

Caribbean Maritime University

Writing Using the APA Style:
7th edition

Compiling references

OUTCOMES

At the end of this session you should be able to:

- state the reasons for citing sources according to the 7th edition.
- Explain the basic rules of citing using the APA style
- Cite sources in your research paper / assignment using the author-date method
- Format references cited in your paper

Reasons for Using APA

- Standard
- Looks professional
- Communicate important information
- Shows you have done some research
- Gives credit to sources
- Plagiarism – gives credit where credit is due

REFERENCE LIST AND TEXT

- Each work cited in the text must appear in the reference list and each work in the reference list must be cited in the text.
- Ensure that the spelling of author names and publication dates in the reference list entry match those in the in-text citations.

REFERENCE LIST

- References and not bibliography or works cited is used
- Only include works you have cited in the text
- Alphabetize all entries

REFERENCE CATEGORIES

References in APA Manual are organized by group, category and type.

Reference groups are textual works: data sets, software, and tests; audio-visual media; and online media.

Textual works group contains the categories of periodicals, books and reference works, edited book chapters and reference work entries, and dissertations and theses.

REFERENCE CATEGORIES

The online media group contains the categories of social media and webpages and websites.

Periodical reference category includes journal articles, magazine articles, newspaper articles and blog posts.

Social media reference category includes tweets, facebook posts and Instagram photos.

USING THE WEBPAGE AND WEB SITES REFERENCE CATEGORY

The term “website” can cause confusion because people use it to refer to both a reference category and a method of retrieval (i.e., online).

Many types of works can be retrieved online, including articles, books, reports and data sets, but only some works fall into the webpages and websites reference category.

USING THE WEBPAGE AND WEB SITES REFERENCE CATEGORY

Note that the author of a webpage or website may be difficult to determine or may be identified through context.

Webpages and websites often have unknown dates of publication.

PRINCIPLES OF REFERENCE LIST ENTRIES

There are four (4) elements of a reference. These are:

Author, date, title and source. Each element answers a question:

- Author: Who is responsible for this work?
- Date: When was this work published?
- Title: What is this work called?
- Source: Where can I retrieve this work?

PRINCIPLES OF REFERENCE LIST ENTRIES

Missing Element	Solution	Reference List Entry	In-text Citation
Nothing – all elements are present	Provide the author, date, title and source of the work	Author, (Date) , Title, Source	(Author, year) Author (year)
Author	Provide the title, date, and source	Title, (Date), Source	(Title, year) Title (year)
Date	Provide the author, write “n.d.” for “no date” and then provide the title and source	Author. (n.d.) Title, Source	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets,	Author, (Date) [Description of work]. Source	(Author, year) Author (year)

PRINCIPLES OF REFERENCE LIST ENTRIES

Missing Element	Solution	Reference List Entry	In-text Citation
Author and date	Provide the title, write “n.d.” for “no date,” and then provide the source	Title. (n.d.). Source	(Title, n.d.) Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the date and source.	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Provide the author, write “n.d” for “no	Author. (n.d.). [Description of work]. Source	(Author, n.d.) Author (n.d.)

PRINCIPLES OF REFERENCE LIST ENTRIES

Missing Element	Solution	Reference List Entry	In-text Citation
Date and title	Provide the author; write ‘n.d.’ for “no date,” describe the work in square brackets, and then provide the source	Author. (n.d.). [Description of work]. Source.	(Author, n.d.). Author (n.d).
Author, date , and title	Describe the work in square brackets, write “n.d.: for “no date” and then provide the source	[Description of work]. (n.d.). Source	([Description of work], (n.d.) [Description of work} (n.d.)
Source	Cite as a personal communication (see Section 8.9) or find another work to cite (see Section 9.37).	No reference list entry	(C,C. Communicator, personal communication, month day, year) C,C. Communicator, (personal

REFERENCE ELEMENTS

Definition of author

In a reference, the author refers broadly to the person(s) or group responsible for a work. This element includes not only author(s) of articles, books, reports, and other works but also others who played primary roles in the creation of a work, such as the editor(s) of a book, the director of a film, the principal investigator of a grant, a podcast host and so on.

REFERENCE ELEMENTS

An author may be:

- An individual
- Multiple people
- A group (institution, government agency, organization)
- A combination of people and groups

The author of an annual report is usually the organization that produced it, unless otherwise specified in the report.

NO AUTHOR

A work is treated as having no author when its author is unknown or cannot reasonably be determined. In this case, move the title of the work to the author position (followed by a period), before the date of publication.

Example

Generalized anxiety disorder. (2019).

If and only if, the work is signed “Anonymous,” use “Anonymous” as the author.

Example : Anonymous. (2018).

DATE

Date refers to the date of publication. The date may take one of the following forms:

- Year only
- Year, month, and day (i.e., an exact date)
- Year and month
- Year and season
- Range of dates (e.g., range of years, range of exact dates).

DATE

For books, use the copyright date shown on the work's copyright page as the date of publication in the reference, even if the copyright date is different than the release date (**e.g. 2020 would be the date in the reference for a book released in December 2019 with a copyright date of 2020**).

For a journal article reference, **use the year of the volume**, even if it is different than the copyright year.

