A Helpful Note

In the new APA *PM* (APA, 2010a), there are 77 different examples of reference formats. Providing 77 different examples in this chapter would be overwhelming. Frankly, many of the rules in the *PM* will not be needed when first learning how to write in APA style. This section is a great example of working on a “need-to-know basis.” There are a small number of commonly used reference sources. These are the ones we feature. We believe the number of details included in the *PM* can overwhelm most students, and therefore we downplay them. By sticking to the basics, we try to minimize the confusing exceptions and details. With each example, we have listed the basic components of that type of reference, allowing you to see the differences between each type of source you are likely to cite. However, we wanted to be up front and let you know that we’ve included the type of references that are *most likely* to be those you need to include in your paper. If you feel compelled to know those extra details, we are confident you know where to look.

Creating Your Reference Section

When writing about that very interesting topic you chose for your paper, undoubtedly you took a look at the past research related to your subject matter in order to make sure your great idea for an experiment or a term paper had not already been completed by someone else. As we presented in Chapter 5, when you include information from any of those other sources, you are immediately in need of a reference list section for your paper. You must include most of the items you cite in your paper in your reference list. This way, interested readers who want to take a look at one of the sources you used will have all the information needed
to get that source on their own. Think of your reference list as an indication of your academic pedigree; you get to show off your skills in locating sources and analyzing what is relevant and what is not. Your References section recreates the intellectual journey you took to draw the conclusions you made in your paper.

Most of the sources you include in your reference list will be journal articles, books, or chapters from books. We also recognize that you found many of your sources through electronic searches. So we have included a section to cover how to reference those as well. Luckily, if you cited a personal communication in your paper (and we don’t recommend you do so unless necessary), you don’t need to include it in your reference list (that is why we said “most” earlier)—though we know that Aunt Susan, who discussed the importance of communication in any relationship, will be upset that she was not given the recognition deserved in your paper. Remember, you need to include only the sources you cited in your paper (i.e., this is not a bibliography containing a list of every item you researched). One common mistake we have found that our students make is to include a reference they read because it was related to their topic but in the end was not included in their paper. Sometimes, this error occurs because students worked on a number of drafts of their paper, and during that time deleted some information (and a citation or two... or three) that included sources they had listed in the reference section earlier—yet another good reason for proofreading!

One easy way to see if all the sources you have cited are in the reference list and that all the sources listed in your reference list are in fact cited in your paper is to search for each first author’s name in the reference list using the “Find” function in Word (see the screen shot of the header bar that appears on the screen in Word 2007, or in any version of Word use the keyboard shortcut Ctrl+F). The Find function is circled on the right of the header. Simply type in any word or name and Word will search for that word or name throughout your document. For a more low-tech solution, just print a paper copy and hand check each citation in the text with each source listed in the reference section. Make sure every citation in the text has a corresponding reference—and that name spellings, publication dates, and page numbers (for quotations or specific pages you want the reader to see in the source you’re citing) match between a citation and its reference; likewise, make sure every entry in the References section is located and cited properly in the text somewhere. Finally, one more common mistake is changing the order of authors in a reference to alphabetical order in the citation of that reference. Always make sure you use the same author order in your citation as listed in the source. We mentioned this in an earlier chapter but believe it is worthwhile to mention it again here. The order of authors’ names is something one should never change because usually that order is determined by each author’s contribution to the research.
Let’s get to the reason why you turned to this chapter. How do you put together a reference list? The reference list is the part of the paper that makes you realize APA style is really different from other styles of writing. So if you are used to writing papers for an English, history, or chemistry course, get ready to learn some new rules. There are very specific rules you need to follow. In our many years of teaching students how to write in APA style, we have found that some of the biggest APA style challenges occur when attempting to create a list of references. This is likely because of the specific rules for each of the different types of sources. The good news is that the rules, though abundant, are very specific. You can nail them, especially with our help. The bad news is that there are many details and ways to make mistakes when creating a list of your references. This is a part of your paper where you have to pay special attention to detail.

### Using Abbreviations

For many of the references we describe subsequently, you will need to include information in the form of an abbreviation. Many abbreviations are used in this section, some of which are standard abbreviations (e.g., state names). Additional abbreviations are not as commonly used. To help clarify what abbreviations to use, we’ve included Table 10.1. For more on abbreviations see Chapter 16.

