APA Style Basics: Sixth Edition
Department of Organizational Performance and Workplace Learning (OPWL)
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<td>Print – Edited</td>
<td>17</td>
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<tr>
<td>Entry in a Reference Work</td>
<td>17</td>
</tr>
<tr>
<td>Print – Edited Reference Work</td>
<td>17</td>
</tr>
<tr>
<td>Online – Entry in an Edited Reference Work, Edition other than the</td>
<td>17</td>
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<td>Published</td>
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<td>19</td>
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</tr>
<tr>
<td>Published</td>
<td>19</td>
</tr>
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About this Handout

The Publication Manual of the American Psychological Association (APA) defines style rules for writing in the social sciences. This handout was created to help OPWL students apply the basics of the APA style to their citations and references for class assignments. Using APA style for citations and references is required in most assignments throughout the OPWL program. The Publication Manual has further guidelines for formatting pages, writing clearly and concisely, and the presentation of research data; these may be useful if you choose the Thesis option for your culminating activity. Adherence to the broader APA formatting style is not required for most OPWL assignments.

Citations and references are very important in graduate work. You can use them to:

- demonstrate that you are aware of what others are thinking and saying about the topic
- provide support for your arguments by identifying who else agrees with your ideas
- give credit to the originator(s) of an idea or model and help you to avoid plagiarism
- enable your reader to locate the information that you are citing
- communicate important information about the sources that you are relying on in making your arguments. For example, peer-reviewed sources are generally considered more authoritative. They also identify what you actually read. So, if someone else misinterpreted someone's work and you are relying on that person's interpretation, you are not blamed for the mistake.

We use APA Style formatting for citations and references in OPWL assignments because it is the predominant style in the journals which we most frequently read and publish.

When to Cite a Source

Quoting, Paraphrasing and Summarizing

Quotations, paraphrases, and summaries of what you have read or heard are very useful tools in writing. For example, you can use them to

- add credibility to what you are saying by showing that there is support within the field for your position
- illustrate the differences in opinion about a topic
- highlight a particular viewpoint with which you want to agree or disagree
- show what a particular author or thinker had to say about an issue
- distance yourself from a particular position by presenting a different voice or writing style

Regardless of your purpose, whenever you quote, paraphrase, or summarize something that you read or heard elsewhere (even your own previously published work) you need to include a citation to avoid plagiarism. Yes, you can plagiarize yourself, if you use work that was previously published!

We do not expect you to cite all of your discussion posts in the assignments that you submit for grading in the program, but we will expect that you will cite other people's discussion posts and any of your own assignments that you already submitted for grading.
For descriptions and examples of a quote, a paraphrase, and a summary as well as when to use each one, see Table 1.

Table 1. Description of the Differences between a Quote, a Paraphrase, and a Summary

<table>
<thead>
<tr>
<th>Definition</th>
<th>Quote</th>
<th>Paraphrase</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>When you quote, you include the exact wording that you read or heard somewhere else into your work.</td>
<td>When you paraphrase, you change the wording and perhaps condense what you read or heard somewhere else before including it in your work.</td>
<td>When you summarize, you put the idea that you read or heard somewhere else into your own words and condense it down to its essence before including it in your own work.</td>
<td></td>
</tr>
</tbody>
</table>
| When to Use | • to draw attention to what a particular author said and how they said it as an illustration of their use of language  
• to present someone’s position before commenting on it or providing a critique  
• to present a particularly well phrased statement whose meaning might be changed or lost completely if you summarized or paraphrased it | • to communicate the idea rather than the specific language used to express it  
• to avoid disrupting the flow of the paper by introducing another voice | • to communicate the idea more succinctly  
• to avoid disrupting the flow of the paper by introducing another voice |
| Example | “Reproduce word for word material directly quoted from another author’s work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants” (APA, 2010, p. 170). Note: location information is required for all quotations. | Copying the exact wording from a publication, document or statement whether your own or someone else’s is called quoting (APA, 2010, p. 170). Note: a paraphrase may contain some of the same words as the original, but not many! | Quoting is incorporating exactly what you read or heard elsewhere into your work (APA, 2010, p. 170). Note: the page number is included here and in the example of the paraphrase because the APA 6th recommends including location information when paraphrasing or summarizing. |
Figures and Tables

In the APA Style any tables or figures that are copied or adapted from someone else’s work (or your own previously published work) must be clearly identified as reprinted or adapted from the original source and the original source must be provided in text. Permissions from the original publisher must also be obtained and this must be noted in the text using the words “with permission”. See example in Figure 1.

