Section III: Style Guides
APA Style

APA style is a set of rules and guidelines for manuscript preparation based on the psychology literature that was developed by the American Psychological Association (APA). APA style is a standard format for academic research writing and is used extensively in the social sciences. The Publication Manual of the American Psychological Association (2010) is the style’s official guide. The information in this chapter comes from the sixth edition of the Publication Manual and its affiliated website.

The Publication Manual provides guidelines for formatting a research paper and referencing sources. It provides specific information about organizing the content of the research paper; using effective writing style and avoiding bias in language; employing Standard English grammar and punctuation; and using tables, figures, and graphs to illustrate a research paper. The Publication Manual also guides authors through the process of submitting papers for publication. The purpose of this chapter is to focus on the guidelines the Publication Manual sets forth for most undergraduate papers.

The Publication Manual also includes detailed information about documenting sources—giving credit to the sources that were used to prepare a manuscript. Following these guidelines can help a writer avoid plagiarism. Every type of source used in a research paper must be cited, from journals and books to music and videos. The APA’s website (http://apastyle.org) and its accompanying blog (http://blog.apastyle.org) are among the best resources for the most up-to-date information on citing electronic sources.

FORMATTING A PAPER

Each research paper should have four core components:

- Title page
  - Includes the title of the work, running head, and byline
  - May also include school and instructor information
- Abstract
  - Provides a short summary of research and findings
- Body text
  - Includes an introduction with a background of literature consulted, method of research, results, and a discussion of the results
- References
  - Includes all sources referenced in the paper

The following basic guidelines should be used when formatting a paper:

- Use 8½ × 11 in. (22 × 28 cm) paper (standard)
- Use double spacing between lines
- Use a 12-point serif font, such as Times New Roman
- Number each page on the right-hand side at the top of the page
- Use 1-inch margins on each side
- Indent the first line of each paragraph to ½ in. (1.3 cm)
- Align the text to the left, leaving the right margin ragged and unjustified
- Present a title page, abstract, body text, and references, in that order

Some papers may feature other collateral items, such as appendices, author notes, footnotes, tables, figure captions, and figures. They should be placed in this sequence after the references.
Organization is important to help the reader follow the flow of ideas from existing research to original findings. The APA has established common formatting styles to create uniformity in published material that is recognizable to a broad readership. Perhaps most important is that writers remember to not worry about perfectly formatting the paper in APA style until the revision stage. Becoming preoccupied with formatting early on will slow writing progress.

**Title Page**

The title page includes the title of the paper centered in the upper third of the page. This is followed by a byline, which includes the author’s name. In the upper-left corner of the title page, the running head (see the next section for more information) should be identified. Also include a page header that includes the running head to the left and the page number in the upper-right corner.

**Running Head**

The research paper’s title page should include a page header, called a running head, that will appear on each page of the document. Usually a shortened version of the paper’s title (two to three words, no more than 50 characters) is used as the running head. For example, if the title of the document is “Everything You Need to Know about APA Citations,” an appropriate running header might be “APA CITATIONS.” The running head should be flush left in all caps. In the top-left corner of the title page, type “APA CITATIONS” flush left and the page number flush right.

**Abstract**

An abstract is a summary of the research paper and its findings. It is an extremely important paragraph that allows readers to immediately determine if they are interested in reading the paper. This section begins on page 2 with the header “Abstract” centered on the page with an initial capital A followed by lowercase letters. Abstracts should be brief and usually range between 150 and 250 words. The text should be flush left (without an indentation) beneath the title and Arabic numerals should be used for any numbers.