<table>
<thead>
<tr>
<th>The Term</th>
<th>The Abbreviation for the Term in Your Reference List (With Accompanying Punctuation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital object identifier</td>
<td>doi:</td>
</tr>
<tr>
<td>Edition</td>
<td>(2nd ed.).</td>
</tr>
<tr>
<td>Editor</td>
<td>(Ed.).</td>
</tr>
<tr>
<td>Editors</td>
<td>(Eds.). or (Eds.),</td>
</tr>
<tr>
<td>Revised edition</td>
<td>(Rev. ed.).</td>
</tr>
<tr>
<td>No date</td>
<td>(n.d.).</td>
</tr>
<tr>
<td>Page (for a chapter in a book)</td>
<td>(p. 18).</td>
</tr>
<tr>
<td>Pages (for a chapter in a book)</td>
<td>(pp. 194–201)</td>
</tr>
<tr>
<td>Third edition</td>
<td>(3rd ed.).</td>
</tr>
<tr>
<td>Volume</td>
<td>(Vol. 3),</td>
</tr>
<tr>
<td>Volumes</td>
<td>(Vols. 1–3)</td>
</tr>
</tbody>
</table>
The Basics

To simplify this part of APA style, we’ll start by listing the basic components, a couple of examples, and the basic rules for formatting this part of your paper. Then we present some of the more detailed rules based on the type of source you want to include in the reference list. We’ll warn you now: It is in the details about the different types of sources that the rules start to get more complicated. So once we cover the very basics, we include examples of the most common types of references you are likely to use when first learning how to write in APA style. HINT: When using the examples below, pay attention to the placement of punctuation (e.g., commas and periods) and pay attention to what is in italics. For each source listed in your reference list, APA format has rules on when to use a comma and when to use a period as well as additional rules on what part of the reference should be italicized.

The basic components of most citations placed in your reference list are these:

- Alphabetize your list of references using the first author’s last name. Only the initials of the authors’ first and middle names are included (i.e., do not write out the full first name), and there is a space between the initials. For a work with multiple authors, a comma separates each author’s name (even when there are only two authors).
- For a work with multiple authors, an ampersand (&) is used before the last author’s name, with a comma before the ampersand.
- The order of authors for any work listed as a reference should never be changed from the order listed on the first page of the article (i.e., never alphabetize multiple authors within a single reference).
- Date of publication (the real date of publication—not the date that you found it—especially pertinent for any citations based on information retrieved from the Internet) is placed within parentheses followed by a period.
- Title of the work follows the date of publication.
- The entire reference is prepared using a hanging indent and is double-spaced.

Journal Article

Now on to the details that are determined by the type of source you’re including in your References. Let’s start with a journal article, which is the most common type of reference you’ll be expected to use. This is an example of a journal article:

In this example for a journal article notice the following:

- Both the title of the article and the title of the journal are included.
- The only words capitalized in the title are the first word and the first word after the colon. If there are any proper nouns in the title, those proper nouns are always capitalized.
- Except for the conjunctions (e.g., and, or), and short prepositions (e.g., at, as, of), or articles (e.g., an, the), all the first letters of major words (i.e., longer than 3 letters) in the periodical title are capitalized.
- The title of the journal is italicized.
- The volume number is included and italicized.
- The issue number of the volume is not included, which is true in most cases because most journals are not paginated by issue.
- The page numbers of the journal article are included. Note that inclusive page numbers are followed by a period (without including “pp.”).
- The publisher’s name is not included for journal articles.
- The doi (digital object identifier) number is included (list it whenever available, whether you got the article online or in printed form).

**Book**

At times, you will want to include information found in a book rather than a journal article. When you do this, keep in mind the important difference between primary and secondary sources, as discussed earlier in this chapter. A book is a great source for a review of a topic, but you'll need to get the actual journal articles discussed in the book to really understand what the research entailed AND to include it in your paper as a primary source.