DATE

When citing webpages and websites ensure that the copyright date applies to the content you are citing. Do not use a copyright date from a webpage or website footer because this date may not indicate when the content on the site was published.

If a note indicates the ‘**last updated**’ date of the page, use the date if it applies to the content you are citing.

If no separate date of publication is indicated for the work on the webpage, treat the work as having no date.

RETRIEVAL DATES

Although most online sources can be updated, some are inherently designed to change (**e.g. dictionary entry, Twitter profile, Facebook page**). It also includes information that changes over time (**e.g. Up-to-date article, map generated by Google maps, work on a website that updates frequently**).

Provide a retrieval date in the source element citing an unarchived (i.e, not stable) work that is likely or meant to change. Including this date indicate to readers that the version of the work they retrieved may be different from the version they used.

RETRIEVAL DATES

For works that may change over time but have archived versions (**e.g. Cochrane reviews or Wikipedia articles**) a **retrieval date is not needed** because the archived version of the page is stable and can be retrieved.

The retrieval date, when needed, appears before the URL.

TITLE : DEFINITION OF TITLE

In a reference, the title refers to the title of the work being cited.

Titles fall into two broad categories: works that stand alone (**e.g., whole books, reports, gray literature, dissertations and theses, informally published works, data sets, videos, films, TV series, podcasts, social media and works on websites**).

Works that are part of a greater whole (**e.g. periodical articles, edited books chapter and TV and podcast episodes**).

TITLE : DEFINITION OF TITLE

When a work is part of a greater whole (e.g. **a journal article or edited book chapter**), the title of the article or chapter appears in the title element of the reference and the title of the greater whole (**the journal or edited book**) appears in the source element.

NO TITLE

For works, without a title, include a description of the work in square brackets instead.

When possible, specify the medium in the description of the untitled work (e.g., a map) rather than including two bracketed descriptions.

Example:

[Map showing the population density of the United States as of the year 2010]

NO TITLE

For untitled comments on periodical articles, include up to the **first 20 words** of the comment or post in addition to a description.

For untitled social media posts, **include up to the first 20 words** of the comment or post (in italic) in addition to a bracketed description.

SOURCE: DEFINITION OF SOURCE

In a reference, the source indicates where readers can retrieve the cited work. As with titles, sources fall into two broad categories: **works that are part of a greater whole and works that stand alone.**

The source for a work that is **part of a greater whole (e.g., journal article, edited book chapter)** is that greater whole (**i.e., the journal or edited book**) plus any applicable DOI or URL.

PERIODICAL SOURCES

When a periodical (i.e., journal, magazine, newspaper, newsletter, or blog) is the source, **provide the periodical title, volume number, issue number, and page range or article number.**

- Capitalize the title of a periodical using title case, italicize it and place a comma (not italicized) after it.
- Reproduce periodical titles as shown on the cited works. If the periodical's official title includes an abbreviation, reproduce that abbreviated title in the reference (e.g. **PLOSONE, JAMA Pediatrics**).

PERIODICAL SOURCES

- Do not abbreviate periodical titles yourself (e.g. do not abbreviate *The New England Journal of Medicine* to *N Engl J Medicine*).
- Likewise do not reproduce abbreviated titles from other reference lists or databases (e.g., if you find an article from JAMA Paediatrics in Pubmed Central, use *JAMA Pediatrics* in the reference, not PubMed Central's abbreviation of *JAMA Pediatr*).

PERIODICAL SOURCES

- Italicize the volume number.
- Include the issue number for all periodicals that have issue numbers. Place the issue number immediately after volume number (with no space in between), and enclose the issue number in parentheses. Place a comma after the closing parenthesis. Do not italicize the issue number, the parentheses, or the comma after the issue number.

PERIODICAL SOURCES

- Write the page range (or article number) after a comma and the issue number, without italics.
- Separate page numbers in a range by an en dash, followed by a period.
- Separate discontinuous page numbers by commas. (**e.g. 39-47, 50**)
- Finish the periodical information part of the source element with a period, followed by a DOI or URL as applicable.

PERIODICAL SOURCES: Online periodicals with missing information

Many online periodicals (e.g., newspapers, blogs) publish articles without volume, issue, and / or page numbers or article numbers. **Omit these elements from the reference if they are not present in the cited work.**

For example, for an online newspaper article or blog post, only the title of the periodical (i.e., of the newspaper or blog) may be present.

Example: New York Times

EDITED BOOK CHAPTER AND REFERENCE WORK ENTRY SOURCES

For edited book chapters and entries in reference works (e.g., **dictionary definitions**), **the source is the edited book of the whole reference work.**

- For works with editors, in the source element of the reference, write the word “In” followed by the initials and surnames (not inverted) of the editors.
- If there is one editor, follow that editor’s name with “(Ed.)”.
- If there are two or more editors, follow the final editor’s name with “(Eds.)”. Then add a comma, the title of the whole book or reference work in *italic sentence case*, the page range “(abbreviated “pp.”) of the chapter or entry in parentheses without italics, and a period. Then provide the name of the publisher.
- **Example: In E.E. Editor (Ed.), Title of book(pp, xx-xx). Publisher.**

EDITED BOOK CHAPTER AND REFERENCE WORK ENTRY SOURCES

- If a numbered book volume has its own title, include the volume number and title after the main title of the book. A colon follows the main title, **“Volume” is abbreviated “Vol”** and period follows the volume number, after which the volume title appears.