**Headings**

Using levels of headings provides a hierarchy for the sections in a paper; in effect, they provide the reader with an outline of the paper. Avoid use of only one subsection heading or one subsection within a section. The same level of heading should be given to all topics of equal importance (e.g., Method, Results). At least two subsection headings should be used within a section; otherwise, none should be used. A heading structure for all sections should use the same top-to-bottom progression, regardless of the number of levels of subheading. APA style uses five possible levels of headings, which follow each other sequentially. Thus, if only one level is used, use Level 1; if two are used, use Levels 1 and 2 (the most common combination in most research papers), in that order; if three are used, use Levels 1, 2, and 3, in that order, and so on.
Level 1: Centered, boldface, initial capital letters on important words; on the line above the paragraph

Example:

**BASIC FINDINGS**

Level 2: Flush left, boldface, initial capital letters on important words; on the line above the paragraph

Example:

**Demographic Analysis**

Level 3: Indented, boldface, sentence-case heading followed by a period, on the same line of copy as the beginning of the paragraph that follows.

**Demographic analysis.** The demographic analysis shows that among participating physicians…

Level 4: Indented, boldface, italicized, sentence-case heading followed by a period, on the same line of copy as the beginning of the paragraph that follows.

**Demographic analysis.** The demographic analysis shows that among participating physicians…

Level 5: Indented, italicized, sentence-case heading followed by a period, on the same line of copy as the beginning of the paragraph that follows.

**Demographic analysis.** The demographic analysis shows that among participating physicians…

**Punctuation and Spacing**

Punctuation provides the pace for a sentence and tells the reader where to pause (commas, colons, or semicolons), stop (periods, question marks, or exclamation points), or deviate (parentheses, dashes, or brackets). The different kinds of punctuation in a sentence usually designate different kinds and lengths of pauses. Modern word-processing programs provide the appropriate space for each character, so hit the spacebar only once after commas, colons, and semicolons. Do not add extra spaces around dashes, parentheses, or brackets.

APA style suggests—but does not require—two spaces after punctuation marks at the end of a sentence in draft manuscripts. Because requirements vary across publications, when submitting a manuscript for publication, consult the publication’s style guidelines regarding spacing after end punctuation.

Following is a quick guide to some punctuation rules required in APA style.
Period

Periods are used in reference lists after the author's name, the year, the title of a book or article, and the close of the reference; an exception to this close-reference rule is references that end in a website address (electronic references), which do not end with a period.

When in-text citations are used at the end of a sentence, the period should follow the citation. When in-text citations appear at the end of a long, indented quote, periods should not follow the in-text citations. In that case, the period appears at the end of the quote but before the in-text citation. See “Quotations of 40 Words or More,” which appears later in this section, for an example.

Colon

Colons appear between the publication location and the publisher listed in individual references. In text, a colon should not be used after an introductory clause that is not a complete sentence. If two independent clauses are separated by a colon, capitalize the word that begins the second clause.

Semicolon

Although semicolons are usually used to separate two independent clauses (complete sentences), a semicolon should also be used to set off items in a series when one or more of these items already includes commas, regardless of whether the items are complete sentences—for example, “The sisters were challenged to ride a bike for two hours; juggle a ball, a book, and a toy car for 10 minutes; and walk on a treadmill for 30 minutes.”

Comma

In in-text citations, a comma should be used to set off the year of publication within parentheses. In text, use a comma between all elements in a series of three or more items, including before and and or.

Quotation Marks

Double quotation marks should be used in the following situations:
- To introduce a word or phrase that is used as slang, a coined expression, or an example of irony
- To identify an article or chapter title in a periodical or book when the title is mentioned in text
- To reproduce or cite material from a published source (only up to 40 words)

Double quotation marks should not enclose quotations of 40 words or more.

