Using American Psychological Association (APA) Citation

How to use this guide to build your works cited entries:
1. Determine what types of sources you have (book by one author, work in an anthology, website).
2. Find the example below that corresponds to it, or consult a writer’s handbook, such as The Brief Penguin Handbook, or APA handbook.
3. Identify the publication information in your source necessary to build a works cited entry.
4. Follow the directions included with the examples to arrange your works cited page.

**This handout is a quick reference guide; use a writer’s handbook, or an APA handbook for a complete, authoritative description to accurately cite a wide variety of sources.**

CREATING THE REFERENCES PAGE

1) List references in alphabetical order by last name or title (see example page below).
   → Alphabetize by the first main word in the title, skipping articles “The,” “An,” or “A.”
   → If you have two or more works by the same author, list them in chronological order with the earliest first.
   → If there are multiple works by the same author published in the same year, list alphabetically by the title of the document.

2) If you cannot find some information for a source, include all that is available, and alert the reader to what information is missing. For example, do you have a reference with…
   → …no author? Place the title in the author position, and continue with the publication information in the same order
   → …no date? Type “(n.d.)” in parantheses where the publication date should appear in the reference.

   **Pay careful attention to all punctuation and formatting, like underlining.**

CITING PRINT SOURCES: The following are examples of how to cite…

...a book with an author(s) or editor(s):
Author’s last name, Author’s intial(s). (if an editor include “Ed(s).” in parentheses). (Publication year). Title. Place of publication: Publisher.
[Note: list up to six authors, with “Author’s last name, Author’s initials,” separating the last two with an “&”. If there are more than six authors, write “et al.” at the end of the list of names, with no “&”.]

...a book with no author(s) or editor(s):
Title. (Edition, if there is one). (Publication year). Place of publication: Publisher.
...a book with a group author (government agency or private organization) as the publisher:

<table>
<thead>
<tr>
<th>Group author or company name. (Publication year). Title (edition, if there is one). Place of publication: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Note: when author and publisher are the same, use the word “Author” as the name of the publisher.]</td>
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</tbody>
</table>

...a journal article with one author:

<table>
<thead>
<tr>
<th>Author’s last name, Author’s initial(s). (Publication year). Title of article. <em>Title of Journal, volume number</em> (issue number when journal is paginated by issue), page numbers.</th>
</tr>
</thead>
</table>

...a journal article with two authors:

<table>
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<tr>
<th>Author’s last name, Author’s initial(s) &amp; Author’s last name, Author’s initial(s). (Publication year). Title of article. <em>Title of Journal, volume number</em> (issue number when journal is paginated by issue), page numbers.</th>
</tr>
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...an entry from a multivolume encyclopedia:

<table>
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<tr>
<th>Author’s last name, Author’s initial(s). (Publication year). Title of article. In <em>Title of Encyclopedia</em> (Edition number). Place of Publication: Publisher.</th>
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</table>

...an article from a monthly, weekly, or biweekly periodical/magazine:

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<tr>
<th>Author’s last name, Author’s initial(s). (Date of publication, if monthly or weekly, include the month or week, respectively). Title of article. <em>Title of Magazine, volume number</em>, page numbers.</th>
</tr>
</thead>
</table>

...a newspaper article:

<table>
<thead>
<tr>
<th>Author’s last name, Author’s initial(s). (Date of publication year, month day). Title of article. <em>Title of Newspaper</em>, pp. and page numbers.</th>
</tr>
</thead>
</table>

**Citing Electronic Sources**

When citing an article from an electronic version of a journal, magazine or newspaper, use the same format for the print version, then add:

- Retrieved Month day, year, from Name of Database or : URL, if it is an online database.
- Page numbers may not apply.

The following are examples of how to cite…
### a journal article from an electronic database:

### an article from a monthly, weekly, or biweekly periodical/magazine from an electronic database:

### a newspaper article from an electronic database:

### a book in an electronic database via the Internet with an author(s) or editor(s):

[Note: If the document is found on several linking pages, include the URL to the home page of the site or for the first page of the document.]

