APA Citation Style Guide

Prepared by Tallahassee Community College Library and Learning Commons

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The American Psychological Association (APA) citation style is easy to recognize. It abbreviates the first and middle names of the authors and displays the date of publication immediately after the author’s names. The word References should be centered at the top of the page. This References list at the end of your paper includes an alphabetical list of all of the sources that you used for your Research paper. Each entry in the References list must have a corresponding in-text citation.

All reference entries should be double-spaced and arranged alphabetically by the last name of the first author of each work (alphabetical order). The first line of each reference source should be flush with the left margin. The following lines are indented one-half inch from the left margin.

An APA paper also includes a Title page at the beginning of the paper (see page 4) containing:

- Running Head
- Title of Paper
- Student Name
- Instructor Name
- Course
- Date
- Name of College

The following pages include commonly used reference APA citation examples and are based on the 6th ed. Publication Manual of the American Psychological Association. If you cannot find an example that applies to your source, follow the most appropriate example for the type of document or media you are citing. For further examples please refer to copies of the manual located in the library stacks and reference collection (BF76.7.P83 2010)
Title Page

Running head: TITLE 1

Title of Paper
Student Name
Instructor Name
Course
Date
Name of College

[Entire Document Double Spaced]

The “Running head” is the title of the paper at the top of each page, including the title page, and in uppercase letters. Titles should be no more than 10 words.

*Do not* underline, italicize, use quotation marks, or all capital letters for the title on body of the Title Page itself.

Text Format

- All margins are 1” (top, bottom, & sides).
- Always double space.
- Do not ‘right-justify’ margins; use ‘left-justify’.
- Do not divide [hyphenate] words at end of line.
- Indentions are 5-7 spaces from left margin.
- APA recommends Times Roman in 12 pt. font.
- Page numbering begins on title page in upper right corner.
- Capitalize *all* words in the title on pages following the title page. The words “Running head” are not used after the title page.

References

- Begin reference list on a page by itself
- Center the word “References” at the top of the page. Do not bold or underline it.
- The first line of each reference is flush with left margin and subsequent lines are indented. This is called a “hanging indent.”
- Alphabetize the list.
- Begin with the book or article title if no author.
- Double-space all entries. Do not leave a blank line between entries.
- Do not ‘right justify’ margins; use ‘left justify’
- Leave one space after a period.
- No punctuation after a web address [URL]
- See sample on the last page of this guide.

References Page:

TITLE 8

References

Alphabetical list of sources. Lines that run over are indented five spaces.

Double-spaced. No blank lines between entries.

See the rest of this guide for help constructing citations.
REFERENCES PAGE

BOOKS & ARTICLES

Alphabetize the prefixes Mc and Mac as they are spelled: MacArthur before McAllister

Author(s):

✓ Use the last name (comma) followed by only the initials of the first and middle names
✓ List names of all authors up to and including seven authors
✓ Omit titles (Mr., Ms., Dr.), affiliations and degrees
✓ Use commas to separate names and initials and use the ampersand (&) before the last author. Insert one space between initials in names (R. W. Wise)
✓ Insert one space after a comma and period with author names
✓ If there are 8 or more authors, name the first 6 authors and insert 3 ellipses (...), and add last author’s name
✓ If different authors have the same last name, arrange the names alphabetically by the first initial: Mueller, E. C. before Mueller, M. L.

Titles:

✓ Italicize book titles using the italics button in your word processor. Do no italicize article titles.
✓ Capitalize only the first word and any proper nouns in the title of a book or article
✓ If there is a subtitle, indicated by a colon (:), then capitalize the first word of the subtitle
✓ Insert one space after a comma, colon, and period
✓ If there is no author, begin with the title. If it begins with A or An or The, use the next word in the title when alphabetizing in the References list

Publication Information:

✓ Use n.d. if no date of publication is given. E.g. Smith, J. A. (n.d.)
✓ If multiple dates are listed, use the most recent date
✓ Use a colon (:) between the state and publisher
✓ Use only the first city if several are listed
✓ Use the two letter postal abbreviation without periods for the state (FL)
✓ Name of publisher should be in a brief form; omit terms such as Inc. and Co. but keep the word Press (New York, NY: McGraw-Hill) (Urbana: University of Illinois Press)
✓ Do not use the state abbreviation after the city if the state is part of the university press name. (Urbana: University of Illinois Press)
✓ Retrieval date is only needed for electronic sources that will change over time.
References


http://dx.doi.org/10.1037/mil0000038


Philipps, D. (2015, September 19). In unit stalked by suicide, veterans try to save one another. 


