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APA Style of Referencing
According to the 6th Edition of the APA Publication Manual

Please note that although the first printing of the sixth edition of the *Publication Manual of the American Psychological Association* (APA) contained formatting errors in the sample paper, this document follows the corrected second printing of the manual. The APA's corrected sample papers are available at <http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf>.

For details not addressed in this document, consult Chapter 6 of the APA publication manual. See Chapter 7 for more examples of specific kinds of reference listings. The manual is available in the Pope Pius XII Library and in the college bookstore. The APA also provides online resources at www.apastyle.org.

I. Tips for citing accurately and efficiently

1. As soon as you begin to read a source, add it to your reference list. This forces you to determine its author and date so you can cite it correctly in the text.
2. Use author and date, the first two elements of the reference listing, to identify every note card or idea you write from a source. Include page or section and paragraph number for word-for-word quotes.
3. After creating an organized first draft, revise your paper for flow, deciding when to use parentheses and when to make your citations part of the narrative.
4. Just before proofreading, compare the in-text citations to the reference page to make sure that all sources cited are listed and that there are no entries in the reference list that are not cited in the paper. The *find* command in Microsoft Word can help with this task.

II. Creating the reference page

A. Formatting

Use the "Page Break" command under "Insert" in Microsoft Word to ensure that the list begins at the top of a new page even if you make changes in the body of the paper. Center the word "References" horizontally at the top of the new page, just below the running head and page number. Double-space the entire page with no extra line spacing between entries. Format everything below the title using a "hanging indent," in which the first line of each entry begins at the left margin and subsequent lines are indented by ½ inch.

To access the hanging indent feature in Microsoft Word 2007, on the "Home" tab find the "Paragraph" section. Open the drop-down menu on the "line spacing" icon (in the) and select "Line Spacing Options." In the "Indentation" section of the dialog box, find the "Special" drop-down menu and select "Hanging." In earlier versions of Word, access the same dialog box by selecting "paragraph" from the "Format" drop-down menu.

B. What sources to include

Include in the reference list all the sources you have cited in the paper except personal communications, and do not include works that are not cited. A source may be an article,

chapter, report, whole book, website article, blog posting, or other work. List works in alphabetical order by first author surname. If two or more works have the same first author, order by second authors, if any, then by publication date, with the most recent first. If there is no author, alphabetize by the document title.

C. What information to include for each source

For each work, give all of the following that apply:

1. **Author.** This may be a person, several people, or a group or organization, or there may be no author. When there is no author, the title of the work precedes the publication date.
 - Authors' names are given by surname followed by all initials provided.
 - Follow each initial with a period, and separate two or more initials using single spaces.
 - For works with several authors, list the names in the order given in the original document.
 - For sources with more than seven authors, give only the first six and the last. The table at the end of this document provides instructions for both in-text and reference list formatting of the list of authors.
 - The element ends with a period.
2. **Date of publication.** Usually the year of publication is enough. For newspaper and magazine articles, follow the year with a comma, followed by the month and day.
 - The date is enclosed in parentheses.
 - The element is followed by a period.
3. **Title of the work.** This may have one or two parts. The first part is the title of the work itself. If the work is an article in a periodical or reference work or a chapter in a book, the larger source's title is also given. A website's Uniform Resource Locator (URL) does not serve as a title.
 - Capitalize only the first word of the title and of the subtitle of an article or chapter in a book.
 - Titles of periodicals (journals, newspapers, or magazines) are spelled out in full, italicized, and in upper and lowercase letters.
 - Titles of non-periodicals use uppercase letters for only the first word of the title and subtitle. Some titles include a colon; the subtitle is the words following the colon.
 - For articles and chapter titles, use regular font.
 - For books and reports, italicize.
 - Enclose specifiers such as edition, volume number in a multivolume work, supplement, etc. in parentheses following the title and before the period. Abbreviations for these specifiers are listed on page 180 of the manual.
 - End the element with a period.

4. **Publication information.** Specify relevant volume, issue, and page numbers for a periodical article. Give the publisher's location and name for printed, non-periodical works only.
 - The volume, issue number, and page numbers for a journal article are given in numerals. The volume number is italicized, but page and issue numbers are not.
 - The issue number is given in parentheses immediately following the volume number only if the pagination begins anew in each issue. (Most journals use continuous pagination through all the issues in each volume.)
 - The page numbers follow a comma and are given as a range.
 - End the element with a period.

