

## APA Documentation

Information *borrowed* from a source, such as paraphrases, quotations, and summaries, must be clearly documented. The following information is according to the *Publication Manual of the American Psychological Association 7<sup>th</sup> Edition*.

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### IN-TEXT CITATIONS

In-text citations direct readers to the References page of the document so that they can retrieve and read more about the information or use the information in their own works. It also gives credit to whom the information is originally from to avoid plagiarism.

**Note:** If the name of the author is used in the sentence, include the date in parentheses immediately after the author's name, thus, omitting the parenthetical citation at the end of the sentence. However, if the author's name is not used in the sentence because a direct quote is used, add a parenthetical citation at the end of the sentence which includes the author's last name and date.

*Note: The examples below would normally be double-spaced. Depending on the type of source, titles may be italicized or in quotes.*

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### Electronic source

In addition to in-print source formats, include the paragraph number of the quote after the author or short title and year as page numbers are not usually present.

**Ex.** (Schuman, 2014, para. 6)

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### Subsequent use of the author's name in a paragraph

After the first use of the author's name and year, do not repeat the year again in the paragraph unless multiple studies are used and one study can be easily confused with another study.

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### Two or more works by the same author

In parentheses, order the works alphabetically and also order the year numerically.

**Ex.** Training materials are available (Department of Veterans Affairs, 2001, 2003)

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### No author named in the sentence

When no author is named in a sentence, include in parentheses a short title of the works in quotations along with the year, or mention the title of the works in the sentence followed by the year in parentheses.

**Ex.** . . . on free care ("Study Finds," 2007)

**Ex.** . . . the book *College Bound Seniors* (2008)

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### One work with no author or anonymous author

When there is no author to give credit to, use the first few words of the title listed on the References page. Use double quotation marks around the title of an article, a chapter, or a web page, and italicize the title of a periodical, a book, a brochure, or a report. If the author is designated "anonymous," cite the source using Anonymous as the name.

**Ex.** . . .water conservation ("Global Issues," 2010)

**Ex.** . . .every year (Anonymous, 1996)

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### **One work by multiple authors**

When multiple authors are used, use the word *and* to join authors' names in the text and an ampersand (&) to join authors' names in a parenthetical reference.

**Ex.** According to Kersey and Masterson...

**Ex.** ...encourage positivity (Kersey & Masterson, 2013)

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### **Three or more authors**

#### **Every time referenced**

List the first author's surname and *et al.* (not italicized) with the year in parentheses.

**Ex.** .... (Stutsman et al., 2012)

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### **Groups of Authors**

A group of authors are, for example, corporations, associations, government agencies, and study groups. A general rule is to write out the name if it is not easily understandable. However, abbreviations are acceptable if the full name is introduced the first time used along with the abbreviated form of the name in brackets immediately following the name.

**Ex.** "...make a difference" (People for the Ethical Treatment of Animals [PETA], 2014)

**Ex.** "...a good home" (PETA, 2014)

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### **Authors with the same surname**

When there are two same surnames, use the first initial along with the surname for the first author every time even if the year is different.

**Ex.** We can see these facts in K. Sears (2012) and L. Sears (1996).

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### **Shortening a reference and surnames with the same year**

When the list of authors' surnames and year shorten, they may end up matching one another and clarification is needed. Add as many authors' surnames as necessary to clarify the references, and if more clarification is needed, add "a," "b," and so on behind each year in the text as well as the References page.

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### **Two or more works within the same parentheses**

When citing two or more works in the same parentheses, order them the same way they appear in the reference page, with author and year, separated by a semicolon.

**Ex.** (Hacker & Sommers, 2010; Purcell, 1997)

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### **Work in an anthology**

Cite the specific work only, not the anthology or its editor.

**Ex.** "I am fourteen," writes Lorde (1979), "and my skin has betrayed me" (p. 1041).

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### **Entire work**

List the author's name and year in parentheses.

**Ex.** (Steinbeck, 1947)

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### **Specific page**

List the author's name, year, and page number in parentheses.

**Ex.** (Hacker & Sommers, 2010, p. 129)

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### **Electronic source**

Include the paragraph number when page numbers are not present on the webpage.

**Ex.** (Purcell, 1997, para. 4)

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### Passage in a novel

Include information that directs readers to specific parts of the source. In parentheses, include the page, chapter, figure, table, or equation at the appropriate place in the text.