Quotations of 40 Words or More

Quotations of 40 words or more should be in a paragraph by themselves, should be indented five spaces without the customary first-line indent, and should not include quotation marks. These block quotations should also be followed by a citation that includes a page number. The citation is presented after the closing punctuation of the block quotation. If the quoted text contains quotation marks, double quotation marks should be used. Note the following example:

Candy manufactured at the offshore facility was tainted, but testing of product made domestically revealed that it was safe. Representatives
from the manufacturer claimed that the company was unaware of any problems with ingredients or machinery at the offshore plant prior to the discovery of the poisoned product. (Bradenforth, 2007, p. 238)

**Italics**

Use italics for introduction of a new, technical, or key term (but only on first use of the word; do not italicize the word again if it is used in subsequent sentences). Also use italics in the following instances:

- Letters used as statistical symbols
- Periodical volume numbers in the reference list
- Anchors on a scale (e.g., a survey asks respondents to rate customer service on a scale of 1 to 5).

**Parentheses**

Parentheses are used in the following circumstance:

- To set off reference citations in text
- To separate letters that identify terms in a series within a sentence or paragraph
- To enclose the citation or page number of a direct quote
- To introduce an abbreviation
- To enclose numbers that represent formulas, equations, statistical values, or degrees of freedom

Avoid use of back-to-back parenthetical text.

**Hyphens**

A hyphen should not be used on common fractions used as nouns (e.g., Two thirds of the students missed class); however, a hyphen should be used when the fraction is used as a descriptor (e.g., The student council requires a two-thirds majority to pass a new rule). Hyphens should also be avoided in compounds in which the first word is an adverb (e.g., The nearly vetoed legislation has finally passed) and in situations where there is no possible way a compound term could be misread without it (e.g., The health care industry lobbied Congress for this law). Do not use a space before or after a hyphen.

**Dashes**

APA distinguishes em dashes (two hyphens placed side by side with no space in between: —) from en dashes (which are slightly longer than a hyphen: –). Note that some word-processing programs include em dash and en dash symbols, often a combination of keystrokes or accessible from the symbols menu. As shown in the examples in the paragraphs that follow, do not add spaces before or after em dashes and en dashes.

An em dash should be used to either highlight a clause or to indicate a diversion from the sentence's primary clause (e.g., The test subjects—who were unaware of the change—disliked the nature of the treatment).

An en dash is used between words of equal weight in a compound adjective (e.g., “medication–nutrient interaction”) and between page ranges (e.g., 112–114).
Using Numbers in a Document

Generally, APA style uses numerals to express numbers 10 and larger and words for numbers one through nine. One primary exception to this rule is when a number greater than 10 begins a sentence. In this case, the word should be spelled out (e.g., Forty-eight men were surveyed).

There are several exceptions in which numbers less than 10 are listed in numeric form, generally related to presenting a specific quantity measurement, such as in the following instances:

■ When the numbers precede a unit of measurement or a percentage symbol
■ When the numbers are used for a mathematical or statistical function
■ When used to represent time, dates, ages, scores, or points on a scale
■ When placed in a numbered series, parts of book chapters or tables, or in a numbered list of four or more
■ When included in a research paper’s abstract

If the number of days, months, or years are an approximation, write out the numbers (e.g., The ships take approximately eight days to reach Portugal). A zero should be written before decimals and numbers that are less than one, except in decimal fractions where the number cannot be greater than one. Plurals of numbers should be written by adding -s or -es, without an apostrophe.

Abbreviations

APA style recommends minimal use of abbreviations, as they can often cause more confusion than clarification and can hinder reader comprehension. Generally, an abbreviation should be used only if (a) it is well known and a reader would be familiar with it, or (b) it saves considerable space and prevents repetition.

A writer must decide whether to spell out an expression or group name every time or spell it out initially and abbreviate it thereafter. If abbreviating, the term must be written out completely the first time, followed by its abbreviation in parentheses. Afterward, the abbreviation can be used without any further explanation.

Do not write out standard abbreviations for units of measurement on first use, but do not use the abbreviation if a specific measurement is not given (e.g., It was 3 cm in length; It was measured in centimeters).

A sentence can begin with an abbreviation or acronym that appears in all capital letters but not if it is all lowercase letters. Some abbreviations are accepted as words in APA style and do not require explanation, including the following well-known terms: IQ, REM, ESP, AIDS, and HIV.

