GENERAL RULES FOR REFERENCES- Books:

- The alphabetical list of works cited at the end of your paper is entitled "References"
- Invert all authors' names.
- Use initials instead of first names.
- For two or more authors, use an ampersand (&) rather than the word "and.” Separate the names with commas.
- Use all authors' names (up to six). If more than six, add et al. to represent the seventh, etc.
- Place the date of publication in parentheses immediately after the last author's name.
- Italicize titles and subtitles of books.
- Capitalize only the first word of the title and subtitle (and all proper nouns).
- Use a short form of the publisher's name as long as it is easily identifiable.

Examples:


GENERAL RULES FOR REFERENCES - Articles:

- Do not place titles of articles in quotation marks.
- Capitalize only the first word of the title and subtitle (and all proper nouns).
- Capitalize names of periodicals.
- Italicize the title and volume number of periodicals.
- Use "p." (or "pp." for plural) before page numbers of newspaper articles and works in anthologies, but do not use it before page numbers of articles appearing in magazines and scholarly journals.
Examples:

Magazine article signed

Magazine article unsigned

Newspaper article signed

Journal article signed

GENERAL RULES FOR REFERENCES – Internet & Multimedia:

- Cite material as you would any other material, including all publishing information.
- At the end of the citation, add the name of the service (such as EBSCOhost) and the number the service assigns to the material.
- Write “n.d.” (stands for ‘no date’) when the electronic publication date is not available.
- After the date, add the medium in brackets (CD-ROM, videotape, etc.).
- For Websites: at the end of the citation, include a retrieval statement: Retrieved (date) from [URL].

Examples:

WWW sites


GENERAL RULES FOR IN-TEXT CITATIONS

- Example for when you are quoting and have an author, date and page number:
  She stated, "Students often had difficulty with APA style," (Williams, 2004, p. 22), but she declined to offer an explanation as to why.

- Example for when you are paraphrasing and have an author and date:
  According to a recent study on student research readiness, (Williams, 2004) two out of three students indicated that though they initially found APA format confusing, once they studied it, the patterns and conventions became easier to follow.

- Example for when there is no author or date:
  In a study of students and research decision-making, it was discovered that students were more successful with tutoring help ("Tutoring and APA," n.d.). *Note that within text references, quotation marks are placed around this chapter or article title. Italicize the title of a book, periodical, brochure or report instead of using quotation marks.*

- Example for electronic sources that do not have page numbers (use the paragraph number if visible, preceded by ¶ or the abbreviation, para.) If neither paragraph nor page numbers are visible, but the site includes headings, cite the heading followed by the number of the paragraph: (Myers, 2000, ¶ 5) OR (Beutler & Smith, 2000, Conclusion section, para. 1)