APA Citation Style, 6TH Edition

The purpose of this document is to provide examples of the most common resources used in research in science and social sciences including nursing, business, information science and social work. For a complete list as well as guidelines for writing, manuscript structure, rules of mechanics and the publication process, see the Publication Manual of the American Psychological Association, 6th Edition or www.apa.org. This document is not intended to take the place of the manual, which is the definitive authority for all things related to APA style guidelines. It is strongly recommended that you consult this manual for detailed instruction and clarification.

APA Citation Style is a standardized set of rules established by the American Psychological Association (APA) governing the documentation of sources within a research paper. It requires parenthetical citations in-text and full citations in a bibliography or list of references. With a few exceptions, there should be one of each for each source consulted.

CREDITING SOURCES
(See pages 169 – 183 of the APA manual)

Note: APA dictates the use of past tense (found, proved, proposed, etc.) when the date is specific as to the findings of the individual referenced. Use present perfect tense when the date is not specific (has found, have found, etc.) (see page 78 of the APA manual).

When to cite

Any work by individuals whose ideas, theories or research influenced your writing must be cited. This includes work that has provided background information, supports or refutes a thesis or offers important data of any kind including definitions. One should also provide, as well, documentation on facts and figures not commonly known. Rules are specific and cover almost any possible type of source, including periodicals, books, journals, reviews, technical and legal documents and reference works in print and online. It also includes every imaginable electronic resource: blogs, emails, websites, web pages, databases and electronic versions of books, periodicals and journals.

Plagiarism
Responsible writers do not take credit for the original work of others. To avoid plagiarism charges, credit the sources you paraphrase, quote directly or describe as influencing your work in any way.

Quoting and Paraphrasing

Direct Quotations
Reproduce verbatim material directly quoted from the work of others. This includes any previously published work (print and electronic), a test item or instructions as well as the findings of research and professional/personal opinions.

**Passage fewer than 40 words, ending mid-sentence:**
Incorporate it into the text by enclosing it in double quotation marks. When the quoted passage ends mid-sentence, “end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks” *(Publication Manual of the APA, 2010, p. 171)*, then complete the sentence.

**Note:** Spell out the name of groups (American Psychological Association) the first time it is used.

**Passage at the end of a sentence:**
Enclose the passage in double quotation marks, “cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the parentheses” *(Publication Manual of the APA, 2010, p. 171)*.

**Note:** The title of the book is used in the author position, if no author is given.

**Passage of more than 40 words:**
Display quotations of more than 40 words in a block of text without quotation marks.

Start such a *block quotation* on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

A new paragraph within the quoted passage is indented as it appears in the original text.


**Note:** If the quoted source is mentioned in the sentence introducing the block quote, only the date and page or paragraph number (in non-paginated documents) is needed at the end of the passage.

According to the *Publication Manual of the APA*, one should display quotations of more than 40 words in a block of text without quotation marks. . . . parentheses after the final punctuation mark. *(2010, p. 171)*

**Note:** If the both the quoted source and year are mentioned in the sentence introducing the block quote, only the page or paragraph number (in non-paginated documents) is needed at the end of the passage.

According to the 2010 edition of the *Publication Manual of the APA*, one should display quotations of more than 40 words in a block of text without quotation marks. . . . parentheses after the final punctuation mark. *(p. 171)*

**Paraphrasing**
You are encouraged to include a page or paragraph number in the citation in order to help an interested reader find the exact passage to which you refer, i.e. *(Smith, 2000, pp. 12-21)*.

**Direct quotations of online material with no page numbers**
For online materials, provide author, publication date and page numbers if they appear. When pages of online materials are not numbered but paragraph numbers are used, include them instead of page numbers using the abbreviation para., i.e., (Smith, 2000, para. 2).
If headings are used but neither page nor paragraph numbers, include the heading and the paragraph number after it, i.e. (Smith, 2000, Summary section, para. 6).
If headings are too long, shorten them, i.e. (Smith, 2000, “Reasons to Refuse,” para. 3).