**Ex.** (Steinbeck, 1939, p. 525)

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### Secondary sources

Oftentimes your source will refer to another source. Whenever possible, locate the original source and cite directly from it in order to make sure you understand the context of the quote. If you do not locate the original source, cite only the source you found the information in, not the original source, and refer to it parenthetically in the following manner: (as cited in Author, Year). On the reference page, cite the source you found the information in.

**Ex.** Psychologist Carl Rogers' technique for improving student listening involves a student using their own words to restate a fellow student's comment (as cited in Schiff, 1980).

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### Bible

Identify the version used. Use the books, chapters, verses, lines, and cantos numbers with colons to identify the source. Since the numbers are used systematically across all editions, these numbers do not change whereas page numbers do change.

**Ex.** 1 Cor. 13:1 (Revised Standard Version)

**Ex.** (Qur'an 5:3-4)

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### Translated works

Use the word *trans.* for very old works that have been translated, or if available, use both the original and translated dates.

**Ex.** (Aristotle, trans. 1931)

**Ex.** James (1890/1983)

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## REFERENCES PAGE

The References page in American Psychological Association (APA) format informs readers of the sources used in the works. Readers can retrieve and read more about the information or use the information in their own works.

**Note:** Start on a new page and center the title, "References." On the next line after the title (double-space), begin the references used in your paper listing in alphabetical order. Use a hanging indent; the first line of each entry begins left-flush, and tab once on subsequent lines of the entry (see attached sample "References" page on page 10 for example). Alphabetize by the authors' surnames, not first names. If no author name is found, alphabetize by the first word of the title. Omit the words *A*, *An*, or *The* in the beginning of titles because they are commonly used first words in titles and the next word is used to alphabetize the order. Also, do not include information in the "References" page such as classical works (Bible and Qur'an).

Use the following abbreviations and words when information is missing, or use brackets to define a form of works when applicable:

**No author** List the title of the work first

**No date** (n.d.).

**No editor** include the word *In* before the book title

**No page** (n.p.).

[ ] Use brackets when defining a source, [Letter to the editor], [Abstract], [Brochure], etc.

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**Print source**

The general information needed to cite a source is the author's name, date of publication, title of the works, and publication data. The order and the necessity of this information depends on the type of source being cited.

Author A. (year). Title of works. *Title of Source, volume number* (issue number), page number(s).

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**Electronic source**

Cite the same as a print source but with more information. Add as much electronic information as needed to locate the source. For example, include a digital object identifier (DOI) or if there is no DOI, include the home page uniform resource locator (URL) of the source. Eliminate the underline. Check first with your instructor for APA citation guidelines because they may not require you to include electronic information.

**DOI**           doi:10.1007/s10755-008-9094-8  
**URL**           http://www.apastyle.org/about-apa-style.aspx

Author A. (year). Title of works. *Title of Source, volume number*(issue number), page number(s).  
doi:xxxxxxxxxx

Author A. (year). Title of works. *Title of Source, volume number*(issue number), page number(s).  
http://www.xxxxxxxxxx

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**BOOKS, REFERENCE BOOKS, AND BOOK CHAPTERS****Entire book, print version**

Author, A. A. (year). *Title of work*. Publisher.

King, L.A. (2010). *Experience psychology*. McGraw-Hill.

Editor, A. A. (Ed.). (year). *Title of work*. Publisher.

Gerdes, L. I. (Ed.). (2013). *At issue: Drones*. Greenhaven Press.

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**Electronic-only book (whole book)**

Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. doi:xxxxx

Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. http://xxxxx

Burns, R.D. (2010). *The missile defense systems of George W. Bush: a critical assessment* [e-book].  
http://search.ebscohost.com/login.aspx?direct=true &db=nlebk&AN=334233&site  
=ehostlive&ebv=B&ppid=pp\_Cover

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**Electronic-only book (chapter in a book)**

Author, A. A. (Year). Title of chapter. *Title of book* [E-reader version, if applicable] (pp. xxx–xxx). http://xxxxx

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* [E-reader version, if applicable] (pp. xxx–xxx). doi:xxxxx

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Carty, V. (2011). The 2008 U.S. presidential election and youth activism: Digital technologies as grassroots empowerment or elite control? *Wired and mobilizing: Social movements, new technology and electoral politics* (pp.74-89). [http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=336493site=ehostlive&ebv=EB&ppid=pp\\_74](http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=336493site=ehostlive&ebv=EB&ppid=pp_74)

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### **Chapter in a book**

Author, A. A., & Author, A. A. (Year). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xx-xx). Publisher.