Example

Main title of book: Vol. 2. Volume title (2nd ed., pp. xx-xx).

EDITED BOOK CHAPTER AND REFERENCE WORK ENTRY SOURCES

Write the publisher name as shown on the work, followed by a period. Do not abbreviate the publisher name unless it is shown in abbreviated form on the work.

If the work is published by an imprint or division, use the imprint or division as the **publisher**(e.g., **Magination Press, which is an imprint of the American Psychological Association, would be used as the publisher**).

EDITED BOOK CHAPTER AND REFERENCE WORK ENTRY SOURCES

- Do not include the designations of business structure (**e.g., Inc., Ltd., LLC**) in the publisher's name.
- If two or more publishers are listed on the copyright page, include all of them in the order shown on the work, separated by semicolons.

Example: Guilford Press; Basic Books.

EDITED BOOK CHAPTER AND REFERENCE WORK ENTRY SOURCES

When the author is the same as the publisher, **(such as an annual report written and published by the same company, a reference book published by a professional organization, or a work for an organizational website)**, omit the publisher from the reference to avoid repetition.

WORKS WITH SPECIFIC LOCATIONS

For works associated with a specific location, such as conference presentations, **include the location in the source element of the reference to help with retrieval. Provide the city; state, province, or territory as applicable; and country.**

Use the **two-letter postal code abbreviations for U.S. states and the analogous abbreviations (if any) for states, provinces of territories in other countries.**

Example: New York, NY, United States

London, England; Lima, Peru

SOCIAL MEDIA SOURCES

Use social media as a source only when the content was originally published there (**e.g., an original Instagram post**). If you found a link to content via social media (**e.g., a link on Pinterest**), cite the content you used directly and do not mention that you originally discovered it through a link on social media, except as necessary in describing your research methodology.

SOCIAL MEDIA SOURCES

When social media is the source (e.g. Instagram, photo, tweet, Facebook post) provide the social media site name (in title case without italics) in the source element.

Include a period after the social media site name, followed by the URL.

WEBSITE SOURCES

When a website is the source for a webpage follow these guidelines to format the website source:

- Provide the website name (in title case without italics) in the source element.
- Include a period after the website name, followed by the URL
- When the author of the work is the same as the website name, omit the site name for the source element to avoid repetition. In this case, the source element will consist of only the URL of the work.

WHEN TO INCLUDE DOIs

DOI is the final component of the reference list entry. **DOI or digital object identifier, is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet.**

It is typically located on the first page of an article near the copyright notice and it starts with **https”:/doi.org/” or <http://dx.doi.org> or “DOI”** and is followed by a string of letters and numbers.

DOIs begins with the **number 10** and contain a prefix and a suffix separated by a slash.

WHEN TO INCLUDE URLs

URLs in references should link directly to the cited work when possible. For example, when citing a comment on an online newspaper article, the URL in the reference should link to the comment itself rather than to the article or the newspaper's home page.

WHEN TO INCLUDE URLS

Follow these guidelines for including DOIs and URLs in references:

- Include a DOI for all works that have a DOI regardless of whether you used the online version or the print version.
- If a print work does not have a DOI, do not include any DOI or URL in the reference.
- If an online work has both a DOI and a URL, include only the DOI
- If an online work has a URL but no DOI, include the URL in the reference

NO SOURCE

A reference without a recoverable source cannot be included in the reference list because readers cannot retrieve the work. In most cases, non-recoverable sources such as personal emails, classroom lectures and intranet sources should be cited only in the text as personal communication.

NO SOURCE

Online works that are not accessible are considered non-recoverable sources. Before submitting a paper, test the URLs in your reference list to ensure that they work and update them as necessary. Do not include broken URLs in your paper.

If the content you cited is no longer available online, search for an archived version of the page on the Internet Archive (<http://archive.org/>) and use the archived URL. If no archived version of the URL is available, delete the reference list entry and substitute another reference if possible.

REFERENCE LIST FORMAT AND ORDER: FORMAT OF THE REFERENCE LIST

The following guidelines will help you properly format your reference list the APA style:

- Begin the reference list on a new page after the text
- Place the section “references” in bold at the top of the page, and center the word “references”.
- Order the reference list entries alphabetically by author
- Double space the entire reference list (both within and between entries)
- Apply a hanging indent of 0.5 in. to each reference list entry, meaning that the line of the reference is flush left and subsequent lines are indented 0.5 in. from the left margin.

ORDER OF WORKS IN THE REFERENCE LIST

Works are listed in alphabetical order in the reference list by the first word of the reference list entry, according to the following principles:

- Arrange entries in alphabetical order by the surname of the first author followed by the initials of the author's given name(s).

ORDER OF WORKS IN THE REFERENCE LIST

- When alphabetizing names, disregard any space or punctuation marks (e.g. apostrophes, hyphens) in two-word surnames. Also disregard anything in parentheses (e.g., roles like “Eds.”) or square brackets (e.g. surnames).
- Alphabetize entries by authors who have the same given name and surname with suffixes indicating birth order chronologically, order first.

