

APA Format Handout

Updated: December 5, 2011

REMEMBER:

Your professors have the final say about how they want to see citations formatted!

No online or computerized citation tool is perfect. It is up to you to check the accuracy of your citations *before* submitting research papers or other class assignments.

If you need help, call the Learning Center at 610-861-5517.

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The APA format is the form of parenthetical (or end note) documentation most used in science and social science classes, such as psychology, sociology, education, and business. For a more complete treatment of this topic, please see the *Publication Manual of the American Psychological Association*, Sixth Edition (corrected and revised), or speak to a librarian or reading/writing tutor in the Learning Center.

Handling quotes in the text:

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks (“ ”).
- Long quotations (more than 40 words) are block-indented one-half inch from the left margin, and the first line of the quote is *not* indented. It is typed double-spaced with no quotation marks. Give citation information in parentheses () after the last sentence in the block quotation, with no punctuation following the parentheses.
- If you have a quote within a short quote, enclose it in single quotation marks (‘ ’).
- If you have a quote within a block quotation, enclose it in double quotation marks (“ ”).
- Ellipsis points (...) are used to indicate material omitted from the body of a quotation, but should not be used at the beginning or end of a quotation.

In-text citations:

Citations within the text of your paper refer the reader to an alphabetical reference list at the end of the paper. APA format uses the author-date method of citation. The author’s last name and the publication date are inserted at the appropriate point in the text, following the material cited. Suffixes such as PhD. or Jr. are not included.

Works by a single author (6.11):

If the author is mentioned in the sentence, provide the year of publication in () just after the name:

Ex: Hacking (1998) covers material on public record about chronic fatigue syndrome.

If the author is not mentioned in the sentence, cite the author’s last name and the year of publication, separated by a comma, at the end of the quote or paraphrase:

Ex: The article covers material on public record about chronic fatigue syndrome (Hacking, 1998).

If both the author and the date are mentioned in the text, a parenthetical reference is not needed.

Ex: In a 1993 article, Gould explains Darwin’s most successful theory.

For exact quotations, cite specific page numbers following the year.

Ex: Emily Bronte “expressed increasing hostility for the world of human relationships, whether sexual or social” (Taylor, 1988, p. 11).

For paraphrased passages, page numbers are encouraged, but not required. The year *is* required.

For an online source with no pagination (6.05):

If page numbers are not provided on an electronic source, use the abbreviation “para.” to indicate the paragraph location of direct quotes.

Ex: In exchange for that cooperation, authorities have recommended a sentence of 15 years in prison (Hayes, 2009, para. 4).

Works by two authors:

Provide the last names of both authors. Use the word “and” to separate the names in the sentence, and use an “&” to separate their names in the parenthetical citation.

Ex: As Sullivan and Thomas (1998) point out...

Ex: The turmoil in the Middle East is the result of politics (Sullivan & Thomas, 1998).

Works by more than two authors (6.12):

Use the last names of *all* authors in the first citation. Then, in all following citations, include only the last name of the first author followed by “et al.”

First in-text citation: Writing becomes better as the child matures (Britton, Thomas, & Miller, 1996).

Subsequent in-text citations: A child’s writing improves over time (Britton et al., 1996).

Works with no author identified (6.15):

When a work has no identified author, cite the first two or three words of the reference list entry followed by the year. The first entry is usually the title. Italicize the title of a periodical or book; use double quotation marks around the title of an article or chapter.

Ex: in the book *Language Use* (1991).

Ex: article on language use (“World languages,” 1993).

Secondary resources (6.17):

When a work mentions another previously published work, acknowledge the author of the original work in your text, but give the source you are using in the reference list. Use the phrase “as cited in” for your in-text reference.

Ex: As Villa points out, “Perhaps the conflict seems so strong because the stakes are so low” (as cited in Affleck, Allen, & Della, 1996).

Personal communication (including letters, e-mail, and interviews) (6.20):

Do *not* add this information to your reference list. Cite the information in-text only. Give the initials as well as the surname of the communicator, and provide an exact date:

Ex: If you use the subject’s name in the sentence itself: L. J. Smith (personal communication, September 20, 2009) said it was the best experience of her life.

Ex: If you do not use the subject’s name in the sentence: The research shows a considerable improvement (A. N. Jones, personal communication, March 18, 2009).

