Citing and Crediting your Sources using the APA Style

Indian River State College Libraries

Literacy Education Online http://leo.stcloudstate.edu
Online Writing Lab http://owl.english.purdue.edu/owl

Helpful Hints about APA

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Students and researchers use the APA (American Psychological Association) style for psychology, sociology, education, human development, natural sciences, medicine, technology, and business.

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Save your file often so you don’t lose valuable time or your train of thought!

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Make a copy of your final paper for your personal records.

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Contact a reference librarian to assist you with conducting research, APA/MLA styles, formatting web or online citations, etc.

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Contact the Academic Support Center (all College campuses) to assist you with any questions you may have with writing a paper, including thesis statements, punctuation, grammar, proofreading, APA/MLA styles, etc.

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Contact your instructor for any questions or guidance needed with your papers.

Publication Manual Section Numbers
For additional information, check the Publication Manual numbers located after a topic.

Digital Object Identifier (DOI) – see APA 6.31

If a doi has been assigned to an article, it must be included in the reference. It provides a persistent link to the reference. Include the doi and drop the “Retrieved from” statement.

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Do not put a period at the end of the doi.

Abstracts - see APA 7.01.16 and 7.01.17

When using abstracts, you must indicate their use within your citation. For example, Abstract retrieved from OmniFile Full Text Mega database.

Alphabetizing your works cited page - see APA 6.25

When alphabetizing your list of works cited, begin with the author’s last name (if available) and follow the strict A-Z letter-by-letter sequence. If there is no personal or corporate author for a reference, use the title in the alphabetical sequence.

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When alphabetizing your list of references, follow a strict A-Z sequence.

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Mc versus Mac

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MacDonald

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MacIntyre

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Mabrey

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Matiste

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McDougal
Authors and Editors – see also APA table 6.1 for in text citations on page 177

Note: Not all authors use a middle initial.

- Format for single author - see APA 6.11
  - Smith, J. L.
- Format for two authors (note the comma after the first author’s name) - see APA 6.12
  - Smith, J. L., & Jones, T. K.
- Format for two or more authors - see APA 6.12
  - Smith, J. L., Jones, T. K., & Green, A. P.
- Format for an Anonymous author
  - Anonymous. (Date) Title of the source...
- Format for NO author - see APA 6.15
  - Title of the article. (Date). Title of the Journal, volume(issue), page-page.
  - Title of the book. (Date).
- Format for single editor- see APA 6.27
  - Smith, J. L. (Ed.).
- Format for two editors - see APA 6.27
  - Smith, J. L., & Green, T. K. (Eds.).

- Numbers
  - If a title begins with a number, mentally spell the number when placing the item in your reference list.

Capitalization – see APA 4.14-4.20

- Capitalize the first word in a sentence – see APA 4.14
- Capitalize the first word after a colon – see APA 4.14
- Capitalize major words in titles and headings within the paper– see APA 4.15
- Capitalize only the first word of the title, the first word after a colon, after an em dash (parenthetical thought), and proper nouns – see APA 4.15 and 4.16

Dates of Publication – see APA 6.28

- Months are not abbreviated.
- Journals, books, and audiovisual materials, include the year.
  - For example, Smith, J. L. (2000). Investigating learning styles. Journal of...
- Meetings, monthly magazines, and newsletters, include the year and month.
  - For example, Smith, J. L. (2001, May). Students enjoy campus activities. Florida Trends...
- Dailies and weeklies, include the year, month and day.
  - For example, Smith, J. L. (2001, July 31). Summer festival announced. Press Journal...
- No date given, include n.d.
  - For example, Smith, J. L. (n.d.). Students return to campus for another academic year...
- Not yet printed, include in press.
  - For example, Smith, J. L. (in press). Students return to campus after a long summer...

Digital Object Identifier (DOI) – see APA 6.31

If a doi has been assigned to an article, it must be included in the reference. It provides a persistent link to the reference. Include the doi and drop the “Retrieved from” statement. Do not put a period at the end of the doi.

9/2009
Font - see APA 8.03
Font – Use a 12-point font. The preferred font for APA is Times New Roman; however, your instructor may have a preferred font.

Header - Go to Insert, and then click on Header. Follow the help guidelines, if needed.

