APA Style- Rules

AUTHORS
1. Invert all author names; give last names and initials for up to seven authors. When authors number eight or more, insert three ellipses following seventh author and add last author’s name. (p. 184- Publication Manual of the American Psychological Association, 6th ed)
2. Use commas to separate authors, to separate last names and initials and to separate initials and suffixes; with two or more authors, use an ampersand (&) before the last author. Finish the element with a period.
3. If an author’s name is hyphenated, retain the hyphen and include a period after each initial.
Ex.: Jones, P.-D., for Phillip-Dean Jones
4. If no author, begin citation with title.

EDITORS
1. For an edited book, put editor name in author position and enclose the abbreviation Ed. or Eds. in parentheses after the last editor’s name. The period follows the parenthetical abbreviation (Eds.).
Ex: Smith, Robert (Ed.).
Ex: Smith, J.T. and Jones, W.R. (Eds.).

PUBLICATION DATE
1. Give in parentheses the year the work was published (for unpublished or informally published works, give the year the work was produced).
2. For magazines, newsletters, and newspapers, give the year and exact date of the publication (month or month and day), separated by a comma and enclosed in parentheses.
See chapter 7 of Publication Manual, 6th ed. for examples.
3. Do not abbreviate the month.
4. If no date is given write “n.d.” in parenthesis. Example (n.d.).
5. Place publication date after the author(s). If no author(s), place after title.

TITLES-ITALICS
1. Place in italics the titles of books, videos, DVDs, magazines, journals, and newspapers.
2. Do not use either italics or quotes for magazines, newspapers, or journal articles.

TITLES- CAPITALIZATION
1. Capitalize titles of books and articles in magazines and journals using sentence-style capitalization- only the first word of the title, proper nouns, and the first word after the colon. Example: The rain in Spain fell mainly in the plain: Comparative pronunciations.
2. Capitalize magazines, journals, and newsletters using “headline style” capitalization—all important words. Italicize titles of books and periodicals. Ex: *The Rain in Spain Fell Mainly in the Plain: Comparative Pronunciations.* (page 185)

**ARTICLES AND CHAPTERS IN BOOKS**

1. Do not use either italics or quotes for articles and chapters within a book. If a book is edited- note the author of the article or chapter before the date of publication.
2. Note the title of the article or chapter immediately after the date of publication.
3. Note the editor(s) after the title of the article or chapter in italics, preceded by the word *In.*
4. Note the page numbers if available, after the book title.

Example:

**NONROUTINE INFORMATION IN TITLES**

1. If nonroutine information is important for identification and retrieval, provide it in brackets immediately after the title and any parenthetical information. Brackets indicate a description of form, not a title. See page 186 in *Publication Manual, 6th ed.* for more details.

Examples: [Monograph]. [CD]. [Brochure].

**VOLUME AND ISSUE NUMBERS**

1. Give volume number after the periodical title; italicize it. Do not use Vol. before the number.
2. Include the journal issue number (if available) along with the volume number if the journal is paginated separately by issue. Give the issue number in parentheses immediately after the volume number; do not italicize it. Give page numbers on which the cited material appears. P. 186, *Publication Manual, 6th ed.*


**PAGE NUMBERS**

If page numbers are not given, you may omit. Do not use (n.p.). Do not estimate. Use p. or pp. for page numbers in a newspaper or to note a chapter or article within a book. Do not use p. or pp. for page numbers in a magazine or journal.
PUBLISHERS
1. Give the name of the publisher in as brief a form as is understandable. Omit “Publishers”, “Co.”, or “Inc.” Include “Books” and “Press”.

PUBLISHER LOCATIONS
1. Give the location (city and state or, if outside US, city and country) where the publisher is located as noted on the title page for books; reports; brochures; and other separate, nonperiodical publications.
2. If publisher is a university and the name of the state is included in its name, do not repeat the name in the publisher location.
3. When listing state, use official two-letter US Postal Service abbreviation. Some well known locations can be listed without a state abbreviation or country because they are major cities that are well known for publishing, such as Chicago, New York, Philadelphia, and London. (See page 187 of Publication Manual, 6th ed.)

MISC.
1. Only acceptable abbreviations should be used, such as Vol.= Volume, chap.= chapter, No.= Number, and ed.= edition. (For a complete list see page 106 in manual).
2. Arabic numerals should be used instead of roman numerals because they take up less space and are easier to comprehend. Only roman numerals that are part of the title should remain.
3. For Electronic Sources and Locator Information, see page 187 of Publication Manual, 6th ed. and additional handout.

REFERENCE LIST
1. The reference list found at the end of a scholarly article (or student paper) provides the information necessary to identify and retrieve each source. Unlike a bibliography which contains citations to ALL your research and leads the reader to further reading, a Reference List is intended to cite ONLY those sources actually used in the paper.
2. Every reference on your reference page must correspond to a parenthetical citation within your paper- and vice versus.
3. It is essential that all references contain enough information to lead the reader back to your original source!

LINE SPACING
References must be double spaced and should have a hanging indent.

ORDER OF REFERENCES
1. Arrange titles in alphabetic order by the last name of the first author. If the work has an agency, association, or institution, or no author at all, it will be alphabetized by the first significant word in the name.
2. One author entries by the same author are arranged by year of publication. One author entries precede multiple author entries beginning with the same last name.
3. Works by different authors with the same last name are arranged alphabetically by first initial.

FOR MORE INFORMATION

The library has three copies of the 272 page book detailing APA rule. It is also available in the bookstore. NOTE: The library’s two handouts cannot possibly answer all questions dealt with in this book!

APASTyle.org  http://www.apastyle.org/elecref.html
This is the official web page of the organization responsible for APA rules. It contains a very abbreviated version of their book.

Owl at Purdue  http://owl.english.purdue.edu/
A great site dedicated to explaining various citation styles, including APA.

Landmark Citation Generator  http://citationmachine.net/
A web page that allows you to type the bibliographic information into a form, and then generates a citation. Includes APA, MLA, Chicago, and Turabian Styles. This site provides more format examples than BibMe.

BibMe  http://www.bibme.org/
Create citations and bibliographies. Can even find and import book citations by ISBN. Includes APA, MLA, Chicago, and Turabian Styles.

Example Bibliography:

References


