

## 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 5<sup>th</sup> edition of the APA Manual where additional information is located. (Direct questions and comments to [jbaird@uab.edu](mailto:jbaird@uab.edu)) Last updated: 10/2006

Entry on Reference Page	Explanation of Reference Entry	In-Text Citations
<p><b>Reference to an article in a periodical</b></p> <p>Author, A. A. (2002). Title of article. <i>Title of Periodical</i>, xx(xx), xxx-xxx.  <span style="margin-left: 40px;">↑      ↑</span>  <span style="margin-left: 40px;">(volume) inclusive page numbers</span>  <span style="margin-left: 40px;">issue number, if any</span></p> <p>Keller, M. E. (1999). Prenatal and postnatal attachment: A modest correlation. <i>Journal of Gynecological and Neonatal Nursing</i>, 25, 161-166.</p> <p style="background-color: #e0e0e0;">(p. 232-241)</p> <p><i>(For works with multiple authors, see section below on authored book.)</i></p>	<ul style="list-style-type: none"> <li>• Invert author(s) name, give initials with period, space after the periods.</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Give the title of the article, not italicized, with only the first word capitalized (and first word following a colon); end with a period.</li> <li>• Give the title of the periodical, italicized, capitalize all major words; end with comma.</li> <li>• Give the volume number, italicized.</li> <li>• Give issue number if each issue begins with page 1</li> <li>• Give the beginning and ending page numbers.</li> <li>• End with a period.</li> </ul>	<p>If the name of the author appears in the text, cite only the year of publication in parentheses:          Keller (1999) found that...</p> <p>If author does not appear in the text, cite the author and the year in parentheses:          Recent research (Keller, 1999) has shown...</p> <p>Or, if using a <b>direct quote</b> —          "...this process can be applied to similar compounds" (Keller, 1999, p. 163).  <i>Place end quote before the parentheses, supply page number, period after parentheses.</i>  <span style="background-color: #e0e0e0;">(p. 207) (p. 213)</span></p>
<p><b>Reference to an authored book</b></p> <p>Author, A. A., Author, B. B., &amp; Author, C. C. (1998). <i>Title of work in italics</i>. Location of publisher: Name of Publisher.</p> <p>Keen, E. G., James, K. F., &amp; King, L. A. (1989). <i>Phenomenological psychology: An introduction</i> (3rd ed.). New York: Holt, Rinehart, &amp; Winston.</p> <p style="background-color: #e0e0e0;">(p. 228)</p>	<ul style="list-style-type: none"> <li>• <b>When a work (book or article) has 1 - 6 authors</b>, give surnames and initials of all authors.</li> <li>• <b>When there are 7 or more authors</b>, use et al. for the 7th and subsequent authors (not italicized, period after al.).</li> <li>• Use commas to separate authors</li> <li>• Use "&amp;" before last author (<i>but use "and" in running text</i>)</li> <li>• Give year of publication in parentheses</li> <li>• Give title of book, italicized; capitalize only first word (and first word after a colon).</li> <li>• If this is not the first edition, add the number of edition after the title.</li> <li>• Give the city of publication</li> <li>• Give the name of publisher</li> <li>• End with a period</li> </ul> <p style="background-color: #e0e0e0;">(p. 224)</p>	<p><b>When a work (book or article) has 2 authors</b>, always cite both names. (Smith &amp; Jones, 1998)—or— in running text—          Smith and Jones (1998) report that...</p> <p><b>When there are 3, 4, or 5 authors</b>, cite all authors the <b>first time</b> the reference occurs; afterwards use first author only followed by et al. (not italicized, period after al.)          First reference:          The study on sensitivity testing (Keen, James, &amp; King, 1989) has changed the way...          Subsequent references:          (Keen et al., 1989)— or, in the text —Keen et al. (1989) found that... (<i>no comma after al.</i>)</p> <p><b>For 6 or more authors</b>, use only the first author every time (even the first) with et al.</p> <p style="background-color: #e0e0e0;">(pp. 208-209)</p>
