APA Citations 101

Basic Rules

1. **Authors’ names are inverted** (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.

2. Reference list entries should be **alphabetized** by the last name of the first author of each work.

3. If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order **by the year of publication**, starting with the earliest.

4. When referring to any work that is **NOT** a journal, such as a book, article, or Web page, 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.

5. **Capitalize** all major words in journal titles.

6. **Italicize** titles of longer works such as books and journals.

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

Books

Elements of a reference to an entire book

Authors or editors, (Date of publication). *Book title*. (book edition) Publication information

Examples of references to entire books


Book, no author or editor

*Book title* (Alphabetize books with no author or editor by the first significant word in the title), (Publication date), Publication information.


Hint: In text, you should use a few words of the title, or the whole title if it is short, in place of an author name in the citation: (Merriam-Webster’s Collegiate, 1993).
Elements of a reference to an article or chapter in an edited book

Author (Publication date). Article or chapter title. Book editors. Book title. (Article page number). Publication information

Example:

Brochure, corporate author

Authors. (Publication date). Title. (edition) [Brochure]. Publication information: Author


Brochure, no author

Brochure title (Alphabetize books with no author or editor by the first significant word in the title), (Publication date), Publication information


Hint: Format references to brochures in the same way as those to entire books. In brackets, identify the publication as a brochure.

Report from a university

Author. (Date). Report title, University, Name of department or organization that produce the report

Example:

Hint: If the name of the state, province, or country is included in the name of the university, do not repeat the state, province, or country in the publisher location.

Report from a private organization

Name of organization. (published date). Article title. Publishing information: Author

Example:
Web-based article

Author (Posting date). Article title. Retrieved date, from website name: URL.

Example:

If you cannot find a date for the article, use (nd). for “no date.”

Citing a complete website

Name of the website sponsor or creator. Name of the website. Website: URL


Article in an Internet-only newsletter

Authors, (Posting Date). Article title. Newsletter title, Volume(NumberOf) Retrieved date, from URL.

Example:

Hint: Use the complete publication date on the article. There are no page numbers needed. Volume and issue numbers can be omitted if they are not available for your article. URL should link directly to the article.

Report from an organization, available on organization website

Name of organization (Posting date). Report Title. Retrieved date, from URL.

Example: