



## When should I use APA?

APA style is the preferred style for psychology, education, nursing, and varies business courses. Make sure to check with each instructor, as style may vary to include MLA or Chicago.

## Reference List

- The **Running Head** should continue on as it is on all other pages
- Title **References** should appear centered, as the first line of text (no bold)
- **Alphabetical order** by author’s last name (if no author, the 1st item in entry)
- **Double spacing** throughout
- **Hanging indent** (use on each source)

## In-Text Citations

### Citing One Author:

Arnold (1999) suggested that... (OR)  
...in several studies (e.g. Arnold, 1999)

### One Work by Multiple Authors:

When a work has two authors, cite both names every time the reference occurs in the text:

Bates and McCreedy (2004) found...

If a work has three-five authors, use all the names the first time the reference occurs:

Worton, Zap, Rosen, Gerhan, and Rock (2002) discovered... (OR)  
A recent study (Worton, Zap, Rosen, Gerhan, & Rock, 2002) found...

The subsequent times the reference appears, use only the first author’s name followed by *et al*:

Worton, et al. (2002) also found that...

### Citing a Direct Quote

Citations for direct quotes should include page numbers. A quote that is less than 40 words should be incorporated into the text and enclosed in double quotation marks. Author, date, and page (or paragraph) should be included in the sentence or citation.

### Citing a Direct Quote (cont.)

Dobbs (2001) stated that “to live is to suffer” (p. 924).

Longer quotes (more than 40 words) should be displayed in a block quote without using quotation marks, indented half an inch from the left margin. Continue to double-space.

Dobbs (2001) found that:

The time that had elapsed left me old. It also left me feeling cold, colder than ever before. I wondered if I had breathed my last, if I had finally done it – crossed that line of no return. (p. 924)

### Citing a Secondary Source:

Cite the secondary source in the reference list; in text, identify the primary source and give a citation for the secondary source.

Terrel and Smith (as cited in Jones, 2002) reported a correlation.

### Referring to a Website:

When referring to a website in text, clearly state the name of the website before quoting the information.

According to the Noel Studio (2010), “Students who use the Noel Studio will be able to improve their communication skills.”

Remember to identify this source as a website on the reference list.





## Citing Sources in the Reference List

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### ***Citing Print Publications***

#### **Entire Book by One Author:**

Jones, T. S. (1940). *My life on the road*. New York: Doubleday.

#### **Book by Two Authors:**

Williams, A. J., & Wilson, J. P. (1962). *New ways with chicken*. New York: Harcourt.

#### **Two or More Books by the Same Author:**

(Organize by year, with the earliest date listed first.)

Oates, J. C. (1990). *Because it is bitter, and because it is my heart*. New York: Dutton.

Oates, J. C. (1993). *Foxfire: Confessions of a girl gang*. New York: Dutton.

#### **An Article or Chapter in an Edited Book:**

O'Connor, M. F. (1975). *Everything that rises must converge*. In J. R. Knott, Jr. & C. R. Raeske (Eds.), *Mirrors: An introduction to literature* (2nd ed., pp. 58-67). San Francisco: Canfield.

#### **Article from an Academic or Professional Journal:**

Klimoski, R., & Palmer, S. (1993). *The ADA and hiring process in organizations*. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

## Citing Legal Documents

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APA adheres to the latest edition of *The Bluebook: A Uniform System of Citation* (Bluebook; 18th ed., 2005) for citations of legal sources. For explanations of abbreviations and further citation examples, refer to either the *Bluebook*, or the APA Manual, Appendix 7.1 (pp. 216-224).

## Citing Online Sources

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#### **Journal Article with DOI (Digital Object Identifier):**

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

#### **Journal Article without DOI:**

Silick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

#### **Online Reference Work, no Author or Editor:**

Heuristic. (n.d.) In *Merriam Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