Periods are used with abbreviations for initials of names (e.g., William S. Sanderson), to abbreviate the United States when used as an adjective (e.g., U.S. Navy), in identity-concealing labels for study participants (e.g., participants S. P. and J. M.), and with Latin and reference abbreviations (e.g., i.e., etc.).

Periods should not be used with abbreviations of state names, capital letter acronyms, or metric and nonmetric measurements; one exception is the abbreviation for inch (”in.”), which includes a period because of the likelihood of its confusion with the word “in.”

In general, use Latin abbreviations only in parenthetical material and use the English translations of Latin abbreviations in running text (e.g., use “e.g.” in parentheses and use “for example” in text). However, “et al.” (and others) and “v.” (for versus) should be used for citations, both parenthetical and in text (APA, 2010, pp. 106–111).
Percent and Percentages

The symbol for percent (%) should be used only when it is preceded by a numeral (e.g., 5%). The word “percent” should not be spelled out after a numeral. When a number is not given, the word “percentage” should be used (e.g., a significant percentage of women in the group preferred the reformulated product). In table headings or legends, use a percent symbol in lieu of the word “percentage” to conserve space.

Lists

Elements or ideas in a series can be enumerated to clarify their relationship. This is particularly important when a sequence is lengthy or difficult to understand. Three different forms are possible: a within-sentence list, a numbered list, or a bulleted list.

Example of a within-sentence list:
The student’s three choices were (a) living in the dorm with a roommate, (b) living alone in the dorm, or (c) living at home.

Listing within a Sentence with Internal Commas

When listing items within a paragraph or sentence with items that include commas, use lowercase letters in parentheses and semicolons, as shown in the following example:

- The respondents were broken into three groups: (a) high communication apprehension, scoring more than 35; (b) moderate communication apprehension, scoring between 18 and 35; and (c) low communication apprehension, scoring below 18.

Numbered Lists

To list paragraphs in a numbered sequence, such as itemized conclusions or successive steps in a procedure, number each paragraph or sentence with an Arabic numeral followed by a period, as shown in the following example:

1. We divided the study sample into three groups based on income.
2. We further subdivided these three groups into subgroups based on race/ethnicity.
3. We calculated the average monthly income for each of these subgroups.

Bulleted Lists

Numbered lists may imply an unintended and unwanted hierarchy such as chronology or importance. In such cases, a bulleted list, as shown in the following example, is an option:

- The physicians were asked questions about the following factors:
  - How long they have been in practice
  - How many patients they see per week on average
  - How many of those patients have private insurance

Each item in the bulleted list should be indented. Items in a bulleted list may be complete sentences or parts of a longer sentence introduced with a colon, but all items in the list should be parallel (e.g., they should all start with the same part of speech or same conjugation, form, or tense of a verb).
REFERENCES AND INTERNAL CITATION STYLE

Proper documentation of sources includes two important steps: creating a reference list and using internal citations. APA guidelines require a structured reference list and parenthetical in-text citations of each source listed in the references. It is critical to carefully follow APA guidelines for placement and style of citations and references. Footnotes and endnotes are occasionally used, but they are secondary to parenthetical citations. Content footnotes are used to clarify or expand on information in the text, and copyright permission footnotes are used to identify the source of quotations. Neither type should be used in place of parenthetical citations in an APA-style research paper.

Citation Style

For parenthetical citations, include author name(s) and year of the publication. If using a direct quotation or paraphrasing a particular passage, the page number must also be included. APA style offers a variety of acceptable citation formats. Example 1 illustrates an effective way to mention the authors in the text of the sentence; it is particularly useful if the writer wishes to describe the cited author in some way. The style of Example 2 results in a complete statement without using the cited author’s name in the sentence. Example 3 shows a direct quote from the reference material coupled with mention of the author’s name in the sentence. Example 4 combines a direct quote and a complete statement that does not mention the author’s name in the sentence.