Indenting Paragraphs – see APA 8.03
☐ When your entry runs more than one line, indent the subsequent line(s) one-half inch.

Internet Address – see APA 6.31
☐ URL is the uniform resource locator, also known as the Internet address or web address.
☐ If a DOI exists, use it instead of the URL.
☐ Do not type a period at the end of an Internet address.
☐ Avoid dividing an Internet address. If you need to do so, do so at a logical place, such as a slash, period, hyphen, or colon.

Margins - Use 1-inch margins (top, bottom, left, and right).

Numbers – see APA 4.31-4.38
For numbers between zero and nine, spell out the name of the number. For numbers 10 and above, use the number. See APA 4.31-4.38 other rules governing numbers.

Online - APA spells online as one word.

Page Numbers for your paper - see APA 8.03
☐ Number your pages consecutively placing the number in the upper right hand corner.
☐ Use the Header option.
☐ Your page numbers should be ½ inch from the top of the page and even with the right margin.

Pagination of Resources
☐ Journals paginated by issue, include issue number of journal. Each issue of a particular volume begins its pagination with the number 1.
   o For example, Journal of Student Development, 17(3), 27-35.
☐ Journals continually paginated (or paginated by volume), do not include issue number. Each issue of a particular volume continues the page numbering from the issue before it.
   o For example, Journal of Student Development, 17, 270-350.
☐ Discontinuous pages, include the page numbers. Discontinuous pages occur when an ad appears in the middle of an article.
   o For example, Journal of Student Development, 17(3), 27-30, 35.
☐ Daily newspaper, include p. # or pp. #--# or pp. #—#, #.
   o For example, p. A12 or pp. A12-A13 or pp. A12, A14.
☐ Exact pages listed, include page number-page number.
   o For example, Journal of Student Development, 17(3), 27-35.
☐ One page number given, include the page # only.
   o For example, Journal of Student Development, 17(3), 35.
☐ One page given for a multipage article, as shown in EBSCO’s database.
   o The librarians recommend verifying the reference in another database to obtain correct pagination.
☐ Page numbers are not given. For example, Journal of Student Development, 17(3).

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Quotations - see APA 6.03, 6.05, 6.07-6.09
Place the reference outside of a quotation, but inside the punctuation.

References
- At the end of your paper, center the title Reference on a new page, but continue to number the pages from the original paper.
- Double-space between the title and the first entry.
- Double-space the entire list, tab ½ inch after the first line (if a citation is longer than a single text) of each separate citation.
- Alphabetize the list.
- The examples in this guide are single-spaced to save paper; however, you must double-space your works cited list.

Spacing – see APA 4.01
- Type one space between punctuation marks like commas and semicolons.
- Type two spaces following punctuation marks at the end of a sentence.
- APA references and papers are double-spaced; however, this guide is single-spaced.

Subtitles
Title of the article: Add the subtitle, but remember to capitalize the first word in the subtitle.
- For example: Clash of the titans: Salaries of professional athletes

Titles
- When formatting the title of the source, use italics.
  - For a book example: Taming of the shrew
  - For a journal example: Journal of Student Development

Web or Internet
- Some information can be located by going to View and then to Source while you are on the Web page.
- If the “~” (tilde) symbol appears on a Web address, you may be looking at someone’s personal Web page.

Helpful Hints for Citing your Sources using In Text References

Author - Corporations, Associations, Government Agencies, or Study Groups as Authors using Acronym – see APA 6.13
- Type the (Name of Group [Acronym], date) the first time; thereafter, use the acronym.
  - (Florida Information Resource Network [FIRN], 2001)

Author - Individual – see APA 6.11
- The study determined that mentors help freshmen succeed in their first year of college (Jones, 2005).
- In 2000, Jones compared high school dual enrollment students with…
Author - Multiple – see APA 6.12

❑ First time citation is used.
  o Jones, Green, and Smith (2005) found that...

❑ Use as subsequent first citation per paragraph thereafter.
  o Jones et al. (2005) studied...

❑ Omit year from subsequent citations after the first citation within a paragraph.
  o Jones et al. found that...

Author - None listed

❑ Cite in text the first few words of the title and the year. Use double quotation marks around the title of an article or a chapter. Capitalize the first letter of the main words.
  o (“Methods Differ,” 2001)...