If we change the example to a reference for a book, you’ll notice some of the basics remain along with some changes:


- The book title is italicized.
- The only words capitalized in a book title are the first word, the first word after a colon, and proper nouns.
- The book title is followed by a period.
- The publisher’s location is included (city and state abbreviation), followed by a colon, and then the name of the publisher.
- A period is placed after the publisher’s name.
- If the author and publisher are the same, place the publisher where the author is listed and use the word Author where you would include the publisher.
Chapter in an Edited Book

Instead of citing an entire book, you might want to cite just a chapter in a book. In this example, the chapter is in an edited book, which means the chapters are written by different authors, and the book was edited by one or more individuals. The reference would look like this:


In this example, for a chapter in a book, notice the following changes to the reference:

- The author(s) of the chapter are listed first.
- The title of the chapter is included after the date of publication.
- The editors of the book are listed with their initials before their last names.
- After the editor’s name you include the abbreviation (Ed.), followed by a comma.
- A period is placed after the abbreviation for editor.
- The title of the chapter is not italicized.
- The title of the book is italicized.
- The only words capitalized in each title are the first words and the first words after a colon.

Online Sources

Fortunately, many sources for your paper are available through a few taps on your keyboard without ever having to get up from where you are. We won’t discuss here how fortunate you are to have these online resources because we are confident you’ve heard from many of your professors all about the days when we had to actually go the library to read past research or wait for days or even weeks for the library to receive an interlibrary loan from another college or university before we could even read the article. APA quickly became aware that many of our print sources are accessed online and many additional sources are available only online. Consequently, more APA rules were created on how to cite and reference these documents.

You should notice that most of the same information included in the reference for a source is needed when you access the article or book online. When you find the book or article online, present most of the source information in the same order as in the reference. The part of the source information that we need to add for these electronic resources is either the URL (uniform resource locator) or the doi. Online information can be moved; we’ve all experienced
typing in a URL only to receive a message that the information can no longer be accessed there. As a result, many sources now have a doi that will not be affected if the source is moved to another site; however, not all publishers include a doi. We expect more and more sources to have a doi, so knowing how to include these sources in your reference section will become more and more relevant. To find a doi, look at the source information listed online with most articles or in the upper-right corner of an online version of a printed article. At times, “doi” will appear before the numbers; other times, you’ll find a long list of numbers (and sometimes letters) that start with the numbers 1 and 0 (10). One general rule of thumb to keep in mind: When a book or article is available only online, you substitute the publisher information with the online retrieval information (see examples for details). Some of your sources will have just the URL, and some will have both a URL and a doi. We provide examples for all of these possibilities.

If you obtained an **electronic** version of a paper that is available in a printed version, you include it as follows:


Notice the following about the reference with the doi:

- Most of the parts of the reference are the same as for the printed source.
- doi is printed in lowercase letters.
- There is no period at the end of the series of doi numbers.
- There is no space after the colon following doi.

The following is an example of an online source using a URL but without a doi:


Notice the following about the reference with the URL:

- The reference includes the same basic information as in other references.
- You include the words “Retrieved from” before the URL.
- Retrieval dates are needed only for material that changes over time.
- A period does not occur at the end of a URL.
- The URL is not in a blue font, nor is it underlined; you will need to use the “remove hyperlink” function in Word to format this properly (either right-click on the URL and select *Remove hyperlink* or select the URL and
press Ctrl+Shift+F9; to quickly remove all hyperlinks in the same file, press Ctrl+A to select the entire document, and then press Ctrl+Shift+F9 to deactivate the hyperlinks).

Articles With Seven or More Authors

Though you will typically find that most of your articles and books are written by a smaller group of authors, you might come across a source that includes more than seven authors. You might recall reading about these details in the chapter on citations, where we discuss how to cite and reference articles with different numbers of authors. Most of the reference format with this many authors is exactly the same as we’ve described already. However, because the APA added a new rule in the sixth edition, we want to make sure you are aware of how to include this type of source in your References section.

When a reference has seven or fewer authors, you can include all the authors’ names in the reference list. However, for articles with more than seven authors, you include the first six authors’ names, followed by three spaced periods (an ellipsis), and then the last author’s name. (HINT: Try not to be an author whose name comes after the sixth author’s unless you are the last author on a research team; otherwise, you’ll never see your name appear in a reference list.) Next are two examples of this type of reference; the first example is a print version, and the second example is an online version (with 17 authors; we kid you not).


Conference Presentations

We often tell our students that the most up-to-date research is found at conferences where researchers present their findings before publishing them in a journal or a book. Keep in mind, often if you e-mail researchers known for research in a specific area, they will share these presentations with you. To include this in your reference section, the sources would appear as follows:


This illustrates a poster presentation at a conference in the first example and a paper presented as part of a symposium at a conference in the second example. In these types of reference, notice the following:

- Following the year, the month of the presentation is included within the parentheses.
- For the poster presentation, italize the title of the presentation and indicate that the research was a poster presentation at a conference.
- For the paper presented at a symposium, the chair of the symposium is included, first initial and last name followed by the word “Chair” in parentheses.
- The title of a presentation at a symposium follows the year and month and is not italicized; instead, the title of the symposium is italicized.
- For both poster presentations and papers presented at a symposium, the name of the convention and its location are included.

