- taken from Ashford University, https://writingcenter.ashford.edu/format-your-reference-list

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Books, ebooks, and book chapters

Books

Authored book

≫ Author, A., & Author, B. (Year). *Title of book: Subtitle of book* (edition, if other than the first). Publisher Name.

≫ Daniell, E. (2006). *Every other Thursday: Stories and strategies from successful women scientists.* Yale University Press.

Edited book

≫ Editor, A., & Editor, B. (Eds.). (Year). *Title of book: Subtitle of book* (edition, if other than the first). Publisher Name.

≫ Lane, C. (Ed.). (2008). *Playing with words: The spoken word in artistic practice.* Cornerhouse Publications.

Ebooks

*Treat texts found in a database <u>without</u> a DOI the same as print version. Citation ends after "Publisher Name."

With DOI, available online

≫ Author, A., & Author, B. (Year). *Title of book: Subtitle of book* (edition, if other than the first). Publisher Name. https://doi.org/xxxx

≫ Williams, F. M., & Emerson, C. J. (2008). *Becoming leaders: A practical handbook for women in engineering, science, and technology.* ASCE Press, ASME Press, & Society of Women Engineers. https://doi.org/10.1061/9780784409206

With URL only (no DOI), available online

> Author, A., & Author, B. (Year). *Title of book: Subtitle of book* (edition, if other than the first). Publisher Name. URL

> Strunk, W., Jr., & White, E. B. (1999). *The elements of style* (4th ed.). Allyn & Bacon. http://www.jlakes.org/ch/web/The-elements-of-style.pdf

Without DOI, available in database

> Author, A. (Year). *Title of book: Subtitle of book* (edition, if other than the first). Publisher Name.

> Connell, C. M., & Sole, K. (2013). *Essentials of college writing* (2nd ed.). Bridgepoint Education.

Chapter in an edited ebook, available online

Treat texts found in a database <u>without</u> a DOI the same as print version. Citation ends after "Publisher Name."

With DOI in a database

> Author, A. A., & Author, B. B. (Year). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (edition, if other than the first, volume, if any, pp. XX–XX). Publisher Name. https://doi.org/...

> Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016

Without DOI, available online

> Author, A. A., & Author, B. B. (Year). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (edition, if other than the first, pp. XX–XX). Publisher Name. URL

> American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care and Early Education. (2011). Program activities for healthy development. In *Caring for our children: National health and safety performance standards: Guidelines for early care and education programs* (3rd ed., pp. 47–87). American Academy of Pediatrics; American Public Health Association. http://nrckids.org/files/CFOC3_updated_final.pdf

Work in an anthology

❯ Author, A. A., & Author, B. B. (Year). Title of work. In A. Editor & B. Editor (Eds.), *Title of book* (edition, if other than the first, pp. XX–XX). Publisher Name. URL (Original work published date)

❯ Shuhua, L. (2007). The night of midautumn festival (N. K. Mao, Trans.). In J. S. M. Lau & H. Goldblatt (Eds.), *The Columbia anthology of modern Chinese literature* (2nd ed., pp. 95–102). Columbia University Press. https://bit.ly/2MKKUOp (Original work published 1928)

Online dictionary, encyclopedia, or other reference work

When an online reference work is continuously updated and there is no stable or archived version of the work, include a retrieval date.

❯ Editor, A. (Ed.). (Year). *Title of publication.* Site Name/Publisher. Retrieved Month Day, Year, from URL

❯ Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved December 6, 2019, from https://www.merriam-webster.com

Single entry in an online reference work

❯ Author, A. (Year). Title of entry. In A. A. Editor (Ed.), *Title of reference work* (edition, if other than the first). Site Name/Publisher. URL

❯ Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Spring 2019 ed.). Stanford University. http://plato.stanford.edu/entries/behaviorism/

Articles

Online journal articles

Treat texts found in a database without a DOI the same as print version. Citation ends without URL or hyperlink.

