# UAB Graduate School Quick Guide to APA Reference and Citation Style

This guide is produced by the UAB Graduate School as an aid to APA reference and citation style. It is not intended as a substitute for the APA Publication Manual. Highlighted numbers refer to relevant sections in the 6th edition of the APA Manual where additional information is located.

Last updated: 8/2010 by Inelda Vetter, Reference Librarian, Mervyn Sterne Library, ivetter@uab.edu

## Entry on Reference Page

### Reference to an article in a periodical


**Explanation of Reference Entry**
- Invert author(s) name, give initials with period, space after the periods.
- Give the year of publication in parentheses, followed by a period.
- Give the title of the article, not italicized; capitalize the first word of the title and the subtitle, if there is one; end with a period.
- Give the title of the periodical, italicized, capitalizing all major words; end with comma.
- Give the volume number, italicized.
- If each issue of the journal is paginated separately, include the issue number in parentheses following the volume number; follow by a comma. Do not italicize.
- Give the beginning and ending page numbers.
- End with a period.

**In-Text Citations**
- If the name of the author appears in the text, cite only the year of publication in parentheses:
  - Keller (1999) found that…
- If author does not appear in the text, cite the author and the year in parentheses:
  - Recent research (Keller, 1999) has shown…
- Or, if using a direct quote — “…this process can be applied to similar compounds” (Keller, 1999, p. 163). *Place end quote before the parentheses, supply page number, period after parentheses.* (Sections 6.03, 6.11) (Table 6.1)

### Reference to an authored book


**Explanation of Reference Entry**
- When a work (book or article) has 1 - 7 authors, give surnames and initials of all authors.
- When there are 8 or more authors, include the first 6 authors’ names, followed by three ellipses, and then the last author’s name.
- Use commas to separate authors.
- Use “&” before last author, except when have 8 or more authors.
- Give year of publication in parentheses; follow by a period.
- Give title of book, italicized; capitalize the first word of the title and the subtitle, if there is one; end with a period.
- If this is not the first edition, add the number of edition after the title.
- Give the city and state of publication followed by a colon.
- Give the name of publisher.
- End with a period.

**In-Text Citations**
- When a work (book or article) has 2 authors, always cite both names. (Smith & Jones, 1998)—or— in running text—Smith and Jones (1998) report that…
- When there are 3, 4, or 5 authors, cite all authors the first time the reference occurs; afterwards use first author only followed by et al.
- First reference:
  - The study on sensitivity testing (Keen, James, & King, 1989) has changed the way…
- Subsequent references:
  - (Keen et al., 1989)— or, in the text —Keen et al. (1989) found that… (no comma after al.)
- For 6 or more authors, use only the first author every time (even the first time) followed by et al.

### Reference to a chapter in an edited book


**Explanation of Reference Entry**
- List by the author(s) of the chapter, rather than the editor(s) of the book.
- Use In… to indicate the title of the work in which the chapter appears.
- Do not invert the names of the editors.
- Place (Ed.). or (Eds.). after name(s).
- Give the beginning and ending page numbers of the chapter.
- If this is not the first edition, add the number of the edition in parentheses with page numbers. (3rd ed., pp. 35-82)

**In-Text Citations**
- Cite the author of the chapter, not the editor of book in which the chapter appears.
- Parenthetical citation: (Alys et al., 1992)
- In the body of text:
  - Alys et al. (1992) reported that these results were…
  - If using a direct quote from a book, include the page number on which the quote occurs, as you would with a direct quote from a journal. (See example above in section on periodical citations.)

### Secondary sources

Find and use the original source whenever possible. When that is not possible, list the book or article in which you found the information.

