

APA Style for In-Text Citation of References

The following conform to basic APA guidelines. See *Publication Manual of the American Psychological Association*, 6th edition, for special cases not covered below, especially when multiple authors are involved.

Citation style for one author—the first usage in a text, and first usage in subsequent ¶s

(The author's name appears either in parentheses or in the sentence phrasing but not in both.)

In an earlier study cross-training is discussed (Teal, 2001).

In an earlier study Teal (2001) discusses cross-training.

Citation style for one author—more than one usage in a ¶

(When first usage in a ¶ includes the name in parentheses, other usages must contain the date.)

In that study cross-training is defined (Teal, 2001). Teal (2001) explains the trainer's role in great depth.

(When first usage in a ¶ includes the name in the sentence phrasing, other usages do not have to contain the date.)

In that study Teal (2001) defines cross-training. Teal explains the trainer's role in great depth.

Citation style for two authors—the first usage in a text, and first usage in subsequent ¶s

(Both names appear either in parentheses or in the sentence phrasing but not in both. Notice "and" or "&.")

In an earlier study cross-training is discussed (Teal & Brown, 2001).

In an earlier study Teal and Brown (2001) discuss cross-training.

Citation style for two authors—more than one usage in a ¶

(When first usage in a ¶ includes names in parentheses, other usages must contain the date.)

In that study cross-training is defined (Teal & Brown, 2001). Teal and Brown (2001) explain the trainer's role in great depth.

(When first usage in a ¶ includes names in the sentence phrasing, other usages do not have to contain the date.)

In that study Teal and Brown (2001) define cross-training. Teal and Brown explain the trainer's role in great depth.

Citation style for three, four, or five authors—the first usage in a text

(All names appear either in parentheses or in the sentence phrasing but not in both. Notice "and" or "&.")

In an earlier study cross-training is discussed (Teal, Black, Bleu, & Brown, 2001).

In an earlier study Teal, Black, Bleu, and Brown (2001) discuss cross-training.

Citation style for three, four, or five authors—usage in subsequent ¶s, including more than one usage in a ¶

(The first/main author is referenced with "et al." Follow one of the two models below for use of date.)

In that study cross-training is defined (Teal et al., 2001). Teal et al. (2001) explain the trainer's role in great depth.

In that study Teal et al. (2001) define cross-training. Teal et al. explain the trainer's role in great depth.

Quotation (or paraphrase of specific part of a text) for a text with page numbers

(Any directly quoted passage must include page citation. Paraphrasing any specific part of a text also necessitates page citation. Follow one of the two models below for quotation and paraphrase citation.)

An earlier study explains that cross-training is necessary because it "insures redundancy at the worksite" (Teal, 2001, p. 151). Teal (2001) argues that cross-training can be accomplished without interrupting actual work processes (p. 167).

In an earlier study Teal (2001) explains that cross-training is necessary because it "insures redundancy at the worksite" (p. 151). Teal argues that cross-training can be accomplished without interrupting actual work processes (p. 167).

Quotation (or paraphrase of specific part of a text) for an online text without page numbers

(If the text does not have page numbers but contains paragraphs, include paragraph citation for quotation and paraphrase material. Follow one of the two models below for citation of an online text.)

An earlier study explains that cross-training is necessary because it "insures redundancy at the worksite" (Teal, 2001, para. 14). Teal (2001) argues that cross-training can be accomplished without interrupting actual work processes (para. 27).

In an earlier study Teal (2001) explains that cross-training is necessary because it "insures redundancy at the worksite" (para. 14). Teal argues that cross-training can be accomplished without interrupting actual work processes (para. 27).

Quotation (or paraphrase of specific part of a text) for an online text without page numbers or paragraphs

(If the text does not have page numbers, and headings are used instead of paragraphs, use headings to cite quotation and paraphrase material. Follow one of the two models below for headings in citations.)

An earlier study explains that cross-training is necessary because it "insures redundancy at the worksite" (Teal, 2001, "Definition of Cross-Training"). Teal (2001) argues that cross-training can be accomplished without interrupting actual work processes ("Method of Cross-Training").

In an earlier study Teal (2001) explains that cross-training is necessary because it "insures redundancy at the worksite" ("Definition of Cross-Training"). Teal argues that cross-training can be accomplished without interrupting actual work processes ("Method of Cross-Training").