Note: Original heading was “Reasons to Refuse Access to Patrons of the Young Adult Department of a Public Library.” Use quotation marks when shortening the heading or title.

Changes from source requiring no explanation
You may alter the first letter of the first word, end punctuation or double or single quotation marks.

Changes from source requiring explanation
Omitting material: Use three ellipsis marks with spaces ( . . . ) to indicate omitted material within a sentence. Use four at the end of a sentence (one is the period). Avoid using them at the beginning of a sentence unless necessary for clarification.

Inserting material: Use brackets, not parentheses, to enclose material added within a quotation.

Adding emphasis: Italicize the word or phrase used for emphasis. Immediately after the word or phrase use brackets to enclose emphasis added, specifically [emphasis added].

IN-TEXT CITATIONS

One Work by One Author
In these ways, his work supported these findings (Smith, 2000).
In his 2000 article, Smith stated.

One Work by Two Authors
Smith and Jones (2002) reported that.
Such findings contradict their earlier reports (Smith & Jones, 2002).

One Work by Three - Five Authors
First citation in text: Smith, Jones, James, Howard, and Grubbs (2002) stated.
(Smith, Jones, James, Howard, & Grubbs, 2002)
Subsequent citations: Smith et al. (2002) proposed.
(Smith et al., 2000)
Note: et (no period) al.

Six or More Authors
According to Smith et al. (2002).
(Smith et al., 2002)

Groups as Authors
Names of corporations, associations, government agencies, etc. are usually spelled out each time they are cited in-text. If the name is cumbersome and the abbreviation readily recognized, subsequent citations may include only the abbreviation.
Works With No Identified Author
If it is an article, chapter or webpage, cite in parentheses the first few words of the title, enclose them in double quotation marks with the final comma inside the closing quotation marks, then the year of publication (“Field Studies,” 1999)
From the report Across Generations (1983) arose the argument . . .

Note: If the word “Anonymous” is stated, use it as you would an author’s name, i.e. (Anonymous, 1999). Italicize titles of periodicals, books, brochures and reports.

Entire Web Site (not a document on a site): Source: www.apastyle.org and www.cornell.edu
Do not include it on the Reference List. Cite it in the text of your paper.
Example: On the official APA Style website, corrections to the first printing, July, 2009, as well as frequently asked questions sections provide . . . (http://www.apastyle.org).

Secondary Source
Add the secondary source to the reference list. In text, name the original work and cite the secondary source.
Example: The letters from Alcott (as cited by Mercer, 2001, pp. 2-4) . . .
Note: This indicates you read Mercer but not Alcott.

Personal Communications
Examples: face-to-face lectures, face-to-face speeches, private letters, memos, e-mail, electronic bulletin boards, personal interviews, telephone conversations. Because the substance of such communications cannot be recovered, such communications are not included in the reference list. In in-text citations, use the name of the communicator and a date as exact as possible.
K. T. Jones (personal communication, April 14, 1953)
(K. T. Jones, personal communication, April 14, 1954)

Citations in parenthetical material
When a citation appears within text already enclosed in parentheses, use commas, not brackets, to set off the date. For example, if citing a section of a report titled American Airlines Annual Report (2001), use the following:
(see Schedule B of American Airlines Annual Report, 2001, for details)

REFERENCE COMPONENTS
(See pages 183 – 192 of the APA manual)

Basics
- Begin reference list on separate page
- The title of the page is References (no bold, no all-caps, no italics)
- Double space the references.
- The first line of each reference begins at the left margin. All subsequent lines of each reference are indented 5-7 spaces or one-half inch.
- Alphabetize the list by the first word in the reference.
- Remove the hyperlinks.
- There must be a reference for every in-text citation and an in-text citation for every reference with a few exceptions.
- Use the same font as the rest of the paper.
- See the manual for example papers including reference pages.
Author and Editor Information

Authors

- Last name, then comma, then initials (with periods) for up to and including seven authors. Example: Author, A. A.
- With eight or more authors: use first six names, then three ellipses ( . . . ) with spaces in between each, then the last author’s name.
- When the reference list includes articles by authors with the same last name, put the first name in brackets after the initial. Example: Author, A. [Amos]
- When author’s name is hyphenated, include hyphen. Example: Ford, L.-R. for Lily-Rose Ford
- When author is a group, spell it out and include a period: Example: Federal Home Loan Bank.

