

Citing Sources According to APA Guidelines

A C O N C I S E G U I D E

CITING SOURCES ACCORDING TO APA GUIDELINES

This concise guide intended for students of Tilburg University explains how to cite references in American Psychological Association (APA) Style. The guide is based on the recommendations of the sixth edition (2nd printing) of the *Publication Manual of the American Psychological Association* (2010), and the sixth edition of the *APA Style Guide to Electronic References* (2012).

Author: J.H.M. (Anja) Habraken
Library and IT Services
Tilburg University
<https://www.tilburguniversity.edu/>

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Any questions about citing in APA Style?

Students from Tilburg University can contact the Scriptorium. You can either ask your question online, or make an appointment with one of our information specialists. Students from other institutions are advised to refer to their lecturer or library for help.

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1 IN-TEXT CITATIONS

Within the Social Sciences, the American Psychological Association (APA) guidelines for citing sources are commonly used. The APA requires brief citations in the body of the text, using an author-date system. Every source cited in the text must be listed in the reference list, which appears at the end of the text. Likewise every source in the reference list must be cited in text.

What an in-text citation looks like depends on the construction of the sentence in which it appears.

- When the author is mentioned in the running text, place the year of publication in parentheses.

Wainwright (2012) found the more time students had spent on Facebook, the less happy they felt over time.

- When the author is not mentioned in the running text, include the author's name in the parenthetical citation - along with the year. Separate author and year by a comma.

The more time students had spent on Facebook, the less happy they felt over time (Wainwright, 2012).

- When the author and the year are both mentioned in the running text, do not add parenthetical information (this method is less customary).

In a follow-up study from 2014, Wainwright focused on how Facebook use influenced subjective well-being and academic success among university students.

Within a paragraph, you need not include the year after the first citation - provided that the name of the author is part of the narrative and appears outside of parentheses. Parenthetical citations, however, must always include the year.

In an older study by Davison (2003), it was reported that frequent exposure to violent media increased physical aggression in adolescents. Davison also found . . . Furthermore, the study showed that video games had a greater adverse effect than television and movies (Davison, 2003).

1.1 One or two authors

For a single author, see the examples above. For a work with two authors, give both names separated by:

- 'and' if the names of the authors appear in the narrative;

In a recent study by Fallon and van der Linden (2014), 161 adults diagnosed with ADHD were compared . . .

- an ampersand (&) if the names of the authors do not appear in the narrative.

A recent study (Fallon & van der Linden, 2014) compared 161 adults diagnosed with ADHD . . .

! For surnames with freestanding prefixes (van, de, van de(r), von) the author's spelling is retained. Dutch authors typically use lower-case letters (van der Linden) while American authors use capital letters (Van Nuys).

1.2 Three, four or five authors

Provide all authors' names the first time you cite the work, placing a comma after each name.

- Precede the final name by 'and' if the names are part of the narrative; use '&' in parenthetical citations.

Grier, Johnson, Green, Smith, and Hyde (2013) analyzed 65 studies of mindfulness-based therapy (MBT) . . .

An analysis of 65 studies of mindfulness-based therapy (Grier, Johnson, Green, Smith, & Hyde, 2013) . . .

- In second and subsequent citations, give only the first author's name followed by 'et al.' (the abbreviation for 'et alii': 'and others' in Latin).

Grier et al. (2013) found that MBT was more effective in treating psychological disorders than it was in . . .

MBT proved to be more effective in treating psychological disorders than it was in . . . (Grier et al., 2013).

! In the reference list, 'et al.' is not used. For examples see § 3.4.1.

1.3 Six or more authors

Cite only the first author for the first and subsequent citations, followed by 'et al.' (the abbreviation for 'et alii': 'and others' in Latin).

Huizinga et al. (2014) show a positive correlation between life expectancy and gross domestic product per capita.

! In the reference list, 'et al.' is not used. For examples see § 3.4.1.

1.4 Two or more works with different authors

Arrange the citations alphabetically and separate them with a semicolon.

Other studies (Bradfield & Lewis, 2014; Pearson, 2010; Smeets, 2011) focus on pre-adolescent children.

! This guideline may not always provide sufficient direction. When in doubt, consult § 3.3. The same rules apply.

1.5 Two or more works with the same author

Cite the author one time, then give the years (separated by a comma).

- List the citations chronologically, according to earliest date of publication.

Recent research (McDaniel, 2012, 2014, in press) showed that medical residents have a high risk for developing burnout.

! In the reference list, list the references not listed chronologically, but alphabetically by title (excluding 'A' and 'The'). See § 3.3.

- Identify citations with the same author(s) and with the same publication year by the suffixes a, b, c, and so forth. Assign the suffixes alphabetically by title (consistent with the order in the reference list).

Stress can adversely affect our health (James & Singh, 2012a, 2012b; 2012c).

! In the reference list, alphabetize titles beginning with 'A' or 'The' by the first significant word.

1.6 Authors with the same surname

If a reference list contains works by two leading authors with the same surname, provide initials of both authors in all text citations.

Among studies, we review M. A. Smith (2010) and J. Smith (2007) . . .

1.7 Organizations as authors

Spell out the names of groups or organizations that serve as authors the first time they appear in the text. In the second citation you may abbreviate the name of the group or organization if the abbreviation is familiar or readily understandable.

- Use parentheses if the name of the organization appears in the running text.

The United Nations (UN, 2011) published a report stating that Internet access is a basic human right.

- Use brackets if the name of the organization is included in a parenthetical citation.

Internet access is considered a basic human right (United Nations [UN], 2011).

In subsequent citations, the abbreviation will do.

1.8 Works with an anonymous author

Cite an author as 'Anonymous' only if that author is specifically designated as such in your source. In the reference list, alphabetize the work under 'A'.

(Anonymous, 2014).

1.9 Works with no author

When the author of a work is unknown, use the first few words of the title and then the year. Capitalize the first and all significant words.

- Enclose the title of articles, book chapters, and web pages in double quotation marks:

Most American universities use plagiarism software (“Fighting Plagiarism,” 2012).

! *The full title of the web page was: ‘Fighting plagiarism in American universities: The need for intellectual honesty’. Note that in the reference list the full title is provided, not capitalized and without quotation marks.*

- Italicize the title of periodicals (e.g., journals, magazines, newspapers), books, or reports.

Couples who marry young report lower levels of marital satisfaction (*Marital Instability*, 2009).

! *The full title of the report was: ‘Marital instability: Trends and prospects for marriages in the United States’. Note that in the reference list the full title is provided, not capitalized and not italicized.*

1.10 Works with an unknown publication year

When the publication year of a work is unknown, use the abbreviation ‘n.d.’ (no date).

(Walker, n.d.).

1.11 Specific parts of a source

The APA recommends (but does not require) that authors clearly indicate where the part of the source that is discussed can be found. This allows the reader to easily locate the passage referred to, especially when it concerns long or complex documents.

When citing a specific part of a source, give location information - such as page (abbreviate as p.), pages (abbreviate as pp.) or Chapter (do not abbreviate).

(Spencer & Buchanan, 2011, p. 332)

(Nguyen, 2009, pp. 13-14)

(Atkinson, 2007, Chapter 8)

(Jones & van der Meijden, 2013, Appendix)

(Gallo, Chen, Wiseman, Schacter, & Budson, 2007, Figure 1, p. 560)

(Dexter & Attenborough, 2013, Table 3, row 5, p. 34)

! *Always provide location information for direct quotations from other sources (see Chapter 2).*

1.12 Entire websites or webpages

If you discuss any website or webpage in general in your text (and not specific content on that website or webpage), it is sufficient to give the URL the first time the source is mentioned.

The website of the American Psychological Association (<http://www.apa.org/>) provides information about . . .

! *No entry in the reference list is needed.*

1.13 Web content / Web documents

In-text citations to information from the web are formatted like citations to any other type of source. Web content, however, can sometimes be difficult to cite because some information (like authorship or publication date) is not available or hard to find. How to adapt your in-text citation when information is missing is explained in § 4.32.

1.14 Personal communications

Personal communications may be private letters, memos, e-mail, (telephone) conversations, content from private Facebook pages, personal interviews (i.e., not conducted in the context of research), and so on.

Personal communication is cited only in the text, because it is not recoverable by the reader.¹ Provide initials and surname (in that order) of the person you are citing, and give the exact date (month/day/year).

**According to K. M. Kendall (personal communication, April 26, 2014), the results will be available by late-2014.
The results will be available by late-2014 (K. M. Kendall, personal communication, April 26, 2014).**

! *No entry in the reference list is needed.*

1.15 Citations in parenthetical text

In a citation that appears in parenthetical text, use commas to set off the year. Use the word 'and' (not '&') to join the names of authors.

... (see Russell, 2012, and Chapter 6 of this volume).
... (but see a conflicting study by Fisher, Hogarty, and Kline, 2014).
... (see Table 16 of Centers for Disease Control and Prevention, 2008, for complete data).

1.16 Secondary sources

Sometimes you read about a potentially relevant work in another work. For example, a book may be discussed in a journal article you are reading. The book is the original (primary) source; the journal article citing it is the secondary source.

Avoid citing secondary sources when possible. Only works that you have actually read should appear in your reference list. However, if you are unable to get hold of the original source - e.g., if it concerns an out-of-print book, a print older report, or a work not available in English - you may cite the secondary source.

Suppose Smith's work is cited in Jones, and you did not read Smith. In your text, name the original work (Smith) and provide a citation for the secondary source (Jones). Use the phrase 'as cited in'.

**Smith (as cited in Jones, 2012) found significant differences between the younger and older age groups.
However, results from another study suggested that significant differences . . . (Smith, as cited in Jones, 2012).**

! *Include only the secondary source (that you actually read) in the reference list - Jones in this example.*

¹ Archived personal communications (e.g., letters, clippings, recordings or transcriptions of interviews, historical newspaper articles, or photographs stored in archives), however, do appear in the reference list. For citing archived materials, refer to the *Publication Manual of the American Psychological Association* (2010), section 7.10.

2 DIRECT QUOTATIONS

Academics incorporate findings, concepts, and theories from other researchers in their publications to support their argumentation. Usually this is done by paraphrasing someone else's words. In some cases, however, quoting directly is a better choice. For instance, when the original passage is so well-phrased or characteristic that it might be misinterpreted if expressed in other words.

2.1 Formatting direct quotations

How a direct quotation is integrated in the text depends entirely on the construction of the sentence that introduces (and provides context to) the cited material.

- When the author appears in the narrative, the parenthetical citation need only contain the year. Provide the relevant page number(s) in parentheses at the end of the quotation.
- When the author does not appear in the narrative, include the author's name in the parenthetical citation at the end of the quotation - along with the year of publication and the page number.