ORDER OF MULTIPLE WORKS BY THE SAME FIRST AUTHOR

When ordering multiple works by the same first author in the reference list, include the author's name in every entry.

- One author entries should be arranged by year of publication, the earliest first. References with no date precede references with dates, and in press references are listed last.

ORDER OF MULTIPLE WORKS BY THE SAME FIRST AUTHOR

- Examples:
- Patel, S.N. (n.d.).
- Patel, S.N. (2016)
- Patel, S.N. (2020a).
- Patel, S.N. (2020b, April).
- Patel, S.N. (in press)

ORDER OF MULTIPLE WORKS BY THE SAME FIRST AUTHOR

One author entries should precede multiple author entries beginning with the same first author, even if the multiple author work was published earlier.

- Examples:
- Dawson, T.E. (2019)
- Dawson, T.E. & McCabe, M.P. (2019)

ORDER OF MULTIPLE WORKS BY THE SAME FIRST AUTHOR

Multiple author entries in all authors appear in the same orders should be arranged by the year of publication (the same as one author entries).

Examples:

- Costa, P.T. Jr. & McCrae, R.R. (2013)
- Costa, P.T. Jr. & McCrae, R.R. (2014)

ORDER OF MULTIPLE WORKS BY THE SAME FIRST AUTHOR

Multiple author entries with the same first author and different subsequent authors should be arranged alphabetically by the surname of the second author or , if the second author is the same, the surname of the third author, and so forth.

Examples:

Jacobson, T.E., Duncan, B, & Young, S.E. (2019)

Jacobson, T.E., & Raymond, K.M. (2017)

ORDER OF WORKS WITH NO AUTHOR OR AN ANONYMOUS AUTHOR

Before treating a work as though it has no author, consider whether a group or organization is the author. If, and only if, the work is signed “Anonymous”, begin the entry with the word “Anonymous” and alphabetize the entry as if Anonymous were a true name.

If there is no author and the work is not signed “Anonymous” the reference begins with the work title. Alphabetize the entry by the first significant word of the title (i.e., ignoring the words “A:”, “An”, and “The” at the beginning of the title)

ORDER OF WORKS WITH NO AUTHOR OR AN ANONYMOUS AUTHOR

Alphabetize numerals as though they were spelled out (e.g. alphabetize 22 as though it were “twenty-two”). Thus “Top 100 business schools” precedes “Top 10 nursing specialities” because when spelled out, “one hundred” appears alphabetically before the “ten”.

REFERENCE EXAMPLES: TEXTUAL WORKS

Periodicals

Periodicals are generally published on a continuous basis and include journals, magazines, newspapers, newsletters, and even blogs and other online platforms that publish articles.

Sometimes the distinctions between periodical types are ambiguous – for example, a blog that is hosted on a newspaper website.

When periodical information (e.g. volume number, issue number, page range) is missing, omit it from the reference.

JOURNAL ARTICLE WITH DOI

Brown, S.M., & Porter, M.H. (2019). Language learning

as language use: A cross-linguistic mode of child language development. *Psychological Review*, 126(1),1-51.

<https://doi.org/10.1037/rev0000126>

Parenthetical citation: (Brown & Porter, 2019)

Narrative citation: Brown and Porter (2019)

JOURNAL ARTICLE WITHOUT A DOI, WITH A NON-DATABASE URL

Davis, E., Facey, L.J, Thomas M., Wright, S.D. (2018).
A descriptive review of ADHD coaching
research: Implications for college students.
Journal of Postsecondary Education an Disability,
31(1), 17- 39.

[https://www.ahead.org/professional-
resources/publications/ped/archived-jped/jped-
volume-31](https://www.ahead.org/professional-resources/publications/ped/archived-jped/jped-volume-31)

Parenthetical citation: (Davis et al., 2018)

Narrative citation: Davis et al. (2018)

**Journal, magazine, or newspaper article without a DOI,
from most academic research databases or print
version**

Anderson, M.(2018). Getting consistent with consequences. *Educational Leadership*, 76(1), 26-33.

Goldman, C. (2018, March 28). The complicated calibration of love, especially in adoption. *Chicago Tribune*.

Journal, magazine, or newspaper article without a DOI, from most academic research databases or print version

Parenthetical citations: Anderson, 2018; Goldman, 2018)

Narrative citations: Anderson (2018) and Goldman (2018)

Do not include the database name or URL.

Journal article with a DOI, combination of individual and group authors

Blake, E., Blair, M., Collins, W., & the members of Midwifery Science Work Group. (2016). What does it take to have a strong and independent profession of midwifery? Lessons from the Netherlands. *Midwifery*, 29(10), 1122-1128. <https://doi.org/10.1016/j.midw.2013.07.007>

Parenthetical citation: (Blake et al., 2016)

Narrative citation : Blake et al. (2016)

Journal article with an article number or eLocator

Burin, D., King, K., Slater, M., & Peters, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, 14(1), Article e0309899.

<https://doi.org/10.1371/journal.pone.0209899>

Parenthetical citation: (Burin et al., 2019)

Narrative citation: Burin et al. (2019)

Capitalize the word “Article” before the article number or eLocator.