ELECTRONIC JOURNAL ARTICLES FROM LIBRARY DATABASES

Preformatted reference citations are sometimes provided by most library databases for each article. Where can you find these preformatted citations in our TCC Library databases?

- Look for the “Tools” menu and then look for a button or link that says ‘Cite’ or ‘Citation tools.’ Make sure to select the APA style format for your citation.
- While these citations usually contain the information you need, it’s important to check formatting, (like italics, punctuation, and capitalization).
- Use a citation guide to check for accuracy because preformatted citations are not always correct.

DOIs DIGITAL OBJECT IDENTIFIERS

The Digital Object Identifier (or DOI) is an element of an APA formatted citation for electronic journal articles.

The DOI number is like an Internet address linking back to the publisher of the item. If there is a DOI number available (and your instructor says to use them), you should add it to the end of your citation. If the source came from the Web and has no DOI number, put “Retrieved from” and the Internet address of the journal home page (URL). (See page 8 examples).

According to the Publication Manual of the American Psychological Association (6th ed.), the database name is not necessary to include in your citation because “Journal coverage in a particular database may change over time” (APA 192). However, we recommend including the name of the TCC Library Database that you used to find the article, to make it easier for your professors to locate your source. But always check with your professors to see if they would like you to include it.

Some electronic journal articles do not have DOI numbers! If there is no DOI number, we recommend ending the citation with the database name. (See page 9 example).
Journal Article from Library Database Basic Format with DOI

Author’s Last name, First Initial. Second Initial if Given. (Year of Publication, Month Day if Given). Article title: Subtitle if any. Journal title, volume number(issue number), first page number-last page number. Retrieved from Database Name. http://dx.doi.org/doi number

Journal Article from Library Database with DOI – One Author


Journal Articles from Library Database with DOI - Two to Seven authors –


http://dx.doi.org/10.5993/AJHB.43.1.7

Journal Article from Library Database with DOI- More than seven authors-

Note: List first six authors’ names, and then enter ellipses…followed by the last author’s name listed. Separate the authors’ names by putting a comma between them. For the final author listed add an ampersand (&) after the comma and before the final author’s last name.

Basic Format with no DOI

Author’s Last name, First Initial. Second Initial if Given. (Publication date). Article title: Subtitle if any. Journal title, volume number(issue number) first page number-last page number.

Retrieved from Database name.

Note: The Publication Manual of the American Psychological Association (6th ed.) recommends using the URL of the journal home page for online articles without a DOI. However, we recommend using the name of the database where you found the article for articles without a DOI. Always make sure you check with your professor to see if they have specific elements they would like you to add to your APA citations.

See page 8 examples for one author, two-seven authors, and more than seven authors.

ELECTRONIC JOURNAL ARTICLES FROM WEBSITES

If there is no DOI number assigned, give the URL of the journal home page. Ask your professors if they would also like you to include the retrieval date also.

Electronic Journal Article from website


JOURNAL ARTICLES [Print]


See page 8 examples for two-seven authors, and more than seven authors.
MAGAZINES & NEWSPAPERS

Basic Format Magazine Article from Library Database

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication, Month Day if Given). Article title: Subtitle if any. Name of Magazine, Volume Number(Issue Number), first page number-last page number. Retrieved from Database Name.

Magazine Article from Library Database


Basic Format Newspaper Article from Library Database

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication, Month Day if Given). Title of article: Subtitle if any. Name of Newspaper, p. SectionPage if given. Retrieved from Database Name.