Page numbers are indicated by the abbreviation p. ('page'). If the quoted material spans more than one page, the abbreviation pp. ('pages') is used.

2.1.1 Short quotations

Include a quotation of fewer than 40 words in the running text; use double quotation marks.

Lindgren (2001) defines stereotypes as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group” (p. 1617).

Earlier results indicated that “the bonding process among infants and caretakers exhibits an unparalleled feature within the 14-day postpartum period. During this time, infants can identify and later recognize characteristics unique to the caretaker” (Mitchell & de Groot, 2013, p. 51).

2.1.2 Long quotations

A quotation of 40 or more words is displayed in an indented, freestanding block of text (block quotation).

Cowie et al. (2002) describe negative effects of bullying at work:

People who have been bullied report that it affects them physically and mentally, with stress, depression, and lowered self-esteem as the most common complaints. In extreme cases, bullied employees may require counseling or psychiatric treatment (Niedl, 1996).

Bullying may go beyond colleague-on-colleague abuse and become an accepted, or even encouraged, aspect of the culture of an organization. (pp. 34-35)

- End the sentence introducing the block quotation with a colon.
- Start the block quotation on a new line, and indent the block 0.5 inch.
- Include citations embedded within the passage you are quoting. Embedded citations however do not appear in the reference list.
- Indent the first line of any paragraphs within the quotation an additional 0.5 inch.
- After the final punctuation mark, provide the citation.
- Do not add a period at the end of the citation.

2.2 Online material without pagination

Online sources often lack page numbers. When citing a direct quotation from a web page, include as much information as needed for the reader to find the quoted passage. Provide a chapter number (if available), a section heading (if available), and a paragraph number within the section.

- Capitalize the first word and all significant words of the section heading. Use the abbreviation ‘para.’ (paragraph).

One of the author’s main points is that “people don’t rise from nothing” (Lewis, 2012, Chapter 1, Facts about Social Mobility section, para. 2).

- If the source has only section headings without page or paragraph numbers, indicate the paragraph under the appropriate heading.

Bradley and Richardson (2011) state that “workplace bullying does not occur in a vacuum” (Practical Approaches to Bullying section, para. 4).

- If the section heading is long, use a short version enclosed in double quotation marks.

The study revealed that “children whose parents smoke are twice as likely to smoke as children of nonsmokers” (Conron, Smith, & Janzen, 2007, “Childhood Smoking,” para. 3).

(The heading was “Childhood Smoking as an Independent Risk Factor for Addiction to Tobacco.”)

2.3 Changes from the source

Material from another source must be reproduced literally. Some modifications, however, are allowed:

- Changing the first letter of sentences into an uppercase or a lowercase letter.
- Changing punctuation marks at the end of a sentence.
- Inserting the word *[sic]*, italicized and bracketed, immediately following an error in the quoted text.
- Omitting parts of the text. Use three spaced ellipsis points to replace the omitted text.

Rose (2001) predicted that “restrained eaters confronted with diet products and slim images . . . will be reminded of their restricted eating behavior and eat less” (p. 273).

If you omit material between sentences, put the three spaced ellipsis points after the period at the end of the preceding sentence.

“Stress becomes negative, resulting in strain. . . . Typically, burned-out patients are 40+” (Vos, 2001, p. 5).

- Emphasize one or more words by italicizing the word or words, and insert immediately after the italicized word(s) ‘emphasis added’. Use brackets.

Furthermore, “the behaviors were *never exhibited again* [emphasis added], even when real drugs were administered” (Mattingly, 2000, p. 58).

- Add text within brackets to fit the syntax of your sentence, or for clarification.



Long (2009) indicated that “they [drivers] are increasingly engaging in secondary tasks while driving” (p. 18).

Camphuyzen and van Dijk (2014) found that parent’s education and occupational status were strong predictors of the amount of time [school-age] children spent watching television” (p. 248).

2.4 Reproducing an image (figure) from another source

An image is worth a thousand words. If it makes sense to use an image, do so. Keep in mind, however, that all images (including those found on the web) are copyright protected unless indicated otherwise.

As a student writing an essay, you may incorporate a copyrighted image into your work without asking the creator for permission (that is, if the image is relevant to your argumentation). For reproducing images for other purposes (e.g., illustrating the title page of your thesis), however, you do need the copyright owner’s permission.

Instead of using copyright, which restricts the spreading of a work, more and more creators are choosing a 'Creative Commons' license. There are six licenses, each granting a different set of freedoms to the public. You can recognize Creative Commons (CC) licensed works by icons such as  or . Some images however are excluded from copyright protection and are considered to be in the public domain:

- Images created and published by government bodies (including laws and regulations).
- Images that are no longer protected by copyright (the creator must have died more than 70 years ago).
- Images dedicated to the public domain by the creator.

In the research literature, images are called 'figures' (the more common types of figures are graphs, charts, maps, drawings, and photographs). When you are including a figure in your text that has been copied (or adapted) directly from another source, you must cite the original source three times:

1. in the text;
2. in the caption, underneath the figure;
3. in the reference list.

2.4.1 Citation in the text

Number the figure, depending on the order of appearance. Introduce the figure in the text, explaining why it is there, and include an in-text citation (which contains the page number). Capitalize the word 'figure'.

Experiments like the one depicted in Figure 1 (Eitel, Scheiter, Schüler, Nyström, & Holmqvist, 2013, p. 53) . . .

2.4.2 Citation information in the figure caption

- Centre the figure on the page.
- Provide the original figure caption.
- Write 'Reprinted from' (if you adapted the figure: 'Adapted from'), followed by citation information.

Depending on the type of source in which the figure appears, different formats are used for the citation information in the figure caption.

A figure from a journal article

General format for the figure caption

Figure X. Original caption of the figure. Reprinted [or Adapted] from "Title of Article," by author's First Initial. Second Initial. Surname, year, *Journal Title*, volume number, p. page number. Copyright [year] by Name of Copyright Holder. Reprinted [or adapted] with permission.*

* If you are reproducing the figure for preparation of a writing assignment or thesis, you do not need to obtain permission from the copyright holder. You can omit the last sentence of the caption.

Example

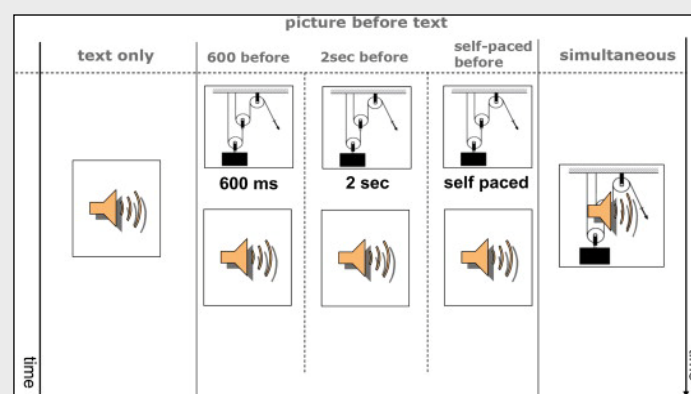


Figure 1. Design of Experiment 2. Each column represents an experimental condition. Reprinted from "How a Picture Facilitates the Process of Learning from Text: Evidence for Scaffolding," by A. Eitel, K. Scheiter, A. Schüler, M. Nyström, and K. Holmqvist, 2013, *Learning and Instruction*, 28, p. 53. Copyright 2013 by Elsevier.

A figure from a book

General format for the figure caption

Figure X. Original caption of the figure. Reprinted [or Adapted] from *Book Title* (page number), by author's First Initial. Second Initial. Surname, year, Place of publication, US Postal Service abbreviation for the state [or Country]: Publisher. Copyright [year] by Name of Copyright Holder. Reprinted [or adapted] with permission.*

* If you are reproducing the figure for preparation of a writing assignment or thesis, you do not need to obtain permission from the copyright holder. You can omit the last sentence of the caption.

Example

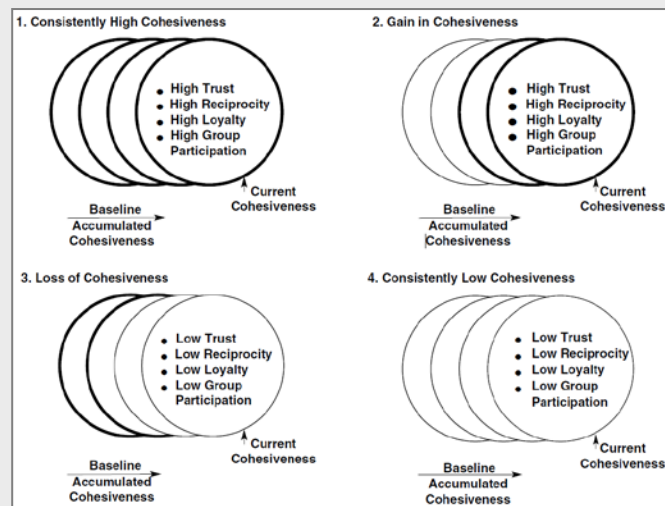


Figure 1. Relationship between accumulated and current community cohesiveness as a function of time. Reprinted from *The Group Effect: Social Cohesion and Health Outcomes* (p. 95), by J. Bruhn, 2009, New York, NY: Springer. Copyright 2009 by Springer.

! The location of the book publisher is indicated by the city and the U.S. Postal Service Abbreviation for the state (NY in this example) or, if the publisher is not located in the U.S., city and country. (Check the [Appendix](#) for more abbreviations.)

A figure from the web

General format for the figure caption

Figure X. Title of Figure. Reprinted [or Adapted] from *Title of Website* website, by creator's First Initial. Second Initial. Surname, year, retrieved from URL Copyright [year] by Name of Copyright Holder. Reprinted [or Adapted] with permission.*

* If you are reproducing the image for preparation of a writing assignment or thesis, you do not need to obtain permission from the copyright holder. You can omit the last sentence of the caption.

Example 1: A photograph from an organization's website, no title, no creator



Figure 2. [University Library, first floor]. Reprinted from *Tilburg University Library* website, by Tilburg University, 2011, retrieved from <http://www.tilburguniversity.edu/students/study/library/> Copyright 2011 by Tilburg University.

- Try to find out what the image's title is by hovering your mouse over the figure (without clicking) and see if a caption comes up. If no caption appears, give a brief description of the image (in brackets) on the title position.
- Capitalize only the first word of the description.
- If there is no specific creator attribution, you can safely assume the organization to be the creator.
- Do not add a period at the end of the URL.

! For the corresponding reference list entry see [p.33](#), 3th example.

