The following guide was developed to assist students with the APA style guide. The *Publication Manual of the American Psychological Association* (6th ed.) is in the Library’s reference collection. Please consult the handbook for more information and examples.

Additional resources are also available online from the APA website:


Sample papers: [http://flash1r.apa.org/apastyle/basics/data/resources/sample-papers.pdf](http://flash1r.apa.org/apastyle/basics/data/resources/sample-papers.pdf)

Tutorial: [http://flash1r.apa.org/apastyle/basics/index.htm](http://flash1r.apa.org/apastyle/basics/index.htm)

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**Upper portion of the title page of a sample one-experiment paper. [Figure 2.1]**

1" margin

Running head is an abbreviated version of the title which appears at the top of all pages.

Running head: VIDEO COLLECTION CENSORSHIP

1" margin

Center the title, author byline and institutional affiliation as per sections 2.01 and 2.02 of the *Publication Manual.*

Double-space between lines of text.

Video Collection Censorship in American Public Libraries

Deborah L. Vroman

ECPI University, Richmond, Virginia

The author note is described in section 2.03 of the *Publication Manual.*

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**Upper portion of the second page of a sample one-experiment paper. [Figure 2.1]**

1" margin

Running head is an abbreviated version of the title which appears at the top of all pages. (Only use the phrase “running head” on the first page of your paper!)

VIDEO COLLECTION CENSORSHIP

2 1" margin
CREATING A REFERENCE LIST

The reference list appears at the end of a research paper and includes full bibliographic entries for sources referred to within the paper. The reference list should appear in alphabetical order and be double-spaced with the heading References centered at the top of the page.

MISCELLANEOUS REFERENCE LIST GUIDELINES:

MULTIPLE AUTHORS: [6.27]

In the reference list, you are required to provide names for up to and including seven authors. Names are arranged in the order in which they appear in the original publication.

Author, A. A., Author B. B., Author C. C., Author D. D., Author E. E., Author F. F., & Author G. G.

When you have eight or more authors, include the names of the first six authors, add an ellipsis [. . . ], and list the name of the last author.


PUBLICATION DATES: [6.28]

If no date is available, write n.d. in parentheses:

Smith, J. (n.d.).

With non-journal periodicals such as newspapers, newsletters and magazines, include the year and the exact date of publication as in these examples:

(2009) for 2009
(2009, March) for March 2009
(2008, March/April) for March-April 2008

PUBLICATION INFORMATION FOR PRINT BOOKS AND REPORTS: [6.30]

When providing the publishing location, include both city and state unless the state appears in the name of a university press.Abbreviate the names of states using the official two-letter US Postal code. If a work is published outside the United States, give the city and country. (If two or more locations are provided, use the location listed first, or, if specified, use the location of the publisher’s home office.)

You may shorten the names of publishers so long as the shortened form is intelligible. Write out the names of associations, corporations and university presses. Keep the words Books and Press, but omit superfluous terms like Publishers, Co., and Inc.

List Lawrence Erlbaum Associates (Mahwah, New Jersey) as Mahwah, NJ: Erlbaum.
List University of Minnesota Press (Minneapolis) as Minneapolis: University of Minnesota Press.

SAMPLE CITATIONS:

BOOKS — Basic Formats: [7.02]

Author, A. A. (Date). Title of book. Location: Publisher.

Author, B. B. (Date). Title of chapter or entry. In E. E. Editor (Ed.), Title of book (pp. xxx-xxx). Location: Publisher.
BOOK WITH ONE AUTHOR:

BOOK WITH MORE THAN ONE AUTHOR:

BOOK WITH AN EDITOR:

Use (Eds.) for two or more editors.

BOOK WITH NO AUTHOR:

CHAPTER OR ENTRY FROM A REFERENCE BOOK:


**If work is not part of a multi-volume set, place only the page numbers in parentheses. For major reference works with a large editorial board, it is acceptable to list the name of the lead editor followed by et al. as in In J. Smith et al. (Eds.).**

ENTRY IN AN ONLINE REFERENCE WORK:

DIAGNOSTIC AND STATISTICAL MANUAL OF MENTAL DISORDERS:

**When the author and publisher are the same organization, simply list the publisher as Author.**

ELECTRONIC VERSION OF A PRINT BOOK: [7.02.19]

**ELECTRONIC-ONLY BOOK:** [7.02.20]


**ARTICLES — Basic Format:** [7.01]


doi:xx.xxxxxxxxxx

Author, C. C., & Author, D. D. (Date). Title of the article. *Name of the periodical, volume*, p. x.

Retrieved from http:www.abcdefg.com

Digital Object Identifiers (DOIs) are unique alphanumeric sequences used to identify both print and online journal articles as well as other documents by scholarly publishers. Use a DOI if one is provided to you. (DOIs can be found in a number of ECPI Library databases including, but not limited to: ACM Digital Library, Criminal Justice Collection, ERIC, Health Source: Nursing/Academic Edition, IEEE Explore, Nursing Reference Center, ProQuest Psychology Journals and SOC Index with Full Text.)