![Image of Performance Improvement/HPT Model]

Figure 1. Example of Figure Copied from Another Source with Source and Permissions Noted.

In your assignments for this program, we do not expect that you will request permission from the author/publisher to include a figure or table in your assignment, nor do we require you to use the special formatting, but we do expect you to cite your source(s) using the author-date method when you copy or adapt a table or figure from another source. See example of a Table copied from an original in Figure 2 and of a table adapted from an original source in Figure 3.

**Note:** You should refer to the label of the table or figure in your text (e.g., “As shown in Table 1”). However, you should not refer to where the table or figure is located (e.g., “As shown in Table 2, below”). Simply referring to the label of the table or figure is sufficient and the location of a particular table or figure may change.
Table 2. Example of a Congruent Lesson Structure

<table>
<thead>
<tr>
<th>Instructional Objectives</th>
<th>Instructional Activities</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without using reference materials, students will be able to list the six factors of Thomas Gilbert’s behavior-engineering model (BEM) in the correct order.</td>
<td>• Show Gilbert’s BEM in a table.</td>
<td>Show the BEM table without the labels of the six factors. Ask students to write down the labels in the correct cells and then to number them in the proper order.</td>
</tr>
<tr>
<td></td>
<td>• Explain the sequence Gilbert said should be followed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide an example of the use of the six factors in the correct order to diagnose a problem.</td>
<td></td>
</tr>
</tbody>
</table>

(Chyung, 2008, Table 1, p. 17)

Figure 2. Table Copied from the Original.

Table 2. Create a Congruent Lesson Plan

<table>
<thead>
<tr>
<th>Instructional Objectives</th>
<th>Instructional Activities</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter your instructional objective in this column adding rows as needed. For example,</td>
<td>Then list 2-3 instructional activities that will help your learners to achieve each one. For example,</td>
<td>Finally, describe how you will assess whether or not they have achieved each objective. For example,</td>
</tr>
<tr>
<td>Without using reference materials (condition), students (audience) will be able to list the six factors of Thomas Gilbert’s behavior-engineering model (BEM) (Behavior) in the correct order (criteria).</td>
<td>• Show Gilbert’s BEM in a table.</td>
<td>Show the BEM table without the labels of the six factors. Ask students to write down the labels in the correct cells and then to number them in the proper order.</td>
</tr>
<tr>
<td></td>
<td>• Explain the sequence Gilbert said should be followed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide an example of the use of the six factors in the correct order to diagnose a problem.</td>
<td></td>
</tr>
</tbody>
</table>

(adapted from Chyung, 2008, Table 1, p. 17)

Figure 3. Table Adapted from the Original.

The same is true for Figures although both the caption and the citation are below as shown in Figure 4 and Figure 5.
Figure 1. ISPI HPT/Performance Improvement Model (Van Tiem, Moseley, & Dessinger, 2012, Figure 2-1, p. 43).

Figure 4. Figure Copied from the Original.

Figure 5. Figure Adapted from the Original.

Note: Some instructors use “based on” rather than “adapted from”. Both are acceptable. But you may want to check with your instructor to see if they have a preference.
Citing Your Sources the APA Way

Author-Date Citation Method

The APA style uses the author-date citation method. That means that the the author(s) surname(s) is always directly followed by the publication date exactly as it is shown in the references, while the page number (or other location information such as para. for paragraph) may be separate. Table 2 shows examples of this.

