

This is a COS Quick Guide to citing the commonly used reference materials according to the American Psychological Association (APA) guidelines. It explains the format of each citation and includes an example. This guide is not inclusive; if you are citing an interview, a government document, or any other type of material not listed, you must consult the APA Manual. There is a copy of the APA Manual at the Reference Desk at the COS Library. You can also consult the OWL Purdue at <http://owl.english.purdue.edu>.

General formatting guidelines

- Typed.
- White 8.5 x 11-inch paper.
- Double-spaced.
- Font: Times New Roman.
- Font size: 10 or 12.
- 1 inch margins.
- Page numbers in upper right-hand corner.
- Indent each paragraph.
- Page numbers in upper right-hand of every page
- Use third person point of view when appropriate. Use active voice whenever possible. Be clear and concise. Avoid poetic language.
- As a general rule, avoid footnotes and endnotes.

Title page

- Center the TITLE OF YOUR PAPER IN ALL CAPS.
- Double-space your name, course, and college under the title centered on separate lines.
- Don't underline your title or put it in quotation marks.

Abstract

- Begin a new page.
- Center the word Abstract on the first line of a new page.
- Write a summary of your paper on the next line.
- One paragraph only, double-spaced.

Body

- Double-spaced, Times New Roman, font size 10 or 12, 1 inch margins
- Include author and date in in-text citations.
- Reference the work at the end of a sentence OR use author's name in the sentence. See example.
- Use all authors' names when work has two or more authors.
- When more than five authors, use et al. in the signal phrase or in parentheses.
- When possible, cite electronic sources the same as you would any other reference type.

In-text citation examples

Ingram (1998) suggests that students who take science classes and English classes simultaneously "are in an excellent position to practice writing about science" (p. 143). When instructors collaborate, they can create scenarios for maximum student learning (Lehman 2001). It is important for students to use writing to meet basic literacy goals, even in the sciences (National Science Foundation).

Works cited page guidelines

- Begin a new page.
- Center the word References on the first line.
- Don't underline or italicize the word References or put it in quotation marks
- Double-space entries.
- Use hanging indent.
- List authors alphabetically by author's last name.
- Capitalize all major words in journal titles.
- 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.

Basic format for books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*
Location: Publisher.

Basic format for periodicals

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

Basic format for websites

Author, A. A., & Author, B. B. (Date of publication). *Title of document.* Retrieved month day, year, from <http://Web address>.

Book

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

An Entry in An Encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Article in Journal

Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(30), 5-13.

Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time, 135*, 28-31.

Article in a Newspaper

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Article From a Website

List as much of the following information as possible. Sometimes you have to click around to find all the information you need. Don't be lazy!

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites, 149*. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

Article From a Database

Cite the article or chapter as you would if it were in print. (See previous examples). Then, at the end of the citation, add the date you retrieved the article and the database in which you found it. This will help other people find this reference should they need it.

Collins, A. M., Portian, A. L., & Pease, R. (2002). Breast milk. *Journal of Diet and Nutrition, 8*(3). Retrieved February 20, 2003, from PsycARTICLES database.

References example

References

- Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
- Collins, A. M., Portian, A. L., & Pease, R. (2002). Breast milk. *Journal of Diet and Nutrition, 8*(3). Retrieved February 20, 2003, from PsycARTICLES.
- Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(30), 5-13.