Newspaper Article from Library Database.


Magazine or Newspaper Article from Website

If the article appears on a website, add the words, Retrieved from, and the URL of the page. *Note- check with your professors to see if they would like you to add the retrieval date.

Magazine or Newspaper Article [Print]

Same format as a website, but no URL.
Creating citations from general Internet sources can be tricky because they all do not follow the same formatting standards. Try to include author, date, title, and the source URL.

- If no author or organization is available, place the article title before the date
- Use n.d. (no date) when a publication date is not available
- The website name is not required, but check with your professors to see if they would like you to include it
- If you are citing an entire website, you only need to include the URL in the in-text citation, but check with your professors to see if they would like a reference page entry.
- Include a retrieval date only with material that is expected to change over time (e.g. wiki)
- Break a URL that goes to another line after a slash or before a period
- Remove hyperlink if auto-generated
- Entire website links are allowed in APA but only the homepage URL for articles is required

**Website Article with Author Basic Format**

Author(s) of article. (Date Published or Last Revision). Title of document. Retrieved from URL of website

**Website Article with Author**


**Website Article with Organization as Author**

Website Article without Author

If the website article does not have an author, place the article title before the date.

Article from Occupational Outlook Handbook government website

Use the last modified date at the bottom of page (below the article) for publication date.


BOOKS [Print]

Book Basic Format

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of book:

Subtitle if given (edition if given and is not first edition). Publication City, Province, State or Country: Publisher.


Book- One Author

*See page 9 examples for two to seven authors and more than seven authors.*

Book with editors(s)

For single editor:

Editor Last Name, First Initial. Second Initial if given (Ed.) (Year of Publication). *Title of Book; Subtitle of book*. City of Publication. State Abbreviation: Publisher Name.

**For multiple editors write**: Eds.

### TEXTBOOKS at TCC

**Citing entire textbook**


### BOOKS [Electronic]

**eBook Online**

eBook (Electronic Version of Print Book)


-If the eBook has been assigned a DOI, provide the DOI instead of the URL or database. If giving the DOI, “Retrieved from” is unnecessary.

-If the eBook has no corresponding print edition, you do not need to put the format in brackets.

**Chapter in an eBook from database**

Online Encyclopedia:


Online Dictionary:


VISUAL MEDIA

Motion Picture


Video/DVD

Netflix, Hulu, Amazon, etc.:

**Episode in television series** – Writer and director in author in author position and producer in editor position.

**Online Film review**

**TED Talk**

**YouTube**
Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxxx

In-text citation: (Neistat, 2018)

If there is no known author, begin with screen name.

MAI PM. (2016, February 27). *Funniest and cutest Pomeranian videos compilation* [Video file]. Retrieved from https://www.youtube.com/watch?v=SeEcYAgQZJc

### Streaming Video from TCC Library Databases

#### Basic Format

Name of Producer (Producer). (Publication year). *Title of the video: Capitalize the first word in the subtitle* [Format]. Retrieved from Database Name.

#### Entire Film


#### Film Segment


### AUDIO MEDIA

#### Song: General Format

Songwriter, W. W. (Copyright year). Title of song [Recorded by B. B. artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date).
Note: medium can include CD, record, cassette, MP3, WAV, or simply “Audio file” if found on Spotify, Pandora, etc.


If songwriter and performer are the same, do not include the performer in brackets:


https://play.spotify.com/track/34gCuhDGsG4bRPIf9bb02f?play=true&utm_source=open.spotify.com&utm_medium=open

**Entire Musical album**


**Audio recording from TCC database**


Retrieved from World History database.