Journal article, reprinted from another source

Shore, M.F. (2014). Marking time in the land of plenty: Reflections on mental health in the United States. *American Journal of Psychiatry*, 84(6), 611-618. <https://doi.org/10.1037/h100165>

(Reprinted from “Marking time in the land of plenty: Reflections on mental health in the United States, “1981, *American Journal of Psychiatry*, 51[3], 391-402, h

<https://doi.org/10.1111/j.1939-0025.1981.tb01388.x>)

Journal article, reprinted from another source

Parenthetical citation: (Shore, 1981/2014)

Narrative citation: Shore (1981/2014)

Magazine Article

Blackman, S. (2019, January 4). Really cool neutral plasmas. *Science*, 36(3)(6422), 33-34.

<http://doi.org/10.1126/science.aau7988>

Weir, K. (2017, January). Forgiveness can improve mental and physical health. *Monitor on Psychology*, 48(1), 30

Parenthetical citations: (Blackman, 2019; Weir, 2017)

Narrative citations: Blackman (2019), Weir (2017)

Newspaper Article: Online

Green, B. (2017, December 4). How will humanity react to alien life? Psychologists some predictions.

The Washington Post

<http://www.washingtonpost.com/news/science/>

[wp](#)

[/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions](#)

Parenthetical citation: (Green, 2017)

Narrative citation: Green (2017)

BLOG POST

Sangster, M. (2018, September 15). Can we talk scientifically about free will? *Sci-Ed*.

<https://blogs.plos.org/scied/2018/09/15/ca-we-talk-scientifically-about-free-will/>

Parenthetical citation: (Sangster, 2018)

Narrative citation: Sangster (2018)

BOOKS AND REFERENCE WORKS

The books category includes authored books, edited books, anthologies, religious works and classical works. The reference works category includes dictionaries, encyclopaedias (including Wikipedia), and diagnostic manuals.

For ebooks, the format, platform, or device (e.g. Kindle) is not included in the reference. For audiobooks, include the narrator and audiobook notation only in specific cases. For a chapter in an authored book, create a reference of the whole book and provide the chapter number with the in-text citation only.

AUTHORED BOOK WITH A DOI

Brown, L.S. (2018). *Feminist therapy* (2nd ed.).
American Psychological Association.
<http://doi.org/10.1037/0000092-000>

Parenthetical citation: (Brown, 2019)

Narrative citation: Brown (2019)

Authored book without a DOI, from most academic research databases or print version

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Parenthetical citation: (Burgess, 2019)

Narrative citation: Burgess (2019)

Authored ebook (e.g., Kindle book) or audiobook without a DOI, with a non-database URL

Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* (K. Martin, Narr.) [Audiobook]. Random House Audio.

<http://bit.ly/2GOBpbl>

Parenthetical citation: (Cain, 2012)

Narrative citation: Cain (2012)

Edited book with a DOI, with Multiple Publishers

Smith, H.J. (Ed.). (2017). *Entrenchment and the psychology of language learning: How we recognize and adapt linguistic knowledge*. American Psychological Association; John Hopkins Press. <https://doi.org/10.1037/15969-000>

Parenthetical citation: (Smith, 2017)

Narrative citation: Smith (2017)

Separate multiple publisher names using semi-colons.

Book in another language

Amano, N., & Kondo, H. (2000). *Nihongo no goi tokuse!* {Lexical characteristics of Japanese language} (Vol. 7). Sansei-do.

Parenthetical citation: (Amano, 2000)

Narrative citation: Amano (2000)

When a book is in a different language than your paper, include a translation of the book title in square brackets.

One Volume of a Multivolume Work

Pinnock, S.T., Gilbert, D.T., & Lindsay, G. (2010).
Handbook of social psychology (5th ed., Vol. I).
John Wiley & Sons,
<https://doi.org/10.1002/9780470561119>

Parenthetical citation: (Pinnock, et al, 2010)

Narrative citation: Pinnock (2010)

Dictionary, Thesaurus, or Encyclopaedia

American Psychology Association. (n.d.) *APA dictionary of psychology*. Retrieved June 14, 2019, from <https://dictionary.apa.org/>

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from <https://www.merriam-webster.com/>

Dictionary, Thesaurus, or Encyclopaedia

Zalta, E.N. (Ed.). 2019. *The Stanford encyclopaedia of philosophy* (Summer 2019 ed.). Stanford University.

<https://plato.stanford.edu/archives/sum2019/>

Dictionary, Thesaurus, or Encyclopaedia

When a stable or archived version of the work is cited (as shown for the Zalta example), a retrieval date is not needed.

When a n online reference work is continuously undated and the versions are not archived (as with the APA Dictionary of Psychology and the Merriam–Webster.com Dictionary examples), use “n.d.” as the year of publication and include a retrieval date.

Chapter in an edited book with a DOI

Balsam, K.F., Martell, C. R., Jones, K. P., & Safren, S.A. (2019). Affirmative cognitive behaviour therapy with sexual and gender minority people. In G. Y. Irons & P.A. Hays (Eds.). *Culturally responsible cognitive behaviour therapy: Practice and supervision* (2nd ed., pp. 287-314). American Psychological Association.