Evans, M. (2012). The threat of eating disorders is distorted. In R. Espejo (Ed.), *Eating Disorders*. (pp. 26-31). Greenhaven Press.

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### **Chapter in a volume in a series**

Author, A. A., & Author, A. (Year). Title of volume. In A. Editor (Series Ed.) & B. Editor (Vol. Ed), *Title of book: Vol. x. Title of chapter* (pp. xx-xx). Publisher.

Maccoby, E. E., & Martin, J. (1983). Socialization in the context of the family: Parent-child interaction. In P. H. Mussen (Series Ed.) & E. M. Hetherington (Vol. Ed.), *Handbook of Child Psychology: Vol. 4. Socialization, personality, and social development* (pp. 1-101). Wiley.

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### **No author named**

*Title of work*. (Year). Publisher.

*Experimental psychology*. (1938). Holt.

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### **Anonymous author**

If anonymous is credited as the author, cite anonymous as if it were the name and follow the standard for the medium. The following example is for a printed book.

Anonymous (1996). *Primary colors: A novel of politics*. Random House.

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### **Two or three authors**

Author, A. A., Author, A. A., & Author, A. A. (Year). *Book title*. Publisher.

Kersey, K. C., & Masterson, M. L. (2013). *101 principles for positive guidance with young children*. Pearson Professional Development.

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### **Four or more authors**

Author, A. A., Author, A. A., Author, A. A., & Author, A. A. (Year). *Book title*. Publisher.

Armon, O., Barton, R. R., Brown, S.S., Drown, C., Carr, K.B., Dunston, E.M., & Hirschhorn, P. L. (2014). *Inside the minds: Litigation strategies for intellection property cases, 2014 edition: Leading lawyers on analyzing key decisions and effectively litigating IP cases*. Thomson Reuters.

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### **Author with an editor**

Author, A. (Year). In A. Editor (Ed.), *Book title*. Publisher.

Douglas, F. (1845). In P. Smith (Ed.), *Narrative of the life of Frederick Douglass*. Dover Publications.

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**Essay, short story, poem, or another work within an anthology**

Author, A. (original work year). Title of work. In A. Editor (Ed.), *Title of anthology* (Vol. x or pp. xx-xx). Publisher.

Lorde, A. (1979). Hanging fire. In M. Ferguson, M. J. Salter, & J. Stallworthy (Eds). *The Norton anthology of poetry* (pp. 1041-1042). W. W. Norton & Company.

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**Two or more works by the same author**

In the reference page, follow the citation conventions for the text type. Then list the works in order of the year of publication (earliest first). If the works by the author are in same year, list the works alphabetically and add a letter to the year. For the in-text citation, you will be citing the author's last name and year of the work as standard.

Russell, B. (1950). *Unpopular essays*. Simon and Schuster.

Russell, B. (1952). In L. E. Denonn (Ed.), *Dictionary of the mind and morals*. Philosophical Library.

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**Book with more than one volume**

Editor, A. (Ed.). (Year). *Title of source* (Vols. x-x).

McMichael, G., Levenson, J.C., Marx, L., Smith, D. E., Claxton, M. M., & Bunn, S. (Eds.). (2000). *Anthology of American literature* (Vol. 2).

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**Introduction, preface, forward, or afterword**

Author, A. (Year). Text type. In E. Editor (Ed.), *Title of Text* (pp. xx-xx). Publisher.

Myers, D. (2014). Preface. *Exploring Psychology* (pp. xv-xxxiii). Worth Publishers.

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**Encyclopedia**

Author, A. A. (Year). *Title of work*. In A. Editor (Ed.), *Title of book* (Vol. x, pp. xx-xx). Publisher.

Smith, J. C. (1994). *Relaxation*. In V. S. Ramachandran (Ed.), *Encyclopedia of human behavior* (Vol. 4, pp. 25-33). Academic Press.

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**Technical and Research Reports**

Author, A. A. (Year). *Title of work*. (Report No. xxx). Publisher.