**ARTICLE FROM A SCHOLARLY JOURNAL WITH A DOI:** [7.01.1]

Provide an issue number if journal is paginated by issue. Place the issue number in parentheses—without italics—immediately after the volume number.


**ARTICLE FROM A SCHOLARLY JOURNAL WITHOUT A DOI:** [7.01.3]

Print version and/or online database version:


Online website version NOT obtained through a library database:


Retrieved from http://ojs.lib.swin.edu.au

**ARTICLE FROM A MAGAZINE:** [7.01.7-8]

Print version and/or online database version:


Online website version NOT obtained through a library database:

NEWSPAPER ARTICLE: [7.01.10-11]

Precede page number(s) of newspaper articles with p. (single page) or pp. (multiple pages).

Print version and/or online database version:


Online website version NOT obtained through a library database:


ERIC DOCUMENT: [7.09.62]


ONLINE TECHNICAL AND RESEARCH REPORTS — Basic Format: [7.03]


If you are citing a book or article on the web, refer to the sections above.

ONLINE TECHNICAL AND RESEARCH REPORTS: [7.03]

If the publisher is not identified in the author section of the citation, include the publisher as part of the retrieval statement: Retrieved from Agency website: http://www.abcd persuade.com


CITING REFERENCES IN THE TEXT

SAMPLE IN-TEXT REFERENCES

With direct quotes, always provide the author, year and page number(s). In the case of non-paginated online material, provide a paragraph number such as (para. 4). For more on online references without pagination, consult section 6.05.

Direct quote—author’s name in reference:
"They [feminists] had to prove that woman was not a passive empty mirror, not a frilly useless decoration, not a mindless animal, not a thing to be disposed of by others" (Friedan, 1963, p. 81).

Direct quote—author’s name in the narrative:
Friedan (1963) writes that "they [feminists] had to prove that woman was not a passive empty mirror, not a frilly useless decoration, not a mindless animal, not a thing to be disposed of by others" (p. 81).

When paraphrasing, you are encouraged but not required to include page numbers.

Paraphrasing—author’s name in reference:
Feminists had the overwhelming task of restructuring women's identity so that women would no longer be considered vacuous and negligible (Friedan, 1963).

Paraphrasing—author’s name in the narrative:
Friedan (1963) states that feminists had the overwhelming task of restructuring women's identity so that women would no longer be considered vacuous and negligible.

Corresponding entry from the list of references:

MISCELLANEOUS GUIDELINES

1. **When citing a work with 2 authors**, always include both last names in all references. [6.12]
   - Parenthetical format: (Johnson & Waterman, 2002)
   - Within the narrative: Johnson and Waterman (2002)

2. **When citing a work with 3-5 authors**, include all names in the first reference. Afterwards, use only the first author's last name followed by et al. [6.12]
   - Parenthetical format: (Smith, Jones, Davis & Nelson, 1992) then (Smith et al., 1992)
   - Within the narrative: Smith, Jones, Davis and Nelson (1992) then Smith et al. (1992)
3. **When citing a work with 6 or more authors**, use the first author's last name followed by *et al.* in all references. [6.12]
   - Parenthetical format: (Williams et al., 2005)
   - Within the narrative: Williams et al. (2005)

4. **When citing a work with a group author**, you may abbreviate only if the group or agency is identified by an abbreviation. [6.13]
   - Parenthetical format: (American Psychological Association [APA], 1992) then (APA, 1992)
   - Within the narrative: American Psychological Association (APA, 1992) then APA (1992)

5. **When citing a work with no author**, cite the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around titles of articles, chapters and web pages. Italicize the titles of books, periodicals, brochures, and reports. [6.15]

6. **When referring to the Diagnostic and Statistical Manual of Mental Disorders**, cite the name of the association and the manual in full at the first mention in the text of your paper; from then on, you may use an abbreviation such as *DSM–IV–TR*. For more examples, consult the APA’s supplemental online page on reference materials: [http://supp.apa.org/style/pubman-ch07.02.pdf](http://supp.apa.org/style/pubman-ch07.02.pdf).


7. **When a quotation is 40 words or longer**, do not use quotation marks. Begin the block quotation on a new line indenting the block about a half inch from the left margin—in the same position as a new paragraph. Include a parenthetical reference after the final mark of punctuation. Continue to double space. [6.03]

8. **When referring to electronic sources**, use page numbers with PDF documents. If no page numbers are available, refer to paragraph numbers or document headings and paragraph numbers. [6.05]
   - Parenthetical format: (Myers, 2000, para. 5)
   - Parenthetical format: (Butler, 2000, Conclusion section, para. 1)

9. **What happens when the work you are citing references another work?** If you are quoting or paraphrasing from a secondhand (or indirect) source, mention the original work in the text of your paper and place the phrase *as cited in* before the secondhand source you cite in your reference citation. The corresponding reference list entry is for the actual source you used. [6.17]
   - Example: Dr. Spock found Russian mothers to be more confident in their ability to parent than American mothers (as cited in Friedan, 1963).