Quotation of more than 39 words

(If the quoted material is 40 or more words, use block format, indentation of about ½ inch, and no quote marks. Follow one of the two models below.)

In an earlier study cross-training is discussed:

Cross-training insures redundancy at the worksite so that any process can be completed even though one or more worker is absent from the worksite. Without cross-training when a worker is absent, fellow workers find themselves unable to perform simple operations. With cross-training the work can be done. (Teal, 2001, p. 151)

In an earlier study Teal (2001) discusses cross-training:

Cross-training insures redundancy at the worksite so that any process can be completed even though one or more worker is absent from the worksite. Without cross-training when a worker is absent, fellow workers find themselves unable to perform simple operations. With cross-training the work can be done. (p. 151)

APA Reference List

The alphabetical order of entries in a reference list should be based on the first author's surname. Within an entry all authors' names up to and including seven authors should be included, with surnames placed before initials. Take special care with names of authors from Asian countries. It can help to consult an author's previous publications to identify the commonly used form. If there is no author, the first significant word of the title is used for alphabetization purposes. See sections 6.25 and 6.27 of *Publication Manual of the American Psychological Association* for information on alphabetization and author and editor details.

Below are descriptions of format followed by examples of entries for common types of sources. Concerning journals, examples below are for journals that are paginated by issue, not by volume. See chapter 7 of *Publication Manual of the American Psychological Association*, 6th edition, for special cases not covered in this document.

APA manual section 7.01 "Periodicals"

Journal article with DOI (Digital Object Identifier) See <http://www.doi.org> for use and format of DOI numbers.

Author, A. A., Author, B. B. (year). Title of article in lowercase plain face. *Title of Journal in Capitalized Italic Face, italicvolume#(issue#), page#s*. doi:10.prefix#/suffix#s

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2001). The role of the trainer as computer programs develop. *Business World Programming, 43*(3), 76-87. doi:10.1765/2938-3017.24.8.9348

Journal article when DOI (Digital Object Identifier) is not available

Author, A. A., Author, B. B. (year). Title of article in lowercase plain face. *Title of Journal in Capitalized Italic Face, italicvolume#(issue#), page#s*. Retrieved from URL

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2001). The role of the trainer as computer programs develop. *Business World Programming, 43*(3), 76-87. Retrieved from <http://ojs.lib.um.edu/index.php.tebl>

Journal article in print-only journal

No DOI or URL is given after the page numbers, but all other elements are the same as for the above journal article entries.

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2001). The role of the trainer as computer programs develop. *Business World Programming, 43*(3), 76-87.

Magazine article in online magazine Online magazine articles typically do not have page numbers.

Author, A. A., Author, B. B. (year, month). Title of article in lowercase plain face. *Title of Magazine in Capitalized Italic Face, italicvolume#(issue#)*. Retrieved from URL

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2001, April). The role of the trainer as computer programs develop. *Business World Alive, 43*(3). Retrieved from <http://www.bwp.org/prog/>

Magazine article in print magazine

Author, A. A., Author, B. B. (year, month). Title of article in lowercase plain face. *Title of Magazine in Capitalized Italic Face, italicvolume#(issue#), page#s*.

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2001, April). The role of the trainer as computer programs develop. *Business World Alive, 43*(3), 76-87.

Newspaper article in online newspaper If no author is given, begin with title. Page numbers typically are not available.

Author, A. A., Author, B. B. (year, month date). Title of article in lowercase plain face. *Title of Newspaper in Capitalized Italic Face*. Retrieved from URL of only the home page

Teal, J. P. (2001, April 22). The role of the trainer as computer programs develop. *Business World Morning*. Retrieved from <http://www.bwmorning.com>

Newspaper article that appears on discontinuous pages in a print newspaper

Author, A. A., Author, B. B. (year, month date). Title of article in lowercase plain face. *Title of Newspaper in Capitalized Italic Face*, pp. all page numbers with commas between as needed.

Teal, J. P. (2001, April 22). The role of the trainer as computer programs develop. *Business World Morning*, pp. A-7, A-9, A12-A13.