Example 2: A drawing found on Flickr, title known, creator's real name not known (only creator's nickname known), image licensed under a Creative Common License



Figure 4. Pigzipper CD label. Reprinted from *Flickr* website, by Danny PiG, 2007, retrieved from <http://www.flickr.com> <http://www.flickr.com/photos/dannypigart/177121059/sizes/o> Licensed under a Creative Commons Attribution-ShareAlike 2.0 Generic license.

- Provide the creator's name (in this case: the nickname, since his/her real name is unknown).
 - Do not add a period at the end of the URL.
 - You are advised [by the author] to provide the name of the Creative Commons License (and the link to the license) on the position of the copyright information.
- ! For the corresponding reference list entry see p. 33, 1st example.

2.4.3 Reference list entry

In the reference list, include a reference to the source in which the figure appears. Examples can be found in § 4.1 (journal articles), § 4.6 (books), and § 4.31 (web content/web documents).

2.5 Reproducing a table from another source

When you use a table in your paper or thesis that has been reproduced (or adapted) from another source, you must cite the original source three times:

1. in the text;
2. in the table caption, underneath the table;
3. in the reference list.

2.5.1 Citation in the text

Number all tables consecutively in Arabic numerals. Introduce the table, explaining why it is there, and include an in-text citation. Capitalize the word 'table', and avoid wordings such as 'the table above'/'the table below'.

The results in Table 1 (López-Vicente, Sunyer, Forns, Torrent, & Júlvez, 2014, p. 207), however, show . . .

2.5.2 Citation information in the table caption

Centre the table on the page, and use lettering between 8 and 14 points. Put the name of the table (e.g., Table 1) on top of the table. Under the name, give the title of the table (in italics).

- Begin the caption with the word 'Note' in italics.
- Then provide the original general table note. (More about table notes on the next page, underneath the example table.)
- Give citation information about the source in which the table appears (see the sample table on p.13). Use one of the following formats for the table caption:

Format for a table from a journal article

Note. Original general table note. Reprinted [or Adapted] from “Title of Article,” by author’s First Initial. Second Initial. Surname, year, *Title of Journal*, *Volume*, p. page number. Copyright [year] by Name of Copyright Holder. Reprinted [or adapted] with permission.*

Format for a table from a book:

Note. Original general table note. Reprinted [or Adapted] from *Book Title* (page number), by author’s First Initial. Second Initial. Surname, year, Place of publication, US Postal Service abbreviation for the state [or Country]: Publisher. Copyright [year] by Name of Copyright Holder. Reprinted [or adapted] with permission.*

* If you are reproducing the table for preparation of an assignment or thesis, you do not need to obtain permission from the copyright holder. You can omit the last sentence of the caption.

Example: Table taken from a journal article

Table 1

Adjusted Associations Between Preschool DSM-IV ADHD Symptoms and CPT-II Outcomes at 11 Years

	General ADHD symptoms	Inattention symptoms	Hyperactivity symptoms
Omissions (IRR [95% CI])			
Partially adjusted ^a	1.04 [1.01, 1.07]*	1.07 [1.02, 1.12]*	1.04 [0.99, 1.10]
Fully adjusted ^b	1.02 [0.98, 1.07]	1.03 [0.95, 1.11]	1.03 [0.97, 1.09]
Commissions (IRR [95% CI])			
Partially adjusted ^a	1.01 [1.00, 1.01]	1.01 [0.99, 1.03]	1.00 [0.99, 1.02]
Fully adjusted ^b	0.99 [0.98, 1.01]	0.98 [0.96, 1.00]	1.00 [0.98, 1.02]
HRT (β coefficient [95% CI])			
Partially adjusted ^a	1.69 [0.14, 3.24]*	3.27 [0.72, 5.81]*	1.51 [-1.24, 4.26]
Fully adjusted ^b	2.73 [0.59, 4.88]*	6.59 [2.66, 10.51]*	1.65 [-1.47, 4.77]
HRT (<i>SE</i>) (IRR [95% CI])			
Partially adjusted ^a	1.02 [1.01, 1.03]*	1.03 [1.01, 1.05]*	1.03 [1.01, 1.05]*
Fully adjusted ^b	1.02 [1.00, 1.04]*	1.02 [0.99, 1.06]	1.03 [1.00, 1.05]*
Detectability (β coefficient [95% CI])			
Partially adjusted ^a	-0.006 [-0.01, 0.003]	-0.01 [-0.03, 0.003]	-0.004 [-0.02, 0.01]
Fully adjusted ^b	0.002 [-0.01, 0.01]	0.005 [-0.02, 0.03]	0.002 [-0.02, 0.02]

Note. DSM-IV = Diagnostic and Statistical Manual of Mental Disorders (4th ed.); ADHD = attention-deficit hyperactivity disorder; CPT-II = Continuous Performance Test (2nd ed.); IRR = incidence rate ratio; HRT = hit reaction time; HRT (*SE*) = hit reaction time (standard error). Reprinted from “Continuous Performance Test II outcomes in 11-year-old children with early ADHD symptoms: A longitudinal study,” by M. López-Vicente, J. Sunyer, J. Fornés, M. Torrent and J. Júlvez, 2014, *Neuropsychology*, 28, p. 207. Copyright 2014 by American Psychological Association.

^a Adjusted for child age and gender + covariates showing a *p* value < 0.2 in bivariate analyses of Table 2. ^b Adjusted for child age and gender + covariates showing a *p* value < 0.2 in bivariate analyses of Table 2 and CPSCS and MSCA.

* *p* < 0.05.

- After the original general table note^(2.1), provide specific citation information, i.e. the source from which the table is taken (in this example: an article published in the journal *Neuropsychology*), and the page on which the table appears. Write ‘Adapted from’ instead of ‘Reprinted from’ if you made any changes to the table.
- On a separate line, give the specific note^(2.2) to the table (if one is provided). Specific notes are indicated by superscript lowercase letters; e.g., ^{a, b, c}. Subsequent specific notes are run in.
- On a separate line, give the probability note^(2.3) to the table (if one is provided). Probability notes are indicated by an asterisk. Subsequent probability notes are run in.

2.5.3 Reference list entry

In the reference list, include a reference to the source in which the figure appears. Examples can be found in § 4.1 (journal articles), and § 4.6 (books).

² Three kinds of notes may be placed below tables (in this exact order):

1. A **general note** qualifies, explains, or provides information about the table as a whole, and is designated by the word ‘Note’ in italics.
2. A **specific note** refers to a particular column, row or cell.
3. A **probability note** explains how asterisks and other symbols are used to indicate *p* values.

3 THE REFERENCE LIST

The reference list contains all references cited in your text. Some sources types are cited only in the text and do not appear in the reference list. Ancient classical works, religious texts numbered systematically across all editions (such as the Bible), entire websites, and personal communications³ are not included in the reference list.

3.1 Construction of the reference list

- Begin the reference list on a new page.
- Centre the title: References.
- Use Times New Roman (12-points), double-spaced.
- Guidelines for breaking URLs and DOIs⁴ between lines are given in § 3.5.2.
- Use a hanging indent (the first line of each entry is even with the left margin, all subsequent lines of the line are indented 0,5 inch).
- Add a period after abbreviations (see § 3.2), after an initial, and after each component of reference list entries (see § 3.4). When the entry ends with a URL or a DOI, omit the period.

3.2 Abbreviations

Acceptable abbreviations in the reference list include:

ed.	edition
Rev. ed.	Revised edition
2nd. ed.	second edition
Ed. / Eds.	Editor / Editors
n.d.	no date
p. (pp.)	pages (pages)
Vol. / Vols.	Volume (as <i>in</i> : Vol. 4 / Vols. 1-4)
No.	Number
Pt.	Part

3.3 Order of references

- Arrange entries in alphabetical order by the last name of the (first) author, followed by the initials.
- Alphabetize letter by letter. 'Nothing precedes something': **Brown, J. R.** precedes **Browning, A. R.**
- Alphabetize the prefixes **M'**, **Mc** en **Mac** literally. **MacArthur** precedes **McAllister**, **MacNeil** precedes **M'Carthy**.
- Alphabetize author surnames with freestanding prefixes (such as: **van**, **de**, **van de(r)**, **von**) by the prefix. Use the same spelling as the author does in the work you are citing. Dutch authors typically use lower-case letters (**van der Linden**), while American authors use capital letters (**Van Nuys**).
- When ordering several works by the same (first) author, apply the following rules:
 - One-author works are arranged by publication year (the earliest first).
 - One-author entries precede a multi-author entry, even if the multi-author work was published earlier.
 - Works with the same first author and different second authors are arranged alphabetically by the surname of the second author; works with the same first and second author and different third authors are arranged alphabetically by the surname of the third author, and so on.
 - Works with the same authors in the same order are arranged by year, the earliest first.
 - Works by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by title (excluding **A** and **The**). Add lowercase letters - a, b, c, etc. - immediately after the year.

Hayward, K. H., & Green (2012a). Media images and social roles: Toward a media theory.

Hayward, K. H., & Green (2012b). A sociological approach to self and identity.

- Arrange works by different first authors with the same surname alphabetically by first initial.
- List works with group authors alphabetically by the first significant word of the name. Do not

³ Examples of personal communications include: private letters, memo's, e-mail, conversations, and information from private social media pages. For example of in-text citations to personal communication: see § 1.14.

⁴ See § 3.5.1: [The Digital Object Identifier](#).

abbreviate names of groups and organizations.

- Arrange works specifically listing the author as 'Anonymous' under 'A'.
- Move the title of works with no author to the author position. Alphabetize titles by the first word, excluding 'A' and 'The'.
 - ! *In the text, the first few words of the title are used. Depending on the source type, the truncated title is either enclosed in double quotation marks, or italicized (see § 1.9).*

3.4 Reference components

A reference list entry is made up of four components: author name (or editor name), date of publication, title of the work, and publication data.

3.4.1 Author

- Give last names first, followed by the initial(s). Use comma's to separate an author's surname and initials. Use an ampersand before the last author of a given work. Precede the last author's name by an ampersand (&). List up to seven authors.

Author, A. A., Author, B. B., & Author C. C.

! *Notice the comma preceding the ampersand.*

- If there are more than seven authors, list the first six followed by three ellipsis dots and the last author's name (which is not preceded by an ampersand). For an example reference, see § 4.5.

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., . . . Author, Z. Z.

! *In text, the abbreviation 'et. al.' (Latin for 'and others') is used. (See § 1.2 and § 1.3)*

- Retain hyphens in first names (e.g., Jean-Paul):

Sartre, J.-P.

- Write prefixes in surnames exactly as presented by the author in the work you are citing. Dutch authors, for example, typically use lower-case letters, while American authors use capital letters.

van Calmthout, J. R.

Van Nuys, H. G.

- Use the full name of groups and organizations. When the group author is part of a larger organization, mention the larger entity first.

United Nations Children's Fund.

