Undergraduate Citation Guide

v.4 April 2022

1 General Principles of Citation

1.1 An Introduction to Citation

Citation is the process of informing the reader that the information, ideas, or words in a text come from a different author. The use of citation is essential to avoid plagiarism and this document should be read in conjunction with the **MODUL Plagiarism Brochure**.

Citation falls into two different areas: references with the body text itself and listing the sources used at the end of the text in the form of a bibliography. The information below gives the general principles of citation and describes one particular citation system, that of the American Psychological Association, or APA style. It is not important which system is used (unless you have been instructed to use a specific system by either your supervisor or the journal or publisher you are writing for), what is essential, however, is that it is used consistently throughout the text.

1.2 Citation within a Text

A text may be cited as a direct quote, paraphrase, or summary. In each case the source must be indicated. For direct quotes it is important to mark the text taken from another source by surrounding it with quotation marks. In US English it is more common to use double marks (e.g. "the text quoted") while British English generally uses single marks (e.g. 'the text quoted').

If the text quoted has a quotation embedded within it then use either:

• US English: single marks within double marks (e.g. "the text quoted 'includes a quotation' from another text"), or,

• British English: the opposite (double marks within single marks, e.g. 'the text quoted "includes a quotation" from another quotation').

Whether the text is a direct quote, paraphrase, or summary it is vital to indicate its presence in some fashion. This is generally done in two different ways. In the social sciences it is most common to mark the section taken from another author by including the information in parentheses (brackets) within the body text itself. This is known as the **author-date** system. The usual format is as follows:

• Author (usually only the surname), the date of the publication, and, if necessary, the page number(s). For example, "this is a quotation" (Smith, 2013, p. 1). The exact format of this varies depending on the citation system used.

The other way in which a citation is indicated is through a footnote numbering system. A superscript number directs the reader to either the bottom of the page or to end notes (a list of the citations at the end of the chapter, thesis, or book). This is very rare in the social sciences and so will not be discussed here.

1.3   Bibliographic Citation

The information given in the text is used to trace the quotation, paraphrase, or summary back to a full citation of the original text in a list of works at the end of the text (usually called a bibliography or list of sources). The list is arranged **alphabetically** using the first letter of the author's surname, and if there are multiple works for one author then by date (usually earliest to latest) under that author's entry. The information that it is customary to cite in a bibliographic entry is as follows:

• The author's(') **name(s)**, usually the surname(s) in full and just the initial(s) of the forename(s).

• The **date** of publication, in general this is only the year, but it may need more information in the case of journals or newspapers. The date is sometimes placed in parentheses. If an author has written two or more works during the same year, then it is normal to distinguish between them with a lower-case letter (starting from 'a') after the year, e.g. 2008a.

• The **title** of the book, chapter, or article. Titles of books are generally given in italic type, those of chapters from collections of writings or journal articles in roman (non-italic) type. If a title has a subtitle, then it is usual to separate it off with a colon. Some systems also ask that the edition number of the book is included, usually in parentheses, e.g. (2nd ed.)

• The **publisher**, i.e. the name of the company which printed and distributed the book.

For example:

Morton, J.R. (2009). *The history of New Orleans: A fresh perspective*. Cambridge University Press.

• The **place** of publication is required by some citation systems. Usually this is just the city name, but if there are two cities with the same name (which can happen, for example, between the US and UK) then it may be necessary to specify the state as well. This takes the form of the standard state abbreviation (e.g. OH for Ohio or MA for Massachusetts).

Extra publication details are needed for the citation of individual chapters and journal articles. For individual chapters from books it is also necessary to cite the following:

• The **title** of the book from which the chapter is drawn. This is, as above, usually in italic type.

• The **editor(s)** of the volume, usually indicted by the abbreviation **Ed.(s.)**.

• The **page numbers** of the chapter.

For journal articles it is also important to include:

• The **journal title**, like the titles of books this is usually in italic type.

• The **volume and, if available, the issue number** of the journal.

• The **page numbers** of the article.

For example:

Adderley, N. (1991). Towards a counter system of expression. In L. Brown & S. Nistico (Eds.), *Performing rights*, (3rd ed., pp. 133–147). University of Pennsylvania Press.

Young, T. (2006). The essentials of the supporting role in organizations. *The Journal of Support Structures, 4*(1), 3–24.

Technically ranges of page numbers or dates (e.g. pp. 12–16, or, 1993–2004) are joined with what is known as an en-rule. This is a longer dash than the commonly used hyphen (these join two words together). Individual citation systems may or may not insist on this. On Mac OS the en-rule is found by typing alt-hyphen, in Microsoft Word a double hyphen between two figures should automatically transform into an en-rule. If this does not work, then the character can be found under the insert symbol function.

1.4   Electronic Sources

As it is now common to access journals, or other information, on-line it is also usual to include this information in a bibliographic citation. This is generally indicated by including the URL at the end of the citation. Some citation systems demand that the date of access is also included.

It is becoming increasingly common to also cite, if available, the **DOI** number of an article or text instead of the URL. This 'digital object identifier' is a unique code linked to the text, so even if its location moves it can still be found. If the code is entered into the search box on the home page of https://doi.org you can always trace the text The DOI is, like a URL, added to the end of the bibliographic citation.

1.5   Different Citation Styles

There are many different citation styles in use around the world. Each of them does the same job of informing the reader of the author, date, title and publications of the printed text or electronic source being used. They differ from each other only in the details of presentation, e.g. the use of punctuation, abbreviations and italics, and

sometimes in the degree of detail needed. One system – recommended for use by all undergraduate students at MODUL – is described in detail in section 2 below.

Three other citation styles in common use in the social sciences are:

• **Chicago**: Unsurprisingly, this style was developed by Chicago University Press and has two forms, a foot- or end-note and bibliography system, and an author-date system. Chicago is popular in the arts and humanities, particularly as a note-plus-bibliography system, while the author-date system has been adopted by some business publications. The style is described in-depth in *The Chicago Manual of Style*, which is also available online (https://www.chicagomanualofstyle.org).

