

## Preparing an **APA Style Reference List**

Your references should begin on a separate page from the text of the essay under the label References (with no quotation marks, underlining, etc.), centered at the top of the page. It should be double-spaced just like the rest of your essay.

### Basic Rules

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- Reference list entries should be alphabetized by the last names of the first author of each work.
- If you have more than one article by the same author(s), single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- 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.
- References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.
- If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year.
- Use "&" instead of "and" when listing multiple authors of a single work. If no author is given for a particular source, begin with and alphabetize by 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.
- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as 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.

# Basic Forms for Sources in Print

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

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of periodical*, volume number, pages.

**NOTE:** For a magazine or newspaper article, you need to include specific publication dates (month and day, if applicable) as well as the year. For a journal article, you do not need to include the month or day of publication.

**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 number (Issue number), pages. Note that the issue number is not italicized. If the journal does not use volume numbers, use the month, season, or other designation within the year to designate the specific journal article.

Example:

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

## A nonperiodical (e.g., book, report, brochure, or audiovisual media)

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

Example:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

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

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

**NOTE:** When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

Example:

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

## Basic Forms for Electronic (Internet) Sources

### Article in an Internet Periodical

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of journal*, volume number(issue number if available). Retrieved month day, year, from <http://Web address>.

Example:

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8(4). Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

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

Author, A. A., & Author, B. B. (Date of publication). Title of article. Retrieved month date, year, from <http://Web address>.

**NOTE:** When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

### Part of Nonperiodical Internet Document

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://Web address>.

Example:

The Foundation for a Better World. (2000). Pollution and banana cream pie. In *Great chefs cook with chlorofluorocarbons and carbon monoxide* (Chap. 3). Retrieved July 13, 2001, from <http://www.bamm.com/cream/pollution/bananas.htm>

For more about electronic sources, see the APA style web site's coverage of [electronic references](#) or [Frequently Asked Questions about APA Style](#) from the APA web site (<http://www.apastyle.org>).

Formatting your reference list is covered more thoroughly in chapter four of the *Publication Manual of the American Psychological Association* (call number Ref BF76.7 .P83 2001). Links are also available for Citation Style guides through the Library Homepage by clicking on Library Information and then Citation Styles. You can also call the reference desk for assistance at (708) 524-6875.

*This handout was adapted from a document from Purdue University's Online Writing Lab (OWL), <http://owl.english.purdue.edu/>, by Helen Long, Fall 2005.*