Example 1:
According to Booth, Colomb, and Williams (2003), you should avoid plagiarism.

Example 2:
You should avoid plagiarism (Booth, Colomb, & Williams, 2003).

Example 3:
According to Booth, Colomb, and Williams (2003), “In all fields, you plagiarize when you use a source’s words or ideas without citing that source” (p. 202).

Example 4:
Many authorities have commented on the topic, but this is one of the most effective descriptions: “In all fields, you plagiarize when you use a source’s words or ideas without citing that source” (Booth, Colomb, & Williams, 2003, p. 202).

If a source has two to five authors, use all the names of the authors in the first citation, but in later citations, refer to secondary authors with the abbreviation “et al.” If a source has six or more authors, in all citations—including the first—list only the first author followed by “et al.” and the date (e.g., Smith et al., 2007). Note that if citing the same source more than once in the same paragraph, it is not necessary to include the year in the succeeding citations. See Example 5 for an illustration.
Example 5:
Plagiarism can harm your career (Booth et al., 2003). Several prominent historians have lost credibility because they had plagiarized from the works of others (Weaver et al., 2009). It is best to create your own original content and exercise caution when quoting and summarizing the content of others (Booth et al.).

Some citation styles do not meet the criteria listed previously, including the following:

- Personal communications
- Anonymous works
- Works without publication dates
- Classical works

See Figure 2 for examples of these unusual styles.

<table>
<thead>
<tr>
<th>REFERENCE TYPE</th>
<th>IN-TEXT CITATION STYLE</th>
<th>REFERENCE STYLE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal communications that include letters, memos, e-mail, nonarchived discussion groups, personal interviews, and telephone conversations</td>
<td>S. H. Hanson (personal communication, January 1, 2007), or (S. H. Hanson, personal communication, January 1, 2007)</td>
<td>Not included in reference list</td>
<td>Cite personal communication in the text only</td>
</tr>
<tr>
<td>No publication date given</td>
<td>(Hamilton, n.d.)</td>
<td>Hamilton, G. (n.d.). Hope is the verb. Boston, MA: Cambridge Press.</td>
<td>When no date is given, write n.d. in parentheses for in-text and reference list mentions</td>
</tr>
<tr>
<td>Works with group authors</td>
<td>(American Psychological Association, 1994)</td>
<td>American Psychological Association. (1994). The APA manual of style. Washington, DC: Author.</td>
<td>Alphabetize group authors, such as associations and universities, by the first significant word of the name</td>
</tr>
<tr>
<td>A work’s author is designated “anonymous”</td>
<td>(Anonymous, 2007)</td>
<td>Anonymous. (2007). Let’s build bridges. New York, NY: Prentice Hall.</td>
<td>In the reference list, only a work that is explicitly identified as written by “Anonymous” includes the word, which is alphabetized as such</td>
</tr>
<tr>
<td>Classical works</td>
<td>(Plato, trans. 1938), or (Freud, 1931/1997)</td>
<td>Not required</td>
<td>Reference entries are not required for major classical works. That includes ancient Greek and Roman works and the Bible. In cases of the Bible, identify which version was used in the first in-text citation—for example, “(1 Cor. 13:1) [King James Version].”</td>
</tr>
</tbody>
</table>

FIGURE APA.2 APA Citation Style for Unusual References
Reference Style

The APA reference style is preferred for many reasons, but primary among them is that APA style is perhaps the most common form of organizing, citing, structuring, and verifying information in universities today. APA reference style provides all the basic building blocks that make it easier to learn other styles, such as MLA, Turabian, and Chicago style, and underscores the importance of professionalism and rigor in writing. All references should be listed in alphabetical order by the first authors’ last name or, if no author is listed, by the title of the source.

