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Remember: You must document whenever you quote, paraphrase, summarize or use any idea, fact or statistic from another source unless the information is considered common knowledge for you and your audience. APA documentation consists of two parts: In-Text Citations & a Reference List.

This guide is meant to offer a brief overview of APA Documentation. If your sources or questions are not covered in this guide, consult The Publication Manual of the American Psychological Association (5th edition) located on Closed Reserve or in the Reference section (REF 808.06 P976) or check out the APA website at http://www.apastyle.org.

References

(Guidelines for listing the sources you cited in your paper)

The Reference page should be a separate page at the end of your paper entitled "References" and formatted in this way:

- 1. Organization - Alphabetize by the author's last name. Use initials for first and middle names. If no author is given, use the first significant word of the title (Excluding "a" & "the"). If the author is anonymous, use "Anonymous".
2. Spacing - Double-space between lines. Use one space after punctuation.
3. Hanging Indentation - Place the first line of each entry flush with the left margin; indent additional lines 5 spaces.
4. Capitalization - For book or article titles, capitalize 1) the first word, 2) the first word after a colon or dash, and 3) proper names. Do not capitalize the second word of a hyphenated compound. For magazine and journal names, capitalize all significant words.
5. Brackets - Enclose any non-routine information that is important for identification in brackets immediately after the article title. Some examples: [Abstract] or [Brochure] or [Book review of ...].
6. Italics - Italicize magazine or journal titles and journal volume numbers. Italicize books, reports, databases, newspapers and film titles. Do not italicize titles of articles or essays.
7. Electronic Sources - Follow the format for print versions. Then, add a retrieval statement (4.15). For internet sources, the retrieval statement should include: Retrieved Month & Day, Year from URL or Database. Retrieval statements are not needed if online journals are identical to the print version.

Examples

Book 4.16 B

Kutcher, A. (2004) Getting people angry: An introduction. Los Angeles, CA: Don't Look Now Press.

- 1. Book authors or editors [Use (Eds.) after names if listing editors]: Kutcher, A.
2. Date of publication: (2003).
3. Book title (italicized): Getting people angry: An introduction.
4. Publication information: Los Angeles, CA: Don't Look Now Press.

Article in a scholarly journal paginated by volume (paper format) 4.16 A1

Romano, R. (2001). My mother lives across the street. Journal of Dysfunctional Families, 71, 123-130.

- 1. Article author: Romano, R.
2. Date of publication: (2001).
3. Article title: My mother lives across the street.
4. Journal title and volume number (italicized): Journal of Dysfunctional Families, 71,
5. Page numbers: 123-130.

Article in a scholarly journal paginated by issue (paper format) 4.16 A2

Kane, E. (2002). My life in Pine Valley. *Journal of Soap Opera Dysfunctions*, 71 (2) 10-13.

1. **Article author:** Kane, E.
2. **Date of publication:** (2002).
3. **Article title:** My life in Pine Valley.
4. **Journal title and volume number (italicized):** *Journal of Soap Opera Dysfunctions*, 71
5. **Issue number in parentheses:** (2),
6. **Page numbers:** 10-13.

Article in a magazine retrieved from a database

Mulder, F. & Scully, D. (1998, November 13). Should we, or shouldn't we? *Conspiracy Magazine*, 30-33.

Retrieved November 27, 2000, from Expanded Academic database.

1. **Article author(s):** Mulder, F. & Scully, D.
2. **Date of publication:** (1998, November 13)
3. **Article title:** Should we, or shouldn't we?
4. **Magazine title (italicized):** *Conspiracy Magazine*,
5. **Article page numbers:** 30-33.
6. **Retrieval Statement with date and database name:** Retrieved November 27, 2000, from Expanded Academic database.

Internet articles based on a print source 4.16

Most internet versions of print articles are exact duplicates, so you can cite the source the same way you would cite an article in a journal or magazine as long as you note that you used the electronic version. Add brackets after the article title [Electronic version] as in this example:

McHugh, M. (2003, November 22). Snow for thanksgiving [Electronic version]. *The Scranton Times*, 1A.

1. **Article author(s):** McHugh, M.
2. **Date of publication:** (2003, November 22)
3. **Article title with notation for viewing website version for the article :** Snow for thanksgiving [Electronic version].
4. **Newspaper or Magazine title (italicized):** *The Scranton Times*,
5. **Article page numbers:** 1A.

Personal Communications: Emails, Letters, Personal Interviews, Electronic Bulletin Boards 3.102

Because personal communications like the ones listed above are not easily retrieved by the general public, do not list them in your references. Cite these personal communications in your text only and include the name and date of the communication.

When I spoke with the Professor, she confirmed I would fail (Flynn, M. personal communication, December 9, 2003).

Article or page on a website 4.16

There are two things to remember when citing webpages: 1) Get readers as close as possible to the information. Cite specific pages and not merely home pages. 2) Provide a URL that works. Next, a Reference listing for an internet source should contain, at the very least, a page title or description, a date for the page and a date of retrieval, an address and an author.

Yahoo! Sports. (n.d.). Retrieved July 7, 2004, from <http://sports.yahoo.com>

1. **Article author(s):** When there is no author, use the article or page title.
2. **Date of publication:** If there is no date, use (n.d.).
3. **Article title with notation for viewing website version for the article :** *Yahoo! Sports*.
4. **Retrieval statement with date and URL:** Retrieved July 7, 2004, from <http://sports.yahoo.com>