This is a basic guide for citing sources and creating a Reference list according to APA (American Psychological Association) standards. The examples and tips in this guide have been designed to fit the needs of Los Rios Community College students. For complete instructions on how to format your paper according to APA style, consult the *Publication Manual of the American Psychological Association, 6th ed.*

In-Text Citations

Print
APA recommends in-text (parenthetical) citations that refer readers to your list of references. The complete citation, including publication information about the source, should follow in the list of references at the end of the paper.

An in-text citation **includes** the following information in parenthesis ():
- The **author** of the source
- The **date** of publication,
- And a **page number** (when citing a specific part of a source).

Examples:
- The Schizophrenia Society of Canada protested the legalization of medical marijuana (Driver, 2004).
- Lennon, McCartney, Harrison, and Starr (1963) found…
- She stated, "In the quantum world, relationships are not just interesting…they are all there is to reality" (Wheatley, 1992, p. 32).

Additional Guidelines for In-Text Citations
- If the quotation is 40 or more words, display it in a **block quotation** without quotation marks. A block quotation should start on a new line and be indented about ½ inch from the left margin. It should be double-spaced, and at the end of the quotation you should cite the source.
- When a work has two authors, cite both names every time the reference occurs (Johnson & Silva, 2006).
- When a work has 3-5 authors, cite all the authors the first time the reference occurs, and in following citations include the last name of the first author followed by et. al. Example: (Lennon et al., 1963).
- When a work has 6 or more authors, cite only the last name of the first author followed by et. al. (Gates et al., 2007).

Electronic Resources
To cite electronic sources in-text, follow the same author/date format as shown above for print sources. Here are some **additional guidelines**:
- For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation "para." To determine the paragraph number, count from the beginning of the article or nearest heading. Example: (Myers, 2000, para. 5).
- If neither page nor paragraph numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material. To determine the paragraph number, count the paragraphs from the heading. Example: (Beutler, 2000, Conclusion section, para. 1).
- In some cases, headings may be too long to cite in full. In those instances, use a short title enclosed in quotation marks for the in-text citation. Example: (Golan, Kuchler, & Krissof, 2007, "Mandatory Labeling Has Targeted," para. 4).

Emails, Personal Communications, or Interviews
According to APA style, emails, interviews and other personal communications should NOT be included on your References list since these sources lack information to lead the reader to recover the original. If these sources are used in your paper (either paraphrased or quoted), **they should be cited within the text, but they should <u>not</u> be listed on your References page.** In your in-text citation, provide the first initials and last name of the communicator and the date of the communication.

Examples for In-text Citations:
- B. Harris (personal communication, March 11 2010)
- (G. Marquez, personal communicatin, June 23, 2002).

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References List

Basic Rules:
A Reference list cites works that specifically support your paper. Follow these basic guidelines when creating your References page:

- Use the word "References" at the top of the list.
- Arrange all the entries on your list in alpabetical order by the author's last name. If there is no author listed, alphabitize the entry according to the first significant word in the title.
- Use a **hanging indent**: All lines after the first line of each entry should be indented ½ inch from the left margin.
- Double-space citations.
- Never use the author's first name. Use only first and second initials.
- Italicize the titles of books and the titles/volumes of journals.
- Capitalize all the words in a journal title, but only the first letter of the first word in a book title, article title, or web page.

Books: Print

In general, references for books should include the name of the author (last name, then first and middle initials), the date of publication (in parentheses), the title of the work, and the publication data.

Basic Format:
Author/Editor. (Date of Publication). *Title of book*. Place of Publication: Publisher.

Examples

One Author
Locker, K. O. (2000). *Business and administrative communication*. Boston: McGraw Hill.

No Author or Editor
Merriam-Webster's collegiate dictionary (11th ed). (2003). Springfield, MA: Merriam Webster.

Multiple Authors (up to 7)
Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American

Psychological Association.

Editor
Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San

Francisco: Jossey-Bass.

Part of a Book (Article or Chapter in an Edited Book)
Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H.L. Pick Jr., P. van den Broek, &

D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp.51-84). Washington, DC: American

Psychological Association.

Encyclopedias and Other Reference Works
Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia

Britannica.

Encyclopedia and Other Reference Works: With No Author
Delusion. (2007). In *The New Encyclopedia Britannica* (15th ed., Vol. 4, p.1). Chicago: Encyclopedia Britannica.

Author and Publisher Same
American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.).

Washington, DC: Author.

Books: Electronic (e-Books)

Electronic books may include books found on websites or through databases. If the book you are using is available in print format, follow the guidelines for citing a print book shown above. Most books in the Netlibrary database have print publication and can be cited as a print book. If the book you are using is *only* available in electronic format or is difficult to find in print, refer to the *Publication Manual* for instructions on citing.

E-Book with Print Publication
Dickens, C. (1994). A tale of two cities. Charlottesville, VA: University of Virginia Library.

