APA REFERENCE LIST

Updated to the 7th Edition

BASIC FORMATTING

- Double spaced

- Hanging indent

- One inch margins

- Font Options: Times New Roman 12 point font, 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 11-point Georgia, or normal (10 point) Computer Modern (see page 44 section 2.19 for further clarification)

- Arranged alphabetically by author's last name

BOOKS

- Entire Book (Basic citation)

  – Author

  – Date of publication

  – Title of work (italics, capitalize *only* the first word and the first word after a colon, plus any proper nouns see page 291 section 9.19 "Format of the Title Element")

  – Publisher

  – DOI or URL

    - Example:

    Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. Taylor & Francis.

- Do NOT include Inc., Ltd., LLC
- See page 321 section 10.2 in the 7th edition for a helpful table and specific examples for various editions, edited books, or ebooks (#20, #22)
- If your text is a basic print version look at #21 on page 321- no DOI or URL needed

JOURNALS

- Author last name, and initials (use both first initial and middle initial if provided)
- Publication date
- Title with special capitalization
- Periodical information= Journal name, volume and issue number, page range
- DOI or URL
- Examples

  Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, *149*. http://www.alistapart.com/articles/writeliving

  Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, *41*(1), 1245-1283. https://doi.org/10.1108/03090560710821161

  Page 316 section 10.1 for descriptive table, page 317-320 for various examples of specific journals, including citing the UpToDate database (page 319 #14)

DOI VERSUS URL

- DOI = digital object identifier
  - Series of numbers usually starting with a 10
  - Provides a direct link to the article you used
  - Always use the DOI if provided by the publisher
  - Not every journal article will have a DOI
- URL = uniform resource locator
  - Link commonly found in the web bar at the top of the webpage
  - Unique address that accesses a specific file on the internet

**If a work has no DOI and is from a library database (CINAHL, EBSCO), include neither the database nor the URL of the journal's homepage. See #3 on page 317 for further explanation and examples.

Formatting DOIs/URLs

Find additional information **APA Style: DOIs & URLs**

<u>The following two slides of information come directly from APA 7th Edition Style Blog:</u>

- Present both DOIs and URLs as hyperlinks (i.e., beginning with "http:" or "https:").
- Because a hyperlink leads readers directly to the content, it is not necessary to include the words "Retrieved from" or "Accessed from" before a DOI or URL.
- It is acceptable to use either the default display settings for hyperlinks in your word-processing program (e.g., usually blue font, underlined) or plain text that is not underlined.
- Leave links live if the work is to be published or read online.
- Follow the current recommendations of the International DOI Foundation to format DOIs in the reference list, which as of this publication is as follows: https://doi.org/xxxxx

DOIS/URLS Cont. from APA Style Blog

- The string "https://doi.org/" is a way of presenting a DOI as a link, and "xxxxx" refers to the DOI number.
- The preferred format of the DOI has changed over time. Although older works use previous formats (e.g., "http:/dx.doi.org/" or "doi:" or "DOI:" before the DOI number), in your reference list, standardize DOIs into the current preferred format for all entries. For example, use https://doi.org/10.1037/a0040251 in your reference even though that article, published in 2016, presented the number in an older format.
- Copy and paste the DOI or URL from your web browser directly into your reference list to avoid transcription errors. Do not change the capitalization or punctuation of the DOI or URL.
- Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.
- Do not add a period after the DOI or URL because this may interfere with link functionality.

NEWSPAPERS

- Author, last name, initials
- Full print date (year, month day)
- Title
- Publisher
- Page range preceded by p. (singular page) or pp. (multiple pages)
- Example

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

- Use a comma to separate page numbers when pages are discontinuous
- If they are on continuous pages use a hyphen (ex. B5-B7)

CORPORATE AUTHORS

- A.k.a websites without individual authors
    - When the author and publisher are the same
- Publisher
- Date of publication
- *Title*
- Retrieval information
    - Example:

        Mayo Clinic. (2016). *Dehydration.* http://www.mayoclinic.org/diseases-conditions/dehydration/basics/definition/con-20030056

    - If no " last updated on" date is provided use n.d. (no date). Stay away from copyright and "last reviewed on" dates. Neither imply any information was updated or changed.