❑ Italicize the title of a periodical, book, brochure, or report. Capitalize the first letter of the main words.
  o Community College Graduates (2000)...

Pagination

❑ If you are citing a particular part of an electronic resource and it does not provide a page number, use the paragraph number if it is available.
  o Use the paragraph symbol - ¶.
    ❑ (Author, Date, ¶ #) or (Author, Date, para. #)
      ❖ Go to Insert.
      ❖ Click on Symbol.
      ❖ Click on Special Characters.
      ❖ Select the ¶ symbol.
      ❖ Click on Insert. Click on Close.
  o If neither paragraph nor page numbers are available, cite the section and the number of the paragraph following it to guide the reader.
    (Author, Date, Name of section, para. #)

Personal Communications

❑ Personal communications include letters, memos, electronic communications (email, discussion groups, or bulletin boards), personal interviews, telephone conversations, etc.

❑ Personal communications from non-archived sources are not cited in the reference list, but are formatted in text.

❑ The format for personal communications when the author’s name is part of the sentence is:
  o First Initial. Middle Initial. Author's Last Name (personal communication, date)
    ➢ P. C. Profeta (personal communication, August 14, 2009)

❑ The format for personal communications when the author’s name is part of the in text reference is:
  o (First Initial. Middle Initial. Author’s Last Name, personal communication, date)
    ➢ (P. C. Profeta, personal communication, July 31, 2009)

Quotations – see APA 6.03 – 6.10

❑ If you are citing a particular part of a resource, provide page, chapter, etc., always give page numbers for quotations.
  o (Author, Date, p. #)
  o (Author, Date, chap. #)

❑ If you are citing a particular part of an electronic resource and it does not provide a page number, use the paragraph number if it is available.
  o Use the paragraph symbol - ¶.
    ❑ (Author, Date, ¶ #) or (Author, Date, para. #)

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Jones (2009) found the following:

The students at Indian River State College succeed in their academic endeavors because the student support system at the College enables them to seek assistance at all campuses and online. In addition, they often return to Indian River Community College for training in new fields of interest. (p. 219)

Helpful Hints for Crediting your Sources

**Almanac Entry or Article (Online database)** – See Encyclopedia

**Abstract** – see APA 7.01.16 and 7.01.17

Original Abstract
Author’s Last Name, First Initial. (Date). Title of the article. *Title of the Journal, volume*(issue), page-page. Abstract retrieved from http://webaddress


Secondary Abstract
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume*(issue), page-page. Abstract retrieved from Source database.


**Article, Journal** (paginated/issue) (Full text – Online database, print, or Web with DOI) – see APA 7.01.1
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume*(issue), page-page. doi:##.############


**Article, Journal** (paginated/issue) (Full text - Online database or Web without DOI) – see APA 7.01.3
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume*(issue), page-page. Retrieved from http://home page of the journal

Note: You may have to check the Web for the journal’s URL if the item came from an online database. You can also check the online database. If so, click on the hotlink for the journal title. Oftentimes, the publisher’s URL is listed.

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**Article, Journal (paginated/issue) (Print without DOI) – see APA 7.01.3**  
Author's Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume(issue), page-page.*


**Article, Journal (paginated/volume) (Full text – Online database, print, or Web with DOI) – see APA 7.01.1**  
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume, page-page. doi:##.############*


**Article, Journal (paginated/volume) (Full text - Online database or Web without DOI) – see APA 7.01.3**  
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume, page-page. Retrieved from http://home page of the journal*

Note: You may have to check the Web for the journal's URL if the item came from an online database. You can also check the online database. If so, click on the hotlink for the journal title. Oftentimes, the publisher's URL is listed.


**Article, Journal (paginated/volume) (Print without DOI) – see APA 7.01.3**  
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the article. *Title of the Journal, volume(issue), page-page.*


**Article, Magazine (monthly) (Full text - Online database or Web) – see APA 7.01.8**  
Author's Last Name, First Initial. Middle Initial. (Year, Month). Title of the article. *Title of the Magazine, volume(issue), page-page. Retrieved from http://webaddress*

Note: You may have to check the Web for the magazine’s URL if the item came from an online database. You can also check the online database. If so, click on the hotlink for the magazine title. Oftentimes, the publisher’s URL is listed.