Table 2. Citation Examples – Paraphrases and Short Quotes

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraphrase</td>
<td>Porter (2015) offered encouragement suggesting that while the APA style may seem tricky at first, once you practice a little you can get the hang of it (para. 6).</td>
</tr>
<tr>
<td>Author in text</td>
<td></td>
</tr>
<tr>
<td>Paraphrase</td>
<td>Instructional technology is both focused on the ends, i.e., achieving preset goals, and systematic in its approach, using methods derived from physical or social science (Chyung, 2008, pp. 3-4).</td>
</tr>
<tr>
<td>Author in parentheses</td>
<td></td>
</tr>
<tr>
<td>Quotation</td>
<td>Villachica, Stepich, and Rist (2011) note that “without sponsorship, it becomes difficult, if not impossible, to demonstrate the overall impact of a training program to the sponsor who funded it-let alone the rest of the organization” (pp. 9-10).</td>
</tr>
<tr>
<td>Author in text</td>
<td></td>
</tr>
<tr>
<td>Quotation</td>
<td>“Systematic applications refer to purposely planned, methodical, step-by-step approaches” (Chyung, 2008, p. 9).</td>
</tr>
<tr>
<td>Author in Parentheses</td>
<td></td>
</tr>
</tbody>
</table>

Note: when the author(s)’ name is in the text it emphasizes that this author saying what you are citing, while when the author’s name is in parentheses it emphasizes the idea that you are citing rather than the author who said it.

To make it easier to read and save space, when there are three or more authors or recognizable acronyms for groups, the APA style sometimes uses a short form, such as acronyms, “et al.” or an ampersand (&), as illustrated in Table 3.

Table 3. Variations in Author-Date Citation Depending on the Number or Type of Author(s)

<table>
<thead>
<tr>
<th>Number of Authors</th>
<th>1st Citation – Author(s) in the Text</th>
<th>Subsequent Citations – Author(s) in the Text</th>
<th>1st Citation – Author(s) in Parentheses</th>
<th>Subsequent Citations - Author(s) in Parentheses</th>
</tr>
</thead>
</table>
### Location Information - Page Numbers or Equivalents

The APA style requires location information, typically page numbers, for all quotations regardless of their length. It also recommends including location information for all paraphrases and summaries since this makes it easier for your reader, and for you, to locate the specific information you are referring to, particularly in lengthy or complex documents.

If there is no page number, as is often the case with online documents, paragraph numbers can be used. This can be unwieldy in a long document so, if neither page numbers nor paragraph numbers are visible, and there are headings, it is better to include the heading (either in full or shortened) followed by the number of the paragraph following that heading. To cite a specific part of a source you can also use chapter, figure, or table followed by the number. Note that unlike page or paragraph, the words chapter, figure, and table are capitalized in citations. See examples in Table 4.
Table 4. Examples of Location Information for Citations

<table>
<thead>
<tr>
<th>Location Information</th>
<th>Format</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Number(s)</td>
<td>p. xx or pp. xx-xx</td>
<td>(p. 12) or (pp. 12-15)</td>
</tr>
<tr>
<td>Paragraph</td>
<td>para. x</td>
<td>para. 7</td>
</tr>
<tr>
<td>Heading + Paragraph</td>
<td>Heading words, para. x</td>
<td>Plagiarism, para. 1</td>
</tr>
<tr>
<td>Short Heading + Paragraph</td>
<td>“Shortened heading,” para. x</td>
<td>Original Heading – Works with no identified author or with an anonymous author. “Works with no identified author,” para. 2</td>
</tr>
<tr>
<td>Chapter</td>
<td>Chapter x</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Figure</td>
<td>Figure x</td>
<td>Figure 12</td>
</tr>
<tr>
<td>Table</td>
<td>Table x</td>
<td>Table 2</td>
</tr>
</tbody>
</table>

Citing Personal Communications

Personal communications are things like conversations, emails, letters, and so forth that would not be readily accessible to someone reading your work. Nonetheless, they should be cited. The format for these citations is a little different, it includes the author(s) initials as well as the surname, the words personal communications, and the full date. See examples in Figure 6. Examples of Citations of Personal Communications.

L. Urban (personal communication, July 31, 2016) noted that good metacognitive skills are essential for graduate students’ success.

Active reading is an important metacognitive skill (L. Urban, personal communication, July 31, 2016).

Note: Personal communications are not included in your reference list.