With DOI

❯ Author, A. A. (Year). Title of article. *Publication Title, volume number*(issue), pp–pp. https://doi.org/...

❯ Beattie, B. R., & LaFrance, J. T. (2006). The law of demand versus diminishing marginal utility. *Review of Agricultural Economics, 28*(2), 263–271. https://doi.org/10.1111/j.1467-9353.2006.00286.x

Without DOI, available online

> Author, A. (Year). Title of article. *Publication Title, volume number*(issue), pp–pp. URL

> Collins, M. E., Garlington, S., & Cooney, K. (2015). Relieving human suffering: Compassion in social policy. *Journal of Sociology & Social Welfare, 42*(1), 95–120. https://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=3889&context=jssw

Magazine article retrieved online

*If you retrieve a magazine article from a database, omit URL. Substitute DOI, if available.

> Author, A. (Year, Month Day). Title of article. *Publication Title, volume number*(issue), pp–pp. URL

> Clay, R. A. (2014, December). Taking action against Ebola. *Monitor on Psychology, 45*(11), 14. https://www.apa.org/monitor/2014/12/ebola

Newspaper articles

*Only use this category if the article has an associated daily or weekly newspaper. If the article is from a news website (BBC News, CNN, Huffpost, etc.), use the format for the article on a news website in the webpages category.

Retrieved online

> Author, A. (Year, Month Day). Title of article. *Newspaper Title*. URL

> Baumgaertner, E. (2019, July 2). As Ebola outbreak rages, the world just watches. Some call it 'malignant neglect.' *Los Angeles Times*. https://www.latimes.com/science/la-sci-ebola-outbreak-congo-20190618-story.html

Retrieved in a database

> Author, A. (Year, Month Day). Title of article. *Newspaper Title*, Section.

> Strickland, T. S., Shammas, B., Bellware, K., & Barrett, D. (2019, December 8). Saudi aviator kills 3, is slain in Fla. *The Washington Post*, A1.

Blog post

⟩ Author, A. A. (Year, Month Day). Title of blog post. *Blog Name*. URL

⟩ Hardy, M. (2010, October 29). E-ZPass is a life-saver (literally). *Freakonomics*.
http://freakonomics.com/2010/10/29/e-zpass-is-a-life-saver-literally/

Multimedia

Motion picture or documentary film

*The director should be credited as the author of a film; if the director is unknown, someone in a similar role can be credited instead to aid readers in retrieving the work (e.g., Host, Producer, Composer, or Artist).

Film available online

⟩ Director, B. B. (Director). (Year). *Title of motion picture or documentary film* [Description]. Production Company. URL

⟩ Sorkin, R. (Director). (2018). *Tidewater* [Film]. American Resilience Project; Sorkin Productions.
https://www.pbs.org/video/tidewater-mgqr0m

Film not available online

⟩ Director, B. B. (Director). (Year). *Title of motion picture or documentary film* [Description]. Production Company.

⟩ Reiner, R. (Director). (1987). *The princess bride* [Film]. ACT III Communications.

YouTube or other streaming Internet video

*For online streaming videos, the person or group who uploaded the video is credited as the author for retrievability, even if they did not create the work.

⟩ Author, A. A. [Screen name, if different]. (Year, Month Day). *Title of video* [Video]. Platform Name. URL

⟩ Sveinsson, E. [Eriendur Sveinsson]. (2015, April 16). *Happiness* [Video]. Vimeo.
https://vimeo.com/125117388

Podcast, single episode

> Host, H. (Host). (Year, Month Day). Title of podcast episode (No. if available). [Audio podcast episode]. In *Title of podcast*. Production Company. URL

> Raz, G. (Host). (2019, October 11). Erasing the stigma [Audio podcast episode]. In *TED radio hour*. NPR. https://www.npr.org/programs/ted-radio-hour/764651758/erasing-the-stigma

TED Talks

When the TED Talk comes from TED's website, use the name of the speaker as the author. When the TED Talk is on YouTube, list the uploader as the author to aid in retrieval.