Reference List: BOOKS

- For titles of books in the reference list, capitalize only the first word of the title, the first word after a colon, and proper nouns.
- For works found in anthologies, include the page numbers of where your source is located in the citation. Be sure to use the abbreviations “p.” or “pp.” before page numbers.

<p>Books by one author</p>	<p>Author’s Last Name, Initial of First Name. (Publication date). <i>Title</i>. City, State of publication: Publisher.</p> <p><u>Ex</u>: Alvarez, M. (1999). <i>The trip within</i>. New York, NY: Random House.</p> <p><i>In-text citation</i>: (Alvarez, 1999).</p>
<p>Books by two to seven authors (6.27)</p>	<p>Authors’ names in the order in which they appear. (date). <i>Title of publication</i>. City, State: Publisher.</p> <p><u>Ex</u>: Strunk, W., Jr., Jones, T., & White, E. B. (1979). <i>The elements of style</i> (3rd ed.). New York, NY: Macmillan.</p> <p><i>First in-text citation</i>: (Strunk, Jones, & White, 1979). <i>Subsequent citations</i>: (Strunk et al., 1979).</p>
<p>Books with eight or more authors</p>	<p>List the first six authors, then insert three ellipsis points, and add the last author’s name.</p> <p><u>Ex</u>: Engberg, M., Dugan, J. P., Haworth, J., Williams, T., Kelly, B., Johnson, W., ... Stewart, S. (2009). <i>Navigating the complexity of higher education in preparation program administration</i>. San Francisco, CA: Jossey-Bass.</p> <p><i>First in-text citation</i>: (Engberg, Dugan, Haworth, Williams, Kelly, Johnson, Smith, & Stewart, 2009). <i>Subsequent in-text citations</i>: (Engberg et al., 2009).</p>
<p>Books by group, institutional, or corporate authors (7.03)</p>	<p>Alphabetize group authors by the first significant word of the name. (date). <i>Title</i>. City, State: Publisher (When the author and publisher are the same, use the word “Author” as the name of the publisher).</p> <p><u>Ex</u>: Springhouse Corporation. (2002). <i>Assessment made incredibly easy</i>. Springhouse, PA: Author.</p> <p><i>In-text citation</i>: (Springhouse Corporation, 2002).</p>
<p>Books with editors</p>	<p>For a book with an editor but no author, begin with the name of the editor (or editors) followed by the abbreviation “Ed.” (or “Eds.” for more than one editor) in parentheses.</p> <p><u>Ex</u>: Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). <i>Consequences of growing up poor</i>. New York, NY: Russell Sage Foundation.</p> <p><i>In-text citation</i>: (Duncan & Brooks-Gunn, 1997).</p>

<p>For a book with a chapter written by an author but edited by another person</p>	<p><u>Ex:</u> Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17-43). New York, NY: Guilford Press.</p> <p><i>In-text citation:</i> (Haybron, 2008).</p>
<p>Article or entry in a reference book (7.02)</p>	<p>Author's name. (date). Title of chapter or entry. In Editor's Name (Ed.), <i>Title of reference book</i>. (Vol. #, pp.#). City, State: Publisher.</p> <p><u>Ex:</u> Field, T. (2002). Child abuse and neglect. In A. Kazdin (Ed.), <i>Encyclopedia of psychology</i> (Vol. 2, pp. 61-65). Washington, DC: Oxford.</p> <p><i>In-text citation:</i> (Field, 2002).</p> <p>For an entry without a signed author:</p> <p><u>Ex:</u> Schizophrenia. (1983). In A. Kazdin (Ed.), <i>The encyclopedia of psychology</i> (Vol. 10, p. 104). New York, NY: Wiley.</p> <p><i>In-text citation:</i> ("Schizophrenia," 1983).</p>

Reference List: ARTICLES—Print and Database Articles Including: ProQuest, EBSCOhost, and JSTOR

- If you cannot find some of this information for your reference, cite what is available.
- Names of databases, URLs of databases, and the date you retrieved the article are no longer necessary.
 - Your professor may ask that you include this information anyway. If that is his/her preference, add this to the end of the citation: Retrieved Year, Month Day, from Name of Database. See following examples for more details.
- The updated guidelines for electronic sources state that the digital object identifier number (DOI) must be included if one is assigned. The American Psychological Association states that, "A DOI is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet" (2010, p. 189). If a DOI is available, use it at the end of a citation. You will most likely find a DOI number on an article from a scholarly journal.
- Retrieval dates are only necessary if the information will prove difficult to find again due to revision (ex. Wikis).
- Titles of **articles** or **documents** are not italicized, and only the first word is Capitalized.
- Titles of **journals** and other **periodicals** are *italicized*, and all major words are Capitalized.