**Podcast**


https://www.npr.org/podcasts/381444650/this-american-life

**SOCIAL MEDIA**

**Twitter**


Retrieved from https://twitter.com/Trevornoah/status/99819762823671808
In-text citation: (Noah, 2018)

Facebook

Gaiman, N. [Neil]. (2018, June 21). If you are wondering what the mermaid parade was like, it was like this [Facebook status update]. Retrieved from https://www.facebook.com/neilgaiman/?hc_ref=ART73AhyavvNITCvo9asLReabuPqOcOoxcUCT_nKKn8qSj5c6mG29LB40HPFdp91xQ4&fref=nf

In-text citation: (Gaiman, 2018).

IMAGES/PHOTOGRAPHS/BROCHURES

Image from a book


Photograph from a magazine


Brochure/Pamphlet

Include pamphlet/brochure in brackets. If the publisher is the same as the author, write ‘Author’ after the place of publication. If there is no publication location on the brochure itself, place the location of the publisher in square brackets. Use (n.d.) if there is no date given.

**Image retrieved online (with photographer)**


**Image retrieved online (unknown photographer) – provide short description of work in brackets**


**INTERVIEWS/LECTURES/SPEECHES**

APA does not require a reference page citation because a personal interview is not going to be searchable and recoverable by those reading your paper. Check with your professors to see if they want a reference citation.

**Personal Interview**

In-text: Black holes are fascinating phenomena (N. deGrasse Tyson, personal communication, April 1, 2018).

References page citation if needed:

Nye, B. (2019, April 1). A frank discussion with Bill Nye the science guy. Interview by H. Colfield [Email]. Tallahassee, FL.

**Online Lecture**


http://terpconnect.umd.edu/~oard/papers/csp118t.ppt
DIRECT QUOTATIONS

A direct quotation is an exact restatement of a writer's or a speaker's words enclosed in quotation marks. APA style citations incorporate the author or authors' last name(s), publication date, and page number (or paragraph number) of any quotation you use. The goal is to put all three elements into the sentence with the quotation.

- The date can appear in the text (or at the end) of the sentence.
- Use past tense in the phrase leading into the quotation (Zimbardo argued, Benoit stated, etc.)
- You do not need to identify a source of information that is common knowledge. For example: Sigmund Freud lived from 1856-1939.
- Page numbers may be omitted when referencing an entire work.

DIRECT QUOTATIONS (fewer than 40 words)

Ramachandran (2011) argued that neuroplasticity in the human species "is one of the central players in the evolution of human uniqueness" (p.38).

-or-

Ultimately, the neuroplastic brain of Homo sapiens is responsible for "the evolution of human uniqueness" (Ramachandran, 2011, p.38).

Corresponding reference:


HOW TO QUOTE A QUOTATION (citing indirect sources)

If you quote something that has been quoted in another source (textbook or article) and did not get it from the original work, include 'as cited in' followed by the author, date, and page number of the secondary source (textbook or article).
Robert Sternberg argued that instead of being an innate gift, human intelligence is merely "purposeful engagement" (as cited in Dweck, 2016, p. 5).

**BLOCK QUOTATIONS (more than 40 words)**

If a quotation is **MORE THAN 40 WORDS**, display in it a free standing block and leave out the quotation marks. Begin a block quotation on a new line, indent five spaces from the left margin, and introduce with a colon. The parenthetical note is placed after the final punctuation. Check with your instructor if they allow block quotations.

About eye contact and action mirroring in humans, Prinsen et al. (2017) discovered:

> The mapping of others' movements onto the observer's motor system is enhanced when direct compared to averted eye gaze is established between the observer and the observed model. These findings support the notion that eye contact is a powerful and highly salient social signal with the ability to modify activity in the human mirror-motor system, thereby directing human social interactions. (p. 117)

**NO PAGE NUMBERS**

Electronic sources or articles from websites might not have page numbers; in this case, start at the beginning and count the **PARAGRAPH NUMBER**.

Use (para.) instead of (p.) followed by the paragraph number: (Huston, 2018, para. 2).

If possible, include the nearest chapter or section heading. Then, count the paragraphs until the quote:

In a study on the relationship between music lessons and language skills, researchers discovered that "children who had piano lessons showed a significant advantage over children in the extra reading group in discriminating between words that differ by one consonant" (Trafton, 2018, benefits of music section, para. 6).
QUOTE OCCURS ON MORE THAN ONE PAGE

Put (pp.) and place a dash in between the page numbers the quote begins and ends on.