### a journal article from an Internet-only journal:

### a document with a group author (government agency or private organization) as the publisher, published only on the Internet:

### a personal home page:

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For more information about how to cite conference proceedings, personal communications, interviews, dissertation abstracts, motion pictures, television broadcasts and series, music records reference a writer’s handbook, the Publication Manual of the American Psychological Association, or Purdue’s Online Writing Lab at [owl.english.purdue.edu](http://owl.english.purdue.edu). If you are confused about any formatting or style descisions, check with your instructor about his or her preferences.
CREATING IN-TEXT CITATIONS

APA citation requires that three pieces of information be included within the text of your essay when you are quoting or referencing another author’s work: the author’s last name, the date of publication and the page numbers. There are two ways to include this information:

1) Paraphrase, summary, or short quotation:
   o If the author is named in your text, place the publication date in parentheses immediately following the author’s name, and the page or paragraph number (in the case of a website or non-paginated document, often from electronic sources) in parentheses at the end of the sentence (the period will fall outside of the final parenthesis):
     • Blake and Lamb (1999) stipulated, “…” in their report (p. 131).
   o If the author is not named in the text of the sentence, include all the required information at the end of the sentence, in parentheses, and separated by commas:
     • According to recent research, “…” (Blake & Lamb, 1999, p. 131).

2) Quotation of 40 words or more:
   o Name the author in the text, place the publication date in parentheses immediately following the author’s name, and place the page number in parentheses outside the period at the end of the indented block quote:
     • Blake and Lamb (1999) suggested that: Quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text. (p. 56)

Additional guidelines:

| Name up to three authors in the text of the sentence or in the final parenthesis. If there four or more authors name only the first author and add “et. al”. Use the ampersand symbol (&) when listing two authors in the parentheses: | • (Larabie et. al, 2003, p. 16).  
• (Herrera & Mayer, 2003, p. 16). |
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<td>If a work is by a group or organization, use the name of the group as you would the author’s last name, either in the text of the sentence or in the final parentheses. List the appropriate acronym in brackets, if there is one, along with the full name the first time you reference the group, and then use only the acronym throughout your paper after:</td>
<td>• (Bright Ideas Company [BIC], 2006, para. 6).</td>
</tr>
<tr>
<td>If you are citing a work with no author or editor, use the title within the text of your sentence as you would an author’s last name. Use a shortened version of the title if the citation is in the parentheses at the end of your sentence.</td>
<td>• (Amer. Heritage Dict., 1985, p. 760).</td>
</tr>
<tr>
<td>If you are citing information quoted in one of your sources, include the phrase “as cited in” in the parenthetical citation:</td>
<td>• Craig and Zhen report that, “…” (as cited in Gregerson, 2000, para. 14).</td>
</tr>
</tbody>
</table>
| Unlike MLA citation rules, conventional APA citation recommends that you use the past tense when introducing an author’s words: | • Mayer wrote …  
• Asserted Herrera …  
• Schultz claimed … |
FORMATTING YOUR PAPER

Example: Title Page (not to scale)

APA recommends using Times New Roman or Courier in 12 pt font. Times New Roman is the font most often required by instructors.

Double space lines throughout your document, beginning with the title page.

Public Transportation:

An Environmental Alternative for Santa Barbara

Julia P. Student

Santa Barbara City College

Formal APA style requires a title page that includes the paper’s running header and page number in the top right corner. The full title of your paper, your name, and the name of your educational institution should be centered in the middle of the page. Many instructors require their name and the name of their course instead of the name of your college; confirm with your instructor which he or she prefers.
Public Transportation: An Environmental Alternative for Santa Barbara

Even though it is agreed that public transportation is an energy efficient and ecologically sound transportation alternative, a popular argument for not expanding current bus systems is that residents of mid-sized towns probably wouldn’t switch to using their current bus system. According to a poll taken by the Administration for Sustainable Metropolitan Spaces, 75% of residents in mid-sized towns would only use public transportation if it were convenient and inviting to do so (Admin. for Sustainable Metropolitan Spaces, 2006, p. 147). It seems that the key to ensuring use of alternate transportation is to make it accessible and inviting. In a personal interview, Santa Barbara city council member Rose Connor stated that council members also often argue that it is too costly and difficult to develop such a system, even if the city could expand on the existing one (R. Connor, personal communication, March 3, 2007). However, M. P. Gregerson, a city planning consultant whose research about alternate transportation has been a guide for many American mid-sized town systems, asserts that, “Effectively improving public transportation systems is feasible but, more importantly, crucial to a municipality’s economic, residential and social systems” (2000, p. 12).