• **Harvard**: The use of the designation Harvard in a citation style refers to a generic author-date system of referencing. While most systems labeled Harvard are broadly similar there are numerous different versions in use with variations in the use of punctuation, capitalization, page-number format etc. For the origins of the Harvard style see: Chernin, E. (1988). The "Harvard system": A mystery dispelled. *British Medical Journal, 297*, 1062–1063.

• **MLA**: The citation style of the Modern Language Association is widely used in the humanities. Like the two above, it is also an author-date, in-text citation style. The MLA also has its own website (https://www.mla.org) which has detailed information on how to deal with difficult citations and, especially, on-line resources.

2   APA-Style

APA-style is the citation style of the American Psychological Association and has been widely adopted by science journals and a number of publications in the sphere of business. It is an author-date, in-text system and it has a very useful dedicated website (https://www.apastyle.apa.org) that has online tutorials and guides to citation.

2.1   In-Text Citation

2.1.1   If the Author is Included in the Running Text

If the name(s) of the author(s) is/are mentioned in the body of the text, then the date of publication is placed in parentheses usually either immediately after the name or at the end of the sentence, for example:

According to Watrous (2006) the argument can be challenged on two fronts.

Johnson claims that the argument can be challenged on two fronts (2009).

For two authors use both surnames separated by 'and', for example:

An opposing point of view has been put forward by Martin and Fedchock (2007).

For three or more authors use 'et al.'. The abbreviation 'et al.' is Latin for *et alii* and is used in citations to mean 'and others', for example:

Ferguson et al. (2017) claim that the evidence base is insufficient to justify such a conclusion.

Note that et al. indicates a plural hence the plural verb agreement.

When you include a direct quotation in your text then you must include the page number(s) from the original text as part of your citation, e.g.:

Jones (2014, p. 90) notes that this 'formed the background to Davis's groundbreaking work *Deception*'.

2.1.2   If the Author is Not Included in the Text

For sentences which do not include the author's name then the surname should be included within the parentheses with a comma between the name and date:

'The counter argument, however, states that this use of the term is misleading (Fontana, 2017).'

Note that the citation goes within the sentence. If there are two authors, then both surnames are given separated by '&', for example:

While such an approach is generally accepted, and followed, it has been challenged from a methodological perspective (Mingus & Knepper, 2011).

If there are three or more authors use 'et al.'. Multiple citations should be separated off with semicolons, for example:

The phenomenon has been widely discussed in the literature (e.g. Brubeck & Desmond, 2001; Adderley, 2004; Kenton et al., 2009).

2.1.3   No Date, Author or Title

While in general you should be wary of using sources which are undated, if it is necessary to cite one then the abbreviation 'n.d.' ('no date') is used in place of the date, for example:

For a comprehensive list of sources see Parker (n.d.).

A slightly different situation arises when a work has been submitted for publication, accepted and made available (usually online) but has not been formally published and given a date. In this case use the phrase 'in press' in place of the date.

If the citation does not have an identifiable author, then the title of the text (e.g. of a book or journal article) should be used instead, for example:

In addition to placating critics of the system this approach also led to new insights into how such organizations function (*Festschrift in honor of James Moody*, 2003).

If you have neither an author nor a title, then you provide a short description of the text, placed in square brackets, for example:

Such claims have been dismissed by a number of companies in their online press releases ([Aramco press release], 2015; [BP report], 2016; [Exxon Mobil press release], 2017).

2.1.4   Personal Communication

If the source is a form of personal communication (i.e. you have been told something by someone) then it is cited in the text using for the following format, but not included in the bibliography/list of sources:

(J. Doe, personal communication, month day, year)

2.1.5   Secondary Citation

Sometimes it is necessary to include information from a source that has been cited by another author. It is always better to track down the original text, but should this be unavailable then it is necessary to use a secondary citation. This uses the name and date of the original source followed by 'as cited in' and then the source from which the information was taken (the secondary source), for example:

The development of the theory was only possible due to the intervention of a group of scholars based at UCLA (Goodman, 2005, as cited in Herman et al., 2013).'

Only the secondary citation (i.e. the source from which the information has been taken, in this case 'Herman et al.') is given in the bibliography.

2.2   Bibliographic Citation

The bibliography, or list of sources, should be ordered alphabetically by surname (or description of the document). If there are multiple sources from an author, then these are ordered by date (from earliest to most recent). If an author has published more than one work during a single year then these are distinguished from each by a lower-case letter (starting with 'a') following the date. If there are multiple authors then the order of the names should follow the original order given on the book, chapter or article.

The initial word of the title has a capital letter, the following words are in lower case (apart from proper nouns). Note that the first word of a subtitle should also be capitalized. For sources which are not in English then the standard capitalization rules should be used for that language. For example, in German all nouns are capitalized.

2.2.5   Books

Books are cited using the author's(') surname(s) followed by the author's(') initial(s) and the date in parentheses. The title of the book is italicized, and the first word is

given a capital letter. If there is a subtitle then this follows a colon (:) and, again, takes an initial capital letter. At the end is the publisher. If the book is accessed electronically (i.e. as an e-book), then the URL or, preferably, the DOI should be given.

Multiple authors are also cited by surname and initial and separated by commas. For example:

Stitt, S., Rollins, S., & Gillespie, D.

Note that there is also a comma before the '&'.

Examples:

Rosolino, F. (1980). *Elements of theory: A students' guide*. Harvard University Press. https://doi.org/10.2381/9950000-321

Woodyard, S., Jackson, Q., & Terry, C. (2014). *The presidential election of 1964*. Oxford University Press.

2.2.6   Chapters from Edited Volumes

If the source is one chapter from a collection of articles by different authors and with an overall editor, then it is cited as follows. The author(s) of the chapter is/are cited as above, followed by the date in parentheses. The name of the chapter is given in roman (i.e. non-italic) type, followed by the name(s) of the editor(s) followed by the abbreviation 'Ed.'/'Eds', the title of the book in italics, the edition number (if available) and page numbers in parentheses, and the publisher plus the DOI (if available).