Newspapers and Magazines

We are confident that you will hear from your professors that if at all possible, avoid including sources of information from newspapers and magazines. Instead, find the reference cited in that newspaper or magazine and find the original source of the information discussed in the article. Some of the time, the newspaper and magazine articles report about the primary source (see also Chapter 7 on citing sources). Primary sources are the articles or books that present the original text by the author of the investigation. In contrast, secondary sources refer to articles or books that discuss another article and the findings from that source. For example, let’s say we discuss information in our paper that we read about in one article, a primary source we will call Source A. We would include Source A in our References. As you read Source A, you will likely find information about another related study, which we will call Source B. Again, Source B is called a secondary source if we do not actually find the article and read it (and that would not be a good idea). However, if you are unable to read Source B yourself and you really want to include information in your paper about Source B, then you would need to cite where you read about Source B, which in this case would mean Source A. You do not include Source B in your References. In this example, you have read the Gurung and Schwartz (2009) chapter, in which they discuss Hattie’s work. However, you never read Hattie’s work directly from his book.
Hattie’s (as cited in Gurung & Schwartz, 2009) work on visible learning makes an important contribution to the literature.

Notice that you include the author for the secondary source and the primary source, but you do not include the year for the primary source. The year is included only for the secondary source.

Should you find that you are unable to access the primary source, the following are examples of reference items when the information is obtained from a magazine and newspaper article.


Notice a few things about these examples: Most magazines start with page 1, so the issue number needs to be included if available. Many articles in newspapers are on multiple pages in specific sections of the paper. Include the exact pages of the article’s location and include the section as well.

Basic Reference Section Formatting Rules

Next, we fill you in on some of the basic reference list formatting rules (e.g., headings, margins, order of references). We have noted all these rules on the sample reference page included in Chapter 19.

- Start your reference list on a separate page at the end of your paper.
- Place the reference list before any footnotes, tables, figures, or appendices.
- Use 1-inch margins for top, bottom, left, and right sides of the page.
- Center the word “References” at the top of the page.
- Double-space your references with no extra line space between each reference. (See Chapter 14 on how to make sure these extra spaces are not included.)
- Use hanging indents (and set it up in Word rather than using a hard return and spaces or tabs)—first line for each reference starts at the margin and all other lines are indented about 1/2 inch (in Microsoft Word, highlight the reference, and hit Ctrl+T).
- Alphabetize the list by the first author’s last name.
- Use each author’s full last name and only initials for their first and middle names.
- Italicize the title of the work.
- Start with one-author works and earliest publication year when you include multiple sources with the same first author.
• When you have sources with the same first author and same year of publication, place lowercase letters after the year (e.g., 2009a). The articles are ordered according to how they are alphabetized by title in the reference list. For example, when you have two sources by different authors with the same last name (e.g., Schwartz, B. and Schwartz, R.), alphabetize by the initials of the author’s first name.
• Include all authors listed for each source, up to seven names total (see the section in this chapter titled “Articles With Seven or More Authors”).

Some of the Not-So-Basic Rules You Might Need

• When no author’s name is included, alphabetize using the first word of the article or book title or the first word of the organizational title.
• When no date of publication is available, use n.d. (for no date) in parentheses directly following the authors’ names.
• As a general guideline, in every APA reference citation format, some part of the citation will be italicized.

By now, you recognize that the reference section of your paper is by far the most complicated when it comes to using APA style. And as stated at the beginning of this chapter, this summary of details is only the tip of the iceberg; our goal here is to present the most commonly used sources in an attempt to avoid what is often overwhelming in the PM (i.e., a list of 77 different types of references). APA provides guidelines on how to reference everything from a map to a video blog post to a letter from a private collection. However, our experiences with teaching students how to write in APA style have taught us what sources students typically use when writing their papers. Those are the sources we included in this chapter. Should you need to cite a more uncommon source such as a court decision, a patent, or an archival source with a corporate author, you are just going to have to go find a copy of that PM.