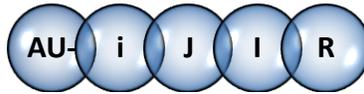
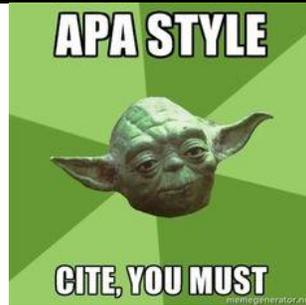


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## References according to the APA Style

The APA style consists of rules and conventions for formatting term papers, journal articles, books, etc., in the behavioral and social sciences. This user guide briefly explains how to cite references in **APA style**, both within the text of a paper and in a reference list, and gives examples of commonly used types of references.

### Reference Citations in the Text:

**Single author:** Use the author's last name, year. (Morse, 1996) OR Morse (1996) showed that...

**Two authors:** Use both authors' last names, separated by an ampersand if in parentheses. (Ringsted & Bond, 1996) OR In their study, Ringsted and Bond (1996)

**Three to five authors:** Use all authors' names and year, the first time the reference occurs; in subsequent citations, include only the first author followed by "et al." and the year.

First citation: (Johnson, Bruno, & Platt, 2002) OR Johnson, Bruno and Platt (2002) Subsequent citations: (Johnson et al., 2002). Omit the year if the subsequent citation is in the same paragraph.

**Six or more authors:** Use only the first author followed by et al. and the year. (Aspin et al., 2001) OR Aspin et al. (2001) If two references with the same year shorten to the same form, cite the name of the first authors and as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.

**Groups as authors:** Corporation, association, and government names are given in full in the first citation, and may be abbreviated thereafter if the name is long. (The Michener Institute, 2002) OR The Michener Institute (2002) reported that...

**Personal communication** used as a citation should be avoided, unless it provides essential information not available from a public source. Do not include it in the reference list; instead cite the last name and initials of the person and date of communication in parentheses in the text.

(T. K. Lutes, personal communication, September 28, 1998) OR T.K. Lutes (personal communication, September 28, 1998)

**Internet sources** may, in time, be deleted, changed, or moved, so it is a good idea to keep a hard copy for your records. Also, take care to critically evaluate the reliability and scholarly relevance of the information.

**Direct quotes** are to be used very sparingly. Incorporate short quotes of fewer than 40 words into the text and place quotation marks around the quote. Quote 40 or more words in a double-spaced block of text indented 5 spaces from the left margin, without quotation marks. Give specific page numbers. "quote" (Mile, 1993, p.276) OR Mile (1993) found that "quote" (p. 276).

## **On the References Page**

The last page of your paper would be entitled as **References**.

**Order of entries:** List all references in alphabetical order. Each reference is listed only once.

**Authors:** List the author's last name, followed by a comma and initials separated by periods and spaces. When listing two to six authors, place commas between them and use an ampersand (&) before the last author's name. If the number of authors exceeds six, list the first six followed by "et al." (See the Senden example). For edited books with chapters written by individual authors, list the authors of the chapter first, then the year, and the chapter title, followed by "In", the editors' names, then (Eds.), and the book title (see the Phillips example).

**Date:** The year goes after the authors, in parentheses and followed by a period, for example (2003). If no year is identified, use (n.d.).

**Title:** Capitalize the first letter of the first word in the title, and the first word in the subtitle. The rest of the title is in lower-case, with the exception of proper names. The title is italicized or underlined.

**NOTE: Authors guidelines are given in another document which can be downloaded along with this guide.**