

## **Guidelines for making 'Reference'**

- Your reference page in APA should be titled "References"
- Place the title in the center of the page and bold it.
- It is not necessary to include personal communications in the reference list, such as personal emails or letters. These specific sources only need in-text citations, which are found in the body of your project.
- All references are listed in alphabetical order by the author's last name.
- The entire page should be double spaced.
- Use a hanging indent for all citations. The first line of each citation needs to be flush against the left margin. Any additional lines are indented in a half inch.
- If you have two sources by the same author, place them in order by the year of publication.
- Indent each paragraph after the introductory one. Only the paragraphs beginning immediately after a subheading will not be indented.
- Italicize titles of books, journals, government documents. Put titles of book chapters and titles of journal, magazine, or newspaper articles in "quotations marks."
- Please use double quotation marks for quotes. If the sentence ends with a quote, please put the period mark before the quote.

### **Citations for Print Books**

Author's Last name, First name initial. Middle name initial. (Year of Publication). *Title of book.*

Place of publication: Publisher.

### **Citations for Book with no author**

*Book title: Subtitle.* (Year of Publication). Publisher

*Webster's Basic English dictionary.* (2000). Springfield, MA: Merriam-Webster.

### **Citations for Book with two authors:**

Author's Surname, Initial(s)., & Author's Surname, Initial(s). (Year of Publication). *Book title: Subtitle.* Publisher.

### **Citations for Edited Books**

Most edited books state on the cover or title page that they are edited by an author or multiple authors. The format is the same as a print book, except the editor's name is in the author's position. Include a parentheses afterwards with the abbreviation (Ed.) for an edited book by one author or (Eds.) for an edited book with two or more authors.

Editor, F. M. (Ed.). (Year of Publication). *Title of edited book*. Publisher.

### **Citations for Chapters in Edited Books**

Some edited books contain chapters written by various authors. Use the format below to cite an author's individual chapter in an edited book.

Chapter author's Last name, F. M. (Year of Publication). Title of chapter. In F. M. Last name of Editor (Ed.), *Title of book* (pp. page numbers). Publisher.

**(Notice that for APA style, the title of the chapter is not italicized, while the title of the book is. In addition, the chapter author's name is reversed at the beginning of the reference, but the editor's name is written in standard order).**

### **Citations for an E-book from an E-reader**

E-book is short for "electronic book." It is a digital version of a book that can be read on a computer, e-reader (Kindle, Nook, etc.), or other electronic devices. Include the DOI or URL if one exists for the e-book.

Author's Last name, F. M. (Year of Publication). *Title of work*. <https://doi.org/10.xxxx/xxxxxx> or URL

### **Citations for Websites**

#### **How to cite a web page on a website in APA:**

Author's Last name, F. M. (Year of Publication). *Title of article or page*. Site Name. URL

#### **APA website citation example:**

Simmons, B. (2015). *The tale of two Flaccos*. Grantland.

<http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

### **Citations for Journal Articles Found Online**

Databases are a popular place to find high quality journal articles. These references are formatted the same way as the print versions, except the DOI or URL is included at the end. If the article has a corresponding DOI number, use it instead of the URL. No URL? Use the homepage of the

journal's website for the URL. See Section 10.1 in the *Publication manual* for additional examples.

Author's Last name, F. M. (Year of Publication). Title of article. *Title of Journal*, volume  
*Number* (issue number), page range. <https://doi.org/10.xxxx/xxxxxx> OR URL

### **Citations for a Newspaper Article in Print**

Similar to journal articles, most individuals use online newspaper articles for research projects. However, if you're able to get your hands on a print version, use this structure for your reference:

Author's Last name, F. M. (Year of Publication). Title of article. *Newspaper Title*, pp. xx-xx.

### **Citations for Newspapers found Online**

Use this structure when referencing a newspaper article found on a website or database:

Author's Last name, F. M. (Year, Month Day of Publication). Title of article. *Title of Newspaper*.  
URL of newspaper's homepage

### **Citations for Newspaper Articles with No Author**

Title of article: Subtitle. (Year of publication). *Title of Newspaper*, page numbers of the whole  
article.

OR

Title of article: Subtitle. (Year of publication). *Title of Newspaper*. URL

### **Web article with no author listed**

*Is Some Homophobia Self-phobia?* (2012, April 5). University of Rochester.

<https://www.rochester.edu/news/show.php?id=4040>

### **Citations for Magazines**

#### **Citations for a magazine article in print:**

Author's Last name, F. M. (Year of publication). Title of Article. *Magazine Title*, Volume(Issue),  
page range.

Matesi, A. (2001, December). Living well. *Professional Builder*, 66, 40-50.

### **Citations for WEBINAR (recorded)**

Author. (Year). Name of webinar [description]. Publisher/Sponsor. URL

### **Citations for Blogs**

Blogs are found on websites and display continuously updated content and posts by a single author, group, or company. A blog shows news updates, ideas, information, and many other types of entries. Similar to journal entries, a blog begins with the date the information was added followed by the content.

If you're wondering how to cite a blog entry, look no further! Citing a blog is very similar to citing a website.

Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? *Sci Ed*.

<https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/>

### **Citations for a blog post:**

Author's Last Name, First initial. Middle initial. (Year, blog post was published). Title of blog post. *Title of Blog*. URL

### **Citations for Films**

Producer's Last name, F. M. (Producer), & Director's Last name, F. M. (Director). (Year of Release). *Title of Film* [Motion picture]. Studio/ Production Company.