Citing a Secondary Source

You must always cite the source that you read. This is the material that you are relying on to make your argument. When you are submitting a manuscript for publication, this usually means that you need to track down the original source of the material so that you can cite it directly, unless it is not available. But for most of your assignments in OPWL your instructor will not require you to do this. Instead, they will accept a citation of a secondary source.

A secondary source is when you cite a source (the original author or primary source) whose work you read about in another author’s work (the secondary source). For example, you are reading Chyung’s book and in it she uses an excellent analogy from Rothwell for the concept of systemic that you want to include in your assignment. You would acknowledge Rothwell as the original
author and then use the words “as cited in” before the author and publication date of the source that you read, Chyung, 2008. Figure 7 shows how you might cite this in your assignment.

Systemic approaches are like touching a spider’s web (Rothwell, 1995, as cited in Chyung, 2008, p. 11).

Note: the source that you read is the one that you should include in your references.

Special formatting for Quotations

The APA style uses two different formats for quotations depending on their length:
• quotations of less than 40 words; and
• quotations of more than 40 words.

Both must copy the original exactly with a few notable exceptions:
• The first letter of the first word in a quotation may be changed to uppercase or lowercase to suit the construction of your sentence.
• The punctuation mark at the end of the sentence may be changed to better fit the flow of your sentence.
• Double quotation marks in the original should be changed to single quotation marks when the quotation is enclosed in quotation marks in your paper.
• Material may be omitted within a sentence if three spaced ellipsis points (…) are inserted or between two sentences if four spaced ellipsis points (…..) are inserted.
• Additions may be made within square brackets [ ] to help clarify for your reader.
• Italics may be added to emphasize a word or words if they are followed immediately by [emphasis added].

Format for Quotations of Less than 40 Words

Quotations of less than 40 words must be enclosed within double quotation marks and the period moves to the end of the sentence, following the parentheses surrounding the page number or equivalent. Note: if the closing punctuation is something other than a period (for example, an exclamation point or question mark), that mark stays put and a period is added after the parentheses. See Figure 8 for examples of quotations of less than 40 words.

Dixon (1988) notes Rummler tells us “a finite number of variables affect performance” (p. 301).
What about the burning platform? Dormant (2011) notes “over half the workers died!” (p. 3).
Honebein (2015) warned "A conjunction in a survey item is a danger sign” (para. 1).

Figure 8. Examples of Quotations Less than 40 Words.
Format for Quotations of More than 40 Words (Block Style)

Quotations of more than 40 words must be formatted in the block style i.e. the left side of the quoted material must be indented ½ inch and the closing punctuation should remain where it is in the original. The page number or equivalent follows in parentheses without punctuation after it.

When the introductory (lead-in) statement before the quotation

• is a full sentence, a colon follows before the quotation
• ends in a verb, a comma follows before the quotation
• is neither a full sentence nor a verb, no punctuation follows before the quotation

See examples in Figure 9.

Rossett (1999) offers a clear distinction between performance analysis and training needs assessment:

Performance analysis provides preliminary study of the situation in order to determine if and when a more detailed training needs assessment is warranted.

Training needs assessment is study to design and develop instructional and informational programs and materials, after the performance analysis has determined that training or informational materials are indeed appropriate. (p. 23)

Rossett (1999) says,

Performance analysis provides preliminary study of the situation in order to determine if and when a more detailed training needs assessment is warranted.

Training needs assessment is study to design and develop instructional and informational programs and materials, after the performance analysis has determined that training or informational materials are indeed appropriate. (p. 23)

In the words of Rossett (1999)

Performance analysis provides preliminary study of the situation in order to determine if and when a more detailed training needs assessment is warranted.

Training needs assessment is study to design and develop instructional and informational programs and materials, after the performance analysis has determined that training or informational materials are indeed appropriate. (p. 23)

Figure 9. Examples of Lead-ins for Quotations of More than 40 Words.

Use quotations judiciously in your work. Generally speaking, unless you are trying to emphasize what a particular author said, it is better to paraphrase or summarize the information in your own words. This both helps the flow of your writing and demonstrates a higher level mastery of the concept.

