

APA STYLE – RULES

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RULES

Authors

Invert all authors' names; give last names and initials for up to six authors. When authors number seven or more, abbreviate the seventh and subsequent authors as *et al.*

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.

If an author's first name is hyphenated, retain the hyphen and include a period after each initial.

If no author, begin citation with Title.

Editors

Follow editor's name with "Ed." in parenthesis, followed by a period. Example: Smith, J.T. (Ed.).

Follow one or more editor's names with "Eds." in parenthesis, followed by a period. Example: Smith, J.T. and Jones, W.R. (Eds.).

Publication Date

Give in parentheses the year the work was copyrighted (for unpublished works, give the year the work was produced). Finish element with a period after the closing parenthesis. Example: (2001).

For magazines, newsletters, and newspapers, give the year followed by the exact date on the publication (month or month and day). Examples: (2001, September). or (2001, September 16).

Do not abbreviate the month.

If no date is given write "n.d." in parenthesis. Example: (n.d.).

Place Publication Date after the author(s). If no author(s), place after title.

Titles - Italics

Place in italics the titles of books, videos, DVDs, magazines, journals, and newspapers.

Do not use either italics or quotes for magazine, newspaper, or journal articles.

Titles - Capitalization

Capitalize titles of books and articles in magazines and journals using "sentence-style" capitalization - only the first word of the title, proper nouns, and first word after the colon. Example: The rain in Spain falls mainly in the plain: Comparative pronunciations.

Capitalize magazines and journals using "headline-style" capitalization - all important words. Use either italics or underlining. Example: *The Rain in Spain Falls Mainly in the Plain: Comparative Pronunciations*.

Do not put a period between title and the bracketed material.

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Articles and Chapters within a Book

Do not use either italics or quotes for articles and chapters within a book.

If the book is edited –

note the author of the article or chapter before the date of publication.

note the title of the article or chapter immediately after the date of publication.

note the editor(s) after the title of the article or chapter, in italics, preceded by the word *In*.

note the page numbers, if available, after the book title.

Example:

Yoder, D.G. (1996) Commercialization. *In D. Levinson & K. Christensen (Eds.), Encyclopedia of world sport: From ancient times to the present* (pp. 191-195). Santa Barbara, CA: ABC-CLIO.

If the chapter or article is not signed, place the chapter or article title before the date of publication.

If the book is not edited, include the word *In* before the book title.

Form of Work

Describe the form of work, if not a book or article. Place in brackets and finish the element with a period. Place immediately after the title.

Examples: [Brochure]. [Video tape]. [CD]. [DVD].

Volume and Issue Numbers

Note as follows: *16*(3) with the first number, the volume number, in italics, and the second number, the issue number, within parenthesis, but not in italics.

Give volume number of journals, magazines, and newsletters. If and only if each issue of a journal begins with page 1, give issue number in parentheses, immediately after the volume number. (P. 227, *Publication Manual of American Psychological Association*).

For magazines, give the date shown on the publication, month for monthly publications or month and day for weekly publications and include the volume number. (P. 242, *Publication Manual of the American Psychological Association*).

Example: Magazine article from aggregated database.

Capozzi, C.K. (2005, October). My first collaborative unit-lessons learned. *Library Media Connection*, 24, 38-39. Retrieved October 15, 2005, from Academic Search Premier database.

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

Give the name of the publisher in as brief a form as is understandable. Omit “Publishers”, “Co.”, or “Inc.”

Include “Books” and “Press”.

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Publisher Locations

When listing publishers' locations give the location (city and state for U.S. publishers, city, state, and province if applicable, and country for publishers outside the U.S.)

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.

When listing state use the official two-letter U.S. Postal Service abbreviation.

Some well know 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 217 in the Publication manual for a complete list.)

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 217 in the Publication 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.*

REFERENCE LIST

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. Every reference on your reference page must correspond to a parenthetical citation within your paper – and vice versus.

It is essential that all references contain enough information to lead the reader back to your original source!

Details about reference lists and APA style are extensively covered in the *Publication Manual of the American Psychological Association*.

Line Spacing

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

Order of References

Arrange titles by 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.

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.

Works by difference authors with the same last name are arranged alphabetically by first initial.

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FOR MORE INFORMATION

BF76.7.P83 2001 *Publication manual of the American Psychological Association* (5th ed.). (2001). Washington, DC: American Psychological Association.

The library has three copies of the 400+ page book detailing APA rule. It is also available in the bookstore. NOTE: The library's three handouts cannot possibly answer all the questions dealt with in this book!

APA Style.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.

Guide for Writing Research Papers Based on Styles Recommended by the American Psychological Association <http://webster.comment.edu/apa/index.htm> This web page gives numerous citation examples and advice, including some not in the book.

Landmark Citation Machine

http://www.landmark-project.com/citation_machine/index.php This web page allows you to type the bibliographic information into a form, and then generates a citation. NOTE: This resource will can be used for both APA and MLA style.

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EXAMPLE OF A REFERENCE PAGE

References

- Aerobic exercise*. (2000). American Academy of Orthopaedic Surgeons.
Retrieved January 17, 2006, from <http://orthoinfo.aaos.org/>
- Bryce, J. (Producer/Director), & Gault, M. (Director). (1989). *Sports Clinic Soccer* [Motion picture]. (Available from Best Film and Video Corporation, Great Neck, NY 11021)
- Bynum, M. (2004, August). Paving the way. *Athletic Business*, 28, 40-42.
- Capozzi, C.K. (2005). My first collaborative unit-lessons learned. *Library Media Connection*, 24(2), 38-39. Retrieved October 15, 2005 from Academic Search Premier database.
- Crafts, V.R. & Scott, P.M. (1964). *Track and field for girls and women: Strategies for success*. New York: Meredith Publishing Company.
- Foster, M. (2004, Sept 3). Two quarterbacks still in mix at LSU. *The Greenville News*, p. C6.
- Gamble, P. (2004). Physical preparation for elite-level rugby union football. *Strength and Conditioning Journal*, 4, 10-23.
- The Harper Collins dictionary of biology* (1st ed.). (1991). New York: Harper Perennial.
- Menke, F.G. (Ed.). (1969). *The encyclopedia of sports* (5th ed., Vols. 1-3). South Brunswick, NJ: A.S. Barnes.
- Yoder, D.G. (1996) Commercialization. In D. Levinson & K. Christensen (Eds.), *Encyclopedia of world sport: From ancient times to the present* (Vol.1, pp. 191-195). Santa Barbara, CA: ABC-CLIO.

Document
from a Website

Video/DVD

Magazine

Journal
article from online
database

Book-multiple
authors

Newspaper

Journal

Book -
No author

Encyclopedia/
Dictionary

Chapter or
Article within
a Book