, 2011, p. 216) was revolutionary in its time.

References page:

11. Long Quotations
If you are quoting 40 or more words, use a block quote style. Notice that the block of text is indented half an inch, the quote is given without quotation marks and the page number is given after the period.

Holmes (2001) informs us that:

   Every time you inhale, thousands upon thousands of motes swirl into your body.
   Some lodge in the maze of your nose. Some stick to your throat. Others find sanctuary deep in your lungs. By the time you have read this far, you may have inhaled 150,000 of these worldly specks—if you live in one of the cleanest corners of the planet. (p. 5)

12. Classical or Religious Works
When using classical works such as the Bible or Qur’an, only cite them in the text of your paper by listing the version you used and the book, chapter, verse, line and/or canto.

1 Cor. 13:1 (Revised Standard Version)
(Qu’ran 5:3–4)

13. Citing Music Recordings
Include side and band or track numbers.

“Bohemian Rhapsody” (Queen, 1992, track 2).
General Rules

Authors:
- Do not include the full first and middle names of authors – use initials instead. For Jr., III, etc., see example in Section 3. Two to Seven Authors on p. 2 and Newspaper example on p. 6.
- When the author and publisher are identical use the word Author as the name of the publisher.
- In the References section for items with no author begin the citation with the title of the item. For specific help citing articles without authors, see Note next to Newspaper article on p. 5. For specific help citing web pages without authors, see second example in Section 1. Basic Website on p. 7.
- In the References section for books and articles with up to seven authors, list all the authors’ names (in the order they appear) with a comma and an ampersand (&) before the last author.
- In the References section for books and articles with more than seven authors, list the first six (in the order they appear) followed by three dots ( . . . ) and then the last name and first initial(s) of the last author listed. (Westfall, A., Lerczak, N. J., Francis, C. A., Hagelberger, C., Wegner, K., Smith, S., . . . Bartl, R.) See example (Suggs et al.) bottom of p. 5.
- When there are 2 or more authors, a comma is placed before the ampersand (&) before the last author, but when there are 2 or more editors, NO comma is used (see Youngblood-Coleman example on p. 2).

Titles:
- Only capitalize the first word of the title, the first word of the subtitle and any proper nouns, for example (United States, Alzheimer’s, etc.).
- Book titles and web page titles are put in italics.

Dates:
- Journals and books use just the year of publication (2007).
- Monthly magazines use the year and the month of publication (2007, August).
- Weekly/daily publications (magazines and newspapers) use the entire date (2007, August 21).

Abbreviations:
- Do not abbreviate dates.
- Leave out Publishers, Co., and Inc. from the names of publishers. Include the words Books and Press.

Page numbers
- When citing page numbers for periodical articles, only newspapers use p. or pp.
- Separate page numbers with a comma if the article has discontinuous pagination. Discontinuous pagination is when an article starts on one page, then has a break, and finally continues ten pages later. (A12, A16)
- Show page numbers as completely as you can (you will need to view the PDF version to find complete pagination information for some articles).

DOIs (Digital Object Identifiers) and URLs
- DOIs are becoming more common for items such as journal articles and electronic books. If you are citing something that includes a DOI (doi:10.1023/0513-85645.25.3.445) then include that information at the end of the article or book information (do not put a period after a DOI number). For library database articles and electronic books without a DOI, the APA expects you to do a web search to locate the web address of the book publisher or the journal homepage, even though that is not from where you retrieved the item. In these cases, include “Retrieved from http://www.journalhomepage.com” or “Retrieved from http://www.bookpublisherhomepage.com” at the end of the other information. See a librarian for help with this, or look at the examples for books and articles found online on pp. 2 – 6, of this guide.
Your professor may prefer specific variations to the way your in-text citations and Reference page entries look, which may differ from the way they are presented in this guide.

**Always** consult your professor to learn if he/she has any special requirements.

To insert your header, go to the **Insert** tab, click on **Page Number**, choose **Top of Page**, and then **Plain Number 3**. Put a checkmark next to **Different First Page** before you type anything (the page number will disappear). Reselect **Page Number, Top of Page, Plain Number 3**. Type Running head: YOUR SHORTENED TITLE, then tab to move it over. Scroll down to page 2 and next to the page number type YOUR SHORTENED TITLE and tab it over.

If your instructor requires one, include an Abstract after the title page and before the paper proper.

Repeat the title (capitalizing all important words) at the top of the first page of the text of the paper.

Center the title (capitalizing all important words). On the next line include your name and then on the next line, put the name of the college.

Use a variety of signal phrases to introduce articles in the text of your sentence (“An article in,” “According to,” “As explained in”) instead of always using parentheses at the end of your sentence. 
Sample References page

The References list includes all the sources used in the research and writing of your paper and should be double-spaced and in alphabetical order by the authors’ last names (or by title when no author is given).

Your professor may prefer specific variations to the way your in-text citations and Reference page entries look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if he/she has any special requirements.

Note that the word “References” is not underlined, not boldface, and not in quotation marks.

When you have no author, you alphabetize by the first major title word ignoring “A,” “An,” and “The.”

PLEA BARGAINING


For More Information

This Stylesheet provides examples for some common information sources, but you may need to consult the full Publication Manual to see how to cite other kinds of documents and resources.


For help in deciding what is responsible writing and what is plagiarism, see the following websites: http://owl.english.purdue.edu/owl/resource/589/01/ or http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

Visit the APA (American Psychological Association) website at http://www.apastyle.org/apa-style-help.aspx or contact a GCC Librarian.

Questions? Ask a Librarian:

<table>
<thead>
<tr>
<th>In Person</th>
<th>Library Information Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>585-343-0055 Ext. 6419</td>
</tr>
<tr>
<td>Email</td>
<td>Click on Email from the library’s web page</td>
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<tr>
<td>Chat</td>
<td>Click on Chat online from the library’s web page</td>
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