

## APA General Citation Guide

### General Rules

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| <ul style="list-style-type: none"> <li>• <b>Text (body) format.</b> The body of the text should be left-aligned, with the first line of each paragraph indented by pressing the tab key once. The paragraphs should be double-spaced.</li> <li>• <b>No first names.</b> Authors' names are inverted (last name first), followed by first and middle initials if available for all authors of a work (up to and including three authors).</li> <li>• <b>Multiple authors.</b> In the references page, when there 2 to 20 authors, include an ampersand (&amp;) before the last author. For 21 or more authors, include the first 19, use an ellipsis (...), and add the last author's name.</li> <li>• <b>Journal titles.</b> Present a journal title in full and maintain the punctuation and capitalization used by the journal. For example: <i>ReCALL</i> (not RECALL) or <i>Knowledge Management &amp; Practice</i> (not Knowledge Management and Practice)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Capitalization.</b> Capitalize the first word of a sentence and the first word of a complete sentence after a colon. Proper nouns, names of racial and ethnic groups, university departments, institutions and courses, and trade or brand names should also be capitalized.</li> <li>• <b>Italicization.</b> Use italics for key terms or phrases (e.g. <i>mindfulness</i>), but only when introducing that phrase the first time. For subsequent uses of that phrase, do not italicize. Also use italics for titles of books, reports, journals, periodicals, web pages, and other standalone works.</li> <li>• <b>Entry order.</b> Alphabetize by last name of the first author. For multiple articles by the same author or authors (listed in the same order), list entries in chronological order from the earliest. If the first author of two sources is the same but different second and/or third authors, arrange alphabetically by the last name of the second or third author (if previous names are the same).</li> </ul> |
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	In-Text Citations	Parenthetical	In-text and Parenthetical Citations: Overarching Rules
One Author	Arden (2016) discovered that students "...study well past midnight the day before an exam" (p. 321) because they often multitask on social media.	Compared to college students' study habits in the 1920s, today they "...study well past midnight the day before an exam" (Arden, 2016, p.321).	<p><b>Paraphrasing:</b> Include author's last name, year of publication.</p> <p><b>Direct quote:</b> Include author's last name, year of publication, &amp; page number(s) if available.</p> <p><b>Two authors:</b> Cite authors in order in which they appear.</p> <p><b>Three or more authors:</b> Include the last name of first author, followed by "et al."; then include the year of publication.</p> <p><b>No author:</b> For works with longer titles, include only the first few words of the title.</p> <p><b>No date:</b> If the publication or posted date is not listed, use the place holder (n.d.) for no date.</p> <p><b>Personal communication:</b> Not included in reference list; cite in-text/parenthetical only. A. Smith's students had difficulty with APA (personal communication, November 3, 2002). -or- (E. Robbins, personal communication, January 4, 2001)</p>
Two authors	Anza and Rivas (2014) said...	(Anza & Rivas, 2014)	
Three or more authors	Walls et al. (2016) found...	(Walls et al., 2016)	
Group authors (government agencies, associations, etc.)	The American Psychological Association (2019) recorded... APA (2019)	(American Psychological Association [APA], 2019) (APA, 2019)	
No author	In <i>Merriam-Webster's</i> (2005)...	( <i>Merriam-Webster's</i> , 2005)	
No date	In Bradley's article (n.d.)...	(Bradley, n.d.)	

### Reference Citations

Work with single author or no author	Berndt, T. J. (2002). Friendship quality and social development. <i>Current Directions in Psychological Science</i> , 11(1), 7-10. <a href="https://doi.org/10.1111/1467-8721.00157">https://doi.org/10.1111/1467-8721.00157</a> American Psychological Association. (2009). Blog guidelines. <i>APA Style Blog</i> . <a href="https://blog.apastyle.org/apastyle/blog-guidelines.html">https://blog.apastyle.org/apastyle/blog-guidelines.html</a>
Work with two to 20 authors	Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. <i>Journal of Personality and Social Psychology</i> , 65(1), 1190-1204. <a href="https://doi.org/10.1037/0022-3514.65.6.1190">https://doi.org/10.1037/0022-3514.65.6.1190</a>
Book	Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). <i>The battered child</i> (5th ed.). Chicago Press.
Book with no author	<i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Merriam-Webster.
Chapter in edited book	Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), <i>Gender issues across the life cycle</i> (pp. 107-123). Springer.
Article	Bushman, B. J., Baumeister, R. F., & Stack, A. D. (1999). Catharsis, aggression, and persuasive influence: Self-fulfilling or self-defeating prophecies? <i>Journal of Personality and Social Psychology</i> , 76(1), 367-376. <a href="http://doi.org/10.1014/0009854">http://doi.org/10.1014/0009854</a>
Website	Center for Disease Control and Prevention. (2019, October 3). <i>Foodborne germs and illnesses</i> . <a href="https://www.cdc.gov/foodsafety/foodborne-germs.html">https://www.cdc.gov/foodsafety/foodborne-germs.html</a>