Examples:

Basie, C. (1996). The role of visual acuity in performance. In U. Green (Ed.), *Approaches to cultural action* (2nd ed., pp. 67–85). Routledge. https://doi.org/10.10482/99440003322-001

Waller, F., & Hawkins, C. (2001). Key recognition skills in manual task performance. In A. Grey & D. Ellington (Eds.), *Cognition and tactility* (pp. 102–130). University of Nebraska Press.

2.2.7   Journal Articles

Academic journal articles are cited with the author(s) and date as above, followed by the title of the article in roman type and then the journal name in italics. The journal name is followed by the volume number (also in italics) and, if necessary, the issue number, both in Arabic numerals. If there is an issue number, then this is not italicized and is placed in parentheses closed-up to the volume number. The page numbers come after the volume (and issue number) and are followed by the URL or DOI.

Examples:

Ra, S., & Coleman, O. (2010). Space migration and Saturn's moons: Potential life signs between orbital bodies. *The Journal of Astrobiology, 24*(8), 76–87. https://doi.org/10.0034/3510002769

Faddis, J. (2004). Extreme altitude survival strategies. *Mountain and High-Latitude Medicine*, 18, 13–24. https://doi.org/10.0029/15400340032

2.2.8 Newspapers and Magazines

Newspapers and magazines are cited in a very similar way to academic journal articles. However, usually they do not have volume and issue numbers (and so they are simply omitted) and the month and day of publication are placed after the date. If the newspaper or magazine are accessed online then the page number(s) is/are omitted, and the URL given.

Examples:

Winding, K. (2015, June 14). New trends in management jargon. *The Washington Post*, 26–27.

Roach, M. (2017, December 28). Reporting from the front line: The true story. *The New York Times*. https://nytimes.com/roach28dec100365

2.2.9 Webpages

Citing a document from a website can sometimes be problematic as information may be missing. The style is similar to that for citing newspapers or magazines, but the name of the webpage is given instead of the name of the publication. The date should be that of when the text was posted or published. If there is no date then use the abbreviation n.d. ('no date').

Examples:

Roney, W. (2018, April 14). *Essential elements of delegation*. Wroney. https://www.wroney.com/delegation

Hargrove, R. (2016, June 12). *Style and substance: A guide to extemporizing*. MusicNet. https://music.net/100200/hargrextp

On the rare occasion you cite a webpage that is designed to change over time and is not archived, then it is possible to add a retrieval date in the following format:

McBride, C. (n.d.). *Countdown to Montreux*. Christian McBride. Retrieved March 22, 2021, from https://www.mcbride.com/1245yhd

2.2.10 Other Media

Blog: Doe, J. (Year, Month Day). Title of the blog post. *The Name of the Blog*. URL

Film: Doe, J., & Doe, J. (Directors). (Date). *Title of film* [Film]. Studio.

Podcast: Doe, J. (Host). (Date). Title of episode [Audio podcast episode]. Name of podcast. URL

Radio Program: Doe, J. (Year, Month Day). *Title of radio program* [Radio broadcast]. Station. URL

Tweet: Doe, J. [@JoanDoe]. (Year, Month Day). *Text of the tweet* [Tweet]. Twitter. URL

YouTube Video: Name of Creator/Channel. (Year, Month Day). *Title of the video* [Video]. YouTube. URL

2.2.11 Missing Information

Generally, if sources do not have a title, acknowledge authorship or have a date of publication – a common problem with online sources – they should be avoided. However, if it is necessary to cite them then follow the examples below (note that whether the title of the document is italicized or not depends on the type of source, see the guidance above).

No author: Title of document. (Date). Source (e.g. the URL [without a full point], publisher or periodical).

No date: Doe, J. (n.d.). Title of document. Source.

No date or author: Title of document. (n.d.). Source.

No document name: Doe, J. (Date). [Short description of document]. Source.

No document name or author: [Short description of document]. (Date). Source.

No document name or date: Doe, J. (n.d.). [Short description of document]. Source.

No document name, author or date: [Short description of document]. (n.d.). Source.

Note, the description of the document is not italicized.

2.2.12 URLs and DOI numbers

If the source is retrieved electronically then the online location is given as a URL (including https://…) and preferably the **D**igital **O**bject **I**dentifier (DOI). DOIs can be identified as a code starting with the digits '10.'. They can usually be found on the first page of articles or at the foot or head of the page. As DOI numbers are always connected to a specific text they are preferred, when available, to the URL.

If the source also exists in an identical printed format then do not include the URL/DOI and cite the source normally as shown above. However, if the work only exists as an online journal or e-book then this information must be included.

For more information, see https://apastyle.apa.org and the checklists and reference examples on the following pages.

1 **READ** the work you want to cite.

2 Identify an **IDEA** you want to put in your paper.

3 Write a **SENTENCE** about that idea.

4 Write a **REFERENCE LIST ENTRY** for the work.

5 Add the corresponding **IN-TEXT CITATION** to the sentence.

6 **REPEAT** as needed for more works and ideas.

APA STYLE

7th Edition

In-Text Citation Checklist

Complete the following checklist for each sentence in your paper that relies on another source. Remember to cite all ideas, findings, results, or other information that is not your own and is not common knowledge. It may be helpful to highlight or annotate your paper to remind yourself of what information comes from another source and what is your contribution.

For each sentence that relies on another source …

Have you paraphrased as much as possible, rather than quoted?

If you directly quoted, is the quotation necessary? Could you paraphrase instead?

For each sentence that you paraphrased …

Did you avoid patchwriting? Have you done more than omit a few words and substitute synonyms? To make a better paraphrase, reframe ideas and make them specific to your topic and argument.

