

APA Style for Citing References

All of the works that you have in your reference list must be present in the text of your paper. They should match exactly and include the following elements: author, year of publication, title, and publishing data. However, sometimes a particular type of work may have an element absent or unavailable. Newspaper articles are often published with an unknown author, as are some organization and governmental reports. In most cases, the title is moved to the author position in the citation, but the publisher is used in a smaller number of cases.

General Requirements:

- 1) All citations must have a “hanging indent.”
- 2) Reference list is double-spaced between and within each citation.
- 3) Reference list is alphabetized letter by letter (author).
- 4) Italicize source (book, journal, newspaper, magazine).
- 5) Italicize periodical (journal) volume numbers.
- 6) If a reference has 3-5 authors, type out all the authors for first the parenthetical citation, then only the first author followed by **(et al.)** for subsequent references.
- 7) If a reference has 6 or more authors, type out only the first author in the parenthetical citation followed by **(et al.)**. However, in the reference list, provide the names of the first six authors and follow with **(et al.)**
- 8) For a parenthetical reference, enter the first few words of a title of a work with quotations around, when an author is lacking.

Ex:

(“Study Finds,” 1988, p. 112)

- 9) Quotations directly from another author's work should be reproduced "word for word."
- 10) Quotations require page or paragraph numbers in the citations and "paraphrasing" ideas do not. However, it is encouraged to help the reader locate the original source.
- 11) APA has adopted the "Parenthetical Reference" style of citing sources

Ex:

Today most libraries are consulting with researchers to use or develop their own tested instrument for evaluating reference service (Watson & Myer, 1997, p. 46).

If the author's name is included in the text use the date and page numbers only, parenthetically.

Ex:

Watson and Myer concluded that most libraries are consulting with researchers to use or develop their own test instrument for evaluating reference service (1997, p. 46).

Citation Examples:

Periodical, One Author (Print)

Mercer, P. R. (1998, Summer). Composition operators over convex domains. *Contemporary Mathematics*, 213, 137-143.

Journal Article, Two Authors (Print)

Harden, K. M., & Turner, L. (1999, Fall). Evaluation of library reference services using the RTAI survey instrument. *College & Research Libraries*, 65(2), 54-58.

Newspaper Article, No Author (Print)

China regulates software publishing to combat copyright infringement. (1999, June 7). *Baltimore Sun*, pp. A8, A10.

Report Available from the Government Printing Office, Government Institute as Author (Print)

United States Department of Commerce. (1998). *Pharmaceutical exports to South American countries* (DOC Publications No. ADM 81-1422). Washington, DC: U.S. Government Printing Office.

Doctoral Dissertations and Master's Theses

Griffin, J. L. (1993). The Influence of weekly news readership and demographics on West German attitudes toward the United States and the Soviet Union 1983-1988 (Media Effects). *Dissertation Abstracts International*, 52(01), 530B. (UMI No. 9211285)

Book, Third Edition (Print)

Rubenburg, C. A. (1986). *Israel and the American national interest: A Critical examination* (3rd ed.). Chicago and Urbana: University of Illinois Press.

Edited Book (Print)

Rossey, C. A. (Ed.). (1999). *Fundamentals of social science research*. London: Basnight.

Article or Chapter in an Edited Book, Two Editors (Print)

Michaels, D.S. (1995). Information retrieval in a command-driven environment. In T.M. Moss & H.R. Steinberg (Eds.), *Information technology in library science* (pp. 224-247). Princeton, NJ: Wyle.

Standard & Poor's Industry Surveys (Print)

Tortoriello, R. (2006, November 9). Aerospace and defense. In *Standard and Poor's Industry Surveys* (pp.1-45). New York: Standard and Poor's

Industry Ratios from RMA Annual Statement Studies (Print)

Soft Drink Manufacturing. (2004). In *Annual Statement Studies: Financial ratio benchmarks 2004-2005* (pp. 272-273). Philadelphia: RMA.

Electronic Copy of a Journal Article, Three to Five Authors, Retrieved from a Database

Samuels, B.W., Ricketts, D.A., & Manning, G.S. (2000, Spring). Correlating prejudice and education level. *Journal of Social Research*, 49(3), 38-46. Retrieved May 2, 2006, from Social Science Index database.

Internet Article Based on a Print Source (for access to a single “electronic” journal subscriptions).

Wade, M.L. (2001, September). Tenure requirements in a U.S. academic library [Electronic version]. *Library Journal*, 9, 122-128.

Company Report from Mergent Online, Hoover’s Online, or Factiva Company Database

Hoover’s. (2006). *Coca-Cola company data report*. Retrieved May 15, 2006, from Hoover’s Online database.

Datamonitor Report from Business Source Premier’s Company Profiles

Datamonitor. (2006, July). *Red Hat, Inc company profile*. Retrieved April 11, 2007, from Business Source Premier database.

Financial Ratios from KBR Web

Dun and Bradstreet. (2006). Ratios for SIC 2086. Retrieved March 12, 2007, from KBR Web database.

SEC Report from EDGAR

Northrop Grumman Corporation. (2006, October 24). *10-Q*. Retrieved January, 23, 2007, from EDGAR database.

Daily Newspaper Article Retrieved Through from a Database

Morgan, I. A. (2001, November 21). Information technology makes smaller firms budget for technical consulting. *Wall Street Journal*. Retrieved November 28, 2005, from Factiva database.

Stand-alone Document, No author, No date (Web Site)

Mars Incorporated policies: Mars, Incorporated environmental policy (n.d.) Retrieved May 16, 2006, from http://www.mars.com/Policies/Mars_Environmental_Policies.asp

Document Available on a University Program or Department Web Site.

Li, T.M., & Posner, R.A. (1999). *Migrating from Novell to Windows NT in a graduate library: Cues and clues*. Retrieved March 17, 2002, from Kent State University

School of Information and Library Science Web site:

<http://www.kentstate.edu/library/network.html>

U.S. Government Report Available on Government Agency Web Site, No Publication Date Indicated

United States Labor Department. (nd). *Survey of U.S. companies relocating to Southeast Asia*. Retrieved March 8, 2002, from <http://www.dol.gov/survey/relocation.html>

Daily Newspaper Article from Web Site

Morgan, I. A. (2001, November 21). Information technology makes smaller firms budget for technical consulting. *Wall Street Journal*. Retrieved November 28, 2001, from

<http://www.wsj.com/article000333.html>