<p style="text-align: center;">Articles in scholarly journals</p>	<p>General reference format: Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. <i>Title of periodical</i>, Vol (Issue), pp-pp. doi:xx.xxxxxxxxxx</p> <p><u>Please note:</u> If there is no digital object identifier number, you may include the home page of the database or the name of the database in the reference, if your professor would like to know where you found the article. Use this format: Retrieved from http://www... or Retrieved from ProQuest database.</p> <p><u>Examples (without DOI):</u></p> <p>Edmondson, J. (2002). The will of the people. <i>The Reading Teacher</i>, 55(5), 452-454.</p> <p style="padding-left: 40px;"><i>In-text citation:</i> (Edmondson, 2002).</p> <p>Astor, R. A., Benbenishty, R., & Estrada, J. N. (2009). School violence and theoretically atypical schools: The principal’s centrality in orchestrating safe schools. <i>American Educational Research Journal</i>, 46(2), 423-461. Retrieved from ProQuest database.</p> <p style="padding-left: 40px;"><i>First in-text citation:</i> (Astor, Benbenishty, & Estrada, 2009). <i>Subsequent citations:</i> (Astor et al., 2009).</p> <p><u>Example (with DOI):</u></p> <p>Fox, K., Gover, A., & Kaukinen, C. (2009). The effects of low self-control and childhood maltreatment on stalking victimization among men and women. <i>American Journal of Criminal Justice</i>, 34(3/4), 181-197. doi:10.1007/s12103-009-9064-4</p> <p style="padding-left: 40px;"><i>First in-text citation:</i> (Fox, Gover & Kaukinen, 2009). <i>Subsequent citations:</i> (Fox et al., 2009).</p>
<p style="text-align: center;">Articles in magazines (7.01.7)</p>	<p>Magazines are usually published weekly or monthly. Note the month (and date, if given), along with the year. Remember to include volume and issue numbers, if available.</p> <p><u>Ex:</u> Cortese, A. (1998, January 26). There’s more than one way to play monopoly. <i>BusinessWeek</i>, 3562(1), 36.</p> <p style="padding-left: 40px;"><i>In-text citation:</i> (Cortese, 1998).</p>

<p>Articles in newspapers (7.01.10)</p>	<p>Begin with the name of the author, if one is given, followed by the year, month, and day of publication. Page numbers are introduced with “p.” (or “pp.” for multiple pages).</p> <p><u>Ex:</u> Haney, D. Q. (1998, February 20). Finding eats at mystery of appetite. <i>The Oregonian</i>, pp. A1, A17.</p> <p><i>In-text citation:</i> (Haney, 1998).</p>
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Reference List: WEB SITES/ONLINE RESOURCES

- Names of websites, URLs of websites, and the date you retrieved the information are no longer necessary. APA suggests that this information be included only if it may be difficult to locate again. Your professor may ask that you include this information anyway.
 - If that is their preference, add this to the end of the citation: Retrieved Year, Month Day, from http://...