<table>
<thead>
<tr>
<th>Entry on Reference Page</th>
<th>Explanation of Reference Entry</th>
<th>In-Text Citations</th>
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<tbody>
<tr>
<td><strong>Organizations or groups as authors</strong></td>
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<tr>
<td>National Institutes of Health. (1996). Consensus development panel on physical activity and cardiovascular health. <em>JAMA</em>, 276 (3), 241-245.</td>
<td>• Place the name of the group in the author position.</td>
<td>Spell out the name of the group—or—When a group is referred to in the text by an acronym or abbreviation, spell out the name on the first reference, followed by the acronym: <strong>Note:</strong> The UAB Graduate School accepts single spaced long quotes (if 40 words or more) in theses and dissertations.</td>
</tr>
<tr>
<td>International Organization for Standardization. (2001). Trends and statistics. New York, NY: Author. (Chapter 7, examples 31, 32, 35, 49, 53, 54, 68)</td>
<td>• When the author and the publisher are identical, use the word Author as the name of the publisher.</td>
<td>First parenthetical reference: note brackets (National Institutes of Health [NIH], 1996) or first in-text reference National Institutes of Health (NIH, 1996)…Thereafter, use the acronym only. (NIH, 1996)—or—According to the NIH (1996), it is…</td>
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<td><strong>Electronic sources</strong></td>
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<td>Matheson, A. (2010). Five steps for structural reform in clinical cancer research. <em>American Journal of Public Health</em>, 100, 596-603. doi:10.2105/AJPH.2009.168633</td>
<td>• Choose Internet resources with great care. Many are temporary, and your credibility depends on references being retrievable.</td>
<td>Do not include URLs in the running text or in parenthetical citations.</td>
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<td>Webpage created by an organization: Gentry Foundation (1999). Losing ground: Low income communities in the information age Retrieved from <a href="http://www.gentry.org/LowIncome/two.html">http://www.gentry.org/LowIncome/two.html</a></td>
<td>• Always make and keep a print copy of a source you retrieve from the Internet.</td>
<td>Use the section heading and paragraph number to guide the reader to the exact location of the quote in an electronic source that does not provide page numbers.</td>
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<td>(Sections 6.31 – 6.32) (Chapter 7)</td>
<td>• If information is retrieved from an electronic database, follow the format appropriate for the work retrieved and: • Add a DOI number, if available.</td>
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<td>• If there is no DOI, add a retrieval statement indicating the homepage of the journal.</td>
<td>• Do not place a period after a URL.</td>
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<td>• If the item is only available in the database (as is possible for archival documents, dissertations, or papers not formally published), give the database name and accession number or the home page URL for the database.</td>
<td>• Break a URL that goes to another line after a slash or before a period.</td>
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<td>• Do not place a period after a URL address.</td>
<td>• List the title of the document if an author is not identified.</td>
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<td>• Add a URL that goes to another line after a slash or before a period.</td>
<td>• Only add a date to the retrieval statement if the material may change over time.</td>
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<td>• List by the title of the document if an author is not identified.</td>
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<td><strong>Reference Books</strong></td>
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<td><em>American Heritage Dictionary of the English Language</em> (4th ed.). (2000). Boston, MA: Houghton Mifflin. (Section 7.02)</td>
<td>• Major reference works with large editorial boards may be listed by the lead editor, followed by et al.</td>
<td>For a resource without an author or editor: In text, use the first few words of the title or the whole title if short. (American Heritage Dictionary, 2000) (Section 6.15)</td>
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**Additional information on references**

- Each reference cited in the text must appear in the reference list.
- Each entry in the reference list must be cited in text.
- References are alphabetized by the first author’s last name.
- When referencing more than one work by the same author, arrange by year of publication. Works by a single author precede works by the same author in conjunction with other authors.
- Nothing precedes something—Smith precedes Smitherman
- Alphabetize prefixes as they are actually spelled. MacWright precedes McAllan.
- Alphabetize works with group authors by the first significant word of the name.
- Alphabetize works with no author by the first significant word of the title (i.e., not a or the).
- APA requires hanging indent in reference lists (i.e., the first line is flush with the left margin; subsequent lines are indented, as in the examples above.)

(Sections 6.25, 2.11)

**Additional information on in-text citations**

- When two or more works are cited collectively, arrange works in alphabetical order. Separate entries with a semicolon.
- For in-text citations, when the author is part of the narrative, do not include the year in subsequent nonparenthetical references to the same source within the same paragraph. (Sections 6.11, 6.12)
- But, if the name and author are in parenthesis, include the year in subsequent references to the same source within the same paragraph.
- When two authors have the same last name, include the authors’ initials in all text citations (C. Dawson, 2003). (Section 6.14)
- Identify works by the same author but different publication dates by including both dates. (Wilson, 1999; 2003) (Section 6.16)
- Identify works by the same author with the same publication date by using a, b, c, after the year: Additional studies (Davis, 1989a, 1989b) were used… (repeat the year, but not the name) (Section 6.16)

**Note:** The UAB Graduate School accepts single spaced long quotes (if 40 words or more) in theses and dissertations. A double space should occur before and after the quoted material. The citation is placed at the end of the quote. (Section 6.03)