Did you avoid overcitation? For long paraphrases, have you used one citation when introducing the idea and not repeated the citation unless there is a change of topic, source, or paragraph?

For each citation of a paraphrase …

Does your citation include the author and year?

For parenthetical citations, is there a comma between the author and year? (Author, year)

For narrative citations, is the date in parentheses after the author? Author (year)

For each sentence that contains a quotation …

Is the quotation incorporated into a sentence you wrote? Did you use appropriate punctuation (comma, colon, no punctuation) to introduce the quotation?

Do short quotations (<40 words) appear in double quotation marks?

Do long quotations (40+ words) appear in the block quotation format?

Is the block double-spaced?

Is the block indented 0.5" from the left margin?

Have you removed any quotation marks from around the block?

For each citation of a direct quotation …

Does your citation include the author, year, and page number (or alternative)?

For parenthetical citations, are there commas between the author and year and between the year and page number? Sentence "quotation" (Author, year, p. 20).

For narrative citations, does the page number appear in parentheses after the quotation? Author (year) "quotation" (p. 20).

For all in-text citations, in relation to the reference list …

Do spellings of author names in the text match spellings in the reference list?

Are author names abbreviated correctly from reference list entries (e.g., first author plus "et al." for 3+ authors, abbreviations for group authors as appropriate)?

Do publication years in the text match the years in the reference list?

Does each in-text citation match only one reference list entry? If citations are ambiguous (could match more than one entry), follow the guidelines in *Publication Manual* Sections 8.18 to 8.20.

For all reference list entries …

Have you followed the reference examples in Chapter 10?

Are all works in the reference list cited in the text? For any uncited works, either cite them in the text or remove the entries from the reference list.

APA STYLE

7th Edition

Creating an APA Style Reference List Guide

The reference list contains all the works you cited in the text of your paper.

- In general, there should be a one-to-one correspondence between the works cited in the text and the works listed in the reference list.

- An exception is personal communications, which are cited in the text of your paper but are not included in the reference list (see Section 8.9 in the seventh edition *Publication Manual*).

- If you read a work while doing your literature search but did not end up citing it in the text of your paper, do not include it in the reference list.

Use the section label "References" (not "Works Cited" or "Bibliography").

- Start the reference list on a new page after the text of your paper.

- Center the label at the top of the page and write it in bold.

- It is acceptable to use "Reference" as the label when you cited only one source in your paper.

Format references in seventh edition APA Style.

- Double-space the reference list, both within and between references. Do not add extra lines between references.

- Order references alphabetically, usually by the first letter of the first author's last name.

- Include the authors' first and middle initials (if they have them). Do not write out first or middle names.

- Write author names in inverted format so that the last name comes first, followed by a comma and the initials. Place a period and a space after each initial.

- Apply a hanging indent for all references using the paragraph-formatting function of your word-processing program: The first line is flush left, and all subsequent lines are indented 0.5 in.

- To determine the format to use for a reference list entry, first determine the reference group (e.g., textual works, online media) and reference category (e.g., periodical, social media), and then choose the appropriate reference type within the category (e.g., journal article, Facebook post) and follow that example in Chapter 10 of the *Publication Manual* or the *Concise Guide to APA Style*.

    ◦ Reference formats are based on the **document type** (e.g., journal article, report), not the retrieval method (e.g., online, in print).

    ◦ Even if you retrieved a work online, determine what type of document it is. Only cite a work as a webpage or website if no other category fits.

Include a DOI or URL at the end of the reference for any work that has one.

- Most references do not require retrieval dates. Include a retrieval date only when (a) a work is inherently designed to change over time (e.g., a Facebook profile page) and (b) you are citing an unarchived version of the work, as described in Section 9.16 of the *Publication Manual*.

- Do not include both a DOI and a URL in a reference entry. If a work has both a DOI and a URL, include only the DOI.

- Copy and paste the DOI or URL directly from your web browser.

- Do not add a period after the DOI or URL.

- DOIs and URLs can be either blue and underlined (usually the default setting for hyperlinks) or plain text that is not underlined.

Avoid the following common mistakes when writing reference list entries.

Author Element

- Use the word "and" between two authors' names in narrative in-text citations. Use an ampersand (&) between two authors' names in parenthetical in-text citations and before the final author's name in reference list entries.

  - *Narrative in-text citation:* Sanders and Jang (2020) found . . .

  - *Parenthetical in-text citation:* A positive association was found . . . (Sanders & Jang, 2020).

  - *Reference list entry:* Sanders, F. A., & Jang, T. D. (2020).

- For a work with 21 or more authors, include the first 19 authors' names, insert an ellipsis (. . .), but no ampersand, and then write the final author's name.

- For a work with a group author (or multiple group authors), include a period at the end of the author element in the reference.

  - *Reference list entry*: American Psychological Association. (2020).

Date Element

- Most references include only the year as the date.

- Use more specific dates, such as the month, day, and year (e.g., 2020, June 10), for works published on a more frequent basis (e.g., newspaper or magazine articles, social media posts). When in doubt, check the templates in Chapter 10.

- For webpages and websites, use the date of last publication or last update. Do not use the copyright date from a webpage footer or the date of last review. If the date is unknown or cannot be determined, write "n.d." as the date.

Title Element

- Titles of **works that stand alone** (e.g., books, reports, webpages) are written in italic sentence case.

- Titles of **works that are part of a greater whole** (e.g., journal articles, book chapters, dictionary entries) are written in sentence case without italics.

- For **book and report references**, place any identifying information (e.g., edition, report number, volume number) in parentheses after the title. Do not add a period between the title and the parenthetical information.

Source Element

- In the source element for **journal article references:**

  - Italicize the journal title and volume number.

  - Do not italicize the comma between the journal title and volume number, the issue number, and page numbers.

  - Place the issue number in parentheses after the volume number with no space in between.

  - Use an en dash (–) to separate a page range (e.g., 15–26).

- When the author and the publisher of a work are the same (as in many reports, books, and websites published by group authors), include the group name in the author element and omit it from the source element.

