



The American Psychological Association

REFERENCES

Based on the 6th edition, 2nd printing of the Publication Manual of the American Psychological Association

Intended Uses and Disclaimers: Consultants do not provide copyediting services for citation styles. This worksheet is intended to help writers learn how to work with citations appropriately on their own. While it provides a basic overview of the APA style, you will still need to look up each type of source you're working with in an APA guide when formatting your references. Always check with your professor if you have questions!

Identifying Your Sources

If you have come to the Center with a draft of your References page, begin your session by identifying the types of sources listed in the document. For example, note whether each source is a book, a collection of essays, a scholarly journal article, a newspaper article, a blog, a website, a Youtube video, et cetera.

If you have come to the Center without a References page and you need to create one from scratch, begin by going through your paper with your consultant and creating a list of each type of source referenced.

Basic Formatting

Title your list of sources References (not Works Cited or Bibliography). The title should be centered at the top of the page in regular print (no bolding or underlining).

Double-space your entire list of sources without extra spaces between entries. Indent the second and subsequent lines a half inch from the left margin (hanging indentations).

Invert authors' names so that their last name appears first and reduce first or middle names to initials only (ex: Medley, A. P.). For sources with more than one author, invert all authors' names (Medley, A. P., Harmony, E., & Discord, J. F.). Use the ampersand (&) instead of "and" to set off the final author in the list.

Alphabetize your full list by author's last name and/or, for unauthored sources, the first word of the source. If the first word of the title is an article (A, An, The), alphabetize the entry based on the first word of the title that isn't A, An, or The.

The date is almost always presented in the second position in the entry and is placed in parentheses followed by a period. For books, give only the year of publication. For newspapers and magazines, present the year followed by the month and date: (2001, May 12).

Follow these rules in regard to capitalization of titles:

1. **Book and article titles:** only capitalize the first word in the title and the subtitle, as well as any proper nouns (names of places, people, etc.)

2. **Periodical titles** (journals, newspapers, magazines): capitalize the first words in titles and subtitles, and capitalize all words except articles, conjunctions, and prepositions.

Follow these rules in regard to punctuation in titles:

1. **Long works** (published on their own): italicize title

2. **Short works** (published as a part of a larger work, like an article in a newspaper or a book chapter): leave titles without italics or punctuation, but italicize the title of the "long" work that contains the "short" one.

Introduce the URLs of web sources with "Retrieved From."

Only include references that are cited in the text of your paper.

Looking Up Each Source

Once you have followed these basic formatting rules, draw on your marginal notes (from Step 1) that labeled each source for its source type and look up each source in your APA guide (or the OWL Purdue's APA website). Use the guide to double-check the details for each entry.

Questions? Ask your consultant!

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