Editors

- Use editors in the author’s name position. Add (Ed.) or (Eds.) in parentheses after the name. Add period after parentheses. Example: Editor, A. A. (Ed.).
- Chapter in an edited book: invert author’s name (last name first then initials), but do not invert editor’s name.
- Precede editor name with the word In provide initials and last names for all editors. For large board of editors, use the first one then et al.
- When book has no editor, use In before the title of the book.


Publication Date

- Enclose publication year in parentheses after the title. If informally published or unpublished, use the production year.
- DO NOT abbreviate months.
- Papers and posters at meetings: Use date of the meeting.
- Write in press in parentheses for articles that have been accepted for publication but are not published yet.
- No date: Use n.d. in parentheses.
- Archived documents: Use ca. and enclose information in brackets. Example, [ca. 1772]
- End with a period.

Title

Article or chapter title

Capitalize first word of article or chapter title. Capitalize first word of subtitle. Capitalize any proper nouns. Do not use underlining, italics or quotation marks. End with a period.

Title of article or book chapter: Subtitle of article or book chapter.
**Periodical title: Journals, newsletters, magazines**

Use full title. Capitalize the major words (use the format provided by the source). Italicize it.

*Annual Review of Information Science and Technology*

**Non-periodical title: Books and reports.**

- Capitalize the first word of the title, the first word of the subtitle and all proper nouns. Italicize it.
- After the title, enclose in parentheses additional information related to publication or identification in parentheses (volume number, edition, report number, etc.). Do not use a period between the title and the parentheses; do not italicize the information in parentheses.

*Title of book: Subtitle of book (Report No. xxxxxxx).*

**Non-routine information in titles.**

When such information is important for identification and retrieval, enclose it in brackets after the title and any parenthetical information. Capitalize the first letter.

**Notation examples**

[Letter to the editor], [Special issue], [Special section], [Monograph], [Abstract], [Audio podcast], [Data file], [Data file], [Brochure], [Motion picture], [Lecture notes], [CD], [Computer software], [Video webcast], [Supplemental material]

**Publication Information**

**Periodicals: Journals, newsletters, magazines**

- After title, indicate volume number in italics. Do not use Vol.
- Include issue number, if given, in parentheses after volume number if journal is paginated by issue. Do not italicize it.
- Include page numbers. Do not use p. or pp. Do not enclose in parentheses.
- End page numbers with a period.
- Conclude with doi if provided (journal article). No period.
- Do not include publisher information.

*Annual Review of Information Science and Technology, 3(4), 93-103.*

**Non-periodicals: Books and Reports**

- For publishing location: use city and state in U.S.; outside U.S., use city and country. Use title page as source for books, reports, brochures and other non-periodical publications.
- When the publisher is a university with the name of the state as part of its name, do not repeat the state in the location information.
- Use official two-letter abbreviations for states. Outside the U.S., spell out the city and country.
- Use a colon (:) after the location.
- Give the publisher name in as brief, yet identifiable, a form as possible. Write out names of corporations, associations and university presses. Omit unnecessary words like Publishers, Co., and Inc. Keep the words Books and Press.
- When more than one publisher is provided, use the first one printed or, if possible, the home office.
- When author and publisher are the same, use Author to indicate the publisher.
- End with a period.