<https://doi.org/10.1037/000118-012>

Parenthetical citation: (Balsam et al, 2019)

Narrative citation: Balsam et al.(2019)

Chapter in an edited book without a DOI

Williams, R., Long, G.B., & Silva, J.A. (2003).
Defining forensic psychiatry: Roles and
responsibilities. In R. Rose (Ed.), *Principles and
practice of forensic psychiatry* (2nd ed., pp-7-13).
CRS Press.

Parenthetical citation: (Williams, 2003)

Narrative citation: Williams (2003)

Entry in a dictionary, thesaurus, or encyclopaedia, with individual author

Graham, G. (2019). Behaviourism,. In E. N. Zalta (Ed.), *The Stanford encyclopaedia of philosophy* (Summer 2019 ed.) Stanford University.

<https://plato.Stanford.edu/archives/sum2019/entries/behavioursims/>

Parenthetical citation: (Graham, 2019)

Narrative citation: Graham (2019)

Wikipedia entry

List of oldest companies. (2019, January 13). In *Wikipedia*.

https://en.Wikipedia.org/w/index.php?title+List_of_oldest_companies&oldid+878158136

Parenthetical citation: (“List of Oldest Companies,” 2019)

Narrative citation: “List of Oldest Companies” (2019)

Reports and Gray Literature

Gray literature includes many kinds of reports such as government, technical and research reports. These reports usually cover original research but they may or may not be peer reviewed. These include press releases, code of ethics, grants, policy briefs, issue briefs and others.

It is optional but often helpful to describe these gray literature in square brackets after the title.

Reports and Gray Literature: Report by a government agency or other organization

Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). *Strengthening trans-Tasman economic relations*. <https://www.pc.gov.au/inquiries/completed/Australia-new-Zealand/report/trans-tasman.pdf>

Parenthetical citation: (Australian Government Productivity Commission & New Zealand Productivity Commission, 2012)

Narrative citation: Australian Government Productivity Commission & New Zealand Productivity Commission (2012)

Reports and Gray Literature: Report by a government agency or other organization

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health.

<https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>

Parenthetical citation: (National Cancer Institute, 2018)

Narrative citation: National Cancer Institute (2018)

Report by a task force, working group

British Cardiovascular Society Working Group. (2016).

British Cardiovascular Society Working Group report:
Out-of-hours cardiovascular care: *Management of cardiac
emergencies and hospital in-patients*. British
Cardiovascular Society.

https://www.bcs.com/documents/BCSOOHWP_

Final_Report_05092016.pdf

Parenthetical citation: (British Cardiovascular Society
Working Group, 2016)

Narrative citation: British Cardiovascular Society Working
Group (2016)

Annual Report

U.S. Securities and Exchange Commission. (2017).
Agency financial report: Fiscal year 2017.

<https://www.sec.gov/files/sec-2017-agency-financial-report.pdf>

Parenthetical citation: (U.S. Securities and Exchange Commission, 2017)

Narrative citation: U.S. Securities and Exchange Commission (2017)

Policy brief

Harwell, M. (2018). *Don't expect too much: The limited usefulness of common SES measures and a prescription for change* [Policy brief]. National Education Policy Center.

<https://nepc.colorado.edu/publication/SES>

Parenthetical citation: (Harwell, 2018)

Narrative citation: Harwell (2018)

Press Release

U.S. Food and Drug Administration. (2019), February 14). *FDA authorizes first interoperable insulin pump intended to allow patients to customize treatment through their individual diabetes management devices* [Press release]. <https://www.fda.gov/NewsEvents/Newsroom?PressAnnouncements/ucm631412.htm>

Parenthetical citation:(U.S. Food and Drug Administration, 2019)

Narrative citation: U.S. Food and Drug Administration, (2019)

Conference Sessions and Presentations

Conference sessions and presentations include paper presentations, poster sessions, keynote addresses, and symposium contributions.

Include a label in square brackets after the title that matches how the presentation was described at the conference: include all authors listed as contributing to the presentation (even if they were not physically present).

Conference Sessions and Presentations

The date should match the date(s) of the full conference to help readers find the source, even though a session of presentation likely occurred on only one day. Include the location of the conference to help with retrieval.

Conference Sessions

Forbes, A., Joseph, E., & Stewart, K. (2017, July 12-15). *Everybody's got a little music in them: using music therapy to connect, engage and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States.

<https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html>

Parenthetical citation: (Forbes et al 2017)

Narrative citation: Forbes et al (2017)

Paper presentation

Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016), March 30- April 2). *If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States.

Parenthetical citation: (Maddox et al, 2016)

Narrative citation: Maddox et al (2016)

Symposium contribution

Grant, D., & Flowers, T. (2018, April 26-29). The art and significance of successfully identifying resilient individuals: A person-focused approach. In A.M. Smith & A. Kettle(Chairs), *Perspectives on resilience: Conceptualization, measurement, and enhancement* [Symposium]. Western Psychological Association 98th Annual Convention, Portland, OR, United States

Parenthetical citation: (Grant & Flowers, 2018)

Narrative citation: Grant & Flowers (2018)

Dissertations and Theses

References for doctoral dissertations and master's and undergraduate theses are divided by whether they are unpublished or published; unpublished works generally must be retrieved directly from the college or university in print form, whereas published works are available from a database (e.g, the Proquest Dissertations and Theses Global database), a university archive or a personal website.