APA STYLE

7th Edition
Reference Guide for Journal Articles, Books, and Edited Book Chapters

Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.
Name of the Periodical, volume(issue), #–#. https://doi.org/xxxx

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).
Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Chapter in an Edited Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

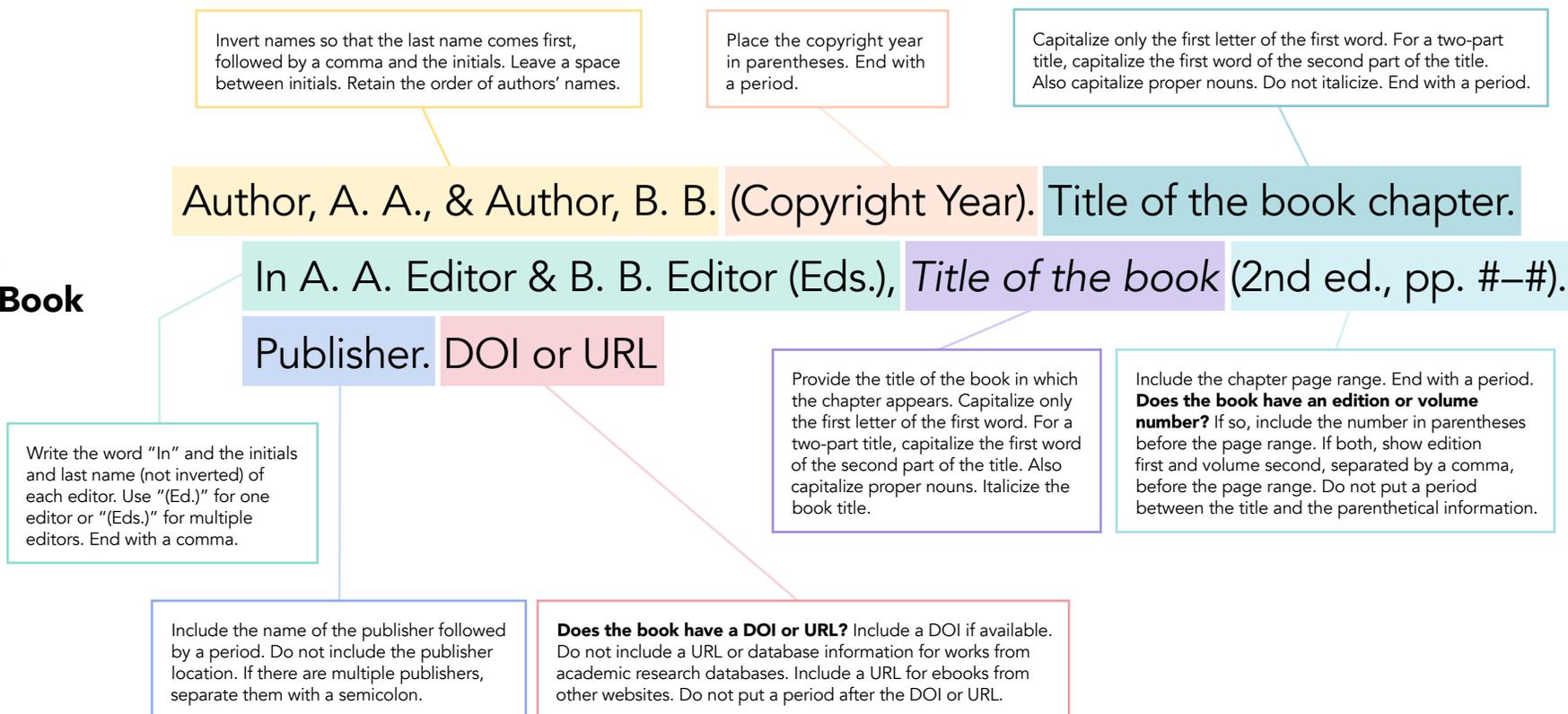Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #–#). Publisher. DOI or URL

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Provide the title of the book in which the chapter appears. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the book title.

Include the chapter page range. End with a period. **Does the book have an edition or volume number?** If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma, before the page range. Do not put a period between the title and the parenthetical information.

Include the name of the publisher followed by a period. Do not include the publisher location. If there are multiple publishers, separate them with a semicolon.

Does the book have a DOI or URL? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

More information on reference variations not shown here (e.g., in-press articles, articles with article numbers, articles without DOIs, books with titled volumes, audiobooks) can be found in the *Publication Manual of the American Psychological Association* (7th ed.) and in the *Concise Guide to APA Style* (7th ed.):

Journal articles and other periodicals — Section 10.1
Books and reference works — Section 10.2
Edited book chapters and entries in reference works — Section 10.3

APA STYLE

7th Edition
Common Reference Examples Guide

This guide contains examples of common APA Style references. Section numbers indicate where to find the examples in the *Publication Manual of the American Psychological Association* (7th ed.).

For more information on references and reference examples, see Chapters 9 and 10 of the *Publication Manual* as well as the *Concise Guide to APA Style* (7th ed.). Also see the Reference Examples pages on the APA Style website.

Journal Article (Section 10.1)

Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T., & Renkl, A. (2020). Timing matters! Explaining between study phases enhances students' learning. *Journal of Educational Psychology*, *112*(4), 841–853. https://doi.org/10.1037/edu0000396

Online Magazine Article (Section 10.1)

Gander, K. (2020, April 29). COVID-19 vaccine being developed in Australia raises antibodies to neutralize virus in pre-clinical tests. *Newsweek*. https://www.newsweek.com/australia-covid-19-vaccine-neutralize-virus-1500849

Print Magazine Article (Section 10.1)

Nicholl, K. (2020, May). A royal spark. *Vanity Fair, 62*(5), 56–65, 100.

Online Newspaper Article (Section 10.1)

Roberts, S. (2020, April 9). Early string ties us to Neanderthals. *The New York Times*. https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html

Print Newspaper Article (Section 10.1)

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. *The New York Times*, D4.