**Article, Magazine (monthly) (Print) – see APA 7.01.7**  
Author's Last Name, First Initial. Middle Initial. (Year, Month). Title of the article. *Title of the Magazine, volume(issue), page-page.*


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Article, Magazine (weekly) (Full text – Online database or Web) – see APA 7.01.8
Author’s Last Name, First Initial. Middle Initial. (Year, Month Day). Title of the article. Title of the Magazine, volume, page-page. Retrieved from http://webaddress

Note: You may have to check the Web for the magazine’s URL if the item came from an online database. You can also check the online database. If so, click on the hotlink for the magazine title. Oftentimes, the publisher’s URL is listed.


Article, Magazine (weekly) (Print) – see APA 7.01.8
Author’s Last Name, First Initial. Middle Initial. (Year, Month Day). Title of the article. Title of the Magazine, volume, page-page.


Article, Newspaper (Full text – Online database or Web) – see APA 7.01.11
Author’s Last Name, First Initial. Middle Initial. (Year, Month Day). Title of the article. Title of the Newspaper, p. SectionNumber. Retrieved from http://webaddress

Note: You may have to check the Web for the newspaper’s URL if the item came from an online database. You can also check the online database. If so, click on the hotlink for the newspaper title. Oftentimes, the publisher’s URL is listed.


Article, Newspaper (Print) – see APA 7.01.10
Author’s Last Name, First Initial. Middle Initial. (Year, Month Day). Title of the article. Title of the Newspaper, p. SectionNumber.


Blog – see APA 7.11 and 7.11.76
☐ If the author’s name is available, use it. If only the screen name is available, use the screen name.
☐ Nothing is italicized or underlined in a blog.

Author’s Last Name, First Initial. Middle Initial. (Year, Month Day of posting). Title of the post [Description of the form]. Retrieved from http://webaddress


Book (Full text – Online database or Web with DOI) – see APA 7.02 and 7.02.19 and 7.02.19
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the book. doi:####

Book (Full text – Online database or Web without DOI) – see APA 7.02 and 7.02.19 and 7.02.19
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the book. Retrieved from http://webaddress


Book (Print) – see APA 7.02 and 7.02.18
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the book. Place of Publication: Publisher.


Book Chapter (Full-text – Online database or Web with DOI) – see APA 7.02 and 7.02.25
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the chapter. In First Initial. Middle Initial. Last Name (Ed.), Title of the book (pp. #-#). doi:xxxxx


Book Chapter (Full-text – Online database or Web without DOI) – see APA 7.02 and 7.02.25
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the chapter. In First Initial. Middle Initial. Last Name (Ed.), Title of the book (pp. #-#). Retrieved from http://webaddress


Book Chapter (Print) – see APA 7.02 and 7.02.25
Author’s Last Name, First Initial. Middle Initial. (Date). Title of the chapter. In First Initial. Middle Initial. Last Name (Ed.), Title of the book (pp. #-#). Place of Publication: Publisher.


Book Edited (Full Text – Online database or Web with DOI) – see APA 7.02
Editor’s Last Name, First Initial. Middle Initial. (Ed.). (Date). Title of the edited book. Place of Publication: Publisher. doi:xxxxxxxxxx


Book Edited (Full Text – Online database or Web without DOI) – see APA 7.02
Editor’s Last Name, First Initial. Middle Initial. (Ed.). (Date). Title of the edited book. Retrieved from http://webaddress


Book Edited (Print) – see APA 7.02
Editor’s Last Name, First Initial. Middle Initial. (Ed.). (Date). Title of the edited book. Place of Publication: Publisher.


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Book Edition (Full Text – Online database, print, or Web) – see APA 7.02
Place the edition information in parentheses immediately after the title. The period is placed after the parentheses.

Author or Editor’s Last Name, First Initial. Middle Initial. (Date). Title of the book (# ed.). Place of Publication: Publisher.