Online Presentation	Saito, T. (2012). <i>Technology and me: A personal timeline of educational technology</i> [PowerPoint slides]. Slideshare. <a href="http://slideshare.net/Bclari25/educational-technology-ppt">http://slideshare.net/Bclari25/educational-technology-ppt</a>
Online File	United States Department of Housing and Urban Development. (2008). <i>Indiana income limits</i> [Data file]. <a href="https://huduser.org/Datasets/IL/IL08/in_fy2008.pdf">https://huduser.org/Datasets/IL/IL08/in_fy2008.pdf</a>
Online Graphic	OkCupid. (2019). How many people use online dating? [Frequency Chart]. OkCupid. <a href="http://okcupid.com/howmany">http://okcupid.com/howmany</a>

Heading Levels	Tables and Figures
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**APA Heading Level 1**  
**Centered, Boldface, Title Case (Uppercase and Lowercase)**

This heading level (level 1) is on its own line, and the text begins on a new line as demonstrated here.

**APA Heading Level 2 Left-aligned, Boldface, Title Case (Uppercase and Lowercase)**

Like level 1, this heading level (level 2) is on its own line, and the text begins on a new line.

**APA heading level 3 Left-aligned, italic, boldface, Title Case (Uppercase and Lowercase)**

Like level 1 and 2, this heading level (3) has its own line, and the text begins on a new line.

**APA heading level 4 Indented 0.5 inches, boldface, Title Case (Lowercase and Uppercase) with a period.** Text begins on the same line and continues into the same paragraph.

**APA heading level 5 Indented 0.5 inches, italicized, Title Case (Uppercase and Lowercase) with a period.** Like level 4, text begins in the same line and continues into the same paragraph.

**Table 1**  
*Cat Enjoyment\* Ratios Compared Based on Item*

Age Range	String	Cat Tunnels	Feather Toy	Cat Nip	Laser Pointer
Kitten (0-2)	.3	.7	.5	.2	.7
Junior (2-3)	.6	.8	.8	.6	.8
Adult (3-7)	.5	.6	.7	.8	.8
Senior (7-12)	.2	.3	.4	.7	.5

\* During study, participating cats were given ample head scratches, good food, and love.

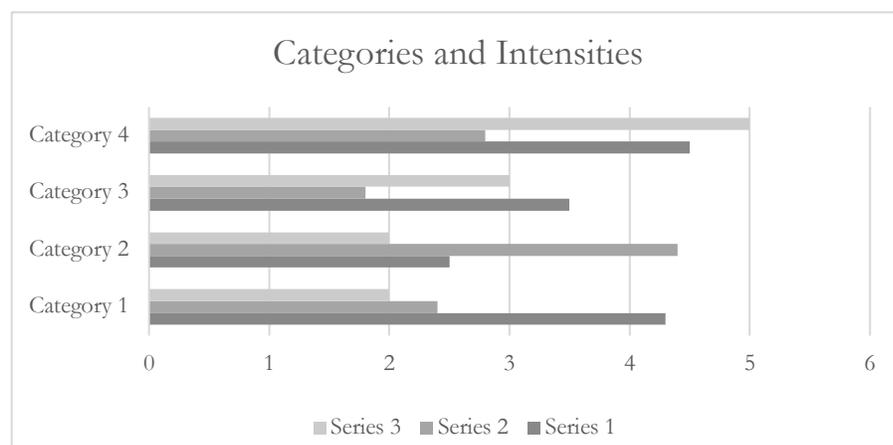


Figure X. Category ratings based on their individual series type and level of intensity from 0 to 5.

**Final Questions to Ask:**

- Is the table or figure necessary?
- Are terms spelled correctly? Is the table/figure free from extraneous detail?
- In a figure, are the data plotted accurately? Is the grid scale correctly proportioned?
- In a table, are the data consistent?
- Is the figure/table title brief but explanatory?
- In a figure, is the font legible? Is the font size compatible with the rest of figure and surrounding text?
- In a table, does every column have a heading?
- Is the entire table single- or double-spaced (including title, headings, notes)?
- Are all vertical border lines eliminated?
- Are all abbreviations and special symbols—including special use of italics, parentheses, and dashes—explained and consistent throughout?
- If the table or its data are from another source, is the source properly cited?
- Is the table/figure referred to in the text?
- Are all comparable tables and figures consistent?
- Does the caption accurately represent the figure?