    **Do not use a comma to separate two GROUP (corporate) authors

1. People as authors: Brodine, J., & Hall, T. (2020)….
    a. Notice the comma between Brodine and Hall above
2. Two groups as authors: American Psychological Association & Centers for Disease Control. (2020)….
    a. Notice NO COMMA between American Psychological Association and Centers for Disease Control

Government Agencies/ Gray Literature

With layered government agencies, use the **most specific agency** as author

See page 329 section 10.4

- If you find a source from the National Heart Lung and Blood Institute, it's actually coming from the U.S. Department of Health and Human Services, the National Institutes of Health, THEN the National Heart, Lung, and Blood Institute

Instead of citing ALL of those (the DHHS, NIH, and NHLBI) cite the most specific agency, which is the NHLBI.

- Example 1
    - National Heart, Lung, and Blood Institute. (2003).....
- Example 2
    - National Cancer Institute. (2018). *Facing forward: Life after cancer treatment*. Department of Health and Human Services, National Institutes of Health.
        - **Full citation available on Page 329 #50 of APA manual

REFERENCE WORKS

- Merriam-Webster dictionary, encyclopedias, reference books, etc.

- Online reference work

  – Author. (date). Title. In editor (s), publisher, edition. Retrieval information

  Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Spring 2019 ed.). http://plato.Stanford.edu/entires/behaviorism/

  – If you do not have the month/year of the edition, simply provide the information you have

REFERENCE WORK CONT.

- Online reference work with no author or editor
  - Common for Merriam-Webster online
  - Start with the title, NOT the author
  - Still italicize the publisher (Merriam-Webster)
    - Example:

Altruism. (2015). In *Merriam-Webster's online dictionary*. http://www.merriam-webster.com/dictionary/altruism

Social Media

- Use social media as a source ONLY when the content was ORIGINALLY published there (e.g., an original Instagram post)
- IF, you found a link to content, like a pin on Pinterest, cite the content you used directly and DO NOT mention that you originally discovered it through a link on social media, UNLESS you must for your methodology section
- We'll look at 3 social media sites: Twitter, Instagram, Facebook
- You can use a similar format for almost all social media
- Page 348 section 10.15

Author	Date	Title	Source	
Twitter/Instagram Author, A. A. [@username]. Name of Group [@username]. **Facebook and others:** Author, A. A. Name of Group. Name of Group [Username]. Username.	(n.d.). (2019, August 8).	*Content of the post up to the first 20 words* *Content of the post up to the first 20 words* [Description of audiovisuals] [Description of audiovisuals]	Social Media Site Name Site name	URL https://xxxxxxxx Retrieved August 27, 2020, from https://xxxxxxxxx

Twitter

TWEET

1. Author, A. A. [@username]. (date). Title-content of the post up to the first 20 words. [description] [type]. Social Media site name. URL
   a. White, B. [@BettyMWhite]. (2018, June 21). *I treasure every minute we spent together#koko* [Image attached] [Tweet]. Twitter. https://twitter.com/BettyMWhite/status/
2. Name of Group [@username]. (date). Title-content of the post up to the first 20 words. [description] [type]. Social Media site name. URL
   a. APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs--and they're making a difference @washingtonpost* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/apaeducation/status/1012810490530140161

PROFILE

1. APA style [@APA_Style]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved November 1, 2019, from https://twitter.com/APA_Style

**Retrieval date (November 1, 2019) is included ONLY because the content of this page can change over time

Instagram

1. Photo/Video
   a. Zeitz MOCAA [@zeitzmocaa]. (2018, November 26). *Grade 6 learners from Parkfields Primary School in Hanover Park visited the museum for a tour and workshop hosted by* [Photographs]. Instagram. https://www.instagram.com/p/BqpHpjFBs3b/
2. Highlight
   a. The New York Public Library [@nypl]. (n.d.). *The raven* [Highlight]. Instagram. Retrieved April 16, 2019, from https://bitly.com/2FV8bu3

**Retrieval date (April 16, 2019) is included ONLY because the content of this page can change over time

1. Online Forum Post
   a. National Aeronautics and Space Administration [nasa]. (2018, September 12). *I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!* [Online forum post]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle/

FACEBOOK

1. Facebook Post
   a. Author, A. A. [@username]. (date). Title-content of the post up to the first 20 words. [Description if needed] [Type]. Social Media site name. URL
   b. Gaiman, N. (2018, March 22). 100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is [Image attached] [Status update]. Facebook. http://bit.ly/2JQxPAD

1. Facebook Page
   a. Name of Group [@username]. (date). Title-content of the post up to the first 20 words. [Description if needed] [Type]. Social Media site name. URL
   b. Smithsonian National Zoo and Conservation Biology Institute. (n.d.). *Home* [Facebook page]. Retrieved July 22, 2019, from https://www.facebook.com/nationalzoo