**Publication Data for Electronic Resources**
• For electronic versions of print sources (i.e., PDF), give inclusive page numbers if given. Use pp. in reference to newspapers.
• Use DOI (See pages 187-192 of Publication Manual of the APA, 6th for explanation) if provided. Use www.crossref.org under the “For Researchers” tab to get doi by author/title or to check validity of a doi.
• Do not insert a hyphen if you need to interrupt the URL across lines; break (hit enter key) before most punctuation (do not break http://).
• Test URL’s. Update any that do not link to the appropriate site. This is to make sure your readers can find the information; it is not intended to be a “clickable” link.
• Do not generally include database information. Exception: Archived documents are often only accessible through databases. In this case, give the home or entry page URL for the online archive.
• Do not include retrieval date unless the document is likely to change over time. (i.e. Wikis)
• Cite the final version.
• No period following a doi or a URL.

More about DOIs
• Whether print or electronic, include doi if it is provided.
• The doi is usually located near journal logo, copyright or near author’s email address; however, it may be located under a button.
• You may also need to check abstract or database record.
• It often appears in sources you’ve saved in a RefWorks folder in the full citation view of the record.
• Provide the string exactly as published, and no other published information is required.
• Use this format: doi:xxxxxxxxxx
• When no DOI is published, use the home page URL of the journal or of the book or report publisher.
• If you are accessing the article through a database, search the web to locate the URL of the journal. Do not use the URL of the database.
• Cite it exactly as published.
• Journals and some books have DOI’s. Newspapers, newsletters, magazines and most online documents do not have them.
• If a DOI is provided, you MUST use it, so look for it. Check www.crossref.org under the “For Researchers” tab.

REFERENCE EXAMPLES
(See pages 193 - 294 of the APA manual)

Note: The ultimate point of a reference is to provide your readers a way to consult the references you cite in your writings. Therefore, include information in the appropriate format (capital letters, punctuation, etc.) in a particular order: author, date, title, etc. When you use a source that cannot be accessed, as in a face-to-face lecture, email, etc., do NOT include it in the list of references. Cite it in-text with the usual author/date information.

See chart on page 177 of manual for detailed examples of citation requirements based on number and type of authors.

Periodicals
(See pages 198-202)

Regularly published sources such as magazines, journals, newspapers or newsletters.
• No retrieval date information required.
• Include DOI if it is assigned. (Print and electronic sources.)
- If no DOI is available on article accessed online, give URL of journal home page: Retrieved from http://www.journalofaccountancy.com
- Remove hyperlink. (see examples in manual and www.owl.purdue.edu)
- If each issue of journal begins on page 1, include the issue number in parentheses after the volume number (no space between them). 12(6)
- For advance release version of article, insert Advance online publication before the retrieval information. Advance online publication. Retrieved from http://www.xxxxxxxxxxxx
  - doi:xxxxxxxxxxxxxxxxxxxx
- When supplemental material is online, include a description of the content in brackets following the article title. Do this for any non-routine information that is important for retrieval. [Map], [PowerPoint demonstration], [Video].

### Journal Article From Print Source

### Journal Article With DOI, One Author

### Journal Article With DOI, Two - Seven Authors

### Journal Article With DOI With More Than Seven Authors

### Journal Article When No DOI Is Available
Print source:  

Electronic source:  

- Include issue number if journal’s pages continue issue to issue.
- If DOI does not exist and article was accessed online, give URL of the journal home page.
- Do not include retrieval date.

### Magazine Article

### Online Magazine Article

### Newsletter Article, No Author

- Use exact URL because specific newsletter articles are difficult to find on government home pages.
- In text, use shortened title, or entire title if it is short, enclosed in quotation marks in parentheses. (“Abbreviated Title of Article,” 2006).
**Newspaper Article**

- Use p. or pp. with page numbers for newspapers.
- If article appears on pages in more than one section, include all pages. (pp. A3, B2, B8-B11)

**Newspaper Article Online**

- Provide URL of newspaper home page when online version of the article is available by search to avoid citing broken links.