5. **Retrieval information.** This is to help your reader locate a source electronically. It should be included for all sources except books, even if you have used them in print form. The Digital Object Identifier (DOI), if one is available, is preferred and is the only retrieval information needed for any document that has one. The DOI may be found on the first page of the document, in some database listings, or by searching for the document using the *Guest Query* form at www.crossref.org. The URL of the publisher's home page should be given for all periodical sources without a DOI. A database name should be given only when the work is no longer available from a publisher.
 - Introduce the DOI with the lowercase letters doi followed by a colon.
 - Leave no space between the colon and the DOI itself.
 - A URL should include only as much of the path as is needed. The protocol (usually *http://*) and host name (ending with *.org*, *.edu*, or *.com*) are sufficient if the reader can find the specific document from the home page.
 - A long URL may be broken before a period or a slash.
 - The period that usually ends a reference listing is left off after a URL or DOI.

D. How to find the reference elements for a web source

1. **Author of a web source.** Look first for the name of a person, usually given just below the title of the section or article you are reading. If no person's name is given, use the publisher as the author. Look for the publisher's name at the top of the home page or at the bottom with the publication date.
2. **Publication date of a web source.** A copyright date is usually given at the bottom of the page. If not, you may need to visit the site's home page to find this.
3. **Title of a web source.** If the web passage you are reading is not a distinct article, give the title of the page but not of the whole website. In the text of your paper, use a section or paragraph heading instead of a page number to specify the location of quotations.
4. **Retrieval information for a web source.** Give the URL of the home page preceded by "Retrieved from." Include the date of retrieval only if the source is likely to change over time.

E. General models for creating reference listings

The two models below are to show punctuation and formatting. In them, *y* stands for the year of publication, *v* stands for volume numbers, and *p* stands for page numbers.

1. Journal article

Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of article. *Title of Periodical*, *vv*, pp-pp. doi:xx.xxxxxxxxxx

Journal article for which no DOI is available:

Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of article. *Title of Periodical*, *vv*, pp-pp. Retrieved from <http://www.publisherhomepage.com>

2. Book

Author, A. A. (yyyy). *Title of book*. City, State Abbreviation or Country: Publishing Company's Name.

F. Examples of reference listings

Chapter 7 of the manual gives examples for a greater variety of specific sources. Examples are given below for those most often encountered in student papers.

1. Journal article with DOI.

Bower, H. (2001). The gender identity disorder in the DSM-IV classification: A critical evaluation. *Australian and New Zealand Journal of Psychiatry*, *35*, 1-8.
doi:10.1046/j.1440-1614.2001.00859.x

2. Three to seven authors, no DOI available

Dixon, A. L., Scheidegger, C., & McWhirter, J. J. (2009). The adolescent mattering experience: Gender variations in perceived mattering, anxiety, and depression. *Journal of Counseling and Development*, *87*, 302-310. Retrieved from <http://www.counseling.org>

3. More than seven authors

Meyer, W., III, Bockting, W. O., Cohen-Kettenis, P., Coleman, E., DiCeglie, D., Devor, H.,...

Wheeler, C. C. (2001). The Harry Benjamin International Gender Dysphoria

Association's standards of care for gender identity disorders, sixth version. *International*

Journal of Transgenderism, 5(1). Retrieved from <http://www.tandf.co.uk/journals>

[/haworth-journals.asp](http://www.tandf.co.uk/journals/haworth-journals.asp)

4. Book with no author.

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

5. Book with a group author (author is also the publisher)

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders*

(4th ed., text rev.). Washington, DC: Author.

6. Chapter in an edited book, print version.

Wagstaff, D. A., Abramson, P. R., & Pinkerton, S. D. (2000). Research in human sexuality. In

Szuchman, L. T. & Muscarella, F. (Eds.), *Psychological perspectives on human sexuality*

(pp. 3-59). New York, NY: Wiley.

7. Audiovisual production

Netter, G., Johnson, B., & Kosove, A. (Producers) & Hancock, J. L. (Director). (2009). *The blind*

side [Motion Picture]. United States: Warner Bros.

8. Online newspaper article

Klimkiewicz, J. (2008, January 10). Audrey Conrad, Outside the box: Those in the transgender

community find a warm embrace at Real Art Ways. *Hartford Courant*. Retrieved from

<http://www.courant.com>

9. Page from an organization's website, no author

South Park Inn. (n.d.). South Park Inn: About us. Retrieved from <http://www.southparkinn.org/aboutus.html>

10. Blog post

McAdoo, T. (2009, August 13). Re: The flexibility of APA style [Web log message]. Retrieved from <http://blog.apastyle.org/apastyle/2009/08/the-flexibility-of-apa-style.html>

11. Wiki article (Note that a wiki is not considered a scholarly or a primary source.)

Transgender. (n.d.). In *Wikipedia, The Free Encyclopedia*. Retrieved September 29, 2009, from <http://en.wikipedia.org/w/index.php?title=Transgender&oldid=316822385>

III. Citing Sources in the Text of the Paper

A. What to include in an in-text citation

Always include two pieces of information in your text:

1. the surname (last name) of the author or authors (If no authors are given, use whatever comes first in your reference listing) and
2. the year of publication.

If you have quoted directly from your source, provide also

3. the page number or section name and paragraph number.