<p><b>Reference to a chapter in an edited book</b></p> <p>Author, A. A., &amp; Author, B. B. (2001). Title of chapter. In A. Editor, B. Editor, &amp; C. Editor (Eds.), <i>Title of book in italics</i> (pp. xx-xx). Location: Publisher.</p> <p>Ayls, H., Lester, B. M., Tencil, E., &amp; Brazelton, T. B. (1992). Assessment of preterm infant behavior. In B. M. Fitzgerald Lester &amp; M. W. Yogman (Eds.). <i>Theory and research in behavioral pediatrics</i> (pp. 35-82). New York: Plenum.</p> <p style="background-color: #e0e0e0;">(p. 252)</p>	<ul style="list-style-type: none"> <li>• List by the author(s) of the chapter, rather than the editor(s) of the book.</li> <li>• Use <b>In...</b> to indicate the title of the work in which the chapter appears.</li> <li>• Do not invert the names of the editors.</li> <li>• Place (Ed.) or (Eds.) after name(s).</li> <li>• Give the beginning and ending page numbers of the chapter.</li> <li>• If this is not the first edition, add the number of the edition in parentheses with page numbers. (3rd ed., pp. 35-82)</li> </ul>	<p>Cite the author of the chapter, not the editor of book in which the chapter appears.</p> <p>Paranthenetical citation: (Alys et al., 1992)</p> <p>In the body of text:          Alys et al. (1992) reported that these results were...</p> <p>If using a direct quote, include the page number on which the quote occurs, as you would with a direct quote from a journal. (<i>See example above in section on periodical citations.</i>)</p>
<p><b>Secondary sources</b></p> <p>Find and use the original source whenever possible. When that is not possible, list the book or article in which you found the information.</p> <p>Jacobs, M., &amp; Wilson, J. U. (2003). Social cognition. <i>The Science Journal</i>, 21, 78-98.</p> <p style="background-color: #e0e0e0;">(p. 247)</p>	<ul style="list-style-type: none"> <li>• List only the secondary source in the reference list—not the original work. This leads the reader to the information you used.</li> </ul>	<p>In the text, name the original work (the one your source referred to) and then give the secondary source (where you located the information) in parentheses:          In a 1998 study by West and Collins, (as cited in Jacobs &amp; Wilson, 2003) it was revealed that...</p> <p style="background-color: #e0e0e0;">(p. 247)</p>

Entry on Reference Page	Explanation of Reference Entry	In-text citations
<p><b>Organizations or groups as authors</b></p> <p>National Institutes of Health. (1996). Consensus development panel on physical activity and cardiovascular health. <i>JAMA</i>, 276 (3), 241-245.</p> <p>International Organization for Standardization. (2001). <i>Trends and statistics</i>. New York: Author.</p> <p>(pp. 248-249)</p>	<ul style="list-style-type: none"> <li>Place the name of the group in the author position.</li> <li>Spell out the name of the group author.</li> <li>If each issue of the journal is paginated separately, include the issue number in parentheses following the volume number.</li> <li>When the author and the publisher are identical, use the word <i>Author</i> as the name of the publisher.</li> <li>Alphabetize by the first significant word of the name.</li> </ul>	<p>Spell out the name of the group—or—</p> <p>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:</p> <p>First parenthetical reference: <i>note brackets</i> (National Institutes of Health [NIH], 1996) or first in-text reference National Institutes of Health (NIH)...</p> <p>Thereafter, use the acronym only. (NIH, 1996)—or— According to the NIH, it is... (p. 209)</p>
<p><b>Electronic sources</b></p> <p>Author, A. A. (2003). <i>Title of work</i>. Retrieved month day, year, from source.</p> <p>Internet article based on a print source:</p> <p>Davis, V. (2001). How much adherence is enough? [Electronic version]. <i>Journal of Infectious Diseases</i>, 7, 145-162.</p> <p>Internet site created by an organization:</p> <p>Gentry Foundation (1999). <i>Losing ground: Low-income communities in the information age</i> [Electronic version]. Retrieved March 3, 2003, from <a href="http://www.Gentry.org /Low-Income/two.html">http://www.Gentry.org /Low-Income/two.html</a></p> <p>Article retrieved from an online data base</p> <p>Kellett, L. V. (2002). Life on the edge: A guide to living dangerously. <i>Journal of Clinical Psychology</i>, 65,122-132. Retrieved March 23, 2002, from Academic Search Premier database.