Format for Common Sources in Reference List

**Book**

**Electronic version of print book**

**Electronic-only book**

**Edited Book**

**Book Chapter in an Edited Book**

**Journal Article with Digital Object Identifier (DOI)**

**Journal Article without DOI**

**Journal article without DOI (when DOI is not available)**

**Online Magazine Article**

**Online Document**

Format for Quotations and Citations

For paraphrased material (Name, year): e.g., (Merriam, 2006).

For direct word-for-word quotations, you must use reproduce the material word for word exactly as it appears in the original source. You must identify the beginning and end of quoted material with double quotation marks and include page number where quoted material was found in the citation (Name, year, p. #), e.g., (Jannes, 1986, p. 3).

For quotations that are 40 words or more, indent the quotation 0.5 inches on left and continue to use a ragged right margin. (Rodriguez, 2006, p. 136)

- No quotation marks are used for a block quote.
- Do not further indent the first line of a paragraph within the block quote unless the quoted material contains more than one paragraph and then only indent the second and subsequent paragraphs.

For direct word-for-word quotations that come from a website the same format should be used. However, many internet sources do not contain page numbers. If paragraph marks are visible, use item instead of page numbers, employing the abbreviation para. See page 172, APA Publication Manual (6th ed.) for more detail.

Secondary sources should be cited like this: (Haynes cited in Merriam, 1998). If you mention the original author in the text of the sentence it is not necessary to repeat the name in the citation.

Prepared by Lilian H. Hill, ESR
Organization of Reference List

Sources should be listed in alphabetical order.

Multiple works by same author are organized by year of publication


References by same author(s) and same dates are arranged alphabetically by title

One author entries precede multiple author entries

- McAllister, C. A. (2001) precedes

References with same first author but different second authors are arranged alphabetically


References by authors with same surname are organized by their initials


Format for Publication Dates

Journals, books, audiovisual media

- (1993).

Meetings, monthly magazines, newsletters, newspapers


Daily and weekly publications, e.g., newspapers


Work accepted for publication but not yet printed

- (in press).

Work with no date available

- (n.d.).

There is no substitute for reading the APA Publication Manual (6th ed.).

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