Periodicals: Print
(Including journals, magazines, and newspapers)

In general, the Reference for articles should include the name of the author (last name, then first and middle initials), the date of publication (in parentheses), the title of the article, the title of the periodical, the volume and issue numbers and the inclusive page numbers.
- For magazines and newspapers give the year and the date of publication (Year, Month) or (Year, Month Day).
- For a journal or magazine, give the volume number if the publication is paginated continuously through each volume (The page numbers in new volumes pick up where earlier volumes left off), but give both the volume and issue number if each issue begins on page 1.
- The volume should be *italicized* and the issue should not be italicized but it should be in parentheses ().
- Provide the inclusive page numbers when an article appears in consecutive pages (Example: pp. 179-191). When the article refers you to continue reading on another page, give all the page numbers the article is on. This may be more common for newspaper articles (Example: A1, A17-A18).

Basic Format:
Author. (Date of Publication). Title of article. *Title of Periodical, volume* (issue number), pages.

Examples
Journal Article: One Author
Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin, 126,* 910-924.

Journal Article: Multiple Authors
Klimoski, R., & Palamer, S. (1993). The ADA and the hiring process in organizations. *Consulting*

Psychology Journal: Practice and Research, 45(2), 10-36.

Magazine Article
Radner, H. (1991, December). Do babies have a universal language? *Psychology Today*, *9*, 70-76.

Newspaper Article
Newman, M. (2006, May 1). Immigrants stage protests across U. S. *The New York Times*, pp. A1, A4.

Periodicals: Electronic
(Including Journals, Magazines, and Newspapers)

Electronic periodicals may be accessed through online research databases, websites, or directly from online publications.

Additional Rules:
- Since the location of scholarly electronic articles and journals can change, publishers often assign a DOI (Digital Object Identifier), which provides a permanent link to its location. When a DOI is available, include the DOI instead of the URL in the reference. The DOI generally be found in the upper right-hand corner of the article *or* in the database/website record for the article.
- If there is no DOI for the article, list the home page URL of the journal or publisher.
- If you are citing an article from an online research database and no DOI is listed, follow the instructions listed below or refer to the *Publication Manual* for further instructions.

Basic format:
Author. (Date of Publication). Title of article. *Title of Periodical*, *volume* (issue), pages. doi or Retrieved from source.

General Examples

Journal Article: with DOI
Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of*

Orthopsychiatry, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

Journal Article from an Internet-only Journal
Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being*. Prevention and*

Treatment, 3, Article 0001a. Retrieved from http://journals.apa.org/prevention/ volume3/pre0030001a.html

Online Newspaper
Stelter, B. (2010, February 24). Water-cooler effect: Internet can be TV's friend. *The New York Times.* Retrieved from

http://www.nytimes.com

Database Examples

Academic Search Premier: When the DOI is available, it is listed under both the brief and expanded citations under DOI. If a DOI is not listed, cite your source according to the following format:

Woody, R. H. (2007). Popular music in school: Remixing the issues. *Music Educators Journal, 93*(4), 32-37. Retrieved

from Academic Search Premier database.

CQ Researcher: In CQ Researcher, a DOI is rarely given for articles. Cite your source according to the following example:

Clemmitt, M. (2009, August 28). Health-care reform. *CQ Researcher, 19,* 693-716. Retrieved from CQ Researcher Online.

JSTOR: For most articles found in JSTOR, the DOI is listed on the article, either at the bottom or the top of the first page. See above for instructions on citing a journal article with a DOI.

LexisNexis: In LexisNexis, a DOI is rarely given. Cite newspaper and journal articles according to the examples provided above. For instructions on citing other information found in LexisNexis, refer to the *Publication Manual*.

Note: If you have questions about citing sources from any of the other databases offered by the LRCCD libraries, ask your campus librarian for assistance!

Web Sites or other Internet Sources

Basic format:
Author. (Date of Publication). *Title of work.* Retrieved from http:// web address

Additional Rules:
- Do not include retrieval dates unless the source material may change over time (example: wikis).
- If there is no date listed on the document use (n.d.) for no date.
- When referring to an overall website (not a specific page or article or quote), use an in-text citation that references the website (http://kidpsych.org).
- See the *Publication Manual* for instructions on citing online forums, discussion groups, or blogs.

Examples:

Web Page: One Author
Cameron, J. (2001). *Evaluating web resources.* Retrieved from http://www.library.ucla.edu/libraries/ college/instruct/htm.

Web Page: Group Author
National Park Service. (2003, February 11). *Abraham Lincoln Birthplace National Historic Site.* Retrieved from

    http://www.nps.gov/abli/

Need More Help?

For more information about using the APA style, refer to the Publication Manual of the American Psychological Association, 6th ed. or try the following websites:

APA Style Tips: www.apastyle.org
Purdue University: http://owl.english.purdue.edu/owl/section/2/10/
Duke University: http://library.duke.edu/research/citing/