From TED website

> Speaker, A. A. (Year, Month Day). *Title of video* [Video]. TED Conferences. URL

> Warren, F. (2012, February). *Half a million secrets* [Video]. TED Conferences. https://www.ted.com/talks/frank_warren_half_a_million_secrets

From YouTube

> TED. (Year, Month Day). *Name of Speaker: Title of video* [Video]. YouTube. URL

> TED. (2019, October 24). *Mitchell Katz: What the US health care system assumes about you* [Video]. YouTube. https://youtu.be/n3ZbjsS4TCc

Webpages & Websites

A webpage will never be the home page of the URL. It is part of a greater whole that is the website. When author and site name are the same, omit the site name from the source element. Provide the most specific date possible. Include a retrieval date only when the content is designed to change over time and the page is not archived.

Webpage

> Author, A. A. (Year, Month Day). *Title of page or section*. Site Name. URL

> National Nurses United. (n.d.). *What employers should do to protect nurses from Zika*. https://www.nationalnursesunited.org/what-employers-should-do-to-protect-rns-from-zika

Article on a news website

Use this category for news articles that are not associated with a daily or weekly newspaper. When the author of the webpage and the site name are the same, omit the site name from the reference entry.

❯ Author, A. A. (Year, Month Day). *Title of article.* Site Name. URL

❯ Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN. https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html

Supplemental materials

Report: Corporate/government, group author, retrieved online

If a report, series, or issue number is given, provide this in parentheses after the title. Describe less common forms of reports in square brackets after the title like the example below. If the report number is available, and the report needs a special description, place the parentheses before the brackets in the reference entry.

❯ Name of Group. (Year, Month Day). *Title of report (Report number, if available)* [Description, if needed]. Publisher Name (omit if the same name as group author). DOI or URL

❯ U.S. Department of Homeland Security. (2019, July). *The DHS strategic plan: Fiscal years 2020–2024* [Agency strategy publication]. https://www.dhs.gov/sites/default/files/publications/19_0702_plcy_dhs-strategic-plan-fy20-24.pdf

Report: Database, nongovernmental organization

❯ Author, A. A., Author, B. B., & Author, C. C. (Year, Month Day). *Title of report* (Report number, if available). Publisher Name (omit if the same name as group author). DOI (if available)

❯ Lingenfelter, P. E., Wright, D. L., & Bisel, T. M. (2005). *State higher education finance, FY 2004.* State Higher Education Officers.

APA STYLE

7th Edition
Quick Reference Guide

Journal Article

Author, A. A., & Author, B. B. (Year). Title of the article.

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Name of the Periodical, volume(issue), #–#. https://doi.org/xxxx

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

Book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book (7th ed.).

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Chapter in an Edited Book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter.

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

In A. A. Editor & B. B. Editor (Eds.), Title of the book (2nd ed., pp. #–#).

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Provide the title of the book in which the chapter appears. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the book title.

Include the chapter page range. End with a period. **Does the book have an edition or volume number?** If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma, before the page range. Do not put a period between the title and the parenthetical information.

Publisher. DOI or URL

Include the name of the publisher followed by a period. Do not include the publisher location. If there are multiple publishers, separate them with a semicolon.

Does the book have a DOI or URL? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

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More information on reference variations not shown here (e.g., in-press articles, articles with article numbers, articles without DOIs, books with titled volumes, audiobooks) can be found in the Publication Manual of the American Psychological Association (7th ed.) and in the Concise Guide to APA Style (7th ed.):

Journal articles and other periodicals — Section 10.1
Books and reference works — Section 10.2
Edited book chapters and entries in reference works — Section 10.3

SOURCE: American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). https://doi.org/10.1037/0000165-000

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