Creating Your Reference List

As you cite, you will want to record your sources for your reference list. This section includes some basic rules to keep in mind when you format your reference list, followed by examples of references for different types of publications.
Basic rules

- Start your Reference List at the top of a new page.
  **Tip:** to ensure that it is at the top of a new page insert a page break before your reference list.

- Center the heading “References” in title case, without quotation marks, bolding, underlining, or italics.

- Use a hanging indent for each entry. This means that the second and subsequent lines of the reference are indented ½ inch from the margin as shown in Figure 10.

  http://dx.doi.org/10.1002/piq.20073

  **Figure 10. Example of a Hanging Indent.**

- List each of the sources that you cited in the body of your paper, except for personal communications, in alphabetical order by the author(s)’ last name and initial(s) as shown on the publication that you are referencing. Be sure to include a space between the author(s)’s initials as shown in Figure 11.

  http://dx.doi.org/10.1002/pfi.20251


  **Figure 11. Example of Formatting for Author Names – Surname and Initials.**

- If you have more than one entry by the same author(s), listed in the same order, list the entries by publication date from oldest to newest as shown in Figure 12.


  **Figure 12. Example of More than One Entry by the Same Authors.**

- If you have more than one entry by the same author (or authors listed in the same order) with the same publication date, order the entries alphabetically by the first major word in the title (i.e. ignore a, an, the etc.) unless they are part of a series in which case order them from first to last in the series (e.g., Part 1:...Part 2:...). Once they are in the correct order,
insert lower case letters (a, b, c...) within the parentheses directly following the publication date to distinguish between them as shown in Figure 13.


Figure 13. Example of More than One Entry by the Same Author in the Same Year (not a series).

**Note:** You must include these lower case letters in your citations so that your reader can distinguish between the sources. For example, Keller (1987a) said... or (Keller, 1987b).

- If the author is a corporation or organization, then the name is presented in full as shown in Figure 14.


Figure 14. Example of an Entry with a Corporation as the Author.

- If there is no author, the title moves to the author position and the entry is alphabetized by the first significant word of the title. See example in Figure 15.


Figure 15. Example of an Entry without an Author.

- If the author is listed as “Anonymous” treat “Anonymous” as the author's name.
- Include the publication date as specified for the type of publication as shown in Table 5 and in the Examples of References of Different Types section. For unpublished works or informally published works use the date the work was created. If no date is available use (n.d.) for no date.

Table 5. Publication Date Formats for Different Types of Sources

| Journals, Books, Reports, Dissertations, Movies | Publication year enclosed in parentheses e.g., (2007) |
| Magazines, Newsletters, Newspapers, Webpages, Corporate documents, Podcasts, YouTube Videos, Blog posts, | Enclose the publication year followed by comma and month and date, or month, or season as provided in parentheses e.g., (2010, May 17), (2011, July), (2013, March/April) or (2015, Fall) |
Unpublished Papers and Posters presented at Meetings, Conferences, or Symposia

<table>
<thead>
<tr>
<th>Unpublished Papers and Posters presented at Meetings, Conferences, or Symposia</th>
<th>Year followed by comma and month of the meeting enclosed in parentheses e.g., (2009, January)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPWL course posts</td>
<td>Publication year and semester enclosed in parentheses e.g., (2016, Spring)</td>
</tr>
</tbody>
</table>

- Use title case (i.e. capitalizing all major words in the title) for titles of periodicals only. For everything else (titles of articles, books, webpages, and so forth), use sentence case, i.e., capitalize the first letter of the first word in the title and subtitle, proper nouns, and acronyms in the title. See examples of the difference between capitalization of titles in periodicals and books in Table 6.

Table 6. Differences in Capitalization of Titles of Periodicals and Books

<table>
<thead>
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<tbody>
<tr>
<td>Note:</td>
<td>The title of the article uses sentence case, so only the first letter of the title is capitalized, and the title of the journal uses title case so all major words are capitalized.</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>Note:</td>
<td>The title of the book uses sentence case, so only the first letter of the title and the first letter of the subtitle (word following the colon) are capitalized. Proper nouns and acronyms would also be capitalized in the book title.</td>
</tr>
</tbody>
</table>

- Include the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title. For example, ReCALL not RECALL, and Educational Technology Research & Development not Educational Technology Research and Development.
- Italicize titles of books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- Do not underline URLs or DOIs.
- Use single spaces after punctuation.
- Format your reference entries as specified for the particular type of source or one that is the most similar to your source that you can find.

