APA Style Reference Sheet

When do I use APA?

1. If your professor has asked that you write an essay and document your sources according to APA guidelines.
2. If your professor has not specified a set of guidelines, then the papers for the following disciplines are typically written according to APA:
   a. Nursing
   b. Business
   c. Science
   d. Sociology
   e. Psychology

How do I use this reference sheet?
This reference sheet contains examples of the most commonly used resources. It serves as a guide to demonstrate the “basic” principles of citation (in-text and on the Reference page). You may need to look at more than one example to cite a source. For example, if you are using a Database Journal Article with six authors, the “Database Journal Article” will give you a model of the source type, but the example lists only “two” authors. You should skim down to the “notes” under “Books with Three to Five Authors” for information about citing six authors. IMPORTANT NOTE: Pay close attention to punctuation and mechanics (i.e. commas, periods, capitals, italics, etc.); these are important components of citing sources.

Basic formatting information and websites for more comprehensive guides are listed at the end.

Online Resources

Database Journal Article
Author Last Name, First Initial. Middle Initial., & Last Name, First Initial. (Year). Title of article. Title of Journal, vol(issue), page numbers. doi
*If the doi is not available, replace with “Retrieved from” and the URL of the database.
In-text Parenthetical Citation: (Clearly & Crafti, 2007)

Newspaper Article (Database or Online)
Author Last Name, First initial. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from URL
In-text Parenthetical Citation: (Blakeslee, 2008)

Document on Website
Author Last Name, First Initial. (Year, Month Day). Title of document. Website. Retrieved Month Day, Year, from URL.
**“Mom” and “Dad” are capitalized in the document title because they are proper names.
*If no author is named, specifically, begin with Title of document, followed by (Year, Month Day).
Title of document. (Year, Month Day). Website. Retrieved Month Day, Year, from URL.
In-text Parenthetical Citation: (Cohen, 2008)

Entire Book Accessed Online
*For books accessed online, follow the same format as a “print” book, except replace the place of publication with URL. Be sure that the URL is NOT hyperlinked (blue with underline).
Author Last Name, First Initial. Middle Initial, & Author Last Name, First Initial. Middle Initial (Date). Title of the book only first word capitalized (xth ed.). Retrieved from URL
* If a doi is available, it will be used INSTEAD of URL as modeled below.
Author Last Name, First Initial. Middle Initial, & Author Last Name, First Initial. Middle Initial (Date). Title of the book only first word capitalized (xth ed.). doi: xxxxxxxxxxxx
In-text parenthetical Citations: Follow the rules listed based on number of authors modeled for “Print” books.
**Chapter or Section in a Book Accessed Online:**
Author Last Name, First Initial. Middle Initial. (Date). Title of chapter only first word capitalized. In Editor First Initial. Last Name (Ed.), *Title of book only first word capitalized* (edition, section, chapter). Retrieved Month day, year, from URL.


*Retrieval date is listed when information is likely to change/be updated.
*If doi is available, retrieval information (date and/or URL) will be replaced with doi.

Author Last Name, First Initial. Middle Initial. (Date). Title of chapter only first word capitalized. In Editor First Initial. Last Name (Ed.), *Title of book only first word capitalized* (edition, section, chapter). doi: xxxxxxxxxx.

**In-text Parenthetical Citations:** (Beers & Berkow, 1999, chap. 189)

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**Books**

**Print Book by One Author**
Author Last Name, First Initial. Middle Initial. (Date). *Title of the book only first word capitalized*. Place of publication: Publisher.


*If in second or subsequent edition, list edition in parentheses after title and before the period.

Author Last Name, First Initial. Middle Initial. (Date). *Title of the book only first word capitalized* (xth ed.). Place of publication: Publisher.

**In-text Parenthetical Citation:** (Flannagan, 1988)

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**Print Book by Two to Seven Authors**
Author Last Name, First Initial. Middle Initial, & Author Last Name, First Initial. Middle Initial (Date). *Title of the book only first word capitalized* (xth ed.). Place of publication: Publisher.


*The example above is used for up to 7 authors. Continue adding authors Last Name, First Initial. Middle Initial., until last which is preceded by the ampersand (&).

In-text Parenthetical Citation: (Strunk & White, 1979)

*For a book with six or seven authors, in-text citations will list only the first author followed by “et al” and date.

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**Group Author**
Name of Group/Association. (Date). *Title of the book only first word capitalized* (xth ed.). Place of publication: Publisher.


**Author** is used for the publisher's name above when the author and publisher are the same.

**In-text Parenthetical Citation:** First Citation (American Psychological Association [APA], 2001); next citation (APA, 2001).

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**Chapter or Section in a Print Book:**
Author Last Name, First Initial. Middle Initial. (Date). Title of chapter only first word capitalized. In Editor First Initial. Last Name (Ed.), *Title of book only first word capitalized* (edition, page number). Place of Publication: Publisher.


*Volume is listed between edition and page numbers, if applicable.

**In-text Parenthetical Citations:** (Stephan, 1985).
Visuals
Insert images, tables, charts, and graphs where appropriate. Consider “visual” arrangement and appeal. Below an image provide the following information in a caption:

Figure #. Identifying name of image. From First Initial. Middle Initial. Last Name of Author of Document, Source, Year, page #.

Example: Figure 1. Diagram of the brain. From R. J. Sternberg, Psychology, 2004. p.91.

*You will number your own figures from “1” to “?” in the order in which they appear in your paper.

Formatting

1. General
   a. Times New Roman 12 pt font
   b. Double space

2. Cover Page
   a. Running Head (typed in the “header”) with title of essay in block letters on the left and page number on the right.
   b. Center in the middle and double space: Title of the Essay (ENTER), Student Name (ENTER), Name of Institution

3. Abstract Page
   a. Running Head (If typed correctly should automatically appear with page “2” on the right.)
   b. Center the word “Abstract” (no quotes) on top line
   c. One 100-200 word paragraph summarizing the essay’s findings. (Do not indent).

4. First Page of Essay
   a. Running Head
   b. Center the title of your essay on the top line
   c. Indent Introduction

5. Subsequent pages will follow the same format.
   a. Center and embolden “Main” headings
   b. Align left and embolden subheadings

6. Reference Page (full citations for each sources used are listed on the last page of the essay)
   a. Running Head (should still appear with appropriate page number)
   b. Center the word “References” (no quotes)
   c. Align first line of citation on the left margin. Indent second and subsequent lines.
   d. Double space (no extra spaces between sources)
   e. Alphabetize entries by the first letter of the first word of the citation.

Online Resources

Purdue OWL: APA Formatting Guide
https://owl.english.purdue.edu/owl/resource/560/01/

Dr. Abel Schriefe, PhD: APA Psychology (APA Lite for College Papers)
http://www.docstyles.com/apaguide.htm