<p>Web site (Not a periodical article)</p>	<p>Author(s). (Date of Publication). Title of document. Retrieved Year, Month Day, from electronic address</p> <p><u>Ex:</u> Shiltz, T. (2002). Strategies for prevention and early intervention of male eating disorders. Retrieved 2011, October 12, from http://www.nationaleatingdisorders.org/nedaDir/files/documents/handouts/MalesPre.pdf</p> <p><i>In-text citation:</i> (Shiltz, 2002).</p> <p><u>No author:</u> <u>Ex:</u> Underwater laboratory study. (2011, September 18). Retrieved from http://www.redorbit.com/news/science/1112383903/underwater-laboratory-study/index.html</p> <p><i>In-text citation:</i> (“Underwater laboratory study,” 2011, para. 3). When referring to a specific piece of information, include paragraph numbers in the reference, using “para.”</p>
<p>Articles from an online journal (found via the free Internet, not a library database) (7.01)</p>	<p>Author(s). (Year of Publication). Title of article. <i>Journal Title</i>, <i>Volume Number</i>(Issue Number), pages if available. Retrieved from electronic address</p> <p><u>Ex:</u> Royce, W. S., Gebelt, J. L., & Duff, R. W. (2003). Female athletes: Being both athletic and feminine. <i>Athletic Insight</i>, 5(1), 56-62. Retrieved from http://www.athleticinsight.com/VOL5Iss1/FeminineAthletes.htm</p> <p><i>First in-text citation:</i> (Royce, Gebelt, & Duff, 2003). <i>Subsequent citations:</i> (Royce et al., 2003).</p>

<p>Articles from an online magazine (found via the free Internet, not a library database) (7.01.8)</p>	<p>Author(s). (Date of Publication). Title of article. <i>Title of Magazine, Volume Number</i>(Issue Number), page(s). Retrieved from electronic address</p> <p><u>Ex:</u> Rauch, J. (2002, May). The marrying kind. <i>The Atlantic Online</i>, 289(5). Retrieved from http://www.theatlantic.com/issues/2002/05/rauch.htm</p> <p><i>In-text citation:</i> (Rauch, 2002).</p>
<p>U.S. government report from a government agency Web site (7.03.31)</p>	<p><u>Ex:</u> Bureau of Alcohol, Tobacco, and Firearms. (2002). <i>ATF accountability report, 2001</i>. Retrieved from http://www.atf.gov/pub/gen_pub/2001annrpt/fy2001annrpt.pdf</p> <p><i>First in-text citation:</i> (Bureau of Alcohol, Tobacco, and Firearms [ATF], 2002). <i>Subsequent citations:</i> (ATF, 2002).</p>
<p><i>YouTube</i></p> <p>An online video</p> <p><i>Films on Demand database</i> (7.11)</p>	<p><u>Ex:</u> Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs</p> <p><i>In-text citation:</i> (Norton, 2006).</p> <p><u>Ex:</u> <i>Mothers in prison</i> (2007). [Video file]. Retrieved from http://digital.films.com</p> <p><i>In-text citation:</i> (<i>Mothers in prison</i>, 2007).</p>
<p>A blog post (7.11)</p>	<p><u>Ex:</u> Grohol, J. M. (2009, November 17). The psychology of terrorism [Web log message]. Retrieved from http://psychcentral.com/blog/archives/2009/11/17/the-psychology-of-terrorism/</p> <p><i>In-text citation:</i> (Grohol, 2009).</p>
<p>Online Book (E-Book) (7.02)</p>	<p>Author(s). (Year of publication). Title [information about format or version if available]. DOI or Retrieved from...</p> <p><u>Ex:</u> Schinraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722</p> <p><i>In-text citation:</i> (Schinraldi, 2001).</p>

Reference List: MEDIA

<p>Single episode from television series (7.07)</p>	<p><u>Ex:</u> Astrof, J. & Ottesen, P. (Writers), & Burrows, J. (Director). (1994). The one with the blackout [Television series episode]. In K. Bright, M. Kauffman, & D. Crane (Executive Producers), <i>Friends</i>. Burbank, CA: Warner Bros. Entertainment Inc.</p> <p>First in-text citation: (Astrof, Ottesen, & Burrows, 1994). Subsequent citations: (Astrof et al., 1994).</p>
<p>Video (7.07)</p>	<p><u>Ex:</u> Thomas, J. & McLaren, M. (Producers), & Linklater, R. (Director). (2006). <i>Fast food nation</i> [DVD]. Beverly Hills, CA: Twentieth Century Fox Home Entertainment.</p> <p>First in-text citation: (Thomas, McLaren, & Linklater, 2006). Subsequent citations: (Thomas et al., 2006).</p>

Reference List: GENERAL REFERENCE DATABASES

- The name of the database used and the date the article was retrieved are no longer needed.
- If your professor would like to know the name of the database used, add this to the end of the citation: Retrieved from Name of database.

