

APA STYLE GUIDE

This guide provides basic guidelines and examples for citing sources following the *Publication Manual of the American Psychological Association*, commonly referred to as "APA style."

- In your text, provide parenthetical reference citations to briefly identify each source.
- At the end of your paper, provide a Reference List to completely identify each source.

Reference List - Examples for Electronic Publications

For economy of space, the examples (below) are single-spaced. However, double-spacing should be used between entries and between successive lines of an entry.

ONLINE BOOK	
General Format	Author, A. A., & Author, B. B. (XXXX). <i>Title of book</i> . Retrieved Month day, year, from source
Book w/author(s):	Goldman, E. (1914). <i>The social significance of the modern drama</i> . Boston: Richard G. Badger. Retrieved February 9, 2004, from University of California Berkeley Digital Library Sunsite website: http://sunsite.berkeley.edu/Goldman/Writings/Drama/index.html
Book w/editor(s)	Coward, H. G., & Maguire, D. C. (Eds.). (2005). <i>Visions of a new earth: Religious perspectives on population, consumption, and ecology</i> . Albany, NY: State University of New York Press. Retrieved February 9, 2006, from the NetLibrary database.
JOURNAL ARTICLE AVAILABLE ONLY ON INTERNET	
General Format	Author, A. A. (XXXX, Month day). Title of article. <i>Title of Journal</i> , volume, Article number. Retrieved Month day, XXXX, from source
Example	Johnson, D. W. (2002, June 10). Twelve ways to motivate your employees. <i>Management Today</i> , 8, Article 5432b. Retrieved March 23, 2007, from http://www.managementtoday.com/volume8/5432b.html
JOURNAL ARTICLE AVAILBLE ON INTERNET & BASED EXACTLY ON A PRINT SOURCE	
General Format	Author, A. A., Author, B. B., & Author, C. C. (XXXX). Title of article [Electronic version]. <i>Title of Journal</i> , volume(issue), nn-nn.
Example:	Vandergilt, G. (2001). Role of women in ancient Rome [Electronic version]. <i>Perspectives in Political Science</i> , 29(3), 168-79.
NEWSLETTER ARTICLE AVAILABLE ONLY ON THE INTERNET	
General Format	Author, A. A. (XXXX, Month). Title of article. <i>Title of Newsletter</i> , volume(issue). Retrieved from source
Example:	Brouhard, R. (2004, March). So you want to join a bike club! <i>Biking</i> , 23(4). Retrieved July 1, 2005, from http://www.davisbikeclub.org

**NON-PERIODICAL
DOCUMENT ON THE
INTERNET**

General Format	Name of organization. (XXXX). Title of document. Retrieved Month day, XXXX, from source
Example:	American Business Association. (n.d.). <i>American Business Association survey: Management opportunities on the horizon</i> . Retrieved January 16, 2004, from http://www.aba.com

**STAND ALONE
DOCUMENT W/O
AUTHOR or DATE**

General Format	<i>Title of document</i> . (n.d.). Retrieved from source
Example:	<i>Current trends in hepatitis treatment</i> . (n.d.). Retrieved February 22, 2003, from http://www.medreport.org/hepatitis/treatment/trends.htm

**NEWSGROUPS,
ONLINE FORUMS,
DISCUSSION GROUPS**

General Format	Author, A. B. (XXXX, Month day). Subject line [Message identifier]. Message posted to newsgroup address <i>volume</i> , nn-nn.
Example:	Jones, S. L. (2007, May 13). Are all sanctions fair? [Msg 54]. Message posted to http://www.discussion.com/message/sanctions/54

E-MAIL

General Format	Since e-mails do not provide retrievable data to a reader, they are not included in the reference list. They are cited in the text only and follow the same format as a personal communication.
Example:	According to J. E. Smith (personal communication, November 18, 2007), a healthy lifestyle begins in the crib.

APA Style Rules Governing Reference Lists

Because one purpose of listing references is to enable readers to retrieve and use the sources, reference data must be correct and complete. Each entry usually contains the following elements: author, year of publication, title, and publishing data - all the information necessary for unique identification and library search. Check for:

- **Acceptable Abbreviations**
The names of U.S. states are abbreviated in the reference list; seven cities (Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia and San Francisco) can be listed w/o a state abbreviation.
- **Agreement of Text and Reference List**
References cited in text must appear in the reference list; conversely; each entry in the reference list must be cited in text.
- **Alphabetical Order of Reference List**
Alphabetize using the author's last name, or first word of title (if no author)