The White House, Office of the Press Secretary.

! *In text, you may abbreviate the organization's name if the abbreviation is familiar. For guidance on how to introduce the abbreviation in your text: see § 1.7.*

- Move the title of a work with no identified author to the author position:

Title of publication. (2000).

! *In text, the title (truncated if long) is either italicized, or enclosed in double quotation marks (depending on the type of source). For examples see § 1.9.*

- When referencing an (entire) edited book, place the editor's name in the author position, followed by the abbreviation 'Ed.' (or 'Eds.') in parentheses:

E. E. Editor (Ed.). (2008). *Title of edited book.*

- When referencing a chapter in an edited book, give the chapter author's name first, followed by the publication date and the title (not italicized) of the chapter. Then give the initial(s) and surname (in that order) of the book editor(s). Precede the name of the (first) editor by the word 'In'.

Author, A. A. (2008). Title of chapter. In E. E. Editor, & F. F. Editor (Eds.), *Title of edited book*, . . .

! For reference examples see § 4.12.

3.4.2 Publication date

Immediately after the author name, give in parentheses the year the work was published (or, for unpublished or informally published works, the year the work was created).

- For magazines, newspapers and newsletters: give the year and the exact date publication date (month or month/day).

(2008, May).

(1999, September 12).

- For manuscripts accepted for publication but not yet published: write 'in press' (not capitalized).

Author, A. A. (in press).

- If no date is available: use 'n.d.' (for *no date*).

Author, A. A. (n.d.).

3.4.3 Title

- The format of the title depends on the type of source.

- Articles and chapters

Capitalize the first word of the main title, the subtitle (if any), and proper names (if any). Place a colon between main title and subtitle.

Social cohesion in the time of crisis: Early evidence of wider impacts of financial shocks.

- Periodicals (journals, magazines, newspapers, newsletters)

Italicize the title and capitalize the first word and significant words in the title. Omit subtitles.

International Journal of Clinical and Health Psychology, . . .

- Books and reports (and other stand-alone, nonperiodical works)

Italicize the title. Capitalize the first word of the main title and the subtitle (if any), and proper names (if any).

In search of "likes": Adolescents' Facebook use.

- After the title, provide any form-specific information that is important for identification and retrieval of the work. Capitalize only the first word, and use brackets.

Global treaty on climate change much-needed [Press release].

Formatting a research paper in APA style [Video file].

Sample of form-specific information that can be added to the title:

[Datafile and codebook]

[Facebook status update]

[PowerPoint presentation]

[Audio file]

[Lecture notes]

[Press release]

[Blog post] or [Blog comment]

[Letter to the editor]

[Supplemental material]

[Brochure]

[Measurement instrument]

[Television series episode]

[Demographic map]

[Mobile application software]

[Tweet] or [Twitter update]

[Facebook page]

[Painting], [Photograph]

[Video file]

3.4.4 Publication information

Which publication information must be provided depends on the nature of the source: print or digital. The instructions and examples given below relate to print works.

! For digital works, see § 3.5.2: *Formatting references for digital sources: DOIs and URLs.*

■ Periodicals (journals, magazines, newspapers)

- Give the periodical title and the volume number (both italicized), followed by inclusive page numbers on which the cited material appears. Notice that commas following italicized text are also italicized.

Journal of Clinical Psychology, 69, 1136-1147.

- Include the issue number (if available) only if the journal is paginated separately by issue. Give the issue number in parentheses immediately after the volume number (not in italics).

Law Enforcement Executive Forum Journal, 8(1), 73-82.

! *Most academic journals are paginated continuously.*

- Precede page numbers for newspapers articles by 'p.' (if the article appears on one page) or 'pp.' (if the article appears on a range of pages). Give all page numbers (separated by a comma) for articles printed on discontinuous pages.

Financial Times, pp. 6-8.

The Washington Post, pp. A1, A4.

■ Books and reports (and other stand-alone, nonperiodical publications)

- Give the location (as noted on the title page) of the publisher. When there are two or more publisher locations, give the location listed first or the location of the publisher's home office (if specified).
- After the publisher location, add a comma.
- Give the official two-letter U.S. Postal Service abbreviation⁵ for the state if the publisher is located in the U.S.; for publishers located outside of the US, give the country.

Malden, MA: Blackwell.

San Francisco, CA: Jossey-Bass.

London, England: Routledge.

Pretoria, South Africa: Unisa.

There is one exception to this rule. When the publisher is a university, and the name of the state or the province is included in the name of the university, the publisher location suffices.

Lincoln: University of Nebraska Press.

Claremont: University of Western Australia Press.

- Give the name of the publisher (preceded by a colon and a space), without superfluous terms such as 'Publishers', 'Publishing', 'Co.' and 'Inc.'. Retain the words 'Press' and 'Books'.
- When the publisher is also the author, use the word 'Author' to indicate the publisher.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

⁵ You can find the official two-letter U.S. Postal Service abbreviations in the [Appendix](#).

3.5 Digital sources

References to digital sources must provide information about the location of the source on the web. This is either a Digital Object Identifier, or a URL.

3.5.1 The Digital Object Identifier

The digital object identifier (DOI) is a unique alphanumeric label for a digital object (text document, image, video, audio, data set, software, etc.) in an online environment. Since the DOI stays with the object, the DOI can be used to create a persistent link to the object on the web. Access is therefore guaranteed, even when the object is transferred to another website.

Millions of scholarly journal articles - even those from the pre-Internet era - now have a DOI. More and more books, conference papers, book chapters, and many other source types are published online and provided with a DOI. Because DOIs are much more reliable and stable than URLs, the APA has decided to start using DOIs in references.

Two formats for the DOI

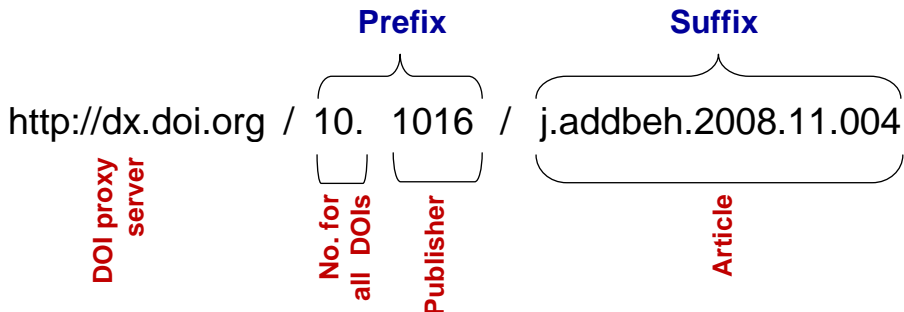
In the *Publication Manual of the American Psychological Association* (6th ed., 2010), DOIs are displayed as **doi:10.xxxx/xxxxxx**. In 2012, the APA changed the format for the DOI to a more user-friendly one in the form of a working link. The DOI itself remains the same, but is now preceded by **http://dx.doi.org/**.

For example, the DOI for the article *Testing social cognitive theory as a theoretical framework to predict smoking relapse among daily smoking adolescents*, written by Van Zundert, Nijhof, and Engels, published in 2009 in the journal *Addictive Behaviors*, was initially displayed as **doi:10.1016/j.addbeh.2008.11.004**.

The new 'URL format' is **http://dx.doi.org/10.1016/j.addbeh.2008.11.004**. The DOI URL leads directly to the article concerned.⁶

Syntax of the DOI

A DOI is made up of two elements, the prefix and the suffix, separated by a forward slash.




The DOI, displayed in the new URL format, begins with the website (`http://dx.doi.org`) that looks up what the current URL is for the DOI, and redirects your browser there.

The prefix starts with the number **10** (all DOIs do), followed by a period, and a number representing the publisher. These numbers are assigned by CrossRef, a DOI registration agency for scientific publications. In this example, the publisher is Elsevier (**1016**).

The suffix is determined by the publisher. Existing identification systems may be used (such as ISBN for books and ISSN for journals), as well as internal numbering schemes. In this example, the suffix consists of the abbreviated journal title (**j.addbeh**), the year the article was published online (**2008**), and a number for the actual article (**11.004**).

How to find a DOI?

The DOI is often listed in the database citation information about the article:

<p>Rinka M.P. Van Zundert , Linc</p> <p>Show more</p> <p>DOI: 10.1016/j.addbeh.2008.11.004</p>	<p>Document Type: Journal Article</p> <p>Release date: 20090216</p> <p>Digital Object Identifier: http://dx.doi.org/10.1016/j.addbeh.2008.11.004</p>
---	---

⁶ A DOI name links to a specific location (this will typically be the website of the publisher). If the TiU library does not subscribe to the journal at that location, you will not have access. To check if the library subscribes from another provider, look up the journal title via the link 'Journals' on the Library webpage 'Searching for information'.

It is also common to find the DOI on the title page of the article, usually near the copyright notice.



CrossRefs DOI lookup

If you cannot find a DOI for a given item, (for instance, if the DOI is not available in an older print article), go to the CrossRef website at <http://www.crossref.org>.

- Click on the tab 'For Researchers' at the top of the page.
- Select 'free DOI name lookup' from the drop-down list.
- Use the search option 'Search on article title' - not only for journal articles but also for other types of publications, such as books, book chapters, and reports.
- In the appropriate text boxes, type the first author's surname (do not omit free-standing prefixes in author names, e.g., not 'zundert', but 'van zundert'), and the title of the work.
- Hit the Search button. The DOI will appear (that is, if one is assigned).

Search on article title

If you only know the title of an item (article, book chapter, report, working-paper ... etc.) and the author submit automated querying. If you would like to query CrossRef on an automated batch basis, please obtain an account

First Author (surname)

Article Title

Enable Multiple Hits

Journal Title	Author	ISSN	Volume	Issue	Page	Year
Persistent Link						
Article Title						
Addictive Behaviors	Van Zundert	03064603	34	3	281	2009
http://dx.doi.org/10.1016/j.addbeh.2008.11.004						
Testing Social Cognitive Theory as a theoretical framework to predict smoking relapse among daily smoking adolescents						

An alternative, which is much simpler, but which requires you to register first, is the Simple Text Query Form, available at [CrossRef SimpleTextQuery](http://www.crossref.org/SimpleTextQuery). This form allows you to retrieve DOIs for journal articles, books, and book chapters by simply copying and pasting your reference (or the entire reference list) into the Simple Text Query Form. CrossRef will return all available DOIs at once.

3.5.2 Formatting references for digital sources: DOIs and URLs

In references to digital sources, either a DOI or a URL must be provided.

Publications with DOI

If a DOI is assigned to a publication, you must provide it at the end of the reference. The original format for displaying DOIs, recommended in the sixth edition of the *Publication Manual of the American Psychological Association* (2010), is:

doi:10.xxxx/xxxxxx

In the *APA Style Guide to Electronic References* (American Psychological Association, 2012), the APA introduced an updated DOI format.

