South Florida DeVry University/
Keller Graduate School of Management

This updated handout is based on the 6th edition of the Publication Manual of the American Psychological Association (APA). For all rules and requirements of APA citations, please consult:


**APA Documentation**

**General Format**

Your paper should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of 1 inch on all sides. Your final paper should include four major sections: **Title Page, Abstract, Main Body, and References**.

Consecutively number the pages of your manuscript, beginning with the title page, as part of the manuscript header in the upper right corner of each page. Your references should begin on a separate page from the text of the essay with the title **References** (with no quotation marks, underlining, etc.), centered at the top of the page.

Please see the handout on **APA Sample Paper** resource to see an example of an APA paper. You may also visit this website http://owl.english.purdue.edu/owl/resource/560/12/ for more examples of APA papers.

If your professor requires a different format for the title page, follow the professor’s guidelines.

**Documentation**

Any time you use information from a source, whether you paraphrase, summarize, or quote it, you must document the source. Documentation includes two parts: parenthetical (also called in-text) citations and a References list. The citations refer the reader to the References page for complete source information.
In Text Citations

Summaries and Paraphrasing
Paraphrasing means that you explain what an author has said in your own words. When you paraphrase, you need to give credit to the original author of the ideas. This is done by inserting the author’s name and year the material was published in parentheses. This style of citing is called the author-date method of citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper. If the author is not named, use a shortened version of the title instead of an author's name.

Example:
Jones (1998) compared student performance…

Quotations
Follow the author-date method of citation and include the page number(s) on which the original material is found. Use “p.” when referring to one page of a source (p. 40), and “pp.” when referring to a range of pages (pp. 40-45).

Short Quotations
To indicate quotations of fewer than 40 words in your text, incorporate it into text and enclose the quotation with double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text.

Example:
She stated, “Students often had difficulty using APA style,” (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long Quotations
If the quotation comprises 40 or more words, display it in a freestanding block of typewritten lines, and omit quotation marks. Start such a block quotation on a new line and indent one inch from the left margin. Maintain double-spacing throughout the entire quotation. The parenthetical citation should come after the closing punctuation mark.

Example:
Larsgaard’s 1998 study explains that: The very first job the librarian should undertake in this area is to get a Web page for the collection up and running, and then to have as many of the collection's publications and handouts as possible available through that Web page. The page should include a brief introduction to the collection, a map of the collection, the aforementioned handouts and publications (or at least citations to them, if copyright does not permit their appearance on the Web), and links to spatial data in digital form. (p. 287).
**Works by no identified author or With an Anonymous Author:**
When a work has no named author, cite the first few words of the reference entry (usually the title) and the year. Use double quotation marks around the title of an article, chapter, or Web page. Italicize the title of a periodical, book, brochure, or report.

For example:

The site seemed to indicate support for homeopathic drugs ("Medical Miracles," 2009).

The brochure argues for homeschooling (*Education Reform*, 2007).

Treat reference to legal materials such as court cases, statutes, and legislation like works with no author.

When a work’s author is designated as “Anonymous,” cite in text the word *Anonymous* followed by a comma and the date:

(Anonymous, 2009)

**No author, no date, and no page numbers**
Use the first few words from the title, then the abbreviation n.d. (for "no date"), and then use paragraph numbers (if available) or simply leave out any reference to pages.

Example:
In another study of students and research decisions, it was discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

**Choosing double or single quotation marks**
If you are using a short quotation that includes quotation marks within it, use single quotation marks to set off the material that was originally in quotation marks. If you are using a block quotation that includes quotation marks within it, use double quotation marks to set off the material that was originally in quotation marks.

**The Reference List**

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list. Your references should begin on a separate page from the text of the essay. Center the title **References** (with no quotation marks, underlining, etc.) at the top of the page. It should be double-spaced just like the rest of your paper.

**Basic Rules**
- Invert (last name first) authors’ names; give the last name and initials for all authors of a particular work.
- Alphabetize the reference list by authors' last names.
• If you have more than one work by a particular author, order the works by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article).

• When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

• If no author is given for a particular source, alphabetize using the title of the work, which will be listed in place of the author, and use a shortened version of the title for parenthetical citations.

• Use "&" instead of "and" when listing multiple authors of a single work (in text citations, too).

• Indent all lines after the first line of each entry in your reference list one-half inch from the left margin. This is called hanging indentation.

• Capitalize only the first word of a title and subtitle of a work.

• Italicize titles of books and journals.

• Do not place article titles in quotation marks.

• When you use numbers in your text, spell out numbers equal to or less than ten; write the numbers 11 and up as numbers. For example, write, “The survey consists of 100 questions and should take approximately one hour”.

Print Sources Citation Format

Books (also use for reports, brochures, and audiovisual media)

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. City, State: Publisher.

NOTE: For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

Part of a Book (e.g., a book chapter or an article in a collection)


An article in a periodical (e.g., a journal, newspaper, or magazine)

Author, A. A., Author, B. B., & Author, C. C. (Year, add month and day of publication for daily, weekly, or monthly publications). Title of article. Title of periodical, volume number, pages.
NOTE: You need list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well: Title of Periodical, Volume (Issue), pages.

Electronic Sources Citation Format

Article in an Internet Magazine or Journal

Electronic Book (e.g., Net Library book)

Other Internet Document (e.g., a Web page or report)

If there is no date available for the document, use (n.d.) for no date.

For information obtained electronically or online include the Digital Object Identifiers (DOI):

DOI - is a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The DOI is typically located on the first page of the electronic journal article near the copyright notice. When a DOI is used in your citation, no other retrieval information is needed. Use this format for the DOI in references: doi:xxxxxxx

If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. Do not insert a hyphen if you need to break a URL across lines; do not add a period after a URL, to prevent the impression that the period is part of the URL.

In general, it is not necessary to include database information. Do not include retrieval dates unless the source material has changed over time.

Examples of Citations
The Publication Manual of the American Psychological Association provides extensive examples covering a wide variety of potential sources. Below are some of the most commonly cited kinds of sources. If your particular source is not listed below, use the basic forms (above) to determine the correct format, check the Publication Manual, or consult www.apastyle.org/
Book

Journal article, one author

Journal article, three to six authors

Journal article, more than six authors

NOTE: The phrase *et al.* stands for "and others."

Journal Article with DOI:

Journal Article without DOI (when DOI is not available):


Magazine article, one author

A book or article with no author or editor named

A government publication

A translated work and/or a republished work
NOTE: When you cite this work in text, it should appear with both dates: Laplace (1814/1951).

An entry in an encyclopedia

An article retrieved from a database
   http://library.devry.edu

An electronic book

An online journal article

Chapter or section of an online document

NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

Film or Video Recording

Message posted to an online newsgroup, forum, or discussion group

NOTE: If only the screen name is available for the author, then use it. Be sure to provide the exact date of the posting. Follow the date with the subject line, the thread of the message (not in italics). Provide any identifiers in brackets after the title, as in other types of references.
References


Sources for APA Style Guidelines


