APA Formatting and Style Guide

The Purdue OWL: http://owl.english.purdue.edu

APA’s website: http://www.apastyle.org

Purdue OWL staff
Brought to you in cooperation with the Purdue Online Writing Lab
• Center the title (References) at the top of the page. *Do not bold it.*

• Double-space reference entries

• Flush left the first line of the entry and indent subsequent lines

• Order entries alphabetically by the surname of the first author of each work

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References


• Invert authors’ names (last name first followed by initials)

  • EX: “Smith, J.Q.”

• Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

  • EX: The perfectly formatted paper: How the Purdue OWL saved my essay.
• Capitalize all major words in journal titles

• Italicize titles of longer works such as books and journals

• Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections

APA is a complex system of citation. When compiling the reference list, the strategy below might be useful:

1. Identify the type of source:
   Is it a book? A journal article? A webpage?

2. Find a sample citation for this type of source
   Check a textbook or the OWL APA Guide:
   http://owl.english.purdue.edu/owl/resource/560/01/

3. “Mirror” the sample

4. Make sure that the entries are listed in alphabetical order and that the subsequent lines are indented (Recall References: Basics)
In-text citations help readers locate the cited source in the References section of the paper.

Whenever you use a source, provide in parenthesis:
- the author’s name and the date of publication
- for quotations and close paraphrases, provide the author’s name, date of publication, and a page number

When quoting:
• Introduce the quotation with a signal phrase
• Include the author’s name, year of publication, and page number
• Keep the citation brief—do not repeat the information

Caruth (1996) has stated that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).
Provide the author’s last name and the year of publication in parenthesis after a summary or a paraphrase.

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).
According to feminist researchers Raitt and Tate (1997), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).
Introduce quotations with signal phrases, e.g.:

According to Xavier (2008), “.....” (p. 3).

Xavier (2008) argued that “........” (p. 3).

Use such signal verbs such as:

acknowledged, contended, maintained,
responded, reported, argued, concluded, etc.

Use the past tense or the present perfect tense of verbs in signal phrases when they discuss past events.
When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author’s name, the year of publication—separated by a semi-colon.

lobortis felis, quis vestibulum purus libero ac nunc. Suspendisse vitae metus
(Kachru, 2005; Smith, 2008).
When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis.

(Harklau, Siegal, & Losey, 1999)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Harklau et al., 1993)
When citing a work with six and more authors, identify the first author’s name followed by “et al.”

Smith et al. (2006) maintained that…. 

(Smith et al., 2006)
When citing a work of unknown author:
• use the source’s full title in the signal phrase
• cite the first word of the title followed by the year of publication in parenthesis.

According to "Indiana Joins Federal Accountability System" (2008)
OR
("Indiana," 2008)

Titles:
Articles and Chapters = “ ”
Books and Reports = *italicize*
When citing an organization:

• mention the organization the first time you cite the source in the signal phrase or the parenthetical citation.

  The data collected by the Food and Drug Administration (2008) confirmed that…

• If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

  Food and Drug Administration (FDA) confirmed…

  FDA’s experts tested…
When citing authors with the same last names, use first initials with the last names.

(B. Kachru, 2005; Y. Kachru, 2008)

When citing two or more works by the same author and published in the same year, use lower-case letters (a, b, c) after the year of publication to order the references.

Smith’s (1998a) study of adolescent immigrants...
When citing interviews, letters, e-mails, etc., include the communicator’s name, the fact that it was personal communication, and the date of the communication.

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

OR


Do not include personal communication in the reference list.
Label tables with an Arabic numeral and provide a title. The label and title appear on separate lines above the table, flush-left and single-spaced.

Cite a source in a note below the table.

Table 1

*Internet users in Europe*

<table>
<thead>
<tr>
<th>Country</th>
<th>Regular Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>9 ml</td>
</tr>
</tbody>
</table>