The new DOI format is as follows:

http://dx.doi.org/10.xxxx/xxxxxx

- Both DOI formats are acceptable. The APA recommends that authors provide the DOI according to the format used in the cited work.
- Do not place a period after the DOI because it might invalidate the DOI.
- If you need to break the DOI across lines, do not add a hyphen. Instead, break the DOI before punctuation marks. The exception to this rule is `http://`.

doi format (old)

URL format (new)

doi:10.1037/1089-2680.10.4.377	http://dx.doi.org/10.1037/1089-2680.10.4.377
---------------------------------------	---

! *It is crucial that DOIs are correctly cited. If possible, copy and paste the DOI into your document.*

The updated DOI is displayed as an active link; always check if the link works! If you use the old format, prepend the DOI with the URL `http://dx.doi.org/` and click on the link to make sure that it leads to the right publication.

Works without DOI

If no DOI is assigned to a given work, include the home page URL of the journal (for articles) or the home page URL of the publisher (for books and reports).

- Precede the URL by the words 'Retrieved from'.
- Avoid typo's by copying and pasting the URL into your document.
- Do not underline the URL.
- Make sure that the URL is not active.
- Do not add a hyphen if you need to break the URL across lines. Instead, break the URL before (most) punctuation. The exception to this rule is `http://`.
- Do not add a period after the URL because it might invalidate the URL.

Retrieved from <code>http://www.crossref.org/guestquery/</code>	Retrieved from <code>http://www.crossref.org/guestquery/</code>
--	--

! *The database in which a publication was found is not specified, except when it comes to archival documents such as articles from discontinued journals, and dissertations or papers not officially published. Such documents can only be found in databases. Give the home page URL (on the web, not on your library's website) for the database.*

Keep in mind that several versions of a document may circulate on the web. Cite the most recent version, and preferably the final version.

Content on blogs, forums, social media, and wiki's

- Provide the specific date (year/month/day) for content that is published frequently (e.g., blog posts, online forum messages, social media updates). For an example see § 4.27.
- Include the name of the website (e.g., an online forum or a discussion group) to which a message was posted in the retrieval statement if this information is not (or not clearly) part of the URL.

Retrieved from American Adult Education website: `http://www.aae/publ/comments/aaeforum/comments/23`

- Do not include retrieval dates, unless the source is likely to change over time (such as Wikis, social media pages, and unarchived posts on social media sites).
If you need to provide a retrieval date, format it as follows: **Retrieved Year, Month Day, from URL** (see § 4.27, 4th and 5th example).
- Provide the URL for the archived version of the social media message. On Facebook and Twitter, for example, you can access the archived message URL by clicking on the date. When the archived version of a social media message is provided, no retrieval date is needed.

4 REFERENCE EXAMPLES

This chapter contains examples of references to the most common types of sources. For more reference examples, refer to the official APA Style guide, the *Publication Manual of the American Psychological Association* (6th ed., 2010). Several copies are available in the library of Tilburg University. In addition, the *APA Style Guide to Electronic References* (6th ed., 2012), offers up-to-date information on citing digital sources. On the APA Style website and the APA Style Blog new examples will be added in response to technological innovations.

4.1 Journal article with DOI – original and updated DOI format

What is a DOI? See § 3.5.1: *The Digital Object Identifier*.

doi format (original format)

Kieruj, N. D., & Moors, G. B. (2010). Variations in response style behavior by response scale format in attitude research. *International Journal of Public Opinion Research*, 22, 320-342. doi:10.1093/ijpor/edq001

URL format (updated format)

López-Vicente, M., Sunyer, J., Forn, J., Torrent, M., & Júlvez, J. (2014). Continuous Performance Test II outcomes in 11-year-old children with early ADHD symptoms: A longitudinal study. *Neuropsychology*, 28, 202-211. <http://dx.doi.org/10.1037/neu0000048>

- After the journal title, give the volume number.
- No issue number is needed if the journal is continuously paginated. If the journal is paginated by issue (i.e., if each issue begins with page 1), include the issue number. (See § 4.2, 2nd example.)
- Both DOI formats are acceptable. The APA recommends that authors use the format as it appears in the cited article (typically on the title page).

4.2 Journal article without DOI

What is a DOI? See § 3.5.1: *The Digital Object Identifier*.

Print

Curry, S., Thompson, B., Sexton, M., & Omenn, G. S. (1989). Psychological predictors of outcome in a worksite smoking cessation program. *American Journal of Preventive Medicine*, 5, 2-7.

Digital

Downey, L. A., Godfrey, J.-L., Hansen, K., & Stough, K. (2006). The impact of social desirability and expectation feedback on emotional intelligence in the workplace. *E-journal of Applied Psychology*, 2(2), 12-18. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

- If the journal is not continuously paginated (i.e. if each issue begins with page 1), include the issue number in parentheses immediately (without a space) after the volume number. (See the 2nd example.)
- For print articles, the reference ends with the page numbers.
- If you retrieved the article online: add the home page URL of the journal, preceded by the words 'Retrieved from'. No retrieval date is needed.

4.3 Journal article, advance online publication

What is a DOI? See § 3.5.1: *The Digital Object Identifier*.

Linden, S. C., Jackson, M. C., Subramanian, L., Wolf, C., Green, P., Healy, D., & Linden, D. E. J. (2008). Emotion -cognition interactions in schizophrenia: *Implicit and explicit effects of facial expression*. *Neuropsychologia*. Advance online publication. doi:10.1016/j.neuropsychologia.2009.11.023

- Volume number, issue number and page numbers may not be available yet.
- The article may not be copy-edited yet.

- After the title, insert 'Advance online publication' (do not use parentheses).
- If a DOI is assigned to the article, include it in the reference.
- Otherwise, give the home page URL of the journal.

! *Copy-editing may correct errors and lead to minor differences between the advance version and the final version of the article. Close to the submission date of your paper or thesis, check if the final version of the article is available yet, and update your reference (if needed).*

4.4 In-press article

Briscoe, R. E. (in press). Vision, action, and make-perceive. *Mind & Language*. Retrieved from <http://cogprints.org/5781/1/VAMP.MS397.pdf>

- On the position of the year, write 'in press'.
- After the title, give the name of the journal (in italics) in which the article will appear.
- Use the exact URL (not the URL of the publishers' homepage) because the article is not formally published.

4.5 Journal article with DOI, more than seven authors

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#)

Bottorff, J. L., Carey, J., Mowatt, R., Varcoe, C., Johnson, J. L., Hutchinson, P., . . . Wardman, D. (2009). Bingo halls and smoking: Perspectives of First Nations women. *Health & Place, 15*, 1014-1021. doi:10.1016/j.healthplace.2009.04.005

- Give surnames and initials for up to and including seven authors.
- When there are eight or more authors, spell out the names of the first six authors, then insert three ellipsis points, and add the last author's name - not preceded by an ampersand (&).
- Include the DOI (do not place a period at the end of the DOI).

! *In text, the abbreviation 'et. al.' is used; see § 1.2 and § 1.3.*

4.6 Print book

Published in the US

Sullivan, B. A., Snyder, M., & Sullivan, J. L. (2008). *Cooperation: The political psychology of effective human interaction*. Malden, MA: Blackwell.

Published outside of the US

Brown, S. D., & Stenner, P. (2009). *Psychology without foundations: History, philosophy and psychosocial theory*. London, England: Sage.

- Italicize the book title.
- Capitalize the first word of the title and the subtitle (if any) and any proper names.
- After the title, give the location of the publisher.
 - If the publisher is located in the U.S., give the city and state (see the 1st example). Use the official two-letter U.S. Postal Service abbreviation⁷ for the state.
 - If the publisher is located outside of the U.S., give the city and country (see the 2nd example).
- If the publisher is a university, and the name of the state or the province is included in the name of the university, do not repeat the abbreviation in the publisher location (e.g., **Berkeley: University of California Press**, not: **Berkeley, CA: University of California Press**).
- Give the name of the publisher without superfluous terms, such as 'Publishers', 'Publishing', 'Co.' and 'Inc.'. Retain the words 'Press' and 'Books'.

⁷ You can find the U.S. Postal Service abbreviations in the [Appendix](#).

4.7 Digital version of a print book, with DOI (e.g., Kindle book)

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Aquilar, F., & Galluccio, M. (2008). *Psychological processes in international negotiations: Theoretical and practical perspectives*. doi:10.1007/978-0-387-71380-9

Brill, P. (2004). *The winner's way* [Kindle DX version]. doi:10.1036/007142363X

- If needed to identify and retrieve the book: give a description of form in brackets. For instance, if you read the book on an e-reader, include the type of e-book version you used. See the 2nd example.
- Do not provide publisher information; instead, give the DOI.

4.8 Digital version of a print book, without DOI (e.g., Kindle book)

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Wessler, R., Hankin, S., & Stern, J. (2001). *Succeeding with difficult clients: Applications of cognitive appraisal therapy*. Retrieved from <http://www.elsevier.com/>

Klein, N. (2014). *This changes everything: Capitalism vs. the climate* [Kindle Paperwhite version]. Retrieved from <http://www.simonandschuster.com/>

- If needed to identify and retrieve the book: give a description of form in brackets. For instance, if you read the book on an e-reader, include the type of e-book version you used. (See the 2nd example).
- Do not provide the publisher name and location; instead, give the publisher's home page URL
- Do not place a period at the end of the URL.

4.9 Book from an online library

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Tompson, K. (1988). *Under siege: Racism and violence in Britain today*. Retrieved from books.google.com/books?isbn=014052391X

Sugden, R. (2004). *Economics of rights, cooperation and welfare*. Retrieved from <http://site.ebrary.com/>

- When the online library is freely accessible (e.g., Google Books), provide the full URL (see the 1st example).
- When the online library is not freely accessible, (e.g., Netlibrary or Ebrary), give the home page URL (on the web, not on your library's website) for the database (see the 2nd example).

4.10 Book, second/subsequent or revised edition

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Print, published in the US

Evans, N. J., Forney, D. S., Guido, F. M., Renn, K. A., & Patton, L. D. (2009). *Student development in college: Theory, research, and practice* (2nd ed.). San Francisco, CA: Jossey-Bass.

Print, published outside of the US

Jenkins, R., & Cohen, G. M. (2002). *Emotional intelligence* (Rev. ed.). London, England: Routledge.

Digital, with DOI

Sutton, K. (2013). *Social science research* (3rd ed.). doi:10.1017/S1474746402103051

- Include the edition - if not the first - immediately after the title, in parentheses (information about the edition can be found on the title page). Do not use superscript (2nd); use the abbreviation 'ed.'.

- If the book is a revised edition, write 'Rev. ed.'
- For print books, provide publisher information.
 - If the publisher is located in the U.S., give the city and state (see the 1st example). Use the official two-letter U.S. Postal Service abbreviation for the state (see the [Appendix](#) for these abbreviations).
 - If the publisher is located outside of the U.S., give the city and country (see the 2nd example).
 - If the publisher is a university, and the name of the state or the province is included in the name of the university, do not repeat the name or abbreviation in the publisher location (e.g., **Berkeley: University of California Press**, not **Berkeley, CA: University of California Press**).
 - Give the name of the publisher without superfluous terms, such as 'Publishers', 'Publishing', 'Co.' and 'Inc.'. Retain the words 'Press' and 'Books'.
- For digital books, do not provide publisher information.
 - Instead, include the DOI if one is assigned (see the 3rd example).
 - If no DOI is assigned, give the publisher's home page URL, preceded by the words 'Retrieved from'.

4.11 Edited book

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Print, published in the US

Fineman, S. (Ed.). (2007). *The emotional organization: Passions and power*. Malden, MA: Blackwell.

Print, published outside of the US

O'Neill, M. (Ed.). (1999). *Adorno, culture and feminism*. London, England: Sage.

Digital, with DOI

Christianson, S. Å. (Ed.). (2007). *Offenders' memories of violent crimes*. doi:10.1002/9780470713082

Digital, without DOI

Selig, N., & Sandberg, R. (Eds.). (2001). *Economic sociology*. Retrieved from <http://press.princeton.edu/>

- Place the name of the editor in the author position.
- Immediately after the name of the editor, add the abbreviations 'ed.' (or 'eds.') in parentheses.
- Italicize the book title; capitalize the first word of the title and the subtitle (if any).
- For print books, provide publisher information.
 - If the publisher is located in the U.S., give the city and state (see the 1st example). Use the official two-letter U.S. Postal Service Abbreviation for the state (see the [Appendix](#)).
 - If the publisher is located outside of the U.S., give the city and country (see the 2nd example).
 - If the publisher is a university, and the name of the state or the province is included in the name of the university, do not repeat the name or abbreviation in the publisher location (e.g., **Berkeley: University of California Press**, not **Berkeley, CA: University of California Press**).
 - Give the name of the publisher without superfluous terms, such as 'Publishers', 'Publishing', 'Co.' and 'Inc.'. Retain the words 'Press' and 'Books'.
- For digital books, do not provide publisher information.
 - Instead, include the DOI if one is assigned (see the 3rd example).
 - If no DOI is assigned, give the publisher's home page URL (see the 4th example).

4.12 Chapter in an edited book

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Print

Becker-Schmidt, R. (1999). Critical theory as a critique of society. In M. O'Neill (Ed.), *Adorno, culture and feminism* (pp. 104-117). London, England: Sage.

Digital, with DOI

Porter, S., Woodworth, M., & Doucette, N. (2007). Memory for murder: The qualities and credibility of homicide narratives by perpetrators. In S. Christianson (Ed.), *Offenders' memories of violent crimes* (pp. 115-134). doi:10.1002/9780470713082.ch5

Digital, without DOI

Christensen, C. M. (1997). What goes up, can't go down. In C. M. Christensen (Ed.), *Innovator's dilemma: When new technologies cause great firms to fail* (pp. 77-96). Retrieved from <http://harvardbusiness.org/>

- Give the chapter author's surname and initial(s), the year, and the title of the chapter (not in italics).
- Then give the initial(s) and surname (in that order) of the book editor, preceded by 'In'.
- After the editor's name, add the abbreviation 'ed.' (or 'eds.') in parentheses.
- Separate the editor information from the book title with a comma, not a period.
- Italicize the book title; capitalize only the first word of the title and the subtitle (if any).
- Give the page numbers in parentheses; use 'p.' (page) or 'pp.' (pages).
- For print books, provide publisher information.
 - If the publisher is located in the U.S., give the city and state. Use the two-letter U.S. Postal Service abbreviation for the state, e.g., **Malden, MA: Blackwell**. (For more abbreviations, see the [Appendix](#).)
 - If the publisher is located outside of the U.S., give the city and country (see the 1st example).
 - If the publisher is a university, and the name of the state or the province is included in the name of the university, do not repeat the name or abbreviation in the publisher location (e.g., **Berkeley: University of California Press**, not **Berkeley, CA: University of California Press**).
 - Give the name of the publisher without superfluous terms, such as 'Publishers', 'Publishing', 'Co.' and 'Inc.'. Retain the words 'Press' and 'Books'.
- For digital books, do not provide publisher information.
 - Instead, include the DOI if one is assigned (see the 2nd example).
 - If no DOI is assigned, give the publisher's home page URL (see the 3rd example).

4.13 Magazine article

What is a DOI? See § 3.5.1: [The Digital Object Identifier](#).

Print

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress and health. *Monitor on Psychology*, 39(5), 26-29.

Digital, with DOI

Dean, L. G., Kendal, R. L. Schapiro, S. J. Thierry, B., & Laland, K. N. (2012, March 12). Cognitive processes underlying human cumulative culture. *Science*, 335, 1114-1118. doi:10.1126/science.1213969

Digital, without DOI

Weir, K. (2014, June). The lasting effect of neglect. *Monitor on Psychology*, 45(6). Retrieved from <http://www.apa.org/monitor/>

- Give year/month if the magazine is a monthly (see the 1st and 3rd example); give year/month/day if the magazine is a weekly (see the 2nd example).
 - If each issue of the magazine begins with page 1, include the issue number (not italicized) in parentheses immediately after the volume number. (See the 1st and 3rd example.)
 - For magazines with continuous pagination, do not include the issue number. (See the 2nd example.)
 - For online magazine articles:
 - Provide page number(s) when available.
 - Include the DOI in the reference if one is assigned to the article. Keep in mind, however, that popular magazines with DOIs are rare. Articles from scientific magazines, however, usually have a DOI (see the 2nd example).
 - If no DOI is assigned, provide the publisher's home page URL. (See the 3rd example.)
- ! In text, use the following citations: (Chamberlin, Novotney, Packard, & Price, 2008), (Dean, Kendal, Schapiro, Thierry, & Laland, and (Weir, 2014).

4.14 Newspaper article

Print

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Digital

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*.

Retrieved from <http://www.nytimes.com>

- Give the exact date: year/month/day.
- Precede page numbers by 'p.' (page) or 'pp.' (pages).
- Give all page numbers (separated by a comma) for articles printed on discontinuous pages.
- For online articles, provide the newspaper's home page URL.

! In text, use the following citations: (Schwartz, 1993) and (Hilts, 1999).

4.15 Entry in an online reference work (including Wikipedia)

Encyclopedia, author and editor known

Steup, M. (2005). Epistemology. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.).

Retrieved from <http://plato.stanford.edu/archives/fall2007/entries/epistemology/>

Wikipedia

Prisoner's dilemma. (n.d.). In *Wikipedia*. Retrieved October 24, 2013, from [http://en.wikipedia.org/wiki](http://en.wikipedia.org/wiki/Prisoners_dilemma)

[/Prisoners_dilemma](http://en.wikipedia.org/wiki/Prisoners_dilemma)

Dictionary

Paradox. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from [http://www.merriam-webster](http://www.merriam-webster.com/dictionary/paradox)

[.com/dictionary/paradox](http://www.merriam-webster.com/dictionary/paradox)

- When the name of the author and/or editor are available:
 - Start with the author's surname and initial(s).
 - Provide the year, and the title of the lemma/article (not in italics).
 - Give the initial(s) and surname (in that order) of the editor, preceded by the word 'In' and followed by the abbreviation 'Ed.' (editor) or 'Eds.' (editors).
 - End this part of the reference with a comma, not a period.
- When the name of the author and/or editor are not available:
 - Start with the title of the lemma/article (not in italics).
 - Provide the year. If the date cannot be determined, use 'n.d.' (no date).
- Begin the next part of the reference with the word 'In'.
- Provide the title of the reference work (in italics). If the reference work refers to a print version, add edition information in parentheses. (See the 1st and 3rd example.)
- Provide a URL that leads directly to the entry. If reference work is not freely accessible, give the publisher's home page URL.
- If the reference work is likely to change over time (e.g., Wikipedia), include the retrieval date (see the 2nd example).

! In text, use the following citations: (Steup, 2005), ("Prisoner's Dilemma," n.d.), and ("Paradox," n.d.).

4.16 Diagnostic and Statistical Manual of Mental Disorders (DSM-5)

Where to find the DOI? See § 3.5.1: *The Digital Object Identifier*.

Print

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.).

Arlington, VA: Author.

- If you are citing the entire work, italicize the title of the work.

Chapter from DSM-5, print

American Psychiatric Association. (2013). Diagnostic criteria and codes. In *Diagnostic and statistical manual of mental disorders* (5th ed.). Arlington, VA: Author.

Chapter from DSM-5, digital

American Psychiatric Association. (2013). Diagnostic criteria and codes. In *Diagnostic and statistical manual of mental disorders* (5th ed.). <http://dx.doi.org/10.1176/appi.books.9780890425596.316088>

- If you are citing a chapter from the work, begin with the title of the chapter. Then give the title of the work (in italics), preceded by the word 'In'.
- Include the edition ('ed.') immediately after the title of the work; do not use superscript (2nd).
- If you used the print version of the *DSM-5*, provide publisher information (see the 1st and 2nd example). Use 'Author' to indicate the publisher, since the publisher is also the author.
- If you used the online edition of the *DSM-5*, provide the DOI instead (see the 3rd example).

! Keep in mind that there is no DOI for the entire DSM; each chapter has its own DOI.

4.17 Proceedings, published in book form

Where to find the DOI? See § 3.5.1: *The Digital Object Identifier*.

Print

Hughes, H. (2002). Information literacy with an international focus. In K. Appleton, C. R. Macpherson, & D. Orr. (Eds.), *International Lifelong Learning Conference: Refereed papers from the 2nd International Lifelong Learning Conference* (pp. 208-213). Rockhampton, Australia: Central Queensland University Press.

- Give the chapter author's surname and initials, the year, and the title of the chapter (not in italics).
- Give the initial(s) and surname(s) (in that order) of the book editor(s), preceded by the word 'In'.
- After the surname(s) of the editor(s), add the abbreviations 'ed.' (or 'eds.') in parentheses.
- End this part of the reference with a comma (not a period).
- Give the title of the work (in italics). Note that the name of the conference is capitalized.
- Provide the page numbers (in parentheses), preceded by 'pp.' (pages).
- Give the location of the publisher:
 - If the publisher is located in the U.S., give the city and state. Use the official two-letter U.S. Postal Service abbreviation for the state (see the [Appendix](#)).
 - If the publisher is a university, and the name of the state or the province is included in the name of the university, do not repeat the name or abbreviation in the publisher location (e.g., **Berkeley: University of California Press**, not **Berkeley, CA: University of California Press**).
 - If the publisher is located outside of the U.S., give the city and country (see the example).
- Give the name of the publisher without superfluous terms, such as 'Publishers', 'Publishing', 'Co.' and 'Inc.'. Retain the words 'Press' and 'Books'.