**Examples of References for Different Types of Sources**

This handout includes most of the common formats for sources that you will use in your course assignments. Of course, neither it nor the official *APA Publication Manual*, itself, contains exhaustive examples of every possible format, because there are just too many possible combinations and permutations. Sometimes you will need to adjust elements depending on what is or is not available.
to you. For example, sometimes elements are missing such as author or publication date. The APA Publication Manual recommends that when you cannot find an example of your specific source, you find the one that is most similar and use that format.

If you cannot locate what you need in this guide, you may want to consult the APA Style website: http://www.apastyle.org/, APA Blog http://blog.apastyle.org/apastyle/ or the APA section of the Purdue University Online Writing Lab (OWL) website: https://owl.english.purdue.edu/owl/resource/560/01/ to check for additional examples. When in doubt, remember to consult your instructor. Just as the editor has final say about what is acceptable in a publication, your instructor is the final arbiter in your class.

Articles in Periodicals

Basic Format

The basic format for an article in a periodical is shown in Figure 16. Specific examples of the most commonly used types of articles in periodicals follow.

|---|

Figure 16. Basic Reference Formatting for an Article in a Periodical.

- The author(s) surname, followed by initials. Use commas between authors and an ampersand before the last name in a list of authors.
- The publication date is within parentheses, followed by a period.
- The title of the article is in sentence case, meaning only the first word in the title and subtitle, acronyms, and proper nouns in the title are capitalized.
- The periodical title is in title case, meaning that all major words are capitalized (words like the, a, and, or etc. are not). The title is followed by a comma and the volume number which, with the title, is also italicized.
- The issue number (if available) is enclosed in parentheses immediately following the volume number but is not italicized.
- The page numbers follow the issue number and are not preceded by p. or pp as they are in citations and the reference entries for sections of a book.
- If the article has a DOI, it follows after the page numbers. If there is no DOI and you are accessing the periodical online, the URL follows the page number.
- The entry ends in a period unless there is a DOI or URL.

Journals

Article with a DOI


You can locate the DOI printed on the article or by using http://www.crossref.org/guestquery/
Note: There is no period following the DOI.

The formatting of DOIs has evolved since the printing of the 6th edition of the APA Publication manual which specified using doi: before the DOI number. The current preference of the APA is for http://dx.doi.org/ before the DOI number. You may also see http://doi.org/ or https://doi.org/ before the DOI number. Any of these are acceptable, but your instructor may have a preference so it is wise to ask.

Article without a DOI – Print

Article without a DOI – Online

Note: There is no period following the URL.

Magazines

Print

Online

Newspapers

Print

Online

Books

Basic Format
The basic formatting for a book published in the United States (U.S.) is shown in Figure 17. Specific examples of the most common book-related references follow.
Figure 17. Basic Reference Formatting for a Book Published in the U.S.

- The author(s) surname, followed by initials. Use commas between authors and an ampersand before the last name in a list of authors.

- If there is an editor rather than an author, the editor information takes the place of the author information and is followed by (Ed.) for one editor or (Eds.) for two or more editors.

- The publication date follows the final period after the author or editor information and is enclosed within parentheses and followed by a period.

- The title of the book is in sentence case, meaning only the first word in the title and subtitle, acronyms, and proper nouns in the title are capitalized.

- Include the city of the publisher followed by a comma and the abbreviated name of US states and territories, or if the work is published outside the US, spell out the city and country of the publisher.

- If the publisher is a university and the name of the state or province is included in the name of the publisher, do not repeat it in the publisher location.

- Use a colon after the publisher location and follow it with the publisher’s name omitting words like Publishers, Co., and Inc.

- If the book has a DOI, it follows after the title. If there is no DOI and you are accessing the book online, the URL follows the title.

- The entry ends in a period unless there is a DOI or URL, or parentheses.