APA manual section 7.02 “Books, Reference Books, and Book Chapters”

Book in print form If not the first edition, indicate edition in parentheses. Volume numbers also go in the parentheses.

Author, A. A., Author, B. B. (year). *Title of book in lowercase italic face* (Edition information). City, State Abbreviation or Nation: Publisher.

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). *As computer programs change: The trainer’s vital role* (3rd ed.). New York, NY: Pearson.

Book, electronic version of a print book when DOI (Digital Object Identifier) is available Print location and publisher are not given for this retrieval format.

Author, A. A., Author, B. B. (year). *Title of book in lowercase italic face* (Edition information) [Any available nonroutine identification and retrieval information]. doi:10.prefix#/suffix#s

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). *As computer programs change: The trainer’s vital role* (3rd ed.) [Adoku Digital Editions version]. doi:10.1765/2938-3017.24.8.9348

Book, electronic version of a print book when DOI (Digital Object Identifier) is not available Print location and publisher are not given for this retrieval format.

Author, A. A., Author, B. B. (year). *Title of book in lowercase italic face* (Edition information) [Any available nonroutine identification and retrieval information]. Retrieved from URL

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). *As computer programs change: The trainer’s vital role* (3rd ed.) [LX Reader version]. Retrieved from <http://www.ebooks.org/showitem.asp?itemID=7653>

Book, electronic version only

Author, A. A., Author, B. B. (year). *Title of book in lowercase italic face* (Edition information if there is any, e.g. an update version) [Any available nonroutine identification and retrieval information]. Retrieved from URL

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). *Online companion to computer programming* (Update 2.1) [Supplemental material]. Retrieved from <http://www.compinfo.com/cp.asp?itemID=207>

Chapter in a book or entry in a reference book, print form If no author/byline is given, put title before year.

Author, A. A., Author, B. B. (year). Title of chapter or entry in lowercase plain face. Initial and surname of editor (Ed.), *Title of book in lowercase italic face* (Edition information, page#s). City, State Abbreviation or Nation: Publisher.

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). The role of the trainer as computer programs develop. In B. L. Rodger (Ed.), *Navigating changes in computer programs* (3rd ed., Vol. 6, pp. 47-82). New York, NY: Pearson.

Chapter in a book or entry in a reference book, electronic version of a print text when DOI (Digital Object Identifier) is available Print location and publisher are given for this retrieval format.

Author, A. A., Author, B. B. (year). Title of chapter or entry in lowercase plain face. Initial and surname of editor (Ed.), *Title of book in lowercase italic face* (Edition information, page#s) [Any available nonroutine identification and retrieval information]. City, State Abbreviation or Nation: Publisher. doi:10.prefix#/suffix#s

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). The role of the trainer as computer programs develop. In B. L. Rodger (Ed.), *Navigating changes in computer programs* (3rd ed., Vol. 6, pp. 47-82) [KIBBLE Reader version]. New York, NY: Pearson. doi:10.2765/1938-2017.24.8.93.48769

Chapter in a book or entry in a reference book, electronic version of a print text when DOI (Digital Object Identifier) is not available Print location and publisher are not given for this retrieval format, only URL.

Author, A. A., Author, B. B. (year). Title of chapter or entry in lowercase plain face. Initial and surname of editor (Ed.), *Title of book in lowercase italic face* (Edition information, page#s) [Any available nonroutine identification and retrieval information]. Retrieved from URL

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). The role of the trainer as computer programs develop. In B. L. Rodger (Ed.), *Navigating changes in computer programs* (3rd ed., Vol. 6, pp. 47-82) [KIBBLE Reader version]. Retrieved from <http://www.compinfo.com/cp.asp?itemID=207>

Entry in an online-only reference book If no byline (author) is given, put title before year. Notice that the example below has no byline.

Author, A. A., Author, B. B. (year). Title of entry in lowercase plain face. Initial and surname of editor (Ed.), *Title of book in lowercase italic face* (Edition information if there is any, e.g. an update version) [Any available nonroutine identification and retrieval information]. Retrieved from URL

Computer training. (2008). In B. L. Rodger (Ed.), *Online companion for expert computer programming* (Update 2.1) [Special update section]. Retrieved from <http://www.compinfo.com/cp.asp?itemID=207>

APA manual section 7.03 “Technical and Research Reports”

Government report or other report by a corporate author, print version Noticed the standard city (Washington, DC) and publisher (Government Printing Office) for all U.S. government publications.