Congressional Budget Office. (2013). *Options to change interest rates and other terms on student loans*. (CBO Publication No. 4705). U.S. Government Printing Office. <http://www.cbo.gov/sites/default/files/44318-StudentLoans.pdf>

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**Academic journal article** (Note: Periodicals, except newspapers, do not use the pp. page abbreviation.)

Author, A. A. (Year). Title of article. *Title of Journal*, vol(issue), xx-xx. doi:0000000/000000000000

McLeod-Sordjan, R. (2014). Evaluating moral reasoning in nursing education. *Nursing Ethics*, 21(4), 473-483. doi: 10.1177/0969733013505309

Author, A.A., Author A. A., & Author, A. A. (Year). Title of article. *Title of Journal*, vol(issue), xx-xx.

Birbeck, G. L. Hanna M. G., & Griggs, R. C. (2014). Global opportunities and challenges for clinical neuroscience. *Journal of the American Medical Association (JAMA)*, 311(16), 1609-1610.

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### **Newspaper article**

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, p. xx.

Bush, S. (2014, April 15). Water rates to rise under stage 2 drought. *Santa Barbara Times*, pp. A1-A2

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### **Newspaper editorial**

Author, A. (Year, Month Day). Title of article [Editorial]. *Title of Newspaper*, p. x.

Friedman, T. L. (2014, October 8). Running on empty [Editorial]. *The New York Times*, p. A25.

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### **Letter to the editor**

Author, A. (Year, Month). Title of letter [Letter to the editor]. *Title of Publication*, vol(issue), p. x.

Flink, R. (2014, April 25). What about victim rights? [Letter to the editor]. *Lompoc Record*, 115(27), A5.

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### **Weekly, monthly, or bimonthly magazine**

Author, A. (Year, Month Day). Title of article. Title of Magazine, vol(issue), xx-xx.

Berger, C. (2014, April/May). Gardening for change. *National Wildlife World Edition*, 52(1), 30-33.

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### **Magazine article without an author**

Article title. (Year, Month Day). *Title of Magazine*, vol(issue), xx-xx.

Slow road to Japanese ag trade. (2014 Mid-March). *Successful Farming*, 112(5), 41-42.

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## **ART, COMMUNICATION, MOVIES, MUSIC, RADIO, AND TELEVISION**

### **Book or film review**

Author, A. (Year, Month Day). Title of review. [Review of the film *film name*, year]. *Title of Magazine*, issue number, p. x.

Travers, P. (2014, October 8). So not a love story. [Review of the film *Gone Girl*, 2014]. *Rolling Stone*, 1219, p. 80.

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### **Work of art**

Artist, A. (Year). *Title of work* [medium]. Museum.

Ward, N. J. (2014). *Tribute to Nat* [painting]. Ann Foxworthy Gallery.

Artist, A. (Year). *Title of work* [medium]. <http://www.xxxxxxxxxx>

Genzken, I. (2007). *Rose II* [sculpture]. [http://www.moma.org/collection/browse\\_results.php?object\\_id=174065](http://www.moma.org/collection/browse_results.php?object_id=174065)

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**Photograph**

*Title of photograph.* (Year). Title of gallery collection. Museum.

*Photographs of a sand mandala.* (2013). *Sand Mandala.* Allan Hancock College, Ann Foxworthy Gallery.

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**Live performance of a play**

Author, A. (Writer), & Director, D. (Director). (Year, Month Day). *Title of Play.* Live Performance in Venue, Location.

Shakespeare, W. (Writer), & DeLaurier, R. (Director). (2014, February 13). *Hamlet.* Live Performance in the Allan Hancock College, Marian Theatre, Santa Maria, CA.

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**Lecture, speech, address, or reading**

Follow the citation convention for the format in which you are accessing the speech. Your reference page will be citing the source, not necessarily the speech giver. You should refer to the person who is making the remarks within your text.

The White House, Office of the Press Secretary. (2014, November 5). *Remarks by the president in a press conference.* <http://www.whitehouse.gov/the-press-office/2014/11/05/remarks-president-pressconference>

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**Interview from a radio or television program**

Follow the citation convention for the format in which you are accessing the interview. The following example is of a radio interview accessed online.