**Entire Book**

*Print – Not Edited Published in the U.S.*


*Print – Not Edited Published outside the U.S.*


*Print – Edited*


**Note:** The editor replaces the author information.

*Online with a DOI*


**Note:** The DOI replaces the publication information.
Online without a DOI


Note: The information in brackets is the eReader program since this may affect pagination. If you are not certain of the eReader program, you may use [eBook] as the generic form, since the URL will direct the reader to the version that you used.

Book Sections – Chapters or Entries in a Reference Work

Print – Not Edited


Note: The name of the book is preceded by “In” and “pp.” is used in front of the page numbers.

Print – Edited


Note: The name of the editor(s) follows the title of the chapter or section, and is preceded by “In”. It is not inverted like the name of the author of the chapter or section. Also, the edition number is enclosed in the same brackets as the pages for the chapter which are preceded by pp.

Entry in a Reference Work

Print – Edited Reference Work


Online – Entry in an Edited Reference Work, Edition other than the first


Online – Entry in a Reference Work without an Author or Editor


OPWL Blackboard Posts and Attachments

In the APA style sources that are not retrievable by others, e.g. personal communications, are cited but not included in your references. Your Blackboard posts and attachments would not be retrievable if you were submitting your work for publication, but they are retrievable by your classmates and instructors so for your OPWL assignments we ask that you include them and format them as described in this section.
Unless otherwise noted, you can use your instructor as the author of the instructional materials on your course site.

**Discussion Post**


**Note:** 4201 refers to the section number for the course. This will vary depending on the number of sections for the course. Typically, the first section of a course is 4201 and subsequent sections are numbered sequentially i.e., 4202, 4203 and so forth. Your section number can be found in the course syllabus or on your course registration.

**Lecturette Content Item (i.e., one that is embedded in Blackboard)**


**PDF Attachment**


**PowerPoint Attachment**


**Assignment Submitted in Class**


**Other**

**Blog Post**


**Video**


**Podcast**

Note: The role of the person filling the “Author” position is described in parentheses before the date. It can be a producer, writer or a speaker. The type of podcast is identified in square brackets following the title. It can be audio or video. Also the retrieval page is the homepage URL rather than the specific URL because it is more likely to be correct in the long term.

ERIC Documents (Print -Microfiche and Online)

Print or Microfiche
Jones, J. C. (2000). Webquests as a way to teach social studies (Report No. ABCD-EE-00-5). Marion, IN: Indiana Wesleyan Center for Educational Excellence. (ED111111)

Online

Note: There is no period after the final parentheses.

Conference Proceedings

Published

Note: Vol. precedes the volume number for published conference proceedings, but not periodicals.

Unpublished

Dissertation/Thesis

Published
Note: Use (Master’s thesis) or (Doctoral dissertation) as appropriate followed by retrieval information. End with the Accession or Order number in parentheses.

Unpublished


Note: The publication date replaced by the creation date. Use (Unpublished master’s thesis) or (Unpublished doctoral dissertation) as appropriate followed by the name of the institution and location.

Web Page

Be careful in using web pages as sources for your assignments. Peer-reviewed materials are definitely a preferred source because they have been vetted by respected thinkers in the field. They also tend to be journals so are more current than books which have a longer lead time. However, there are websites that are accurate and appropriate.

Because information on webpages is often moved, restructured or deleted, unlike online periodicals or books, it is important to include the date on which you retrieved the information from the webpage and the URL of the organization’s home page rather than the direct URL.


Note: The publication date is the copyright or last updated date or n.d. for no date if none is available. The retrieval date is also included before the URL of the organization’s homepage (not the page that you actually retrieved the work from).
Sample Reference List

On the next page is a list of references formatted in the APA style. The comments on the right describe what type(s) each is an example of. Note that these references are double spaced within and between as specified by the APA Style. However using single spaced references to save space is generally accepted within our department. See example in Figure 18. If you are unsure what your instructor wants, be sure to ask.

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
</table>

Figure 18. Example of a Single-Spaced Reference List with Five Entries.

*Note:* There are no additional blank lines between entries or between the heading and the entries in a single-spaced reference list.
References


Educational Communications and Technology.


# APA Citation and Referencing Formatting Checklists

Here is a checklist that you can use when you proofread your citations and references to ensure that you have done them correctly. If you find that you are making errors that are not included in this list, add them so that you can be sure to check for those things as well.