</p> <p>(p. 223) (p. 231) ) (p. 257) (pp. 268-281)</p>	<ul style="list-style-type: none"> <li>Choose Internet resources with great care. Many are temporary, and your credibility depends on references being retrievable.</li> <li>Test the URLs in your references regularly to be sure they remain active.</li> <li>Always make and keep a print copy of a source you retrieve from the Internet.</li> <li>Use the paragraph number or section heading to guide the reader to the exact location if the electronic source does not provide page numbers.</li> <li>If information is retrieved from an electronic database, follow the format appropriate for the work retrieved and add a retrieval statement: date of retrieval and name of database.</li> <li>If a retrieval number is provided, include it in parentheses</li> <li>Do not place a period after a URL address.</li> <li>Break a URL that goes to another line after a slash or before a period</li> <li>List by the title of the document if an author is not identified,</li> </ul>	<p>Do not include URLs in the running text or in parenthetical citations.</p> <p>Follow the same guidelines for in-text citations for electronic sources as for any other type of information. The reference page will supply the access information.</p> <p>Davis’s study (2001) showed ...</p> <p>The first study of this kind (Gentry Foundation, 1999) focused on...</p> <p><b>Note:</b> Because the Internet is constantly evolving and information is presented in a variety of formats, APA maintains a website on which instructions and examples are regularly updated: <a href="http://www.apastyle.org">www.apastyle.org</a></p> <p>Your responsibility as an author is to provide the reader with as clear a path as possible to the material on which your research is based. Indeed, failure to do so may throw doubt on the validity of your study. Avoid using sources which may have changed or disappeared by the time your work is published.</p>
<p><b>Reference Books</b></p> <p>American Heritage Dictionary of the English Language (4th ed.). (2000). Boston: Houghton Mifflin.</p> <p>(p. 250) (p. 254)</p>	<ul style="list-style-type: none"> <li>Major reference works with large editorial boards may be listed by the lead editor, followed by et al.</li> </ul>	<p>In text, use the first few words of the title or the whole title if short.</p> <p>(American Heritage Dictionary, 2000)</p> <p>(p. 249)</p>
<p><b>Additional information on references</b></p>		<p><b>Additional information on in-text citations:</b></p>
<ul style="list-style-type: none"> <li>Each reference cited in the text must appear in the reference list. Each entry in the reference list must be cited in text.</li> <li>References are alphabetized by the first author’s last name. (p. 219)</li> <li>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. p. 220</li> <li>Nothing precedes something—Smith precedes Smitherman</li> <li>Alphabetize prefixes as they are actually spelled. MacWright precedes McAllan.</li> <li>Alphabetize works with group authors or no author listed by the first significant word of the title (i.e., not <i>a</i> or <i>the</i>) p. 221</li> </ul>		<ul style="list-style-type: none"> <li>When two or more works are cited collectively, arrange works in alphabetical order. Separate entries with a semicolon. (Alys et al., 1982; Black &amp; Clark, 1989; Davis, 2002) (p. 212)</li> <li>In in-text citations, do not include the year in subsequent references to the same source within the same paragraph</li> <li>When quoting, give the author, year, and page number in the citation: “...can be applied to most previous studies” (Davis, 2000, p. 212). (p. 213) (p. 117)</li> <li>When two authors have the same last name, include the authors’ initials in all text citations (C. Dawson, 2003) p. 211</li> <li>Identify works by the same author but different publication dates by including both dates. (Wilson, 1999, 2003)</li> <li>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) (p. 212)</li> <li>UAB Graduate School requirements differ from APA in-text requirements in that long quotes (40 words or more) may be single spaced. A double space should occur before and after the quoted</li> </ul>
<p><b>Note:</b> 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.) UAB Graduate School requirements differ from APA reference requirements in that individual references may be single spaced with a double space between entries.</p>		