**Retrieval date (July 22, 2019) is included ONLY because the content of this page can change over time

MULTIPLE SOURCES WITH SAME AUTHOR AND DATE

- Typically, sources with the same author are denoted by different dates
  - i.e., Mayo Clinic. (2015). *Title.* . . .
  - And: Mayo Clinic. (2016). *Title.* . . .
- However, you may have different works with the same author (i.e., multiple pages on the same website) that share the same publication date
  - Mayo Clinic. (2016). *Heart disease: General information.* . . .
  - Mayo Clinic. (2016). *Heart disease: Symptoms.* . . .
  - Differentiate between these authors with small letters (a-z) after the date
    - Ex. Mayo Clininc. (2016a). would signify the "general information" source
    - Ex. Mayo Clinic. (2016b). would signify the "symptoms" source
  - Use 2016a or 2016b in-text as well, so the reader knows which source you are referring to

Page 305 section 9.47

Multiple Authors

- List all authors as you normally would (author last name, first initial) with a comma separating each
  - Johnson, K., Hall, M., & Essay, J.
- If you have 2-20 authors this changes, complete all authors per guidelines above with an & before the last author's last name
- 21 authors or more, list the first 19, insert an ellipses (. . .), remove the &, then add the final author's name
  - Miller, F., Choi, M., Angeli, L., Harland, A., Stanos, J., Thomas, S., Rubin, L., Hall, M., Brodine, M., Brodine, K., Johnson, L.K., Essay, S., Breight., H., Mishou, R., Van Winkle, D., Chadek, A., Ferguson, A., Maw, K., Polacek, N., . . . Small, D.
    - There should be NO MORE than 20 **total names** listed.
    - Also NO "&" is provided before the last name

Secondary/Indirect Sources

You cite where *you* found the information, even if that source is not the primary, or the original source

- You acknowledge the original author in the in-text citation:
    - Example: Hall and Oates (1975) said, ". . . ." (as cited in Johnson, 2016, para. 5).
- The date after Hall and Oates represents the original publication date of the primary source as found in Johnson's reference list
- Johnson represents where you found the information, thus who you cite in the reference list

**Reference list entry: Johnson, M. (2016). . . .

TIPS

- HIGHLY RECOMMEND USING THE **APA Style Blog** -it's awesome, helpful, and you'll love it.
- If you are unable to locate specific information, simply omit it and move on to the next part of the citation.

- When adding a URL, make sure said URL links the reader directly to the specific *page* you used.
  - The reader should be able to find your source quickly and efficiently

- Remember: Your in-text citations must match the author in the reference list, so be sure to set up your authors correctly.

- In the reference list, many titles ARE NOT capitalized. Only the first letter, first letter AFTER a colon, and ALL proper nouns are capitalized. Look at the examples provided throughout this presentation for help.

- Pay attention to what is and is not italicized. It changes depending on the information you have. LOOK CLOSELY at the examples provided.

- Retrieval dates in APA (i.e., Retrieved on April 12, 2020) are used sparingly. IF you need it, you would only use it to denote when you looked at a page if it's content changes rapidly (i.e., certain social media sites).
  - See page 290 section 9.16

- Hyperlinks for DOIs and URLs DO NOT have to be removed or broken--insert them and leave them be!

Helpful Page Numbers in the 7th Edition

- **Page 284** Table 9.1: Creating references when information is missing
- **Page 298** Section 9.33 and 9.34: Website sources and when to use DOIs and URLs
- **Page 303** Rules and guidelines for formatting the reference list
- **Page 346** Section 10.4: Visual works, including citing PowerPoints #102
- **Page 332** Section 10.5: Citing presentations
- **Page 338** Section 10.10: Citing computer software, equipment, etc.
- **Page 341** See table on audiovisual material: Podcast, webinars, movies, TV, photos, etc.
- **Page 356**: Legal references begin on this page

SAMPLE REFERENCE LIST

References

Paumgarten, N. (2020, April 13). The price of the coronavirus pandemic. *The New Yorker*.

   https://www.newyorker.com/magazine/2020/04/20/the-price-of-the-coronavirus-pandemic

Centers for Disease Control and Prevention. (2020, April 13). *Cases in U.S.* Department of Health and Human

   Services. https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html

Lunsford, A., Ruszkiewicz, J., & Walter, K. (2013). *Everything's an argument*. Bedford St. Martin's.

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of*

   Marketing, *41*, 1245-1283. https://doi.org/10.1108/03090560710821161

**Your reference page should should look like this one, BUT it should be in one of the fonts mentioned on the first slide (I

used 18 because 12 on Slides is tiny).

**Also, always include the hanging indent (the second line is indented .5")