### **Citations for Online Films & Videos:**

User name. (Year, Month Day of Posting). *Title of video* [Video]. Publishing site. URL

OR

Name (Producer). (Year). *Title of video* [Description]. Available from complete URL

### **Citations for YouTube channel:**

Username. (Year, Month Day of Posting). *Title of video* [Video]. YouTube. <https://xxxxxx>

markapsolon. (2011, September 9). *The haunting tape 14 (ghost caught on video)* [Video].

YouTube. <https://www.youtube.com/watch?v=6nyGCbxD848>

### **Citations For Music Recordings**

Writer, A. (Year of Copyright). Title of song [Recorded by B. B. Artist if different from writer].

On *Title of album* [description]. Label. (Date of recording if different from song copyright date).

### **Citations for Images:**

**Citing an image found in a print publication (such as a book or magazine) or museum:**

Creator's Last name, F. M. (Year of Publication). *Title of image* [Format]. Publisher/Museum.

### **Images, artwork from online:**

Artist's Surname, Initial(s). (Year of Publication). *Title of the work* [Description of the medium].

URL

### **Citations for Interviews:**

A personal interview should NOT be included in a reference list. They are not considered recoverable data (they cannot be found by a researcher). You should reference personal interviews as citations in the body of the project instead.

(Interviewee's First Name initial., Last Name, personal communication, Date of Interview)

Published Interviews should be cited accordingly if they appear as journal articles, newspaper articles, television programs, radio programs, or films.

Last Name, First initial. Middle initial. of Individual being interviewed (Year, Month Day Interviewed). Interview by F.M. Last name [Format of interview].

### **Interview recorded and available in an archive**

Last name, First Initial. Middle Initial. of person interviewed. (Date of Interview). Interview by First initial. Middle initial. Last name [mode of medium]. Project title, Project sponsor. Location of archive, city.

#### **Example:**

Milne, A. (1994, December 19). Interview by D. Alder [Tape recording]. Washington

County's Oral History Program, Dixie State College. Special Collections, St. George, UT.

### **Citations for Encyclopedia and Dictionary Entries:**

#### **Encyclopedia/Dictionary in print:**

Author's Last name, F. M. (Year of Publication). Entry title. In F. M. Last name of Editor (Ed.), *Title of encyclopedia or dictionary* (pp. xx-xx). Publisher.

### **Citation for a Lecture:**

This style of reference would be used if you were citing a set of notes from a lecture (e.g., PowerPoint or Google slides provided by your instructor).

### **Citations for online lecture notes or presentation slides:**

Author's Last name, F. M. (Year of Publication). *Name or title of lecture* [Lectures notes or PowerPoint slides]. URL

### **Citations for Social Media:**

Social media is everywhere, even in research projects. Many influencers post thoughts, inspirational quotes, and intriguing stories in their profiles.

If you need to cite a post from a social media platform, use this structure:

Last name, F. M. or Group Name who posted the content [@Username]. (Year, Month Day posted). *First 20 words of the post* [Format]. Social Media Site Name. URL

### **Citations for a Translation**

Author's Author Last name, Initial(s). (Year of Translation). *Book title: Subtitle* (Translator Initial(s) Surname, Trans.). Publisher. (Original work published Year).

Castro, F. (2008). *My life* (A. Hurley, Trans.). Dover. (Original work published 2006).

### **Citations for an Illustrated book**

Author's Surname, Initial(s)., & Illustrator Surname, Initial(s). (Illustrator). (Year of Publication). *Book title: Subtitle*. Publisher.

Ogaz, N., & Shubeck, P. (Illustrator). (2008). *Buster and the Amazing Daisy: Adventures with Asperger Syndrome*. London: Jessica Kingsley.

### **Citations for a Book review**

Review author's Surname, Initial(s). (Year of Review). Review title (if there is one) [Review of the book *Book title: Subtitle*, by Author Initial(s). Surname]. Journal Title, Volume(Issue), page numbers (without page number abbreviations). DOI if from an online source.

Hall, A. (2012). [Review of the book *Child psychology and psychiatry: Frameworks for practice*, by D. Skuse, H. Bruce, L. Dowdney & D. Mrazek]. *Child and Adolescent Mental Health*, 17(2), 126.

## **Citations for Published Theses/Dissertations**

Author(s)' surname, Initials. (Year of publication). *Title of thesis/dissertation*. (Description).

Institution and place where thesis/dissertation is held.

## **In-Text Citations:**

In-text and parenthetical citations should include direct quote, paraphrasing information (Paraphrasing is when you take information from another source and rephrase it, in your own words), or simply referring to a piece of information from another source. In-text and parenthetical citations are found immediately following any direct quotes or paraphrases.

**One author:** (Deshpande, 2005)

**Two authors:** (Becket & Pinter, 1984)

**Note:** Use the words “and” when you write the last name of the author(s) in your sentence

(narrative citation). Use the “&” sign when you write the last names of the author(s) in rounded brackets (parenthetical citation).

**Three or more authors:** If you have 3 or more authors, write the last name of whichever author is listed on the source first, followed by the words “et al.” (Wordsworth et al., 1875)

## **Film**

**In-Text Citation (Paraphrase):**

(Director Surname, Year)

**In-Text Citation (Quotation):**

(Director Surname, Year)

## **Television**

**In-Text Citation (Paraphrase):**

(Executive Producer Surname, Year)

**In-Text Citation (Quotation):**

(Executive Producer Surname, Year)

## **Web page with author:**

**For sources with no date use n.d.** (for no date) in place of the year: (Imran, n.d.).

**For sources such as websites and e-books that have no page numbers,** use a paragraph number, for example: (Desai, 2005, para. 1)

### **Short quotations**

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

### **Long quotations**

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.