APA Citation Style

This handout is for students using the American Psychological Association Citation Style (APA) when writing research papers.

*Consult the print Publication Manual of the American Psychological Association (APA Manual) for more detailed information.

*Use the Academic Writer database to help format your paper and to find information about APA Style citations.

Paper Formatting

- Double-spaced
- 1-inch margins all around
- 12pt, Times New Roman font
- Running head: located at the top of each page. It is a shortened version of your paper title and should not be more than 50 characters
- Reference list uses a hanging indent. First line is left justified and any following lines are indented. Microsoft Word offers a feature that helps you do this (HOME→PARAGRAPH→INDENTATION→HANGING)

Paper Sections

- **Title page** - Attach a separate title page and include: title of paper, author’s name, author’s institution, a running head justified to the left and the page number to the right. Title should be centered and placed on the top half of the page (no more than 12 words). Under the title type the author’s name (first name, middle initial, last name). Under the author’s name, type the name of the institution.
- **Abstract** – Insert a new page for the abstract. The running head should be there already. Center the first line and type “Abstract” and do not bold or italicize. The abstract text should all be left justified. No indents for this section.
- **Body** – Insert a new page to start the body of your paper. Paragraphs within the body of the paper are indented on the first line and left justified after. Typical papers may include literature review, methodology, results, and discussion.
- **References** - Insert a new page to start your references page. The running head should be there already. Center the first line and type “References” and do not bold or italicize. References use a hanging indent.

**In-Text References**

- If the author’s name is in the text, follow it with the publication year in parentheses:
  - When Durkheim (1952) studied...
- If the author’s name is not in the text, enclose the last name and year in parentheses:
  - The study indicated. . . (Miller, 2010).
- If the page number is included, follow the author last name with year of publication and the page number. Place a comma between them.
  - ... as observed by the author (Jones, 1998, p. 199).
- Give both last names for joint authors:
  - (Gorman & Miller, 2004)
- If a work has 3-5 authors, cite all the last names in the first citation in the text; If you cite it again later in the paper use **et al.** in the citation. First citation for a work with 3 authors:
  - (Galvan, Evans, & Gregory, 1999) . . . later citations: (Galvin et al., 1999)
- If a work has 6 or more authors, use the first author’s last name and then **et al.** in the citation.
  - (Galvin et al., 1999) OR Galvin et al. (1999) argued that...
- Quotations in the text must begin and end with quotation marks. The citation follows the end quote mark and precedes the period, as follows:
  - “When sophisticated moderns approach celebrities they see neither totem nor meaning” (Jones, 1998, p. 199).

**Reference Lists**

The reference list includes a list of all resources used in the paper. All references cited in the text must be listed in the reference section.

- References should be double-spaced and use a hanging indent.
  - List references in alphabetical order by authors’ last name
- Invert the author’s name (last name first, first initial and middle initial).
  - If there are only **2 authors or editors**, there is a comma after the name of the first person, an ampersand (&) and the name of the second person.
  - If there are **3-7 authors**, list the first 6 authors followed by 3 dots and the last author on the list.
REFERENCE EXAMPLES

Books

The basic form for a book entry includes:

Last Name, A. A. (Publication Year). *Title of book: Capitalize the subtitle and italicize.* Location (city and abbreviated state): Publisher.

- Author’s last name, followed by a comma and author’s first and middle initial both followed by a period.
- Year of publication in parenthesis followed by a period.
- Title of book (*italicized*) ending with a period. Subtitle should also be italicized. Only the first word in the title and subtitle should be capitalized. Exceptions are proper nouns (cities, states, etc.).
- City of publication (with 2-letter state abbreviation), followed by a colon and name of publisher, ending with a period.

**Book with One Author**


**Book with Two Authors**


JOURNAL ARTICLES

The basic form for a journal article includes:


- Author’s last name, followed by a comma and author’s first and middle initial both followed by a period.
- Year of publication in parenthesis followed by a period.
- Title of article. Only the first word in the title and subtitle should be capitalized. Exceptions are proper nouns (cities, states, etc.).
- Title of journal in *italics* followed by a comma.
- Volume number in *italics* followed by issue number in parentheses (if available), followed by a comma and the page range.
- For articles found in a database:
  - If the article has a DOI (Digital Object Identifier), add it to the end of the citation (no period):
    - Example. … *volume number in italics* (issue #), pages. doi:10.0011/0000000X0001100101
  - If the article does not have a DOI, add the date of retrieval and the URL of the site at which you located the article in parentheses, followed by a period: Retrieved from www.databasename.com
    - *volume number in italics* (issue #), pages. Retrieved from URL

**Print Article**


**Article from a Database with DOI**


**Article from a Database without DOI (URL)**