Digital

van der Linden, C. (2007). Gilles de la Tourette's syndrome: A movement disorder. In B. van Hilten, & B. Nuttin (Eds.), *Proceedings of the Medtronic Forum for Neuroscience and Neuro-Technology 2005* (pp. 70-74). doi:10.1007/978-3-540-32746-2_18

- Give the chapter author's surname and initials, the year, and the title of the chapter (not in italics).
- Give the initial(s) and surname(s) - in that order - of the book editor(s), preceded by the word 'In'.
- After the surname(s) of the editor(s), add the abbreviations 'ed.' (or 'eds.') in parentheses.
- End this part of the reference with a comma (not a period).
- Italicize the title of the book; capitalize all significant words.
- Provide page number(s) (in parentheses). Use 'p.' (page) or 'pp.' (pages).
- Instead of publisher information, include the DOI if one is assigned to the work (see § 3.5.1).
- If no DOI is assigned, provide the publisher's home page URL, preceded by the words 'Retrieved from'.

4.18 Proceedings, published regularly online

What is a DOI? See § 3.5.1: *The Digital Object Identifier*.

Tattersall, I. (2009). Human origins: Out of Africa. *Proceedings of the National Academy of Sciences of the United States of America*, 106, 16018-16021. doi:10.1073/pnas.0903207106

- Use the same format as you would for a journal article (see § 4.1).
- Include the DOI if one is assigned to the work (formally published proceedings usually have a DOI).
- If no DOI is assigned, provide the publisher's home page URL, preceded by the words 'Retrieved from'.
- Do not add a period at the end of the DOI or URL.

4.19 Conference paper, from the web

Wentworth, D. (2012, November). E-learning at a glance. Paper presented at the *Distance Education Conference*. Retrieved from http://www.umuc.au/conference/distance_education.html

- Provide year and month.
- Use the phrase 'Paper presented at', followed by the name of the conference. Italicize and capitalize the name of the conference.

4.20 Report / Working paper / Discussion paper, from the web

Report, individual author(s)

Kutner, M., Greenberg, E., Jin, Y., & Paulsen, C. (2006). *The health literacy of America's adults: Results from the 2003 National Assessment of Adult Literacy* (Report No. NCES 2006-483). Retrieved from National Center for Education Statistics website: <http://nces.ed.gov/pubs2006/2006483.pdf>

Report, corporate author

American Psychological Association, Task Force on the Interface Between Psychology and Global Climate Change. (2009). *Report of the APA Task Force on the Interface Between Psychology and Global Climate Change*. Retrieved from <http://www.apa.org/science/about/publications/climate-change.aspx>

Working paper, individual author(s)

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper No. 14124). Retrieved from National Bureau of Economic Research website: <http://www.nber.org/papers/w14124>

Discussion paper, individual author(s)

Klein, T. J., Lambertz, C., & Stahl, K. O. (2013). *Adverse selection and moral hazard in anonymous markets* (CentER Discussion Paper No. 2013-032). Retrieved from Tilburg University, CentER for Research in Economics and Business website: <http://www.tilburguniversity.edu/research/institutes-and-research-groups/center/discussion/-paper/2013/>

- Italicize the title of the document. Capitalize the first word of the title and subtitle and any proper names (such as the names of a survey or a task force, in the 1st and 2nd example).
- Provide the document number (if one is assigned) immediately after the title in parentheses. Precede the number with the abbreviation 'No.'.
- Include the name of the publishing organization in the retrieval statement (see the 1st, 3rd, and 4th example), unless the publisher is identified as the author (as in the 2nd example). When the publishing organization is a department or office of a larger organization, mention the larger entity first (see the 4th example).
- Do not add a period at the end of the URL.

4.21 Doctoral dissertation / Master's thesis

From an online institutional database (also referred to as 'institutional repository')

Bartel, T. M. C. (2005). *Factors associated with attachment in international adoption* (Doctoral dissertation). Retrieved from <http://hdl.handle.net/2097/131>

From the web

Patterson, G. W. (2003). *A comparison of multi-year instructional programs (looping) and regular education program utilizing scale scores in reading* (Master's thesis, University of Florida). Retrieved from <http://www.uf.edu/~asb/theses/2003/>

- Italicize the title of the work.
- After the title, identify the work as a doctoral dissertation/master's thesis (use parentheses).
- If you found the document on the web, include the name of the university in the parentheses (see the 2nd example). For degrees from institutions outside of the U.S., add the name of the country: (**Master's thesis, Humboldt University, Berlin, Germany**).

4.22 Data set

Pew Hispanic Center. (2005). *Survey of Mexican migrants [Data file and code book]*. Retrieved from <http://pewhispanic.org/datasets/>

- Do not italicize the title of the data set.
- After the title, include a description of form in brackets.

4.23 Self-archived works (e.g., pre-prints or post-prints)

Self-archiving involves the direct deposit of academic works into an open repository - often an institutional repository. Self-archived works may be formally published works (e.g., journal articles), or to-be-published works (pre- and post-prints).

Pre-print (i.e. version of the article before peer review)

Smart, B. T. (2013). *Diseases and dispositions*. Retrieved from <http://philsci-archive.pitt.edu/id/eprint/10010>

Post-print (i.e. version of the article after peer review, with revisions having been made)

Esmonde, I., & Caswell, B. (2010). *Teaching mathematics for social justice in multicultural, multilingual elementary classrooms*. Retrieved from <https://tspace.library.utoronto.ca/bitstream/1807/32372/3/EsmondeCaswellPrinciplesFINAL.pdf>

! In terms of content, post-prints are the articles as published. In terms of appearance, however, a post-print might not be the same as the published article (in connection with journal-specific type-setting and formatting).

4.24 Annual report

Available online

World Bank (2012). *The World Bank annual report 2012*. Retrieved from <http://www.worldbank.org/>

4.25 PowerPoint presentation

Available online

Neher, K. (2013). *Building a social media plan that works* [PowerPoint slides]. Retrieved from <http://www.slideshare.net/kristaneher/mn-breakout>

- Italicize the title of the PowerPoint presentation.
 - After the title, include a description of form in brackets.
- ! Cite PowerPoint slides available only on BlackBoard as personal communication, i.e. in text only (see § 1.14).

4.26 Press release

Available online

American Psychological Association. (2011, August 6). *Social networking's good and bad impacts on kids* [Press release]. Retrieved from <http://www.apa.org/news/press/releases/2011/08/social-kids.aspx>

- Give year, month, and day.
- Italicize the title of the press release.
- After the title, include a description of form in brackets.

4.27 Social media (e.g., Twitter, Facebook, Google+)

When citing Twitter, Facebook, Google+ (or any other platform) as a whole, and not any information in particular, it is sufficient to give the URL in the text (see § 1.12). No reference list entry is needed.

Only public content is included in the reference list. Information from private pages is not recoverable by everyone and is therefore treated as personal communication (see § 1.14).

Specific, retrievable information on social media sites is referenced as follows:

Tweet

Gates, B. [BillGates]. (2013, November 20). Needle-free immunizations? They'd be a huge breakthrough. A peek at the future of vaccinations: <http://b-gat.es/I0wh54> [Tweet]. Retrieved from <https://twitter.com/BillGates/status/403372513456955392>

Facebook status update, individual author, more than one post in the same year

Zuckerberg, M. [Mark Zuckerberg]. (2013a, August 20). For nine years, we've been on a mission to connect the world. We now connect more than 1 billion people, but to connect the next 5 billion we must solve a much bigger problem: the vast majority of people [Facebook status update]. Retrieved from <https://www.facebook.com/zuck/posts/301910763164004>

Zuckerberg, M. [Mark Zuckerberg]. (2013b, June 7). I want to respond personally to the outrageous press reports about PRISM: Facebook is not and has never been part of any program to give the US or any other government direct access to our servers. We have never received [Facebook status update]. Retrieved from <https://www.facebook.com/zuck/posts/10100828955847631>

Google+ post, organization as author

Cornell University. (2013, September 12). Guinness record: World's thinnest glass is just two atoms thick. At just a molecule thick, it's a new record: The world's thinnest sheet of glass, a serendipitous discovery by scientists at Cornell and Germany's University of Ulm, is recorded [Google+ post]. Retrieved from <https://plus.google.com/+Cornell/posts/T7vh6NRg5eM>

Pinterest pin

Dee, S. [Pinner]. (n.d.). Write a paper like a hamburger! [Pinterest pin]. Retrieved September 12, 2014, from <http://www.pinterest.com/OutfitGenie/apa-format/>

Facebook page, organization as author

European Students' Union. (n.d.). Timeline [Facebook page]. Retrieved September 11, 2014, from <https://www.facebook.com/European-Students-Union/5633999333>

- For organizations or groups, spell out the full name.
- For individual authors: give the surname, followed by initial(s).

- Add social media identity information (if any) in brackets (i.e. the author's screen name on Twitter, Facebook, Google+, or any other platform). Omit the @ and # sign. (See the 1st and 2nd example.)
 - Provide the screen name without brackets if only the screen name is known.
 - The date includes the year, month and day.
 - If you are unsure about the date but have a reasonable assumption of it, give the year in brackets, preceded by 'ca.', and include a retrieval date (e.g.: **TimmyD. [ca. 2012]. Rainy day. Retrieved September 22, 2014, from URL**).
 - If the date cannot be determined, use 'n.d.' (no date) and include a retrieval date (see the 4th and 5th example).
 - To differentiate among multiple entries from the same person in the same year (regardless of the month or day), alphabetize the entries by title and add a lowercase letter after the year, e.g., **2011a, 2011b / n.d.-a, n.d.-b / [ca. 2011a], [ca. 2011b]**. (See the 2nd example.)
 - On the title position, give up to 40 words of the cited content (tweets, Facebook or Google+ posts), or the name of the page/photograph/video file, etc.
 - Do not use italics for titles of status updates, tweets, pages, or photographs.
 - Use italics for items that stand alone: e.g., video files and photo albums.
 - If the item contains no words (e.g., a photograph without a caption), give a brief description in brackets, e.g., **[People dancing on the street]. (2014). Retrieved from URL**
 - After the title, provide a description of the content form (e.g., **[Facebook status update]**, **[Tweet]**, **[Pinterest pin]**, **[Photograph]**, **[Timeline]**, **[Video file]**).
 - If possible, provide the archived URL that leads directly to the cited content. For this persistent link, click on the post's date stamp. If you give an archived URL, no retrieval date is needed.
 - Provide a retrieval date if the content may be subject to change, e.g., whole pages or non-archived posts (see the 4th and 5th example).
- !** *In text, use the following citations: (Gates, 2013), (Zuckerberg, 2013a, 2013b), (Cornell University, 2013), (Dee, n.d), and (European Students' Union, n.d).*

4.28 Blog post/comment

Blog post

Rundkvist, M. [Martin R]. (2013, December 7). Between technocray and populism [Blog post]. Retrieved from <http://scienceblogs.com/aardvarchaeology/2013/12/07/between-technocracy-and-populism/>

Blog comment

ScienceGuy. (2010, August 31). Re: The identifiable victim bias [Blog comment]. Retrieved from <http://www.wired.com/wiredscience/frontal-cortex/>

- Give year, month, and day.
- Add the author's screen name (if known); use brackets (see the 1st example).
- Provide the screen name without brackets if the screen name is known, but the real name of the author is not (as in the 2nd example).
- Provide the specific date (year/month/day).
- After the title, give a format description in brackets.