Blog Post (Section 10.1)

Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog.*
https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/

Authored Book (Section 10.2)

Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). *Mindful sport performance enhancement: Mental training for athletes and coaches.* American Psychological Association.
https://doi.org/10.1037/0000048-000

Edited Book Chapter (Section 10.3)

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association.
https://doi.org/10.1037/0000157-002

Online Dictionary Entry (Section 10.3)

American Psychological Association. (n.d.). Internet addiction. In *APA dictionary of psychology.* Retrieved April 24, 2020, from https://dictionary.apa.org/internet-addiction

Report by a Group Author (Section 10.4)

World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and young child nutrition.* https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1

Report by Individual Authors (Section 10.4)

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education.* Center for Universal Education at Brookings. https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf

Press Release (Section 10.4)

American Psychological Association. (2020, March 2). *APA reaffirms psychologists' role in combating climate change* [Press release]. https://www.apa.org/news/press/releases/2020/03/combating-climate-change

Conference Session (Section 10.5)

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf

Dissertation From a Database (Section 10.6)

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

Preprint Article (Section 10.8)

Latimier, A., Peyre, H., & Ramus, F. (2020). *A meta-analytic review of the benefit of spacing out retrieval practice episodes on retention*. PsyArXiv. https://psyarxiv.com/kzy7u/

Data Set (Section 10.9)

O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Data set]. Inter-university Consortium for Political and Social Research. https://doi.org/10.3886/ICPSR36966.v1

Film or Video (Section 10.12)

Doctor, P., & Del Carmen, R. (Directors). (2015). *Inside out* [Film]. Walt Disney Pictures; Pixar Animation Studios.

TV Series Episode (Section 10.12)

Dippold, K. (Writer), & Trim, M. (Director). (2011, April 14). Fancy party (Season 3, Episode 9) [TV series episode]. In G. Daniels, H. Klein, D. Miner, & M. Schur (Executive Producers), *Parks and recreation*. Deedle-Dee Productions; Fremulon; 3 Arts Entertainment; Universal Media Studios.

Webinar (Section 10.12)

Kamin, H. S., Lee, C. L., & McAdoo, T. L. (2020). *Creating references using seventh edition APA Style* [Webinar]. American Psychological Association. https://apastyle.apa.org/instructional-aids/tutorials-webinars

YouTube Video (Section 10.12)

Above The Noise. (2017, October 18). *Can procrastination be a good thing?* [Video]. YouTube. https://www.youtube.com/watch?v=FQMwmBNNOnQ

Song or Track (Section 10.13)

Nirvana. (1991). Smells like teen spirit [Song]. On *Nevermind*. DGC.

Radio Broadcast (Section 10.13)

Hersher, R. (2020, March 19). *Spring starts today all over America, which is weird* [Radio broadcast]. NPR. https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over america-which-is-weird

Podcast Episode (Section 10.13)

Santos, L. (Host). (n.d.). Psychopaths and superheroes (No. 1) [Audio podcast episode]. In The happiness lab with Dr. Laurie Santos. Pushkin Industries. https://www.happinesslab.fm/season-2-episodes/episode-1

Infographic (Section 10.14)

American Psychological Association. (n.d.). *Data sharing* [Infographic]. https://www.apa.org/pubs/journals/data-sharing-infographic.pdf

PowerPoint From a Classroom Website (Section 10.14)

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides]. Canvas@FNU. https://fnu.onelogin.com/login

Tweet (Section 10.15)

Obama, B. [@BarackObama]. (2020, April 7). *It's World Health Day, and we owe a profound debt of gratitude to all our medical professionals. They're still giving* [Tweet]. Twitter. https://twitter.com/BarackObama/status/1247555328365023238

Open Educational Resource (Section 10.16)

Fagan, J. (2019, March 25). *Nursing clinical brain.* OER Commons. Retrieved January 7, 2020, from https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view

Webpage (Section 10.16)

Chandler, N. (2020, April 9). *What's the difference between Sasquatch and Bigfoot?* howstuffworks. https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfoot-difference.htm

Webpage on a News Website (Section 10.16)

Machado, J., & Turner, K. (2020, March 7). *The future of feminism.* Vox. https://www.vox.com/identities/2020/3/7/21163193/international-womens-day-2020

Webpage With a Retrieval Date (Section 10.16)

Center for Systems Science and Engineering. (2020, May 6). *COVID-19 dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU).* Johns Hopkins University & Medicine, Coronavirus Resource Center. Retrieved May 6, 2020, from https://coronavirus.jhu.edu/map.html

7th Edition

Scaffolded Reference Elements Worksheet

This worksheet will help you create complete APA Style reference list entries. For each reference element (author, date, title, and source), basic information and representative examples are shown. Use this information to identify the reference elements for your own work and enter them in the text box below each table.

For help, see the reference information in Chapter 9 and the reference templates and examples in Chapter 10 of the seventh edition *Concise Guide to APA Style* and the *Publication Manual of the American Psychological Association*. Also see the reference examples and reference handouts on the APA Style website. Additional reference examples are found on pages 4 through 6 of this handout.

Author

Types of Authors	Example
Individual author(s): Write the author's last name, followed by first and middle initial(s). Put a comma between the last name and initials. Put a period and space after each initial. Separate each author with a comma. Put an ampersand (&) before the last author's name. Indicate any specialized role in parentheses after the author's name and end with a period.	Bilias-Lolis, E. Schwartz, R. C., & Sweezy, M. Abdel Hadi, S., Mojzisch, A., Parker, S. L., & Häusser, J. A. Schmid, H.-J. (Ed.). Bender, J. (Director), Cuse, C. (Writer), & Lindelof, D. (Writer).
Username: Provide the username, including @ if part of the name. If both a username and a real name are known, put the username in square brackets after the real name. Put a period at the end.	Vogue [@voguemagazine]. Lebron James [@KingJames].
Group author: Provide the full name of the group. Put a period after the group name.	Merriam Webster. World Health Organization.