Dissertations and Theses

Unpublished dissertations and theses, the university name appears in the source element of the reference, whereas for published dissertations and theses, the university name appears in square brackets after the title.

Unpublished dissertations or thesis

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Parenthetical citation: (Harris, 2014)

Narrative citation: Harris (2014)

Dissertation or thesis from a database

Hollander, M.. M. (2017). *Resistance to authority: Methodological innovations and new lessons from the Milgram experiment* (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin-Madison]. Proquest Dissertations and Theses Global.

Parenthetical citation: (Hollander, 2017)

Narrative citation: Hollander (2017)

Dissertation or thesis published online (not in a database)

Hutchinson, V.H. (2012). *Dealing with dual difficulties: Social coping strategies of gifted and queer adolescents*[Master's thesis, The College of William & Mary]. William & Mary Digital Archive. <https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchibsonVirginia2012.pdf>

Parenthetical citation: (Hutchinson, 2012)

Narrative citation: Hutchinson (2012)

Computer software, Mobile Apps, Apparatuses and Equipment

Common software and mobile apps mentioned in text, but not paraphrased or quoted, do not need citations, nor do programming languages.

“Common” is relative to your field and audience—examples of software or apps that do not require citations include Microsoft Office (e.g., Word, Excel, PowerPoint), social media apps (e.g., Facebook, Instagram, Twitter), survey software (e.g., Qualtrics, Survey Monkey), Adobe products (e.g. R., SPP, SAS).

Computer software, Mobile Apps, Apparatuses and Equipment

If you used common software or mobile apps during your research, simply give the proper name of the software or app along with version number in the text, if relevant.

Examples:

Data were analysed with IBM SPSS Statistics (Version 25).

Clients had installed the Facebook app on their mobile devices.

Computer software, Mobile Apps, Apparatuses and Equipment

Include reference list entries and in-text citations if you para-phrased or quoted from any software or app. Also provide reference list entries and in-text citations when mentioning software, apps, and apparatuses or equipment of limited distribution, meaning your audience is unlikely to be familiar with them.

Computer software, Mobile Apps, Apparatuses and Equipment

The date of a computer software, a computer or mobile app reference is the year of publication of the version used.

The titles of software and apps should be italicized in the reference list entry but not italicized in the text.

Software

Brown, M., Hedges, L., & Higgins, J. (2014).
Comprehensive meta-analysis (Version 3.3.070).
[Computer software]. Biostat.
<https://www.meta-analysis.com/>

Parenthetical citation: (Brown et al, 2014)

Narrative citation: Brown et al (2014)

Mobile App

Epocrates. (2019). *Epocrates medical references* (Version 18.12) [Mobile app]. App Store.

<https://itunes.apple.com/us/app/epocrates/id281935788?mt=8>

Parenthetical citation: (Epocrates, 2019)

Narrative citation: Epocrates (2019)

Audio-visual Media

Audio-visual media may have both visual and audio components (e.g., films, TV shows, YouTube videos, audio components only, music, speech recordings; or visual components only (e.g., artwork, Power point slides, photographs).

The author of an audio-visual work is determined by media type.

Audio-visual Media

MEDIA TYPES	INCLUDE AS THE AUTHOR
Film	Director
TV series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person or group who uploaded the video

Audio-visual Works: Film or video

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four disc special extended ed. On DVD]. WingNutFilms; The Saul Zaentz Company.

Parenthetical citation: (Forman, 1975; Jackson 2001)

Narrative citation: Forman (1975); Jackson (2001)

Webinar, recorded

Goldberg, J.F. (2018). *Evaluating adverse drug effects* [Webinar]. American Psychiatric Association.

<https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172>

Parenthetical citation: (Goldberg, 2018)

Narrative citation: Goldberg (2018)

YouTube Video or other streaming video

Cutts, S. (2017, November 24). *Happiness* [Video].
Vimeo, <https://vimeo.com/244405542>

Fogarty, M. [Grammar Girl].(2016, September 30).
How to diagram a sentence (absolute basics0
[Video]. YouTube. <https://youtube/deiEY5Yq1ql>

Parenthetical citations: (Cutts, 2017; Fogarty 2016)

Narrative citations: Cutts (2017), Fogarty
(2016)

Audio Works: Podcast

Williams, S.(Host). (2015-present). *Hidden brain*
[Audio podcast]. NPR. [https://www.
Npr.org/series/423302056/hidden-brain](https://www.npr.org/series/423302056/hidden-brain)

Parenthetical citation: (Williams, 2015-present)

Narrative citations: Williams (2015-present)

Audio Works: Podcast

- List the host of the podcast as the author. Provide the executive producers, if known. Include their role in parentheses.
- Specify the type of podcast (audio or video) in square brackets.
- If the URL of the podcast is unknown (e.g., if accessed via an app), omit the URL.

Visual Works: Power-Point slides or lecture notes

Canan, E., & Vassel, J. (2019, May 22). [Lecture notes on resource allocation]. Department of Management Control and Information Systems, University of Chile.

