APA Style Tip Sheet

- Use the author’s last name and first initial (middle initial follows, if known).
- Alphabetize your reference list by the authors’ last names.
- If there is no author, the title is listed first, and the source is alphabetized by the title.
  - If the title begins with a number, alphabetize as though the number were spelled out. (9 short stories would be alphabetized as though it were Nine short stories).
- The publication date appears in parentheses after the author (or title, if there is no author):
  - (1993, June) – monthly magazine, newsletter, etc.
  - (1993, June 15) – daily, weekly, or biweekly magazine, newsletter, etc.
  - (n.d.) – no date available
  - End with a period after the parentheses.
- Titles of short stories, chapters of books, or magazine articles:
  - Do not italicize, underline, or use quotation marks.
  - Capitalize only the first word, the first word of a subtitle, and any proper nouns.
  - End with a period
- Titles of books:
  - Italicize the title (underline, if writing by hand)
  - Capitalize only the first word, the first word of a subtitle, and any proper nouns.
  - End with a period
- Titles of journals or magazines:
  - Italicize the title (underline, if writing by hand)
  - Capitalize all major words (New England Journal of Medicine)
  - End with a period
- Abbreviations (see p. 217 for more):
  - Ed. Editor
  - ed. edition
  - Vol. Volume (as in Vol. 5)
  - vols. volumes (as in 5 vols.)
- Online resources:
  - If you used an article from a database, which may be cited by simply giving the database name, end with a period:
  - If you used a website, you must give the URL, but do not end with a period:
  - If the URL is too long to fit on one line, break after a slash or a dot by inserting a space. Do not insert a hyphen:
    http://www.ala.org/ala/yalsa/booklistsawards/printzaward/Printz,_Michael_L__Award.htm
  - If your word processing program automatically turns the URL into a link (blue, underlined), click Edit and Undo to remove the link.

APA Style Samples of Bibliographic References

Books:

Entire book, one author:

Entire book, two authors:

Entire book, revised edition:

Entire book, no author:

Entire book, one editor:

Entire book in a multivolume series:

Article or chapter in a single book, one author:

Article or chapter in a multivolume series, one author, one editor:

Entry in an encyclopedia, signed:
(Note: if no author is given for the article, the article title moves to the front)

Periodicals:

Article from a monthly magazine:
(Note: for magazines, do not include “Vol.” or “pp.,” as it is implied. The issue number is in parentheses after the volume number.)
Article from a weekly or biweekly magazine:
(Note: for magazines, do not include “Vol.” or “pp.,” as it is implied. The issue number is in parentheses after the volume number.)

Article from a daily newspaper, no author:

Article from a daily newspaper, one author, printed on discontinuous pages:
(Note: give all pages numbers, using commas or hyphens as appropriate, e.g., “pp. A1, A7, A9-A12.”)

Daily newspaper, letter to the editor:

Audiovisual:

Motion picture (movie):

Television broadcast:

Television series:

Single episode from a television series:

Music recording, artist is the same as the writer:
Note: in text citations, include track numbers: “Fly Away” (Kravitz, 1998, track 8).

Music recording, artist and writer are different:
Note: in text citations, include track numbers: “American Woman” (Cummings, 1999, track 14).
Internet:

**Daily newspaper article, electronic version, available by search:**

**Electronic copy of an article retrieved from a database (in HTML format):**

**Electronic copy of an article retrieved from a database (in PDF format):**

Note: When viewing a PDF document that appears online exactly as it appeared in print, you must include the term “Electronic version” in brackets after the title. This is not done with an HTML document, because the formatting is different from the print version.

**Section of an Internet document (webpage):**

**Multipage Internet document:**

**Message posted to a newsgroup:**

**Email:**
Note: Email sent from one person to another should be treated like a personal communication. Personal communications are not included in your reference list, but should be cited in the text of your document:
T. Bass (personal communication, November 8, 2004)