**Special Issue of Section in a Journal**

- For entire issue or special section of a journal, give editors and title of issue.
- If it has no editors, move issue title to the author position, before the year, and end title with period.
- Provide page range for special sections.
- For article in special issue, follow examples for “Journal Articles” above.

**Editorial, No Author**

**Online-Only Supplemental in a Periodical**

**Abstract as Original Source, Print**

**Abstract as Secondary Source, Online**

- It is better to cite the full article, but abstracts may be used as sources.
- Database names and abstract identifier (where applicable) may be used for materials of limited circulation.

**Books, Reference Books, and Book Chapters**
(See pages 202-204)

- Use DOIs when they are available.
- When author and publisher are the same, use Author in place of publisher name.
- Place info regarding editions, volume numbers and page numbers in parentheses following the title. Add period after parentheses. (p. 16).
- For a major reference source with large editorial board, use name of first editor then *et al.*
- For sources available only online, retrieval info takes the place of publisher info.
- Use (n.d.) when no date is available.
- Books in print and online: include publication year in parentheses after author.
- When work is not directly available online or must be purchased, use “Available from...” instead of “Retrieved from...” and indicate location.

### Entire Book, Print

**Author, A. A.** (1990). *Title of book: Subtitle if it has one*. City of Publication: Publisher.

### Electronic Version of Print Book


### Electronic-Only Book


### Electronic Version of Republished Book


### Several Volumes in a Multivolume Work


- In text, use (Author or Editor, 1990/1999).

### Electronic Version of Book Chapter in a Volume in a Series


- Include DOI in reference if it is available. Do not include URL or database name.
- No DOI: use chapter or section identifier and URL that links to chapter, not URL of home page.
- If series is published regularly and subtitles change regularly, use uppercase for title and lowercase for subtitle, as in book title.

### Book Chapter, Print Version


### Reference Book


### Entry in an Online Reference Work


### Entry in an Online Reference Work, No Author or Editor

If online version makes reference to print edition, include edition number after the title.
Use n.d. when no date is indicated.

Technical and Research Reports
(See pages 205-206 of Manual)

Meetings and Symposia
(See pages 206-207)

Doctoral dissertations and Master’s Theses
(See pages 207-208)

Available from a database service

Unpublished

Master’s thesis from a commercial database

Doctoral dissertation from an institutional database

Doctoral dissertation from the web

Reviews and Peer Commentary  (See pages 208-209)

Audiovisual Media  (See pages 209-210)

Data Sets, Software, Measurement Instruments and Apparatus  (See pages 210-211)

Unpublished and Informally Published Works  (See pages 211-212)

Archival Documents and Collections
(See pages 212-214)

These items are stored in a private collection, an institutional collection or in an archive.

- Includes recorded/stored versions of the following:
  - Lectures, notes on lectures
Speeches, notes on speeches
- In-house institutional and corporate documents
- Interviews
- Letters
- Unpublished manuscripts
- Limited-circulation brochures and pamphlets
- Photographs and apparatus

**General format**

Author, A. A. (Year, Month Day). *Title of material*. [Description of material]. Name of Collection (Call number, Box number, File name or number, etc.). Name of Repository, Location.

- Include as much information as is necessary to locate the material. You may need to include call number, box number, or file name or number.
- Use square brackets to indicate information that does not appear in the document. Use question marks to register uncertainty regarding names and dates.
- For interviews and oral histories, use interviewee’s name as author. Include interviewer’s name in the description.

Note: If accessible in an electronic format, include retrieval information. (doi if assigned)

**Internet Message Boards, Email Lists and Other Online Communities** (see pages 214-215)

Options include:
- Blogs
- Newsgroups
- Online forums and discussion groups
- Electronic mailing lists

**Electronic Images**

(Follows basic form of other online postings)

**General format**

Author, A. A. (Author’s role). (Year, Month, Day). *Title of material*. [Description of material]. Retrieved from URL.