## Citations Checklist

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>All paraphrases, summaries, and quotations are cited.</td>
</tr>
<tr>
<td>2.</td>
<td>All citations use the author(s)’ surname (no initials) and keep it with the publication date.</td>
</tr>
<tr>
<td>3.</td>
<td>All citations in parentheses use ampersand (&amp;) and all citations that are in the flow of the text use “and” between author names.</td>
</tr>
<tr>
<td>4.</td>
<td>All quotations of less than 40 words are enclosed in quotation marks, include the page number(s) in parentheses, and have the period following the parentheses.</td>
</tr>
<tr>
<td>5.</td>
<td>All quotations of more than 40 words are formatted in the block style with the left side indented, no quotation marks, the page number(s) in parentheses, and the period (or other closing punctuation) before the parentheses enclosing the page number(s).</td>
</tr>
<tr>
<td>6.</td>
<td>All page numbers are preceded by p. for a single page or pp. for multiple pages and there is a space between p. or pp. and the page number(s). For example, (pp. 12-15).</td>
</tr>
<tr>
<td>7.</td>
<td>All sources with more than one author have the authors’ names in the correct order and are formatted correctly depending on whether it is the first citation from that source or a subsequent one.</td>
</tr>
<tr>
<td>8.</td>
<td>Wherever more than one source is cited in parentheses, the sources are listed in alphabetical order and separated by semicolons.</td>
</tr>
<tr>
<td>9.</td>
<td>All cited works are listed in the References except for personal communications.</td>
</tr>
<tr>
<td>10.</td>
<td>All citations from secondary sources include the original author’s surname and the words “as cited in” before the author(s)’ surname and publication date of the source that you read.</td>
</tr>
<tr>
<td>11.</td>
<td>All sources with the same author(s), in the same order, and the same publication date include the lowercase letter from the references following the publication date to distinguish between them.</td>
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<td>12.</td>
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<td>13.</td>
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</table>
**References Checklist**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>The References section begins at the top of a new page with the title References centered without bolding or italics.</td>
</tr>
<tr>
<td>2.</td>
<td>All items listed in the References are cited in the body of the paper (and no works that are not cited are listed except personal communications).</td>
</tr>
<tr>
<td>3.</td>
<td>All reference entries are formatted with a hanging indent.</td>
</tr>
<tr>
<td>4.</td>
<td>All sources list the authors in the same order as they are listed on the publication.</td>
</tr>
<tr>
<td>5.</td>
<td>There is a space between all authors' initials.</td>
</tr>
<tr>
<td>6.</td>
<td>All sources are listed in alphabetical order by author(s)' surname and initials. Where there are more than one source with the same author(s)', in the same order, they are listed by publication date - earliest first unless they are part of a series in which case they are listed in the series order.</td>
</tr>
<tr>
<td>7.</td>
<td>All works by the same author(s) in the same year have lowercase letters following the publication date. For example, Cox, D. L. (2001a), Cox, D. L. (2001b) and so forth.</td>
</tr>
<tr>
<td>8.</td>
<td>All entries use only one space following punctuation.</td>
</tr>
<tr>
<td>9.</td>
<td>All titles of articles, chapters, books, reports are in sentence case (only the first word of the title, the subtitle, proper nouns and acronyms are capitalized). Only titles of books and reports are italicized e.g. <em>First principles of instruction: Identifying and designing, effective, efficient, and engaging instruction.</em></td>
</tr>
<tr>
<td>10.</td>
<td>All titles of periodicals (journals, magazines, newsletters or newspapers) are italicized and in title case i.e. all major words begin with a capital e.g. <em>Performance Improvement.</em></td>
</tr>
<tr>
<td>11.</td>
<td>All volume numbers are italicized and there is no space between the volume number and the parentheses surrounding the issue number (which is not italicized).</td>
</tr>
<tr>
<td>12.</td>
<td>All entries except those that end in parentheses, a URL or a DOI end in a period.</td>
</tr>
<tr>
<td>13.</td>
<td>All references are as complete as possible and formatted correctly for the type of source e.g., journal, book, course posting, etc.</td>
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