<table>
<thead>
<tr>
<th>Reference Entry</th>
<th>Explanation of Reference Entry</th>
<th>In-Text Citations</th>
</tr>
</thead>
</table>
| **Reference to an article in a periodical** | • Invert author(s) name, give initials with period, space after the periods.  
• Give the year of publication in parentheses, followed by a period.  
• Give the title of the article, not italicized, with only the first word capitalized (and first word following a colon); end with a period.  
• Give the title of the periodical, italicized, capitalize all major words; end with a comma.  
• Give the volume number, italicized.  
• Give issue number if each issue begins with page 1.  
• Give the beginning and ending page numbers.  
• End with a period. | If the name of the author appears in the text, cite only the year of publication in parentheses:  
Keller (1999) found that…  
If author does not appear in the text, cite the author and the year in parentheses:  
Recent research (Keller, 1999) has shown…  
Or, if using a direct quote—  
“…this process can be applied to similar compounds,” (Keller, 1999, p. 163).  
*Place end quote before the parentheses, supply page number, period after parentheses.*  
*Sec. 4.09, p. 93* |
| **Reference to an authored book** | • When a work (book or article) has 1-7 authors, give surnames and initials of all authors.  
• When there are 8 or more authors, include the first six authors’ names, then insert three ellipses & the last author’s name. See Chapter 7, #2, p. 198. In text citations use the guidelines in Sec. 6.12.  
• Use commas to separate authors.  
• Use “&” before last author (but use “and” in running text).  
• Give year of publication in parentheses.  
• Give title of book italicized; capitalize only first word (and first word after a colon).  
• If this is not the first edition, add the number of the edition in parentheses after the title.  
*Sec. 7.02, p.203*  
• Give the city of publication & name of the publisher separated by a colon.  
• End with a period (except when the reference has a URL or DOI at the end).  
*Sections 6.27 – 6.30, pp. 184-187* | When a work (book or article) has 2 authors, always cite both names. (Smith & Jones, 1998) or, in running text—  
Smith and Jones (1998) report that…  
When there are 3,4, or 5 authors, cite all authors the first time the reference occurs; afterwards use first author followed by et al. (not italicized, period after al.).  
First reference: The study on sensitivity testing (Keen, James, & King, 1989) has changed the way…  
Subsequent references: (Keen et al., 1989) – or, in the text- Keen et.al. (1989) found that…(no comma after al.)  
For 6 or more authors, use only the first author every time (even the first) with et al.  
*Sections 6.11 – 6.15, pp. 174-177* |
| **Reference to a chapter in an edited book** | • List by the author(s) of the chapter, rather than the editor(s) of the book.  
• Use In… to indicate the title of work in which the chapter appears.  
• Do not invert the names of the editors.  
• Place (Ed.). or (Eds.). after name(s).  
• Give the beginning and ending page numbers of the chapter.  
*Sec. 6.27, p. 184*  
• If this is not the first edition, add the number of the edition in parentheses with page numbers. (3rd ed., pp. 35-82)  
*Section 7.02, pp. 202-203* | Cite the author of the chapter, not the editor of the book in which the chapter appears.  
Parenthetical citation: (Alys et al., 1992)  
In the body of text:  
Alys et al. (1992) reported that these results were…  
If using a direct quote, include the page number on which the quote occurs, as you would a direct quote from a journal. *(See example above in section on periodical citations.)* |
| **Secondary sources** | • List only the secondary source in the reference list—not the original work. This will lead the reader to the information you used. | In the text, name the original work (the one your source referred to) and then give the secondary source (where you located the information) in the parentheses:  
In a 1998 study by West and Collins, (as cited in Jacobs & Wilson, 2003) it was revealed that…*Sec. 6.17, p. 178* |

Revised 2013. Adapted from J. Baird’s *Quick Guide* developed for the University of Alabama-Birmingham. This guide is not intended as a substitute for the APA Publication Manual, 6th ed. which is the authoritative guide to publishing in APA Style. For questions, contact: aashmore@deltastate.edu
### Entry on a Reference Page