<https://uchifefau.academic.edu/ElseZCanan>

Mack, R., & Spake, G. (2018). Citing open source images and formatting references for presentations [PowerPoint slides].

Canvas@FNU. <https://fnu.onelogin.com/login>

Parenthetical citation: (Canan & Vassel, 2019; Mack & Spake, 2018)

Narrative citation: Canan & Vassel (2019), Mack and Spake (2018)

Power-Point slides or lecture notes

If the slides come from a classroom website, learning management system (e.g., Canvas, Blackboard) or company intranet and you are writing for an audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring login).

Online Media: Social Media

Cite only original content from social media sites such as Twitter, Facebook, Instagram, LinkedIn, and so forth. That is, if you used social media to discover content (e.g., you found a link to a blog post on Pinterest or Twitter) and you want to cite the content, cite it directly – it is not necessary to mention that you found it through a link on social media.

Tweet

APA Education [@APAEducation]. (2018, June 29).

College students are forming mental-health clubs – and they’re making a difference@washingtonpost [Thumb-nail with link attached] [Tweet]. Twitter.

[https://twitter.com/apaeducation/status/10128104](https://twitter.com/apaeducation/status/1012810490530140161)

90530140161

Parenthetical citation: (APA Education, 2018)

Narrative citation: APA Education (2018)

Tweet

If the tweet includes images (including animated gifs), videos', thumbnail links to outside sources, links to other tweets (as in retweet with comment), or a poll, indicate that in square brackets.

For tweet replies, do not include the “replying to” information; if that is important to note, do so within the in-text citation.

Facebook post

National Institute of Mental health. (2018, November 28). *Suicide affects all ages: genders, races and ethnicities*. Check out these 5 Action Steps for Helping Some-one in Emotional Pain [Infographic]. Facebook. <http://bit.ly/321Qstg>

Parenthetical citation: (National Institute of Mental Health, 2018)

Narrative citation: National Institute of Mental Health (2018)

Facebook page

Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). *Home* [Facebook page]. Facebook. Retrieved July 22, 2019, from <https://www.facebook.com/nationalzoo>.

Parenthetical citation: (Smithsonian's National Zoo and Conservation Biology Institute, n.d.)

Narrative citation: Smithsonian's National Zoo and Conservation Biology Institute (n.d.)

Instagram Photo or Video

Zeitz MOCAA [@zeitzmoccal]. (2018, November 26). *Grade 6 learners from Parkfields Pimary School in Hanover Park visited the museum for a tour and workshop hosted by [Photographs].* Instagram.

<https://www.instagram.com/p/BqpHpjFBs3b/>

Parenthetical citation: (Zeitz MOCAA, 2018)

Narrative citation: Zeitz MOCAA (2018)

Webpages and Websites

Use the webpages and websites category if there is no other reference category that fits and the work has no parent or overarching publication (e.g., journal, blog, conference proceedings) other than the website itself.

If you cite multiple webpages from a website, create a reference for each. To mention a website in general, do not create a reference list entry or an in-text citation.

Include the name of the website in the text and provide the URL in parentheses.

Webpages and Websites

For help in determining the author or a webpage or website reference, including how the author can be inferred from context or found on an “about us” or acknowledgement page.

Provide the most specific date possible, for example, a year, month, and day; year and month; or year only. When the author name and the site name are the same, omit the site name from the source element. Include a retrieval date only when the content is designed to change over time and the page is not archived.

Webpage on a news website

Arrow, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN.

<https://www.cnn.com>

/2019/01/03health/respect-toward-elderly-leads-long-life-intl/index.html.

Parenthetical citation: (Arrow, 2019)

Narrative citation: Arrow (2019)

Webpage on a website with a group author

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety.*

<https://www.who.int/features/qa/84/en/>

Parenthetical citation: (World Health Organization, 2018)

Narrative citation: World Health Organization (2018)

Webpage on a website with an individual author

Martin, C.M. (2016), December 29). *Be kind to yourself: How self compassion can improve your resiliency.* Mayo Clinic.

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

Parenthetical citation: (Martin, 2016)

Narrative citation: Martin (2016)

Webpage on a website with no date

Boddy, J., Neuman, T., Jennings, S., Morrow, V., Anderson, P., & Gibson, W. (n.d.). *Ethics principles*. The Research Ethics Guidebook: A Resource for Social Scientists.

<http://www.ethicsguidebook.ac.uk/EthicsPrinciples>

Parenthetical citation: (Boddy et al, n.d.)

Narrative citation: Boddy (n.d.)

Webpage on a website with no date

National Nurses United. (n.d.). What employers should do to protect nurses from Zika.

<https://www.nationalnursesunited.org/pages/what-employers-should-do-to-protect-ms-from-zika>

Parenthetical citation: (National Nurses United, n.d.)

Narrative citation: National Nurses United (n.d.)

Webpage on a website with a retrieval date

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019 , from <https://www.census.gov/popclock/>

Parenthetical citation: (U.S. Census Bureau, n.d.)

Narrative citation: U.S. Census Bureau (n.d.)

Include a retrieval date because the contents of the page are designed to change over time and the page itself is not archived.