Note. If there is no author, start the reference with the work's title.

Fill in for Your Work

Date

Types of Dates	Example
Year only: Use the year for most works (e.g., journal article, book). Put the year in parentheses. End with a period.	(2022).
Specific date: Use a more specific date (e.g., year and month or year, month, and day) for works published on a regular basis. Write the year, a comma, and the specific date. Write out month names in full. Put the date in parentheses. End with a period.	(2021, April 6). (2020, July).
No date: If there is no date for the work, write "n.d." in parentheses.	(n.d.).

Fill in for Your Work

Title

Types of Titles	Example
Works that stand alone (e.g., book, report, film, social media post, webpage): Italicize the title, and capitalize it using sentence case. For books and reports, enclose any identifying information (e.g., edition, volume, report number) in parentheses after the title. Put a period after, but not before, the parenthetical information. Do not italicize the period or parenthetical information. Add a description of the work in square brackets after the title (before the period) if helpful in identifying it, and place it after any parenthetical information.	*Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge.* *Practical ethics for psychologists: A positive approach* (3rd ed.). *Guide to patient and family engagement: Environmental scan report* (Publication no. 12-0042-EF). *Inside the mind of a master procrastinator | Tim Urban* [Video].
Works that are part of a greater whole (e.g., journal article, edited book chapter, TV episode): Write the title without italics or quotation marks, and capitalize it using sentence case. For episodes, enclose the season and episode numbers in parentheses after the title. Put a period after, but not before, the parenthetical information. Add a description of the work in square brackets after the title (before the period) if helpful in identifying it, and place it after any parenthetical information.	Experimental evidence for the effects of job demands and job control on physical activity after work. Mindful gratitude in the schools: Building capacity across the tiers. The constant (Season 4, Episode 5) [TV series episode].

Fill in for Your Work

Source

Types of Sources	Example
Works that stand alone (e.g., book, report, film, social media post, webpage): The source is the publisher of the work, database or archive, social media site, or website, plus any DOI or URL.	Imagine Entertainment. Instagram. https://www.instagram.com/p/CGDaLBKplB-/
Works that are part of a greater whole (e.g., journal article, edited book chapter, TV episode): The source is the greater whole (e.g., journal, book, TV show), plus any DOI or URL.	*Journal of Consulting and Clinical Psychology, 88*(5), 445–454. https://doi.org/10.1037/ccp0000494 In J. A. J. Smits, M. W. Otto, M. B. Powers, & S. O. Baird (Eds.), *The clinician's guide to anxiety sensitivity treatment and assessment* (pp. 179–193). Elsevier Academic Press. https://doi.org/10.1016/B978-0-12-813495-5.00009-7
Periodicals (e.g., journal, magazine, newspaper, blog): Provide the periodical name, volume number, issue number (if present), and page range or article number. Capitalize the title of the periodical using title case, italicize it, and place a comma (not italicized) after it. Italicize the volume number. Put the issue number (not italicized) in parentheses directly after the volume number with no space in between. Put a comma after the closing parenthesis, and then write the page range (or article number). Separate the page numbers by an en dash and follow with a period. If the work is an advance online version, write "Advance online publication" in place of the journal information. Follow with a period. End with any DOI written as a hyperlink in the format: https://doi.org/xxxxx	*Social Psychology, 51*(4), 219–238. https://doi.org/10.1027/1864-9335/a000411 *Journal of Affective Disorders, 273*, 265–273. https://doi.org/10.1016/j.jad.2020.03.182 *PLoS ONE, 15*(8), Article e0238415. https://doi.org/10.1371/journal.pone.0238415 *Journal of Experimental Psychology: Applied.* Advance online publication. https://doi.org/10.1037/xap0000333 *Time, 176*(18), 40–50.
Books and reports: Write the publisher name as shown on the work and without italics, followed by a period. Do not include designations of business structure (e.g., Inc., Ltd., LLC). If two or more publishers are listed, include all of them in the order shown, separated by semicolons. When the author is the same as the publisher, omit the publisher from the source. When numerous layers of government agencies are listed on a report, include the name of the parent agency not in the group author name in the source. End with any DOI or URL.	The Guilford Press. Agency for Healthcare Research and Quality. https://www.ahrq.gov/research/findings/final-reports/ptfamilyscan/index.html American Psychological Association; De Gruyter Mouton. https://doi.org/10.1037/15969-000
Edited book chapters: The source is the book of which the chapter is a part. Write the word "In" followed by the initials and surnames (not inverted) of the editor(s), followed by "(Ed.)." for one editor and "(Eds.)." for two or more editors. Then put a comma, the title of the book in italic sentence case, and the page (abbreviated "p.") or page range (abbreviated "pp." and separated by an en dash) of the chapter. Follow with a period. End with the publisher namer, a period, and any DOI or URL.	In C. Maykel & M. A. Bray (Eds.), *Applying psychology in the schools. Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 161–172). American Psychological Association. https://doi.org/10.1037/0000157-011
Webpages: Provide the website name in title case without italics. When the author is the same as the website name, omit the website name from the source. End with the URL. In most cases, do not include a retrieval date.	World Health Organization. https://www.who.int/mental_health/evidence/special_initiative_2019_2023/en/

Fill in for Your Work

Reference Examples

All reference list entries are double-spaced and are formatted with a hanging indent. Section numbers indicate where to find more information and examples in the *Concise Guide to APA Style* (CG) and the *Publication Manual* (PM). See the APA Style website for more reference examples, including works not covered here, and the Quick Reference Guide.