DVD - see APA 7.07.49
Group. (Producer). (Date). Title of the dvd [DVD]. Available from http://companywebaddress

Dictionary (Online database or Web) – see APA 7.02.27
Entry name. (Date). In Title of the dictionary (# ed., if known). Retrieved from http://webaddress

Dictionary (Print)
Entry name. (Date). In Title of the dictionary (# ed., if known). Place of Publication: Publisher.

Discussion Group (Web) – see APA 7.11 and 7.11.74
☐ If the author’s name is available, use it. If only the screen name is available, use the screen name.
☐ Nothing is italicized or underlined in a discussion message!

Author’s Last Name, First Initial. Middle Initial. (Year, Month Day of posting). Re: Subject line of the message [Online forum comment]. Retrieved from http://webaddress


Electronic Mailing List (listservs) (Web) – see APA 7.11 and 7.11.75
☐ If the author’s name is available, use it. If only the screen name is available, use the screen name.
☐ Nothing is italicized or underlined in a listserv message!

Author’s Last Name, First Initial. Middle Initial. (Year, Month Day of posting). Re: Subject line of the message [Electronic mailing list message]. Retrieved from http://webaddress


eMail (Web) – see APA 6.20 and 7.11
Personal communications include letters, memos, electronic communications (email, discussion groups, or bulletin boards), personal interviews, telephone conversations, etc. from archived sources. Email is not usually included in the reference list, but in text only.

Encyclopedia Article (Online database) – see APA 7.02
Author’s Last Name, First Initial. Middle Initial. (date). Title of entry. In First Initial. Middle Initial. Editor’s Last Name (Ed.), Title of encyclopedia (# ed., Vol. #, if known). Retrieved from Source database.


9/2009
Map (Online database or Web) – see APA 7.07.53
Name of Geographic or Map Service. (Cartographer). (Date). Title of the map [Map]. Retrieved from http://webaddress

Newsgroup (Web) – see APA 7.11 and 7.11.74
☐ If the author’s name is available, use it. If only the screen name is available, use the screen name.
☐ Nothing is italicized or underlined in a newsgroup message!

Author’s Last Name, First Initial. Middle Initial. (Year, Month Day of posting). Re: Subject line of the message [Online forum comment]. Retrieved from http://webaddress


Online Forum (Web) - see APA 7.11 and 7.11.74
☐ If the author’s name is available, use it. If only the screen name is available, use the screen name.
☐ Nothing is italicized or underlined in a forum message!

Author’s Last Name, First Initial. Middle Initial. (Year, Month Day of posting). Re: Subject line of the message [Online forum comment]. Retrieved from http://webaddress


Podcasts (Audio and Video) (Web) – see APA 7.07.50
☐ List the producer’s name or the director’s name when available.

Single episode
Producer’s Last Name, First Initial. (Writer), & Director’s Last Name, First Initial (Director). (Date). Title of the individual podcast [Type podcast]. In First Initial. Last Name (Producer), Title of the podcast series. Retrieved from http://www.podcast.com

Entire podcast
Producer’s Last Name, First Initial. (Producer), & Director’s Last Name, First Initial (Director). (date). Title of the podcast series [Type podcast]. Retrieved from http://www.podcast.com


Social Networks (Web) (i.e., MySpace, Facebook, Twitter, & YouTube) - See Blog and See Video Blog
**Video Blog** - see APA 7.11 and 7.11.77

- If the author’s name is available, use it. If only the screen name is available, use the screen name.
- Nothing is italicized or underlined in a video blog!

Author’s Last Name, First Initial. Middle Initial. (Year, Month Day of posting). Subject line of the message [Video file]. Retrieved from http://webaddress


**Web Site – Author or Sponsor – None Listed**

If the author is not identified, begin the reference with the title of the document.

*Title of the web site*. (Date). Retrieved date, from http://web address


**Web Site – Organization or Company**

When different web pages of a web site have different Internet addresses, provide the URL (web address) that links to the main web site for the document.

Organization Name. (Date). *Title of the web site*. Retrieved date, from http://web address


**Web Site – Personal Author**

Author’s Last Name, First Initial. Middle Initial. (Date). *Title of the web site*. Retrieved date, from http://web address


**Wikis** - see APA 7.11

- Wikis are collaborative endeavors. The veracity and the credibility of the entries cannot be determined. The date has been added as content can often be changed.
- Nothing is italicized or underlined in a wiki citation!