4.29 Message posted to an online forum

Myself. (2005, June 6). Re: The public domain and open access models of information creation: At odds with the intellectual property system or enabled by it? [Online forum content]. Retrieved from World International Property Organization website: http://www.wipo.int/roller/comments/ipisforum/weblog/theme_three_the_public_domain#comments

- Provide the creator's real name if known, followed by the screen name (if known) in brackets. (See § 4.27: 1st, 2nd, and 4th example.)
- If only the screen name is known, give the screen name without brackets.

- Provide the specific date (year/month/day).
- After the title, include a description of form in brackets.
- Include the name of the website to which the message was posted in the retrieval statement if this information is not (clearly) part of the URL (see the example).

! In text, use the following citation: (Myself, 2005).

4.30 Streaming video (e.g., YouTube)

ZrednaZ. (2007, February 21). *Introducing the book (repost)* [Video file]. Retrieved from <http://www.youtube.com/watch?v=xFAWR6hzZek>

- Provide the creator's real name if known, followed by the screen name (if known) in brackets. (See § 4.27: 1st, 2nd and 4th example.)
- If only the screen name is known, give the screen name without brackets (see the example).
- Provide the specific date (year/month/day).
- After the title, include a description of form in brackets.

! In text, use the following citation: (ZrednaZ, 2007).

4.31 App (Mobile application software)

Damasio, A. (2010). *Self comes to mind: Constructing the conscious brain* [Mobile application software]. Retrieved from <http://itunes.apple.com>

4.32 Web content / Web documents

If you discuss any website or web page in general (and not specific content on that website or webpage), it is sufficient to cite the URL in the text (see § 1.12). An entry in the reference list is not needed.

When citing specific information from a website, it is vital that you first determine what kind of document you are dealing with. In some cases you will recognize the source type at once (e.g., a journal article, a newspaper article, or an e-book), and you will be able to cite it accordingly. Information that does not fall into an easily defined category may seem difficult to cite. The template for references from this residual category, however, is simpler than you might think.

Basic reference template

The basic reference template for any content from a website is made up of four pieces: author, date, title (including form specific information, if necessary*), and the URL.

- Titles of reports and other stand-alone documents (such as press releases or brochures) are italized.

Author, A. A. (year). *Title of document* [Format description]. Retrieved from <http://URL>

- Titles of blog posts, online forum messages, and status updates are not italized.

Author, A. A. (year). Title of document [Format description]. Retrieved from <http://URL>

* If the format is something out of the ordinary (e.g., a press release) a format description in brackets is added to the title. This allows the reader to find the cited source more easily. For examples of format descriptions see § 3.4.3.

Examples

Dryden-Edwards, R. (2014). *What are anxiety symptoms and signs?* Retrieved from http://www.medicinenet.com/anxiety/page4.htm#what_are_anxiety_symptoms_and_signs

American Lung Association. (2011). *Lower healthcare costs with America's gold standard smoking cessation program* [Brochure]. Retrieved from <http://www.lung.org/documents/freedom-from-smoking.pdf>

The White House, Office of the Press Secretary. (2014). *Federal agencies cut greenhouse gas emissions, increase renewables* [Press release]. Retrieved from http://www.whitehouse.gov/administration/eop/ceq/Press_Releases_2014/July_25

McAdoo, T. (2014, April 1). **How to cite a smartwatch** [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/social-media/>

- When you find information on an organization's own website without a specific author attribution, you can assume the organization to be the author (see the 2nd example).
 - When your reference includes a larger organization as well as a department or office within that organization, mention the larger entity first (see the 3rd example).
 - Provide the exact date (year/month/day) for content that is published more frequently, such as blog posts (see the 4th example), online forum messages (see § 4.29), or status updates (§ 4.27).
 - With regard to status updates: add a lowercase letter to the year to differentiate among multiple entries from the same person in the same year (regardless of the month or day). How to assign the letters is explained in § 4.27.
 - Include the name of the website to which the message was posted in the retrieval statement if this information is not part of the URL (see § 4.29).
- ! *In text, use the following citations: (Dryden-Edwards, 2014), (American Lung Association, 2011), The White House, Office of the Press Secretary, (2014), (McAdoo, 2014).*

How to adapt your reference when information is missing

Online materials often are missing some of information needed for a reference. Here are some examples to show you how to adapt your reference when this happens.

- When the author is unknown: move the title to the author position (don't italicize the title!).

Facebook connects people with friends and others who live around them. (2011). Retrieved from <http://>

! *In text, use the first few words of the title and capitalize all significant words: ("Facebook Connects," 2011). Notice the position of the quotation marks.*

- When the author and title are both unknown: give a brief description of the document (in brackets) on the author position.

[Childhood obesity in Europe]. (2013). Retrieved from <http://psych.com/news/2013/06/01/art/5135.html>

! *In text, use the following citation: ("[Childhood obesity]," 2013). Capitalize the first word of the description (and any proper names), but not the significant words in the description, since it is not the real title of the work. Notice the position of the quotation marks.*

- When the date is unknown:
 - Check if the year is part of the URL. If so, you can use it in your reference. Precede the year with the abbreviation 'ca.', and use brackets. Provide a retrieval date.
 - If the year is not part of the URL, use 'n.d.' (no date), and include a retrieval date.

Draper, F. [ca. 2014]. *Half of all children will be too heavy by 2030.* Retrieved 2014, May 12, from <http://>

Hudson, A. (n.d.). *Thinner than thin.* Retrieved 2012, June 2, from <http://>

! *In text, use the following citation: (Hudson, n.d.).*

- When the author, date, and title are all unknown: give a brief description of the document in brackets, followed by 'n.d.' (no date). Include a retrieval date.

[Facebook addiction]. (n.d.). Retrieved 2013, November 11, from http://www.new_media.com/item_4537.aspx

! *In text, use the following citation: ("[Facebook addiction]," n.d.). Notice the position of the quotation marks. The significant words in the title are not capitalized, since it is not the real title of the work.*

4.33 Image (figure), from the web

In the research literature, images are called 'figures'.

Weinberger, M. [czsar]. (2013). *2 versus 1* [Photograph]. Retrieved from <http://www.flickr.com/photos/51035610542@N01/9507165477/sizes/l/in/explore-2013-08-14/>

Danny PiG. (2007). *Pigzipper CD label* [Drawing]. Retrieved from <http://www.flickr.com/photos/dannypigart/177121059/>

- Provide the creator's real name first, followed by the screen name (if the creator uses one) in brackets.
- If only the screen name is known, give the name without brackets.
- Italicize the title of the image, and add a format description (in brackets).

! In text, use the following citations: (Weinberger, 2013) and (Danny PiG, 2007).

How to adapt your reference when information is missing

Sometimes one or more of the components needed to compose a reference is missing. The examples below show you how to adapt your reference to fit any situation where information is missing.

- When the creator's name is missing, and you found the image on an organization's own website, you can safely assume the organization to be the creator.

American Psychological Association. (2010). *The Internet as an egg* [Drawing]. Retrieved from <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>

In other instances, give the title of the image on the creator position (if you do not see a title, put your mouse over the image - without clicking - and see if a caption comes up).

Children playing on the beach [Photograph]. (2014). Retrieved from <http://www.hotfrog.com.au//ch-pl/>

! In text, use the following citation: ("Children Playing on the Beach," 2014). Capitalize significant words in the title. Notice the position of the quotation marks.

- When the title is missing: give a brief description of the image in brackets.

Tilburg University. (2011). [University Library, first floor] [Photograph]. Retrieved from <http://www.tilburguniversity.edu/students/study/library/>

! In text, use the following citation: (Tilburg University, 2011).

- When creator and title are both missing: give a brief description (in brackets) on the creator position.

[Stonehenge at sundown] [Photograph]. (2006). Retrieved from <http://www.wayfaring.info/2006/11/13/planning-your-visit-to-stonehenge/>

! In text, use the following citation: ("[Stonehenge at sundown]," 2006). The significant words in the title are not capitalized, since the description is not the real title of the work. Notice the position of the quotation marks.

- When the year is missing: use 'n.d.' (no date) on the position of the year.

Bonham, H. (n.d.). *Spirograph* [Drawing]. Retrieved from <http://www.cates.com.au/spirograph>

! In text, use the following citation: (Bonham, n.d.).

- When the creator, title, and year of creation are all missing: provide a brief description of the image (in brackets) on the position of the creator, and use 'n.d.' (no date) on the position of the year.

[Multi-color beach cabins] [Painting]. (n.d.). Retrieved from <http://www.hotfrog.com.au/Companies/Modern-Art-Abstract>

! In text, use the following citation: ("[Multi-color beach cabins]," n.d.). Do not capitalize significant words in the description, since it is not the real title of the work. Notice the position of the quotation marks.

APPENDIX**Official U.S. Postal Service abbreviations for states and the District of Columbia**

ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
COLORADO	CO	NEW MEXICO	NM
CONNECTICUT	CT	NEW YORK	NY
DELAWARE	DE	NORTH CAROLINA	NC
DISTRICT OF COLUMBIA	DC	NORTH DAKOTA	ND
FLORIDA	FL	OHIO	OH
GEORGIA	GA	OKLAHOMA	OK
HAWAII	HI	OREGON	OR
IDAHO	ID	PENNSYLVANIA	PA
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MARYLAND	MD	VERMONT	VT
MASSACHUSETTS	MA	VIRGINIA	VA
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

Source: <https://www.usps.com/send/official-abbreviations.htm>

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