<p><u>Including:</u> Britannica Online, Credo Reference, and Gale Virtual Reference Library</p>	<p>Please note: These sources were first printed in book form, which is why the citations look very similar to that of book citations.</p> <p>Child care. (2001). In <i>World of sociology</i>, Gale.</p> <p>In-text citation: (“Child care,” 2001).</p> <p>Steinberg, L. (2001). Parent-child relationships. In B. Strickland (Ed.), <i>The Gale encyclopedia of psychology</i> (2nd ed., pp. 473-477). Retrieved from Gale Virtual Reference Library database.</p> <p>In-text citation: (Steinberg, 2001)</p>
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Reference List: CURRENT/CONTROVERSIAL ISSUES DATABASES

<p>CQ Researcher</p>	<p>Clemmitt, M. (2009, August 28). Health-care reform. <i>CQ Researcher</i>, 19, 693-716.</p> <p>In-text citation: (Clemmitt, 2009)</p>
<p>Facts on File</p>	<p><u>Issues and Controversies:</u> Child care. (2009, October 22). <i>Issues and Controversies on File</i>.</p> <p>In-text citation: (“Child care,” 2009)</p>

Facts on File, cont.	<p><u>Today's Science:</u> A reverse on reverse revolution? (2009, November). <i>Today's Science</i>.</p> <p><i>In-text citation:</i> ("A reverse on reverse revolution?," 2009)</p> <p><u>World News Digest:</u> Swine flu: U.S. begins vaccinations. (2009, October 15). <i>Facts on File World News Digest</i>.</p> <p><i>In-text citation:</i> ("Swine flu," 2009)</p>
Opposing Viewpoints in Context	<p><u>Viewpoint Essay:</u> Palmer, K. (2011). Americans are becoming more frugal. In D. Haugen & S. Musser (Eds.), <i>At issue: Should the U.S. reduce its consumption?</i> Detroit, MI: Greenhaven Press.</p> <p><i>In-text citation:</i> (Palmer, 2011)</p> <p><u>Journal Article:</u> Riley, D. (2009, December). Training mental health professionals to be adoption competent. <i>Policy & Practice</i>, 67(6), 33.</p> <p><i>In-text citation:</i> (Riley, 2009)</p> <p><u>Newspaper Article:</u> Epstein, E. (2005, March 23). Left and right united to challenge Patriot Act provisions. <i>San Francisco Chronicle</i>, p. A3.</p> <p><i>In-text citation:</i> (Epstein, 2005)</p>

Reference List: SUBJECT-SPECIFIC DATABASES

Access Science	<p><u>Ex:</u> Stack, S. M. & Anderson, L. K. (n.d.) Chromosome. doi:10.1036/1097-8542.134900</p> <p><i>In-text citation:</i> (Stack & Anderson, 2000).</p>
The African American Experience	<p><u>Ex:</u> Beaulieu, E. (2010). Edwidge Danticat. Retrieved from The African American Experience database.</p> <p><i>In-text citation:</i> (Beaulieu, 2010).</p>
Hoover's Online	<p><u>Ex:</u> Murray, B. (n.d.). Just Born Inc.</p> <p><i>In-text citation:</i> (Murray, n.d.).</p>

<p style="text-align: center;">PsycArticles</p>	<p><u>Ex:</u> Alderfer, C. P. (2003). The science and nonscience of psychologists' responses to <i>The Bell Curve</i>. <i>Professional Psychology: Research and Practice</i> 34(3), 287-293. doi:10.1037/0735-7028.34.3.287</p> <p><i>In-text citation:</i> (Alderfer, 2003).</p>
<p style="text-align: center;">PubMed Central</p>	<p><u>Ex:</u> Ginsberg, Y., Hirvikoski, T., & Lindefors, N. (2010, December). Attention Deficit Hyperactivity Disorder (ADHD) among longer-term prison inmates is a prevalent, persistent and disabling disorder. <i>BMC Psychiatry</i> 10, 112. doi:10.1186/1471-244X-10-112</p> <p><i>First in-text citation:</i> (Ginsberg, Hirvikoski, & Lindefors, 2010). <i>Subsequent citations:</i> (Ginsberg et al., 2010).</p>
<p>Reference Articles from:</p> <p style="text-align: center;">U.S. History in Context OR World History in Context</p>	<p><u>Ex:</u> Trotter, J. W. (2004). African Americans, impact of the Great Depression on. In R. S. McElvaine (Ed.), <i>Encyclopedia of the Great Depression</i> (Vol. 1, pp. 8-17). New York, NY: Macmillan Reference USA.</p> <p><i>In-text citation:</i> (Trotter, 2004).</p>