Assembling a Reference List

An APA reference list is more than just a simple listing of works cited. Each type of reference—a journal article, a book, a website, or a newspaper article, for example—has its own unique style. The idea behind the reference list is to give readers as much information as possible to seek out the references and gain a deeper understanding of the logic expressed in the paper by reading them. The following are general guidelines for an APA reference list:

- Sources should be arranged alphabetically by the author’s last name. If there is no identified author, alphabetize the reference listing by the first main word of the title, excluding “A,” “An,” or “The.”
- Double space or leave one blank line between each line of type in a reference list.
- The first line of a reference is set flush left, but any subsequent lines in the same reference are indented one-half inch (known as the hanging indent).
- Periods separate most parts of a reference, including (a) after the author name(s), (b) after the date, (c) after the closing parenthesis for the date of publication, and (d) at the end of the reference (except for an electronic reference, which requires no period). Periods should also be used after the first and middle initials of each author.
- Commas are used between the author’s last name(s) and initials; to separate authors; between the book or periodical title and the volume number; after an issue number and before a page number; and between a volume number and page number. A colon is used to separate the city of publication and the publisher’s name.
- The author’s names in a reference should be listed as last name first, followed by a comma, and then the first and middle initials, and finished with a period. When there are eight or more authors, list only the first six and abbreviate the remaining authors using ellipsis points (“…”), followed by the final author. If a group or entity is the author, spell out its full name as the author. If a second author of a book or magazine is listed with the word “with,” he or she should be listed in the reference in parentheses—for example, “Porter, J. (with Rutter, K. L.).” To reference an edited book, list the editor’s name in the author position and follow it with the abbreviation “Ed.” or “Eds.” in parentheses. If there is no author, the title of the work should be moved to the beginning of the reference.
- The year the work of a reference was copyrighted should follow the authors’ names (or title, if there are no authors), appear in parentheses, and have a period at the end outside of the parentheses. For magazines, newspapers, or newsletters, the year, followed by the exact date (month and date) of the publication should be listed in parentheses. If no date is available, “n.d.” should be written in parentheses and should be followed by a period.
■ The title of an article or chapter comes after the date, followed by the title of the work, periodical, or book. Only the first word of the title and subtitle (if there is one) should be capitalized. The title should not be italicized or have quotation marks around it. All nonweb references should end with a period. Web-based references should include as much of the previously listed information as possible and the digital object identifier (DOI) if available or the web address of the source. If the last item in the reference is a DOI or a website address, it should not end with a period.

■ The city of publication follows the title of any book or brochure. Regardless of how well-known a city is, write a comma and the appropriate two-letter abbreviation for the state or territory that is used by the U.S. Postal Service. Spell out country names. A colon should follow the city, state, or country of publication. If the publisher is a university that has the same name as the state or province (e.g., Ohio State), do not repeat the state or province in the publisher location.

■ The publisher’s name follows the city of publication. The name of the publisher should be as brief as possible, eliminating terms such as “Inc.” or “Co.”, but the words “Books” and “Press” should be kept in the reference. If two or more publisher locations are given, give the first listed or the publisher’s corporate office, if specified. A period should follow all listings.

■ “Page” and “pages” should be cited as “p.” and “pp.” in instances where book chapters are listed. Periodical page numbers go at the end of the reference, following the title of the journal, and “p.” or “pp.” is not used. Book page numbers go between the title and the city of publication. All page numbers should include the entire article or chapter, and the beginning and end numbers should be separated by an en dash. Page numbers for entire books are not listed.

■ Appropriate abbreviations for use in reference section and in-text citations include the following:
  - chap. = chapter
  - ed. = edition
  - Rev. ed. = revised edition
  - 2nd ed. = second edition
  - Ed. (Eds.) = editor (editors)
  - Trans. = translator(s)
  - n.d. = no date
  - p. (pp.) = page (pages)
  - Vol. = volume (as in Vol. 4)
  - Vols. = volumes (as in four volumes)
  - No. = number
  - Pt. = part
  - Suppl. = supplement
  - Tech. Rep. = technical report

■ U.S. states and territories should be indicated with the appropriate two-letter abbreviation used by the U.S. Postal Service. City names and country names should not be abbreviated (APA, 2010, p. 187).

