

Basic Instructions for Citing Print, Media and Electronic Materials using APA Format

General Guidelines

Works should be cited within the text of the paper or article, as well as in a bibliography or reference list at the end of the article. Within the text, cite the author and date of works used in your research. This enables readers to locate the source of the information in the reference list at the end of the paper.

- The **title** of your reference list page should be References and should appear centered at the top of the page.
- Arrange citations in **alphabetical order** by the first element of the citation, usually the author's last name.
- **Double space** your reference list, and do not add extra spaces between citations.
- **Hanging indents** are required for citations in the reference list or bibliography, as shown in the examples [link to examples]. The first line starts at the left margin. All subsequent lines are indented 4 spaces.
- **Italicizing** is preferred for titles of books, journals and videos, although underlining is also acceptable.
- Article titles and chapter titles are in plain text – **NOT underlined**, *italicized*, or “entered in quotes”.
- **Pagination**: the only time p. or pp. appears is for a chapter in a book or an article from a daily newspaper. If the precise page range is unknown (e.g., 54-60), then page numbers may be shown as 54+.

Citing Online Resources

Basic Strategy

When citing anything from the Web, follow the basic format for print materials – including author, date, title, and publication information – followed by a Retrieval Statement that tells where and when you found it on the World Wide Web.

Author

The author may not be readily apparent. It may be an organization rather than a person.

Dates

When citing a Web-based resource, include two dates, if possible. The first date is the date of the content of the Web page. For a journal article, it is the date the article was published. For Web essays, you may need to use the updated date at the bottom of the page, if available. If you do not see a date use (n.d.) for “no date” after the author's name (or after the title if there is no author). The second date is the date you retrieved the item from the Web.

Retrieval Statement

The purpose of the Retrieval Statement is to enable readers to verify the site or to find the article. Test the URL, or web address, in your references before turning in your paper, to make sure the address still works. If the item is no longer available, you may want to substitute another source.

Finding the URL (web address, starting with http)

If you do not see the URL on your printout of a Web page, set the Page Setup on your browser so a header or footer will appear on your printouts, with the URL, date retrieved, and page numbers.

The Database Name

If you used one of the Library's databases, you must include the database name (for example ERIC, Wilson OmniFile or Academic Search Premier) in your retrieval statement. This information will generally be at the top of the article, or in a copyright statement at the bottom.

Retrieval Statement for a Non-Database Internet Site

In the retrieval statement for a non-database Internet site, indicate the full address that appears in the Address window at the top of your screen. Only give more details about the retrieval process if it is unusual, such as a posting to an online discussion group.

Punctuation

Place a period before the beginning of the retrieval statement, unless one is already there. There is no period at the end of the URL.

References within the Text

To cite specific parts of a Web document, indicate the chapter, figure, table, or equation as appropriate. For quotations, give page numbers (or paragraph numbers) if they are available. For example:

As Myers (2000, ¶5) aptly phrased it, "positive emotions are both an end—better to live fulfilled, with joy [and other positive emotions] – and a means to a more caring and healthy society."

If needed, the abbreviation "para." can be substituted for the ¶ symbol. If page or paragraph numbers are not available (i.e., they are not visible to every reader), use the section heading and the number of the paragraph following it. If headings are not provided, omit the location reference from the in-text citation. With most browsers, readers will still be able to search for the quoted material.