

APA Quick Reference

Important Notes:

- ◆ APA style requires double-spaced reference lists. The following examples are single-spaced to conserve space.
- ◆ In the titles of books and articles, capitalize only the first word, the first word after a colon or a dash, and proper nouns.
- ◆ Although the following titles are underlined, APA style allows for the consistent use of either italics or underlining.
- ◆ Remember to remove the hyperlink when typing URLs.

APA Encyclopedias



PRINT EXAMPLES *If no author is given (unsigned article), begin with title.

Author's Last Name, Initial of First Name. (Year). Article title. In Title of Encyclopedia. (Vol. Number, page(s). Place of publication: Publisher.

Strahle, W. C. (1995). Rocket. In The World Book encyclopedia (Vol. 16, pp. 384-391). Chicago: World Book, Inc.



ELECTRONIC EXAMPLES *If no author is given (unsigned article), begin with title.

Author's Last Name, Initial of First Name. (Year). Article title. Encyclopedia title. Retrieved Date from Name of database on the World Wide Web: URL entry page (Note: no period)

World Book

Garrison, D. L. (2001). Marine biology. World Book Online Americas Edition. Retrieved March 20, 2001, from World Book Online on the World Wide Web: <http://www.worldbookonline.com>

Britannica

Parachute. (2001). Encyclopaedia Britannica Online. Retrieved April 10, 2001, from Encyclopaedia Britannica Online on the World Wide Web: <http://www.search.eb.com>

APA Print References



APA BOOKS

Author or editor. (Publication date). Book title. Place of publication: Publisher.

*For multiple authors, reference list should include last names and initials for all joined with the & symbol.

Dixon, M. (1999). Forces and movement. Mankato, MI: Smart Apple Media.

APA EDITOR

Buller, L. (Ed.). (1990). Mind and perception. New York: Marshall Cavendish.

Morell, V. (2000). Cloning monkeys: Are humans next? In L. Yount (Ed.), Cloning (pp.30-38). San Diego, CA: Greenhaven Press.



APA ONE VOLUME IN MULTIVOLUME WORK

Broadcast engineer. (1998). Exploring tech careers: Real people tell you what you need to know: Vol. 1. Chicago: Ferguson.

APA DICTIONARY

Dictionary entry. In Book title (edition, page). Place of publication: Publisher.

Momentum. (1993). In Merriam-Webster's collegiate dictionary (10th. ed., p.750). Springfield, MA: Merriam-Webster.

APA Periodicals (Magazines & Newspapers)



PRINT EXAMPLES (If there is no author listed begin with the title of the article)

APA MAGAZINE

Author's Last Name, Initial of First Name. (Year, Month Day) .Title of Article.
Magazine title, Volume#, Page Numbers. **Note: Use year and month if it is a monthly magazine**

Cloud, J. (2001, March 12). Should SATs matter? Time, 62-70.

APA NEWSPAPER

Author's Last Name, Initial of First Name. (Year, Month Day) .Title of Article.
Newspaper title, Page Numbers. **Note: use p. or pp. for newspaper pages**

Leckey, A. (2001, April 17). Sara Lee mixing a new recipe. Chicago Tribune, p. 1.



ELECTRONIC EXAMPLES (If there is no author listed, begin with the title of the article)

APA MAGAZINE

Author's Last Name, Initial of First Name. (Year, Month Day). Title of Article. Magazine title, Volume#, Page Numbers. Retrieved Month Day, Year, from title of database on the World Wide Web: URL or Web Address

Electric Library

Schultz, S. (2000, April 29). Would-be quitters get help winning against nicotine. US News & World Report, 58. Retrieved April 12, 2001, from Electric Library database on the World Wide Web: <http://www.elibrary.com>

Proquest

Wilson, J. (2001, March). Free electricity from the sky. Popular Mechanics, 33. Retrieved April 12, 2001, from Proquest database on the World Wide Web: <http://umi.com/proquest>



APA NEWSPAPER

Author's Last Name, Initial of first name. (Year, Month Day). Title of Article. Newspaper title. Page Numbers. Retrieved Month Day, Year from title of database on the World Wide Web: URL or Web Address

Electric Library

Mirkin, G. (2001, April 15). Endurance sports beneficial to heart. The WashingtonTimes, p. C12. Retrieved April 16, 2001, from Electric Library database on the World Wide Web: <http://www.elibrary.com>

Proquest

Main, F. (2001, April 11). County jail runs out of beds. Chicago Sun-Times, p. 7. Retrieved April 12, 2001, from Proquest database on the World Wide Web: <http://umi.com/proquest>

APA Other Electronic Sources

If there is no author, move the title to the author position before the date of publication. If no publication date is available, use "n.d." (stands for "no date") in its place.



APA GENERAL WEB SITE

Author's Last Name, Initial of First Name.(Date of Page). Title of Page. Retrieved Date of access, from the World Wide Web: Electronic Address or URL

The Holocaust history project. (n.d.). Retrieved April 12, 2001, from the World Wide Web: <http://www.holocaust-history.org/>



APA CD-ROM

Author's Last Name, Initial of First Name.(Date of Document). Title of Document Retrieved from title of database (Title of CD, CD-ROM, Date Release)

Physician (2000, January). Retrieved from Career Futures database (Career Futures, CD-ROM, 2000 release)

APA Other Citations



APA INTERVIEW

Name of person interviewed (personal communication, Date)

B. Nye (personal communication, April 16, 2001)

*APA asks that personal communication be cited in text only and that it not be included in reference list because it does not provide recoverable data.



APA PAMPHLET

Author. (Date of publication). Brochure title. [Brochure]. Place of publication:
Publisher.

Graphics programmer (2000) (Brief 536) [Brochure]. Moravia, NY:
Chronicle Guidance Publications.

American Society of Safety Engineers. (1996). Careers in safety
[Brochure]. Des Plaines, IL: Author.

Note: Author used at end of entry because American Society of Safety Engineers is also the publisher.