PREPARING YOUR RESEARCH PAPER

Paper format:

- Use Times New Roman font, 12-point font size.
- All terminal punctuation (e.g., periods, question marks) is followed by two spaces. One space is used in reference citations, initials, abbreviations, and with commas, colons, and semicolons.
- Use **one-inch margins** on all sides of the page.
- **Double-space** throughout the paper.
- Indent the first line of each paragraph one-half inch from the left margin.
- All typing is flush-left, with a “ragged right” edge.
- Do not hyphenate words at the ends of lines.
- Begin your paper with a **title page**. The title of the paper is typed in upper and lower case letters, centered on the page. If the title requires more than one line, double-space between all the lines. Your name should appear a double-space below the title, centered on the page. Your instructor may require that you include the name of the class, the instructor's name, and the date the paper is due, as well as other information.

- Every page, including the title page, should have a running head. The **running head** (the title that you would like your paper to have, if it were to be published) is typed flush left at the top of the title page and in all upper case letters (see sample below).
 - The running head (along with page numbers) appears in the header of every page. The header by nature is situated within the top one-inch margin of your paper. The page number should be at the top of the page at the right margin.
 - If possible, use the “header” function of your word processing program to automatically repeat this information at the top of all subsequent pages. In Microsoft Word, you should not have to change any of the default settings for your margins or headers, but double-check their settings before beginning your paper.
 - On the title page, in the header, type: Running head: TITLE.
 - On subsequent pages, *only* the title is needed, in all CAPS (*without* “Running head” in front of it). See following examples.

The header should be situated within the top margin, which is one inch from the top of the page.

SAMPLE TITLE PAGE

Running head: INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSES 1

Centered on the page

Double space

Individual Differences in Bimodal Processing and Text Recall

Bruce Dunn

Northampton Community College

Page Two is the **Abstract** for the paper. It is a brief (100-150 words) summary of your research paper. The running head is formatted as described previously, in the header of the paper. The word “Abstract” is centered as the first line of type on this page. Type the abstract as a single paragraph in block format (without paragraph indentation).

SAMPLE ABSTRACT PAGE




INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSES 2

1" Abstract

1" The differences in semantic recall among students with either an analytic or a holistic cognitive style were investigated. The cognitive style was determined by analyzing responses...

Page Three is the beginning of the **body of your paper**. The title is centered one double-space below the running head. The first line of the body of the paper appears one double-space below the title.

SAMPLE BODY PAGE

	INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSES	3
Indent one-half inch (1/2")	Individual Differences in Bimodal Processing and Text Recall	1"
1" 	A growing body of research has indicated that variations in the electrical activity from	
	the brain, as well as the spine and entire central nervous system, vary with direct correlation to...	

The **Reference List** begins on a separate page. Center the word “References” at the top of the page. Double-space all reference entries. The first line of each entry is typed flush with the left-hand margin; the following lines are indented one-half inch. You can set your word processing program to format citations with a “hanging indent.”

Citing works on a Reference page:

The Reference page is the alphabetical list of works cited in your paper. Here are some general rules:

- One space is used within the citations, after punctuation.
- Begin with the author’s last name and first initial, if the author is identified.
- Place the date of publication in parenthesis immediately after the last author’s name.
- If there is no date of publication, use the abbreviation “n.d.”
- Italicize titles and subtitles of books and titles of periodicals.
- For titles of books, capitalize only the first word of the title, the first word after a colon, and proper nouns.
- The first word in the title of a document (such as an article) should be capitalized.
- Titles of journals and other periodicals should have all major words capitalized.
- All words in the title of a web site should be capitalized.
- Do not place titles of articles in quotation marks.
- Use the abbreviations “p.” or “pp.” before page numbers of newspaper articles and works in anthologies; do NOT use them before page numbers of articles appearing in magazines and scholarly journals.
- Alphabetize your list by the last name of the author or editors; if there is no author or editors, alphabetize by the first word of the title other than “a,” “an,” or “the.”

References

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