

APA Style Guide

References Page or Bibliography

References include only sources that are cited in the text of your paper and this is usually what is required for APA style. If you are asked to include all sources you used as evidence of wider reading then you must create a **Bibliography**

- At the top of the page, write **References or Bibliography**, centered.
- Do not use all capital letters.
- Do not use italics.
- List the reference entries in alphabetical order according to the first word in each entry.
- Start each entry on a new line, using a *hanging indent*. (In a hanging indent, the first line of the entry starts at the left margin. The remaining lines are indented one tab stop. To get a hanging indent in Word, select the entire reference entry, then go to Format—Paragraph—Direction and Indents—Special—Hanging.)

References

The following are examples of each type of reference you may need to include in your bibliography. Follow the examples below, using the information from your own sources. (**Note:** Italicize the titles of books, titles of periodicals, and periodical volume numbers.)

Books

Author(s) given:

Author(s). (Year). *Title of book*. Place of publication: Publisher.

Example:

Chomsky, N., & Halle, M. (1968). *The sound patterns of English*.
New York: Harper & Row.

Note that for most titles, only the first word of the title and sub-title is capitalized, as well as proper nouns.

No author given:

Title of book. (Year). Place of publication: Publisher.

Example:

The business of roses. (1974). Los Angeles: Little and Long.

Chapter in a book:

Author(s). (Year). Title of chapter. In Name of editor (Ed.), *Title of book* (pages). Place of publication: Publisher.

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.

Encyclopedias

Author(s) given:

Author(s). (Year). Title of article. In *Title of encyclopedia* (volume, pages). Place of publication: Publisher.

Example:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501 - 503). Chicago: Encyclopedia Britannica.

No author given:

Title of article. (Year). In *Title of encyclopedia* (volume, pages). Place of publication: Publisher.

Example:

Diabetes. (1997). In *The world book encyclopedia* (Vol. 4, pp. 70-91). London: World Book, Inc.

CD-ROM:

Title of article. (Year). In *Title of CD-ROM encyclopedia*. (edition). Publisher.

Example:

Falcon. (1998). In *World book multimedia encyclopedia*. (Single disc edition). World Book, Inc.

Videos

Name of producer (Producer). (Year). *Title of video* [Videotape]. Place of production: Publisher or Distributor.

Example:

Public Broadcasting System (Producer). (1997). *The new urban renewal: Reclaiming our neighbourhoods* [Videotape]. Alexandria, VA: PBS Video.

Interviews

Not included in list of references/bibliography. Cite in-text only.

Notice that the date is always the second element in an APA citation.

Articles

From database:

Author(s). (Year). Title of article. *Title of Periodical*, volume, pages. Retrieved Month Day, Year, from Name of database.

Example:

Hien, D. , & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522. Retrieved May 20, 2000, from Proquest 5000 database.

Journal or magazine article:

Author(s). (Year). Title of article. *Title of Periodical*, volume, pages.

Example:

Hoose, J. , & Legrand, P. (2000). It takes parents, the whole village and school to raise children. *Middle School Journal*, 31, 32-37.

Note that for periodical titles, all significant words are capitalized.

Newspaper article, author given:

Author(s). (Year, Month Day). Title of article. *Name of Newspaper*, page.

Example:

Jefferson, G. (1998, August 12). Microsoft to face lengthy court battle. *Herald International*, A1.

Newspaper article, no author:

Title of article. (Year, Month Day). *Name of Newspaper*, page.

Example:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, A12.

Web sites**Author and date given:**

Author(s). (Year). *Title of web page/site*. Retrieved Month Day, Year, from URL

Example:

Daly, B. (1997). *Writing argumentative essays*. Retrieved May 12, 1998, from <http://www.eslplanet.com/teachertools/argueweb/frntpage.htm>

Author given, but no date:

Author(s). (n.d.). *Title of web page/site*. Retrieved Month Day, Year, from URL

Example:

Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved August 3, 2001, from <http://www.psywww.com/psyrelig/psyrelpr.htm>

Date given, but no author:

Title of web page/site. (Year). Retrieved Month Day, Year, from URL

Example:

Information literacy for librarians. (2004). Retrieved February 16, 2004, from <http://www.ala.org/acrl/infolit.html>

No author or date given:

Title of web page/site. (n.d.). Retrieved Month Day, Year, from URL

Example:

Art movements in the 20th century. (n.d.) Retrieved February 8, 2000, from <http://library.thinkquest.org/27629/features/art.html>

When the author is an organization or group:

Organization name. (Year). Title of article. *Title of web page/site*. Retrieved Month Day, Year, from URL

Example:

United Nations. (2002). UN urges unhindered humanitarian access to Afghanistan. *UN News Service*. Retrieved May 20, 2002 from <http://www.un.org/News/>

Citing your sources in-text

- a) *When citing another author's ideas*: For sources that have known authors and dates, include the surnames of the authors and the dates of publication, as shown in the examples below.

Examples:

The issue of student safety is becoming more and more important in our schools (Hoose & Legrand, 2000).

According to John Daly (1997), debatable statements are statements that people can have different opinions about.

- b) *When citing direct quotations*: Follow the example above, but include the page number as well (or paragraph number, in the case of electronic sources such as web sites and database articles that do not have page numbers), after the date, as in the examples below.

Examples:

"PDC has the opportunity to conduct a market research study that would help evaluate buyer interest in the condominium project" (Anderson, Sweeney & Williams, 2001, p. 104).

"The trainees should be given an opportunity of discussing their own opinions and ideas, however different" (Tarnopolsky, 2004, para 7).

- c) *When citing ideas and/or direct quotations*: If there is no author, use the title of the work in place of the author's name. i) Italicize the title of the work if it is a book, encyclopedia, brochure or periodical. ii) Use quotation marks around the title if it is the title of an article or a chapter. iii) If there is no date, then it is okay to leave it out of the in-text citation.

Examples:

i) Interaction between student and teacher is the most effective way to determine understanding (*Teaching excellence*, 2002).

ii) Institutional support is crucial if an academic program is to succeed ("Organizational change in academe," 2003).

ii) "Pablo Picasso and Georges Braque started the art movement known as cubism in 1917" (*Art movements in the 20th century*, para 5).

- d) *When citing similar ideas from multiple sources*: Follow the above rules, but list the sources alphabetically in the in-text citation. Separate the sources being cited with semi colons. See examples below:

Examples:

Several studies conclude that cooperative learning is beneficial to students at all learning levels (Balda, 1980; Mackenzie, 2004; Patel, 2002).

Workplace satisfaction is one of the most important factors in employee retention (Anderson & Mackie, 1999; Schon, 2004; Zimba, Henderson & Fields, 2000).