APA Style of Referencing: Brief Guide

Reference list

The reference list begins on a new page after the body of your paper. The word References is centered at the top of the page, and the list begins on the very next line. The whole page is double-spaced, just like the rest of your paper. The first line of each entry begins at the left margin, and subsequent lines are indented by .5”. (Use the hanging indent feature in Microsoft Word to achieve this format.)

The list contains all of the sources cited in your paper, and you must make sure every source you include in the reference list is also cited in the body of the paper.

In the sample below, notice that each listing contains author (last name with initial[s] only), date of publication, title of source, title of larger work (journal or edited book), and publication or retrieval information. As you examine the sample listings, pay attention to all the details, including punctuation, spacing, capitalization, and italics.

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BECOMING AN EFFECTIVE SUPERVISOR

References


Instructions for types of sources

- **Book** (last sample above): Italicize the title, and capitalize only the first word. If there is a subtitle, capitalize its first word as well.

- **Journal article** (4th sample above): As for a book title, capitalize only the first word of the article’s title. However, capitalize all the main words in the title of the journal. The numbers following the journal title are the volume number and page numbers.

  *The DOI*: Most scholarly journal articles have a digital object identifier (DOI) that can be found in the database listing and sometimes on the first page of the article. If no DOI is assigned and you accessed the article electronically, type “Retrieved from” followed by the URL of the journal or journal publisher’s homepage.

- **Chapter in an edited book** (2nd and 3rd samples above): You may need to use this format when citing one of your textbooks. If each chapter has its own author(s), list the chapter using this format.

- **Book with publisher as author** (1st sample above): Use “Author” in place of the publisher’s name because you have already named the publisher in the author position.

- **Web source**: Provide as much information as is available, and include a format description in brackets. Remove extra formatting (underlining and color) from URLs. Sometimes an organization is the author. As with any other document, if no author is given, the document title may be given in the author position.


- **Other source types**: Examples are available in the *Publication Manual of the American Psychological Association* for many other source types, including:

  - **Newspaper article** p. 200
  - **Entry in a reference book**, such as a dictionary, p. 205
  - **Government report**, p. 205
  - **Video**, p. 49
  - **Unpublished presentation**, such as an instructor’s PowerPoint, p. 206
Sources with no author:

When no author is provided, give the title in the author position.

Specific dates:

- **Year and month** (for monthly or quarterly magazines, newsletters, and newspapers):
  
  (2000, September).

- **Full date** (for daily publications):
  
  (2000, September 30).

- **No date** (when no date is provided):
  
  (n.d.)

**In-text citations**

To refer to a source in the body of your paper, you will need to provide last name(s) of the author(s) and the date of publication. Most of the time you will use a **parenthetical citation**.

Supervisors sometimes take a teaching role; at other times they may act as consultants or counselors for the counselor in training (Bernard & Goodyear, 2009).

Sometimes the author of a source is an important part of your narrative. In this case, use a **contextual citation**, including the author’s name in your sentence but leaving the date in parentheses. Notice that “and” is used in the contextual citation, while a parenthetical citation uses &.

Bernard and Goodyear (2009) describe supervision as a combination of three roles: teacher, consultant, and counselor.

Sometimes even the year becomes part of the sentence.

In 1979, Bernard published her seminal work describing the three roles of a counselor supervisor.
When the source you are reading cites another source, a primary source, you should always locate and read the primary source and then cite it directly. In the event you do not use the primary source, use a secondary source citation. In the example, Smith (2005) is the primary source that you did not read:

(Smith, 2005, as cited in Bernard & Goodyear, 2009)

List only the secondary source (Norsworthy et al. in the example) in the reference list.

A page number should be provided for a direct quotation. Notice that the period follows the parenthetical citation, outside the quotation marks.

“Supervisors serve as teachers, consultants, and counselors to their supervisees” (Bernard & Goodyear, 2009, p. 21).

To cite more than one source for the same idea, separate the citations using semi-colons and list the sources in alphabetical order by first author’s name, as in the reference list.

(Ancis & Ladany, 2001; Bernard, 1979; Bernard & Goodyear, 2009)

When a source has 3 to 5 authors, list all authors the first time you cite it in the text, and give the first author followed by et al. in the following citations.

First time: (Norsworthy, Leung, Heppner, & Wang, 2009)

Subsequent times: (Norsworthy et al., 2009)

When a source has 6 or more authors, use first author with et al. from the beginning of the paper.

Further resources:

The Publication Manual of the American Psychological Association (6th ed.) is available in the USJ library and bookstore. The APA has also published a pocket guide to APA style.

The CAE writing consultants are available to help you understand and follow APA guidelines. You can make an appointment by contacting caeappt@usj.edu or 860-231-5514.