

How to Format an APA References List



An APA References list should be:

- ★ In alphabetical order by author's last name (or organization name)
- ★ Titled "References" NOT: "Work Cited"
- ★ Double-spaced
- ★ Indented with a "hanging indent" – you can do this for all of your sources at once using the "ruler" across the top of your screen in Microsoft Word or Google Docs.
- ➔ No personal communication is included in your References list; *instead* include: (E. Robbins, personal communication, January 4, 2001) in an in-text citation

Single Author Book

Smith, D. (2015). *A pocket style handbook: APA style*. New York, NY: Simon & Schuster.

[author:Last_name, Initial(s)]. (year). [*Title of book*]. [Place of publication]: [Publisher].

Two to Seven Authors – List up to seven by last name followed by initials. Use an ampersand (&) before the name of the last author.

Smith, D., & Adam, F. (2015). *Meditation: Mindfulness*. Bloomington: Montana University Press.

[all_authors:Last_name, Initial(s)]. (year). [*Title of book*]. [Place of publication]: [Publisher].

Organization as author – If publisher is not the same as author, give publisher name at end.

American Psychiatric Association. (2014). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

[author:Organization_name]. (year). [*Title of book* + (edition number)]. [Place of publication]: [Organization as author and publisher].

Unknown author – Begin the entry with the work's title.

New concise world atlas. (2007). New York, NY: Oxford University Press.

[*Title of book*]. (year). [Place of publication]: [Publisher].

Article in an online journal – Use DOI (digital object identifier) in place of URL.

No publication date? Use: n.d. ("no date") – see example with "n.d." on reverse side.

Whitmeyer, J.M. (2000). Power through appointment. *Social Science Research*, 29(4), 535-555.
doi:10.1006/ssre.2000.0680

[author:Last_name, Initial(s)]. (year). [Article title]. [*Journal Title*, volume(issue), page(s)]. [DOI]

If there is no DOI, include the journal's homepage URL. Begin with "Retrieved from [URL]"

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Chapter in Edited Book

Smith, D.C. (2013). What does the fox say? In T. West & F. Arnet. (Eds.), *The foxes of America* (pp. 22-23). New York: Cambridge.

[author:Last_name, Initial(s)]. (year). [Title of chapter]. [In A. A. Editor & B. B. Editor (Eds.)], [Title of book (pages of chapter)]. [Place of publication]: [Publisher].

Two or more works by the same author – Use the author’s name for all entries. Order the entries by year – earliest first.

Heinrich, B. (2009). *Summer world: A season of bounty*. New York, NY: Ecco.

Heinrich, B. (2012). *Life everlasting: The animal way of death*. New York, NY: Houghton Mifflin Harcourt.

Two or more works by the same author in the same year – List the works alphabetically by title. In the parentheses, following the year add “a,” “b,” and so on. *Use the same letters when giving the year in the in-text citation.*

Bower, B. (2012a). Families in flux. *Science News*, 182(12), 16.

Bower, B. (2012b). Human-Neandertal mating gets a new date. *Science News*, 182(9), 8.

Brochure, Pamphlet, or Fact Sheet

World Health Organization. (2007, October). *Health of indigenous peoples* (No. 326) [Fact sheet]. Retrieved from <http://www.who.int/mediacentre/factsheets/fs326/en/index.html>

[Organization_Name]. (year, month + day). [Title of Source]. [format e.g., Brochure]. [Retrieved from (URL)]

Online audio or video file – If there is no publication date, use: n.d. (“no date”).

Chomsky, N. (n.d.). *The new imperialism* [Audio file]. Retrieved from <http://www.rhapsody.com/noamchomsky>

[author:Last name, Initial(s)]. (year, month + day). [Audio/video name [format, e.g., Video file]]. [Retrieved from (URL)].

Lecture, speech, or address

Fox, V. (2008, March 5). *Economic growth, poverty, and democracy in Latin America: A president’s perspective*. Address at the Freeman Spogli Institute, Stanford University, Stanford, CA.

[author:Last_name, Initial(s)]. (year, month + day). [Title of source] [format e.g., Video file]. Description of speech type, Location, City.