This handout provides a quick reference guide to the basic citation rules of the American Psychological Association.

**In-text citations** (See pp. 174–179 for complete details) Citation examples are in gray highlighting.

- Cite a source in the text of your paper using the author’s last name and the year of publication. One or both of these elements will be in parentheses, depending on the situation.
- For two authors, cite both every time. For three or more authors, cite all the first time and after that, cite the first author and use the Latin phrase “et al.”
- Include the full citation in the reference list at the end of the paper for each in-text citation used.
- Separate citation elements with commas. Required sentence punctuation goes outside the parentheses.
  - Kessler (2003) found that among epidemiological samples...
  - Early onset results in a more persistent and severe course (Kessler, 2003).
  - In 2003, Kessler’s study of epidemiological samples showed that...
- Citing a specific part of a source, with or without direct quotations, requires the page number, with p. for a single page or pp. for multiple pages before the number. If there are no page numbers, use the paragraph number with the abbreviation para. If there is neither page nor paragraph numbers, cite the heading. (See pages 171-172 of the Publication Manual).
  - Rogers (1961) has identified genuineness and transparency as two important elements of a helping relationship (p. 37).
  - Through brain scans of live chimpanzees, researchers have found that, as with humans, “the language-controlling...” (Begley, 1998. p. 57).
  - Basu and Jones (2007) went so far as to suggest the need for “regulation in cyber space” (para. 4).
  - In their study, Verbunt, Pernot, and Smeets (2008) found that “the level of perceived disability ... less by their physical condition” (Discussion section, para. 1).
  - “Empirical studies have found mixed results on the efficacy of labels ... changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted”).

**References** (See pp. 193–224 for complete examples)

- The heading (centered, no italics/bold/underline) on the page of sources should be References.
- Double space the entire list, both between and within entries (this will not be done on this handout).
- Arrange entries alphabetically by the last name of the first author of each work. If no author is given, start with the first significant word in the title.
- Include as much of the date as is provided – (year, month day) if possible, or (year, month), or (year).
• In titles of articles and books (but not journal titles), capitalize only the first word of the title, the first word of the subtitle, and proper names.
• Begin each entry at the left margin. If there is more than one line, each subsequent line should be indented one half inch (“hanging indent” in the Paragraph menu of Microsoft Word)
• Include the Digital Object Identifier (DOI) information in the standard citation format for all electronic documents – articles, books, or websites – unless your instructor tells you otherwise.
  o A DOI is a unique alphanumeric string assigned to each article available electronically to identify its content and provide a persistent link to its location online, since URLs can change.
  o Use the DOI in whichever format it is provided with the article. Examples: doi:10.1108/03090560710821161 or http://dx.doi.org/10.1016/j.appdev.2012.05.005

Books

**Basic formats for a book citation:**
Author, A. A. (date). *Title of work*. Location: Publisher. OR
Editor, A. A. (Ed.). (date). *Title of work*. Location: Publisher.

• **Entire book, print version, one to seven authors**

• **Book chapter, print version**

• **Entry in an encyclopedia**

• **Government document**

• **Report from a private organization**

**Electronically-retrieved books:**

• **Electronic book (available online)**

• **Electronic book (purchased)**
Periodicals


**Basic format for an article citation:**


- **Journal article in print**

- **Journal article with DOI, one to seven authors** – include all the authors.

- **Journal article with DOI, more than seven authors** – include the first six authors, an ellipses, and the last author

- **Journal article from a database or elsewhere online:**
  o Include the DOI if there is one:
  o If there is no DOI, include the homepage for the journal—even if you found the article in a database:

- **Magazine article**

- **Newspaper article**

- **Newsletter article, no author**
Other Sources

Give the retrieval date after the word “Retrieved” only if the content of the source is likely to change (e.g., wikis).

Basic format for a nonperiodical web document:

- Basic web page or blog post

- Online video or audio file – include the medium in brackets following the title

- Multipage document created by an agency or organization, no date

- Wikis

APA title page example (not to scale) – See pp. 41–59 of the Publication Manual for sample papers formatted in APA style.

Running head: EFFECTS OF FORMATTING RESEARCH PAPERS

Effects of Formatting Research Papers on the Brain

Jennifer B. Student and Helen K. Researcher

The University of Central Oklahoma

Author Note

Double-space the author note(s).

The first paragraph should identify complete departmental affiliations at the time of the study for all authors.
The second paragraph should identify changes in affiliation (if any) subsequent to the time of study.
The third paragraph should identify grants or other financial support for your study and provide an explanation of any special circumstances.
The fourth paragraph should include complete contact information for correspondence. End this paragraph with an email address and no period. E-mail: jdoe@uiuc.edu