<table>
<thead>
<tr>
<th>Organizations or groups as authors</th>
<th>Explanation of Reference Entry</th>
<th>In-text citations</th>
</tr>
</thead>
</table>
- Spell out the name of the group author.  
- If each issue of the journal is paginated separately, include the issue number in parentheses following the volume #.  
- When the author and the publisher are identical, use the word Author as the name of the publisher.  
- Alphabetize by the first significant word of the name. | Spell out the name of the group – or – when a group is referred to in the text by an acronym or abbreviation, spell out the name on the first reference, followed by the acronym:  
- First parenthetical reference: *note brackets* (National Institutes of Health [NIH], 1996) or first in-text reference National Institutes of Health (NIH)…  
- Thereafter, use the acronym only. (NIH, 1996) or According to the NIH, it is… |

| Electronic Resources:  
**Journal Articles with Digital Object Identifier – DOI** |  
- Choose Internet resources with great care. Many are temporary and your credibility depends on references being retrievable.  
- Test the URLs in your references regularly to make sure they remain active.  
- Always make and keep a print copy of a source you retrieve from the Internet.  
- Use the paragraph number or section heading to guide the reader to the exact location if the electronic resource does not provide page numbers.  
- For articles retrieved from a DSU electronic database, follow the format appropriate for the work retrieved. See examples in left column.  
- Follow the same format for an EBSCOhost e-book.  
- Break URLs BEFORE a forward slash.  
- If the URL is too long to fit on a line and there is no forward slash (/) for a break, copy rest of the URL on the second line. DO NOT add punctuation (i.e., a hyphen).  
- DO NOT place a period after a URL address OR after a DOI.  
- DOIs are explained in Section 6.31, pp. 187-192. | Do not use periods with web addresses in the text or in the Reference list. Include a web address in parentheses when citing in the text (http://www.apastyle.org) if possible or revise the sentence to avoid ending the sentence with a URL and no punctuation. **Sec. 4.02, p. 88**  
- Follow the same guidelines for in-text citations for electronic sources as for any other type of information. The reference page will supply the access information.  

Baker’s study (2001) showed…  

The first study of this kind (Gentry Foundation, 1999) focused on…  

**Note:** APA maintains a website which gives instructions and updates for formatting in-text citations and references: www.apastyle.org  

Your responsibility as an author is to provide the reader with as clear a path as possible to the material on which your research is based. Indeed, failure to do so may throw doubt on the validity of your study.  

Avoid using sources which may have changed or disappeared by the time your work is published. |

| **Reference Books/Sources with No Author**  
- Major reference works with large editorial boards may be listed by the lead editor, followed by et. al. | When a work has no identified author, cite in the text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, chapter or web page and italicize the title of a periodical, book, brochure or report. **(American Heritage Dictionary, 2000), Sec. 6.15, pp. 176-177** |

### Additional information on references

| Each reference cited in the text must appear in the reference list. Each entry in the reference list must be cited in the text.  
| References are alphabetized by the first author’s last name **Sec. 6.25, p. 181**  
| When referencing more than one work by the same author, arrange by year of publication. Works by a single author precede works by the same author in conjunction with other authors **Sec. 6.25, p. 182**  
| Nothing precedes something – Smith precedes Smith—er.  
| Alphabetize prefixes as they are actually spelled. MacWright precedes McAllan.  
| Alphabetize works with group authors or no author listed by the first significant word in the title (i.e., not a or the) **Sec. 6.25, p. 183** |

| When two or more works are cited collectively, arrange works in alphabetical order. Separate entries with a semicolon. (Ayls et. al, 1982; Black & Clark, 1989; Davis, 2002) **Sec. 6.16, p. 178**  
| In-text citations, do not include the year in subsequent references to the same source within the same paragraph.  
| When quoting, give the author, year, and page number in the citation: “…can be applied to most previous studies” (Davis, 2000, p.212). **Sec. 6.03, p. 170**  
| When two authors have the same last name, include the authors’ initials in all text citations (C. Dawson, 2003) **Sec. 6.14, p. 176**  
| Identify works by the same author but different publication dates by including both dates. (Wilson, 1999, 2003) **Sec. 6.16, p.178**  
| Identify works by the same author with the same publication date by using a, b, c, after the year: Additional studies (Davis, 1989a, 1988b) were used…(repeat year, but not the name)**Sec. 6.16, p.178** |

### Additional information on in-text citations

| Note: Because margins, line spacing, and indentations vary among computers, if possible, choose a computer early in your project and stay with the same computer and printer. |