Each of these elements may be given either within the text of the sentence, as part of the narrative, or in parentheses, as an aside. If you want to emphasize the identity of the researcher(s), give the authors' names as part of the narrative as in the first example. To emphasize the historical context, place the date in the narrative as in the second example. Do not give a website's URL in the text of your paper unless you have a very specific reason to do so.

Depending on the number of authors, some sources' author lists may be abbreviated some of the time by giving the first author's surname and the Latin *et al.* (meaning *and the rest*). The abbreviated form is used for the second and subsequent mention of a source with three to five authors. For sources with six or more authors, all in-text citations should be in the abbreviated form. The manual provides a helpful table of basic in-text citation styles by number of authors on page 177.

4. Examples of in-text citations

1. Single author.

A person usually adopts her or his gender of rearing (Castillo, 1996).

or

Castillo (1996) observes that a person usually adopts her or his gender of rearing.

2. Two authors.

In order for this work to be effective, clients with Gender Identity Disorder must first have safety and trust in the therapeutic relationship (Carroll & Gilroy, 2002).

or

According to Carroll and Gilroy (2002), clients with Gender Identity Disorder must first have safety and trust in the therapeutic relationship in order for this work to be effective.

3. First citation of a source with three to five authors.

A person may seek help for relational problems, depression, anxiety, or generalized distress, and be unwilling to divulge gender preoccupation (Carroll, Gilroy, & Ryan, 2002).

or

Carroll, Gilroy, and Ryan (2002) found that a person may seek help for relational problems, depression, anxiety, or generalized distress, and be unwilling to divulge gender preoccupation.

4. When to use *et al.* For the second and subsequent citation of a source with three or more authors, or any citation of a source with six or more authors, give only the first author followed by *et al.*, the abbreviation of the Latin *et alii* meaning *and others*. Always place a period after *al.*

Carroll et al. (2002) recommend an *informed not knowing* stance, an attitude that avoids jumping to conclusions or labeling the client but is willing to learn.

or

An *informed not knowing* stance, an attitude that avoids jumping to conclusions or labeling the client but is willing to learn, is recommended (Carroll et al., 2002).

5. Two or more sources for the same idea. List the sources in alphabetical order in correct parallel construction in the sentence or separated by semicolons in parentheses.

Increased nonright-handedness in both males and females with gender dysphoria, an atypical finger print asymmetry, and some birth-order correlations may be indirect markers of a biological origin (Green, 2000; Zucker, Beaulieu, Bradley, Grimshaw, & Wilcox, 2001).

- 6. No publication date given.** As in the reference list, use the abbreviation n.d. in the place of the year.

Hartford's South Park Inn offers a transitional housing program in addition to emergency shelter (South Park Inn, n.d.).

- 7. Secondary source (when one author cites the work of another).** As often as possible, cite the original source directly. However, when citing from a secondary source, name the original source and its author in the text and specify the secondary source, the one you actually read, in parentheses preceded by the phrase *as cited in*.

Gittleson and Dawson-Butterworth's 1966 study of genital delusions and hallucinations (as cited in Bower, 2001) found that genital delusions or delusions of sex change occur in 25% of both male and female schizophrenics.

- 8. Personal communications.** These include personal interviews, e-mails, letters, and other communications that cannot be recovered. Material from class lectures may be treated as personal communications only if the instructor did not provide printed or electronic lecture notes and the ideas are not more accurately attributed to a primary source. Personal communications should be cited in the text only. The citation should include the initials of the person's first name as well as a precise date if possible.

P. G. Smith (personal communication, September 12, 2006) explained why the client was likely to avoid confrontation.

or

The client was likely to avoid confrontation (P. G. Smith, personal communication, September 12, 2006).

- 9. Quotation with page number**

"Effective counseling with [the transgendered] population also requires... that [counselors] be adept at consultation, referral, and case management" (Carroll, Gilroy, & Ryan, 2002, p.134).

10. Short quotation with paragraph locator.

Counselors will, by holding respect for their GID clients, be engaging in “an act of socio-political advocacy” (Chen-Hayes, 2001, Interventions section, para. 2).

11. Quotation longer than 40 words with section locator.

In a review of research and literature relevant to the needs of transgender youth, Chen-Hayes (2001) calls for school counselors to adopt an advocacy role:

The major issue confronting our schools and families is to provide a safe, nurturing, nonviolent atmosphere in which to grow and develop for all persons of varied sexual orientations and gender identities and expression.... Silence and ignorance related to sexual orientation and gender identity and expression can no longer be tolerated in schools and families. (Conclusion section).

Please note that although the first printing of the sixth edition of the *Publication Manual of the American Psychological Association* (APA) contained formatting errors in the sample paper, this document follows the corrected second printing of the manual. The APA’s corrected sample papers are available at <http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf>.