Corporate Author. (year). *Title of report in lowercase italic face* (Report No. # or Publication No. # or Contract No. # or other identification number). City, State Abbreviation or Nation: Publisher.

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing Asthma: A guide for schools* (NIH Publication No. 02-2650). Washington, DC: Government Printing Office.

Government report or other report by a corporate author, retrieved online Identify the publisher in the retrieval statement (first example) unless the publisher is also the author (second example).

Corporate Author. (year). *Title of report in lowercase italic face* (Report No. # or Publication No. # or Contract No. # or other identification number). Retrieved from Agency Name website: URL

New Teaching Methods Committee. (2008). *Report on best practice in the science classroom* (CIT Report No. 750-092). Retrieved from University of Mockingham, Center for Innovative Teaching website: <http://www.umock.edu/cit/report/ntmc-750-092.pdf>

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing Asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

Authored report from a nongovernmental organization, retrieved online

Author, A. A. (year). *Title of report in lowercase italic face* (Report No. ## or Contract No. ## or other identification number). Retrieved from Agency Name website: URL

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003). *As computer programs change: The trainer's vital role* (CIT Report No. 11-820-115). Retrieved from University of Mockingham, Center for Innovative Teaching website: <http://www.umock.edu/cit/report/ntmc-11-820-115.pdf>

APA manual section 7.04 “Meetings and Symposia”

Meetings and symposia proceedings are published in a variety of formats. If published in either book or periodical format, follow the guidelines above for those types of entries. If poster or paper presentations have not been published, follow guidelines below.

Paper presentation or poster session, unpublished

Presenter, A. A. (Year, Month). *Title of paper or poster in lowercase italic face*. Paper (or Poster) presented at the meeting of Organization Name, Location.

Teal, J. P., Black, F., Bleu, L. M., & Brown, T. (2003, April). *Charting the role of the computer programmer in education*. Poster presented at the Seventh International Conference on Excellence in Education, Miami, FL.

Communer, D. P. (2009, May). *Why Nebraska winters are worse than Minnesota's*. Creative writing fiction paper presented at the Society for the Study of Midwestern Literature Conference, Lansing, MI.

APA manual section 7.07 “Audiovisual Media”

Video/DVD If the director’s name is not relevant, only type producer’s name. Availability of videos and DVDs varies, sometimes necessitating names of distributors, studios, or online sources.

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of DVD or video in lowercase italic face* [Medium of recording]. Studio name (if applicable). Available from URL (if applicable)

American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

Podcast

Producer, A. A. (Producer). (Year, Month and date). *Title of podcast in lowercase italic face* [Audio podcast]. Retrieved from URL

Teal, J. P. (Producer). (2003, April 17). *Speak your mind about computer programmers and their fluid work space* [Audio podcast]. Retrieved from <http://www.speakyourmind.com/>

APA manual section 7.08 “Data Sets, Software, Measurement Instruments, and Apparatus”

Well known software and programming languages (e.g. SAS, SPSS, Excel, Adobe Photoshop) do not need to be included in an APA reference list.

Data set

Author, A. A., Author, B. B. or Corporate Author. (year). *Title of data set in lowercase italic face* [Data file and type of any related object]. Retrieved from URL

Organic Farming Cooperative of Manitoba. (2001). *Survey of gardeners in a four-province area: A study of attitudes* [Data file and theme manual]. Retrieved from <http://www.organicfarmmanitoba.org/datasets/>

Software, available online If not available online, give city, state abbreviation or nation, and publisher information
Title of software in plain face lowercase or Capitalized if brand name necessitates (Version #) [Type of object]. Retrieved from URL

Analy-SIS. (Version 4.2) [Computer software]. Retrieved from <http://www.sis-researchtools.com>

Apparatus, not available online If available online, give “Retrieved from” URL information instead of city/state/publisher information

Title of apparatus in plain face lowercase or Capitalized if brand name necessitates [Type of object]. (year). City, State Abbreviation or Nation: Publisher.

SyncLink 2. [Apparatus and software]. (2006). Englewood, NJ: Psychology Sync Research.