Interviewee, A. (Year, Month Day). Title of interview [Interview]. <http://xxxxx>

Schneider, P. (2014, October 9). Berlin wears the scars of its past all over [Interview]. <http://www.npr.org/2014/10/09/354890827/berlin-wears-the-scars-of-its-past-all-over>

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**Music recording**

Writer, W. (Copyright year). Title of song [Recorded by A. Artist if different from writer]. On *Title of album* [Medium of recording: CD, record, digital download, etc.] Label. (Date of recording if different from song copyright date).

Swift, T., Martin, M., & Shellback (2014). Shake it off [Record by T. Swift]. On *1989* [digital download]. Big Machine Records. (2013-2014).

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**Single episode from a television series or radio**

Script Writer, A. (Writer), & Director, D. D. (Director). (Year). Title of episode [Television series episode]. In B. Producer (Producer), *Series Title.* Studio or distributor.

Junge, A. (Writer), & Lembeck, M. (Director). (1996). The one with the two parties [Television series episode]. In D. Crane and M. Kauffman (Executive producers), *Friends*, NBC.



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**Film**

Director, A. A. (Director). (Year). *Title of Film* [Motion picture on DVD]. Studio.

Jonze, S. (Director). (2013). *Her* [Motion picture on DVD]. Warner Bros. Pictures.

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**ONLINE SOURCES****Entire Internet site**

If you are not citing a specific document from a website, it is appropriate to simply include the URL in a parenthetical in-text citation. Some instructors may still require a reference page entry.

Website Author (Year). *Title of website*. <http://xxxxxxx>

United Nations Home Page (n.d.). *United Nations*. <http://www.un.org/en/>

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**Source from an online service that a library subscribes to: SIRS, ProQuest, Infotrac, etc.**

Author, A. A., & Author, A. A. (Year, Month Day). Article title. *Title of Newspaper*. <http://xxxx>

Bounds, W., & Beatty, S. (1999, April 28). New York Times to refuse tobacco ads. *Wall Street Journal*.  
<http://search.proquest.com/docview/398762550?accountid=39201>

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**Government site**

Government Agency. (Year, Month Day). <http://xxxxxx>

California Environmental Protection Agency: Air Resources Board (2014, April 30).  
<http://www.arb.ca.gov/homepage.htm>

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**Tweets**

Author, A. A. [Screenname]. (Year, Month Day). Text of the tweet in its entirety [Tweet].  
<http://xxxxx>

APA Style [APA\_Style]. (2014, September 9). Check out the APA Style blog! [blog.apastyle.org](http://blog.apastyle.org) [Tweet].  
[https://twitter.com/APA\\_Style/status/509038874921033728](https://twitter.com/APA_Style/status/509038874921033728)

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**Blog post**

Author, A. A. [Screenname]. (Year, Month Day). Title of blog post [Web log post]. <http://xxxx>

Mobile phone privacy. (2014, April 30). There's no app for that [Web log post].  
<http://www.economist.com/blogs/democracyinamerica/2014/04/mobile-phone-privacy>

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**YouTube video**

[Screenname]. (Year, Month Day). *Title of Video* [Video file]. <http://xxxxxx>

iamOTHER. (2013, November 22). *Pharrell Williams – Happy (12AM)* [Video file].  
<http://www.youtube.com/watch?v=y6Sxv-sUYtM&feature=kp>

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## References

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doi:10.1007/s10755-008-9094-8
- California Community Colleges Student Success Taskforce. (n.d.). *Advancing student success in the California community colleges: Recommendations of the California Community Colleges Student Success Taskforce*. [http://www.californiacommunitycolleges.cccco.edu/portals/0/executive/studentssuccesstaskforce/sstf\\_final\\_report\\_1-17-12\\_print.pdf](http://www.californiacommunitycolleges.cccco.edu/portals/0/executive/studentssuccesstaskforce/sstf_final_report_1-17-12_print.pdf)
- Gibson-Harman, K., Rodriguez, S., & Haworth, J. (2002). Community college faculty and professional staff: The human resource challenge. *New Directions for Community Colleges, 2002*(117), 77-90.  
doi:10.1002/cc.55
- Nevarez, C., & Wood, J. (2010). *Community college leadership and administration: Theory, practice, and change*. Peter Lang Publishing, Inc.
- Weisman, I., & Vaughan, G. (2006). The community college presidency: 2006. *American Association of Community Colleges*. <http://www.aacc.nche.edu/Publications/Briefs/Documents/09142007presidentbrief.pdf>