Neuroplasticity falls into two categories: "functional plasticity" as well as "structural plasticity" (Costandi, 2016, pp. 13-14).

PARAPHRASING

Paraphrasing means to completely rephrase a quotation so the central idea is restated in your own words. It is not enough to just rearrange a few words! Paraphrased material does not include quotation marks but does require an in-text citation. Please also note that page numbers or paragraph numbers are optional for paraphrased content in APA. However, please follow your instructor’s directions on this matter.

ORIGINAL QUOTE

“The findings showed that adolescents and young adults, including college students, appear to be one of the most sleep-deprived groups in the United States.”

CORRECT PARAPHRASING & CITATION:

Research on which American population groups suffer the most from sleep-deprivation found that teenagers and college students lead all others (Forester, 2008).

INDIRECT PARAPHRASE

Decety and Lamm argue that emotional contagion differs from more complex forms of empathy (as cited in Prochazkova & Kret, 2017).

VARIATIONS IN DATE AND NUMBER OR TYPE OF AUTHORS

NO DATE

If there is no date, put (n.d.) for "no date.”

“Yearly increases in adolescent alcohol consumption” was noted (Weinberg, n.d., p. 15).
NO AUTHOR’S NAME

When a work has no author, use the first two or three words of the title for the in-text citation.

- Article in an encyclopedia, journal, magazine, website or book chapter put in quotes

Researchers have found that blue light from electronic devices negatively affects sleep quality ("Blue Light," 2017).

- Title of a book, journal, magazine, newspaper, brochure, film or video put in italics

Merit based assessment is primarily a means of promotion (Debating Affirmative Action, 2008).

- To cite an entire general website (but not a specific document on the site), it’s sufficient to give the address of the site in a parenthetical note at the end of the sentence. No reference entry is needed in these instances.

Kidspsych is a wonderful interactive website for children (http://www.kidspsych.org).

ONE WORK BY TWO AUTHORS

Include both last names of the authors in alphabetical order every time. Only join the names with an ampersand (&) when the names are placed in the parenthetical citation.

Grossman and Lenz (2009) discovered that children are most likely to be intimidated.

- OR-

Children are most likely to be intimidated (Grossman & Lenz, 2009).

ONE WORK BY THREE TO FIVE AUTHORS

Cite the names of all the authors the first time the text reference occurs. In subsequent citations, include the last name of the first author followed by "et al."

Scientists have discovered that scaffolding helps STEM students develop strong problem-solving skills (Bellard, Walker, & Kim, 2017).

Subsequent citation: (Bellard et al., 2017).
ONE WORK BY SIX OR MORE AUTHORS

Cite only the last name of the first author followed by "et al." - only list all authors’ names in the reference list.

Virtual reality technology can help the elderly recall their memories (Benoit et al., 2015).

ORGANIZATION, INSTITUTION, OR GOVERNMENT ENTITY AS AUTHOR

If the name of a corporate author is long and if it is familiar and readily recognizable, you may abbreviate the name in the second and subsequent in-text citations.

First citation in text

Control group participants exhibited no reaction (Centers for Disease Control [CDC], 2008).

Subsequent citation

The results were unanticipated and startling (CDC, 2008, p. 123).

PERSONAL COMMUNICATIONS

APA style only requires an in-text citation for personal communications. However, please check with your professors before leaving out a reference entry. For the in-text citation, give the first initial and last name of the interviewee, the type of communication (interview, lecture, email), and provide the date.

Black holes are fascinating phenomena (N. deGrasse Tyson, interview, April 1, 2018).

POWERPOINT SLIDES OR LECTURE NOTES

PowerPoint slides or lecture notes are usually only be cited if they are electronically accessible in some way, like posted on the Internet or hosted in Canvas. However, please check with your instructor. Use the author's last name and the year.

(Hawking, 2016).