Journal Article (*CG* and *PM* Section 10.1)

Abdel Hadi, S., Mojzisch, A., Parker, S. L., & Häusser, J. A. (2020). Experimental evidence for the effects of job demands and job control on physical activity after work. *Journal of Experimental Psychology: Applied.* Advance online publication. https://doi.org/10.1037/xap0000333

Cougle, J. R., Mueller, N. E., McDermott, K. A., Wilver, N. L., Carlton, C. N., & Okey, S. A. (2020). Text message safety behavior reduction for social anxiety: A randomized controlled trial. *Journal of Consulting and Clinical Psychology, 88*(5), 445–454. https://doi.org/10.1037/ccp0000494

Kassie, B. A., Adane, A., Tilahun, Y. T., Kassahun, E. A., Ayele, A. S., & Belew, A. K. (2020). Knowledge and attitude towards COVID-19 and associated factors among health care providers in Northwest Ethiopia. *PLoS ONE, 15*(8), Article e0238415. https://doi.org/10.1371/journal.pone.0238415

Schuling, R., Huijbers, M. J., van Ravesteijn, H., Donders, R., Cillessen, L., Kuyken, W., & Speckens, A. E. M. (2020). Recovery from recurrent depression: Randomized controlled trial of the efficacy of mindfulness-based compassionate living compared with treatment-as-usual on depressive symptoms and its consolidation at longer term follow-up. *Journal of Affective Disorders, 273*, 265–273. https://doi.org/10.1016/j.jad.2020.03.182

Print Magazine Article (*CG* and *PM* Section 10.1)

Kluger, J. (2010, November 1). Keeping young minds healthy. *Time, 176*(18), 40–50.

Online Newspaper Article (*CG* and *PM* Section 10.1)

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times.* https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html

Blog Post (*CG* and *PM* Section 10.1)

Morton, S. (2020, January 12). A midlife crisis or a midlife unraveling? *PsychCentral.* https://psychcentral.com/blog/a-midlife-crisis-or-a-midlife-unraveling/

Book (*CG* and *PM* Section 10.2)

Fowler, M. D. M. (2015). *Guide to the code of ethics for nurses with interpretive statements: Development, interpretation, and application* (2nd ed.). American Nurses Association.

Knapp, S. J., VandeCreek, L. D., & Fingerhut, R. (2017). *Practical ethics for psychologists: A positive approach* (3rd ed.). American Psychological Association. https://doi.org/10.1037/0000036-000

Pearson Education. (2019). *Nursing: A concept-based approach to learning* (3rd ed., Vol. 1).

Schmid, H.-J. (Ed.). (2017). *Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge.* American Psychological Association; De Gruyter Mouton. https://doi.org/10.1037/15969-000

Schwartz, R. C., & Sweezy, M. (2020). *Internal family systems therapy* (2nd ed.). The Guilford Press.

Edited Book Chapter (*CG* and *PM* Section 10.3)

Bilias-Lolis, E. (2020). Mindful gratitude in the schools: Building capacity across the tiers. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 161–172). American Psychological Association. https://doi.org/10.1037/0000157-011

Otto, M. W., Smits, J. A. J., Fitzgerald, H. E., Powers, M. B., & Baird, S. O. (2019). Anxiety sensitivity and your clinical practice. In J. A. J. Smits, M. W. Otto, M. B. Powers, & S. O. Baird (Eds.), *The clinician's guide to anxiety sensitivity treatment and assessment* (pp. 179–193). Elsevier Academic Press. https://doi.org/10.1016/B978-0-12-813495-5.00009-7

Online Dictionary Entry (*CG* and *PM* Section 10.3)

Merriam-Webster. (n.d.). Existential. In *Merriam-Webster.com dictionary.* Retrieved October 15, 2020, from https://www.merriam-webster.com/dictionary/existential

Report (*CG* and *PM* Section 10.4)

Maurer, M., Dardess, P., Carman, K. L., Frazier, K., & Smeeding, L. (2012). *Guide to patient and family engagement: Environmental scan report* (Publication No. 12-0042-EF). American Institutes for Research, Agency for Healthcare Research and Quality. https://www.ahrq.gov/research/findings/final-reports/ptfamilyscan/index.html

Film (*CG* Section 10.10 and *PM* Section 10.12)

Zimbalist, J., & Zimbalist, M. (Directors). (2016). *Pele–Birth of a legend* [Film]. Imagine Entertainment; Seine Pictures; Zohar International.

TV Episode (*CG* Section 10.10 and *PM* Section 10.12)

Bender, J. (Director), Cuse, C. (Writer), & Lindelof, D. (Writer). (2008, February 28). The constant (Season 4, Episode 5) [TV series episode]. In J. J. Abrams, J. Bender, B. Burk, C. Cuse, & D. Lindelof (Executive Producers), *Lost.* Bad Robot; ABC Signature.

TedTalk on YouTube (*CG* Section 10.10 and *PM* Section 10.12)

TED. (2016, April 6). *Inside the mind of a master procrastinator | Tim Urban* [Video]. YouTube. https://www.youtube.com/watch?v=arj7oStGLkU

Instagram (*CG* Section 10.13 and *PM* Section 10.15)

Vogue [@voguemagazine]. (2020, October 7). "*It has never been easy for Black women to lead in America. Those who have done so have endured great* [Photograph]. Instagram. https://www.instagram.com/p/CGDaLBKplB-/

Twitter (*CG* Section 10.13 and *PM* Section 10.15)

Lebron James [@KingJames]. (2020, December 14). *LETS GO!!!!!!!!!!!!!!! #Browns* [Tweet]. Twitter. https://twitter.com/KingJames/status/1338698471583350785

Webpage (*CG* Section 10.14 and *PM* Section 10.16)

Ghebreyesus, T. A. (2019). *The WHO Special Initiative for Mental Health (2019–2023): Universal health coverage for mental health* (WHO/MSD/19.1). World Health Organization. https://www.who.int/mental_health/evidence/special_initiative_2019_2023/en/

International Society for Technology in Education. (n.d.). *ISTE standards for students.* https://www.iste.org/standards/for-students

Josh_Luterbach. (n.d.). *AP psychology–Social psychology.* Quizlet. https://quizlet.com/192583171/ap-psychology-social-psychology-flash-cards/