Examples of References

Refer to the *Publication Manual* or its companion website (http://apastyle.org) if citing a resource that is not included among the examples that follow. Different sources have different requirements and rules. Books, journal articles, magazine articles, websites, and other sources each have particular requirements that give proper credit...
and help readers locate the reference material. If any part of the reference is not included, this amounts to failure to properly credit a source. The following 11 examples illustrate some of the more common reference styles.

**Example 1: A book with a single author.**


**Book author:** The author’s last name is listed first, followed by the author’s first and middle initials (if applicable). The period that follows the initial is also the period that follows the first element (author’s name) of the References citation.

**Date of publication:** The year the book was published is included in parentheses, followed by a period.

**Book title:** The title is italicized with all words except the first in lowercase. If there is a colon in the title, the first word following the colon is also capitalized. If the book has several editions, the edition of the text goes in parentheses following the title. This element is followed by a period.

**Publication information:** For all cities, include the state (e.g., Newbury Park, CA), even if the city is well known. A colon is placed after the state and followed by the name of the publisher. Omit superfluous terms such as “Publishers,” “Co.,” or “Inc.,” but keep the words “Books” or “Press.”

**Example 2: A book with two to seven authors.**


**Book author:** The author’s last name is listed first, followed by the author’s first and middle initials (if applicable). A comma follows the name of the first author, even when there are only two authors to list. Type “&” before the last author is listed. Authors are listed in the order they are listed on the book cover.

**Date of publication, book title, and publication information:** Follow the format applied in Example 1.

**Example 3: A book with eight or more authors.**


**Book author:** The author’s last name is listed first, followed by the author’s first and middle initials (if applicable). With more than seven authors, list only the first six authors and abbreviate the remaining authors using ellipsis points (“…”), followed by the final author. Do not type “&” before the final author.

**Date of publication, book title, and publication information:** Follow the format applied in Example 1.
Example 4: An article with only one author in a scholarly journal.


**Article author:** The author’s last name is listed first, followed by the author’s first and middle initials (if applicable).

**Date of publication:** The year the article was written is included in parentheses, followed by a period.

**Article title:** The article title is not italicized nor enclosed in quotation marks, and only the first word of the title and the subtitle should be capitalized. The title is followed by a period.

**Journal title:** The journal title is italicized and all words in the title are capitalized except articles and prepositions (“a,” “the,” “and,” “an,” “of”).

**Publication information:** Provide the volume number (in italics) and the page numbers (not italicized) of the article. If the periodical uses successive pagination in its volumes, it is not necessary to include the issue number. If the pagination is not successive, the issue number should be included in parentheses and not italicized—for example, *Consulting Psychology Journal: Practice and Research, 45*(2), 10–36.

Example 5: An article with multiple authors in a scholarly journal.


**Article author:** The author’s last name is listed first, followed by the author’s first and middle initials (if applicable). Type “&” before the last author is listed. Authors are listed in the order they appear on the article. With more than seven authors, list only the first six authors and abbreviate the remaining authors using ellipsis points (“…”), followed by the final author. Do not type “&” before the final author.

**Date of publication, article title, journal title, and publication information:** Follow the format applied in Example 4.

Example 6: A magazine article.


**Article author:** The author’s last name is listed first, followed by the author’s first and middle initials (if applicable).

**Date of publication:** The year and month the article was written is included in parentheses as “(year, month).”
**Article title:** The article title is not italicized, and only the first word of the title and subtitle should be capitalized.

**Periodical title:** The periodical title is italicized, and all words in the title are capitalized except articles and prepositions (“a,” “the,” “and,” “an,” “of”).

