

Writing With Style

APA Style Made Easy

Lenore T. Szuchman

Chapter 8

The References Section

WHAT TO INCLUDE

Not a bibliography

- Include only what you cite in the text.
- Include only what you saw with your own eyes — secondary sources if you have not read primary sources.
- For a book, include only the relevant chapter.

FORMATTING

Begin on a new page

References

Centered at the top, no bold, no italics

The rest

- Double space — within and between items.
- Begin each with a hanging indent.
- Use authors' initials rather than names.
- Leave one space after all commas and periods.

THE ALPHABET

- For a given work, do not re-arrange order of authors.
- Use last name of the first author for alphabetizing your list.
- If you have 2 by the same first author, go to the next author, and so on.
- Nothing comes before something, e.g., a single author goes before an article by that author and a second author whose name begins with A.
- If complete authorship is identical, put earliest year of publication first.

SPECIFIC RULES FOR CERTAIN TYPES OF SOURCES

Journal article

- Author(s), last name followed by initial(s)
- Year of publication
- Title of article
- Title of journal
- Volume number of journal
- Do not include issue number that you sometimes see in brackets
- Page numbers
- DOI

Journal article example

Smith, T. W., & Jones, A. S. (2012). This is the title of our article: And this comes after a colon in the title. *This Is the Title of the Journal*, 14, 981-1001. doi: 10.1037/a0093342

Notes: Comma before ampersand, capitalize only first word in title and first word after colon, capitalize all important words in journal title, no period after doi number

Chapter in edited book

- Author(s) of chapter, last name followed by initial(s)
- Year of publication
- Title of chapter
- In
- Book editor(s) name(s) — not last name first
- (Ed.) or (Eds.)
- Title of book
- Page numbers of chapter
- Place of publication
- Publishing company

Chapter example

Smith, T. W., & Jones, A. S. (2012). This is the title of our chapter: And this comes after a colon in the title. In G. Washington, & A. Lincoln (Eds.), *This is the title of the book* (pp. 10-21). Miami, FL: Tropical Publishing.

Notes: Much like a journal, capitalize only first word in title and after a colon for both chapter and book title, page numbers for chapter in parentheses, colon after place of publication, period at the end.

Authored book example

Smith, T. W., & Jones, A. S. (2012). *This is the title of our book: And this comes after a colon in the title.* Miami, FL: Tropical Publishing.

Note: You are not surprised by any of this.

Electronic references

- Follow previous rules whenever possible. You should find an author, a year, a title.
- Retrieval information
 - DOI
 - URL
 - Retrieval date only if the URL seems likely to change its content (like Wikipedia — don't use Wikipedia)

- If you download a PDF of an article, treat it as a journal article, not an electronic source — it is exactly like the article in every way.
- If you read the same journal article in html format, you have to treat it as an electronic source.

REFERENCES IN THE BODY OF THE MANUSCRIPT

General rules

- Author's or authors' last names and date of publication.
 - If author names are in parentheses, use & before the last one.
 - If not, use the word *and*.
- Use comma only for 3 or more authors (unlike on references list).

General rules

- With 2 authors, name them both every time.
- With 3 to 5 authors, name them all the first time, then just the first one with et al.
 - Jones et al. found...
- With 6 or more, do that trick the first time as well.

General rules

- More than one reference inside the same parentheses: Use a comma to separate 2 works by the same author and a semi-colon to separate works by different authors.
- Put them in the same order as on the references list.
- This is a robust finding (Jones, 1999, 2009; Smith & Jones, 1998; Wilson et al., 1996).

For direct quotes

- Use ordinary double quote “blah blah bla.”
 - Not single quote ‘blah blah blah.’
- 40 or more words: use block format — left margin in ½ inch and right margin no change
- Provide exact page number(s).
 - After the closing quotation mark and before the period: “Blah blah blah” (Jones et al., 1999).
 - Block format: after the final punctuation