APA Reference Page Guide with Common In-text Citations

Academic Support Center

The purpose of a reference page is to allow others to access the same sources that were used in writing the paper.

- List references in alphabetical order on a separate page at the end of your document.
- Continue the header and page numbers from your paper.
- Use a hanging indent to make the first line of each stand out to the left.
- Only include the sources that you cited in your paper. Any sources that were the result of personal communication (interviews, class notes, etc.) are not included because others do not have access to them.
- Double space the page with no extra spaces between each entry.

Periodicals

Journal Articles

The standard format for a journal article is as follows:

Author’s last name(s), first initial. (date). Title of article with only the first word, the first word after a colon, and any proper nouns capitalized. The Name of the Journal in Italics, Volume number in italics(Issue number in parentheses), Pages of the entire article. DOI or url for journal’s home page if accessed electronically. (Do not use the data base url.)

Note: If no author is listed, place the title first then the date.
Journal Articles Retrieved from a Website or Database (if a DOI is available)


Journal Articles Retrieved from a Website or Database (if no DOI is available)


[Note: The example above uses the journal’s home page, as there is no DOI available.]

Article in a Quarterly Magazine


*Note: Since the actual magazine was used, no retrieval information is needed.*

Article in a Monthly or Bimonthly Magazine


Retrieved from https://www.scientificamerican.com

Article in a Weekly or Biweekly Magazine


Newspaper Articles

Newspaper Article, Author Indicated


*Note: If the article did not have an author, the reference would begin with the title.*
Online Newspaper Article


Books and Print Sources

The standard reference for a book is as follows:

Author’s last name(s), First initial. (date). *Title in italics with only the first word, the first word after a colon and any proper nouns capitalized*. Location: Publisher.

If you access the book online or use an e-book, add “Retrieved from…” and give the url.

**Book - Single Author**


**Book - Multiple Authors**


*Note: For sources with up to seven authors: list last names and initials of the authors, with an ampersand (&) between the last two names. For works with eight or more authors, list the first six names, then an ellipsis (...) then the last author’s name.*

**Books, Edited**

Article or Chapter in an Edited Book or Textbook


Entry in a Reference Work, Author Indicated


Entry in a Reference Work, Author Not Indicated


Book, Report, Catalog, or Pamphlet Authored by a Group or Organization


Note: Use the word “Author” in the position of the publisher’s name if the group or organization is also the publisher.

Other Internet Sources

Internet Reference Work, Dictionary, or Encyclopedia, Author Not Indicated


Note: The designation (n.d.) can be used when no clear date is available as to when the document was authored or last revised.

Stand-alone Internet Document, Author Indicated

Stand-alone Internet Document, Author and Date Not Indicated


Online Report Available on an Organization’s Website


Corporate Author/Government Report

National Institutes of Health. (2013, March 7). NIH-funded study finds community-based efforts increase HIV testing, prompt behavior change. Retrieved from

Other Sources

Recording


Film

Television Broadcast


Blog post


Additional Information

For a more extensive listing of APA references, try the Purdue OWL website at https://owl.english.purdue.edu/owl/resource/560/06/
Common In-text Citations

In-text citations are placed at the end of the sentence, before the final punctuation mark (usually a period). The standard format is (author’s last name, date).

- (Jones, 2014)
- If the citation is referencing a direct quote, add a page number.
  
  (Jones, 2014, p.12).
- If the author’s name is included in the text, put the date in parentheses immediately after the name instead of at the end of the sentence.

  “Jones (2014) claims that…..”
- If there are two authors, use both names for all citations.

  (Jones & Martin, 2013)
- If there are three to five authors, use all names the first time (Jones, Martin, & Brown, 2015). In subsequent citations use the first name only, followed by et al.

  (Jones et al., 2015). Note the period after the abbreviation al.
- If there are more than five authors use the first name with et al. for each citation.
- If there is no author listed, use a shortened form of the title in quotation marks.

  (“Cancer Survivors,” 2013)

Note: Unlike the reference page, capitalization of all important words and quotation marks are used in the in-text citation.

- If there is no date, use n.d. instead.

  (Jones, n.d.)
- For personal communications (class lectures, interviews, etc.), list the initials and surname of the person who provided the information and the date of the communication.

  (D. Brooks, personal communication, September 24, 2015)

Note: Personal communications are not included on the reference page because others cannot access them.
Block Quotes

In APA format, any quote spanning forty or more words should be set apart from the preceding paragraphs as a block quote, meaning the entire quote will be indented 0.5” (half an inch) from the left margin. For a block quote, you will not need quotation marks.

Making a Block Quote

Making a block quote in APA format may seem daunting, but the process is simple and takes little time. In Word, take the following steps:

First, set your cursor on the line you wish to start your block quote. Second, click the arrow to the right of Paragraph near the top-center part of the screen. Third, in the Indentation section of the Indents and Spacing menu, set the Left indentation to 0.5” (i.e. half an inch). Fourth, click OK: you may now either type or copy & paste the quote, and the entire block will be indented half an inch. (Name, Year, p. #)

When your block quote is finished, click Enter to set the cursor on the next line. Then, click the arrow next to Paragraph again and set the Left indentation to 0. This new paragraph following the block quote will be lush-left (i.e. no indentation).

The second paragraph after a block quote is indented regularly. One more thing; notice the citation at the end of the block quote. Here, the period at the end of the sentence rather than after the citation itself. The same rule applies to any punctuation mark.

Note: Use block quotes sparingly, if at all. Paraphrase the information unless the author’s exact words are necessary.
References