**Publication information:** Provide the volume number (italics) and the page numbers of the article (not italicized). If the periodical uses successive pagination in its volumes, do not add the issue number. If the pagination is not successive, the issue number should be included in parentheses and not italicized—for example, *Communication Connection, 2*(2), 3–7.

**Example 7: An online magazine or news article.**


**Article author, date of publication, article title, periodical title, and publication information:** Follow the format applied in Example 6.

**Retrieval information:** The rule for electronic resources is to list the information that will help readers find the resource. Do not include the date the document was retrieved unless there is an expectation that the material cited will change over time. Some documents include a digital object identifier (DOI), which is a number that provides a consistent means to find an online document. If the cited publication has a DOI, it is usually prominently displayed at the top of the online document. If the research document includes a DOI, include it at the end of the reference, after the page numbers. For example, Marano, H. E., & Schwartz, B. G. (2004, August). Rock around the doc. *Psychology Today, 9*, 47–50. doi:10.1187/0142-9052.78.1.298. If no DOI is available, give the home web page for the periodical, not the specific link to the article. Web pages often disappear or change, and this avoids citing expired web addresses.

**Example 8: An article from a newspaper database.**


**Article author:** Follow the format applied in Example 7.

**Date of publication:** The year, month, and day the article was written are included in parentheses (year, month, day).

**Article title, periodical title:** Follow the format applied in Example 6.

**Publication information:** Follow the format applied in Example 7.
Retrieval information: The rule for electronic resources is to list the information that will help the reader find the resource. Do not include the name of the database where the article was found; instead list the newspaper’s home web page address. Do not close the web page address with a period.

Example 9: An article from a newspaper with one author and nonconsecutive page numbers.


Article author: Follow the format applied in Example 7.

Date of publication: Follow the format applied in Example 8.

Article title, periodical title: Follow the format applied in Example 6.

Publication information: For newspapers, include the section and page number. Unlike journal citations, newspaper references do require a “p.” or “pp.” before the section and page number(s). If the pages are not continuous, list the page on which the article begins, insert a comma and a space, and then list the page where the article continues (e.g., pp. A1, A6).

Example 10: An article with no author, from a newspaper.


Article author: If an article has no author, do not write “Anonymous.” The article title is placed first. It is not italicized, and only the first word of the title and subtitle should be capitalized.

Date of publication: Follow the format applied in Example 8.

Article title, periodical title: Follow the format applied in Example 6.

Publication information: Follow the format applied in Example 7.

Example 11: An Internet source.


Heading title: Websites and web pages often do not have identified author(s). In such a case, the website section heading is used at the beginning of the reference. It is not italicized, and only the first word of the title and subtitle should be capitalized.

Date of publication: A date is also not often available, so it is acceptable to reference that there is no date identified by typing (n.d.) after the heading title.

Internet site title: Identify the publisher of the resource as part of the retrieval information.
Retrieval information: The rule for electronic resources is to list the information that will help readers find the resource. Only include the complete web page address if the home page of the organization housing the document does not have a search function or if the website is large and hard to navigate, making it unlikely that the reader will be able to find the document from the home address. Do not close the web page address with a period.

Example 12: A picture from a website.


Artist or photographer: Follow the format applied to authors in Example 6.

Title: The title of the picture is italicized and only the first word of the title should be capitalized. The title is followed by the medium (e.g., painting, photograph, etc.) in brackets.

Retrieval information: Follow the format applied in Example 8.


Artist or photographer: Follow the format applied to authors in Example 6.

Title: Follow the format applied in Example 12.

Book author and title: The word “In” is followed by the author’s name. First and middle initials (if applicable) precede the author’s last name, which is followed by a comma. The title of the book is italicized and only the first word and any proper nouns are capitalized. The page number(s) or plate number for the artwork is set in parentheses and is not italicized.

Publication information: Follow the format applied in Example 1.