Note: Often such information is difficult to determine on-line. Be diligent and determined. If you can find nothing, consider using a different image.

**Internet Message Boards, Electronic Mailing Lists, & Other Online Communications**


- If available, begin with author’s name. Or use screen name.
- Provide exact date of posting.
- Include subject line of the message (the thread). No italics. In brackets, include description of message.
- Include “Retrieved from” with URL location. Include the name of the list to which the message was posted, if this information is not part of URL.
- Provide the address of the archived version.
See pages 215-216 for details on
- Message posted to a newsgroup, online forum or discussion group
- Message posted to an electronic mailing list
- Blog post
- Video blog post

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**CHANGES FROM APA 5TH TO 6TH**

**Punctuation: Spacing after punctuation**
- Use 1 or 2 spaces after period ending sentences in text of paper. Use 2 spaces on papers submitted for peer review.
- Use one space after commas, colons, semicolons, after periods separating parts of reference citation and those in a personal name, i.e., J. R. R. Tolkien.

**Headings**
5th edition: Italics
- Level 1: Used for major sections of papers: Centered, boldface, all major words capitalized, no end punctuation
- Level 2: Subheadings of Level 1 headings: Flush-left, boldface, all major words capitalized, no end punctuation. Text begins on next line, indented 5-7 spaces or one-half inch.
- Level 3: Subheadings of Level 2 headings: Indent 5 spaces, boldface capitalize first word of heading and first word of subtitle, if given and first letter of proper nouns. End with a period. Text follows immediately after Level 3 heading.
- Example:

  **Level 1 Heading**

  **Level 2 Heading**
  Text starts here.

  **Level 3 heading.** Text starts here.

**Quoting from Online Source with No Page Numbers**
6th edition: Use “para” instead of ¶ symbol when quoting online sources without page numbers.

...after claiming that “an objective system provides answers in a clearer, more dependable format” (para. 7).

**Retrieval date**
5th edition: Date of retrieval before URL.


6th edition: No retrieval date


**DOI**
6th edition: Include DOI when it is included instead of other retrieval information. May be accessed at
<table>
<thead>
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<tr>
<td><strong>Cities</strong></td>
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<tr>
<td>5th edition: Do not include state if city is famous for publishing.</td>
</tr>
<tr>
<td><strong>More Than Seven Authors</strong></td>
</tr>
<tr>
<td>6th edition: Use “...” between sixth and last authors’ names.</td>
</tr>
<tr>
<td><strong>Database Names</strong></td>
</tr>
<tr>
<td>5th edition: May include database names when citing online journals.</td>
</tr>
<tr>
<td>6th edition: Instead of database name, use the home page of the journal.</td>
</tr>
<tr>
<td><strong>Other Changes</strong></td>
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<tr>
<td><strong>Theses and dissertations</strong></td>
</tr>
<tr>
<td>6th edition: Puts the same information in parentheses (citations differ slightly depending upon the type of database consulted; see manual).</td>
</tr>
<tr>
<td><strong>DVD’s</strong></td>
</tr>
<tr>
<td>6th edition: DVD has been added as a category under instructions in citing audiovisual media, which includes motion picture, audio or television broadcast, podcast and maps, artwork or photo. All appear in brackets [] after title.</td>
</tr>
</tbody>
</table>
Miscellaneous Sources
6th edition:

- Includes additional source labels, especially related to online sources, i.e. [video webcast], [lecture notes] and [audio podcasts].
- Some changes have occurred in conventional citing of archived documents.
- See manual for details.

Sources consulted:


Augusta State University, College of Education, Department of Educational Leadership, Counseling, and Special Education. http://www.aug.edu

Landmark College. http://www.landmark.edu/Library/

Northern Michigan University. http://library.nmu.edu/


Purdue Online Writing Lab (Purdue OWL). http://english.purdue.edu/owl/

Cornell University (www.library.cornell.edu)