This handout briefly describes some basic APA documentation procedures. It is not intended to be inclusive, nor is it intended to replace the style manual.

**Manuscript preparation**
Font: Times New Roman is now the preferred typeface with 12 pt. font.
Headings: All levels of headings are written in boldface. Level 1 heading is centered with important words capitalized. Level 2 heading is flush left with important words capitalized, and Level 3 is indented with only first word capitalized and ends with a period. (For examples and descriptions of levels 5 and 6, see page 62.)

**Author's name in text:** Put the year in parentheses following the author’s name.
   **Example:** Johnson (2007) argues for the continuation of . . .
   - OR -

**Author's name in reference:** Put the author and date (separated by a comma) in parentheses at the end of the cited segment.
   **Example:** In a recent study of chemical reactions,…(Johnson, 2007).

**Quoted material in text:** Enclose quotations of fewer than 40 words in double quotation marks (do not indent or block off). In parentheses, include the page number of the quoted text preceded by “p.”.
   **Example:** Johnson (2007) found that "earlier studies on reactions could not be verified" (p. 32).

**Works with no identified author:**
Cite the first few words of the reference list entry (usually the title) and the year.
   **Example:** Numbers seeking free care have doubled in the past year (“Study Finds,” 2009).

**Quoted material from an Internet source without pagination:**
   a) If paragraph numbers are provided, use them in place of page numbers.
      **Example:** Basu and Jones (2007) suggest the need for an “intellectual . . . cyberspace” (para. 4).

   b) If neither page nor paragraph number is provided, but headings are used, cite the appropriate heading and the number of the paragraph following it. You will need to count the paragraphs yourself.
      **Example:** Verbunt (2008) found that “the level . . . condition” (Discussion section, para. 1).

   c) If neither page nor paragraph is provided and headings are too long to be cited in full, use a shortened heading with quotation marks. Again, you will need to count the paragraphs yourself.
      **Example:** According to Golan (2007), “Empirical . . behavior” (“Mandatory Labeling Has Targeted,” para. 4). (The original heading was “Mandatory Labeling Has Targeted Information Gaps and Social Objectives.”)
Guidelines for writing the References section:

- Center the word *References* at the top of the first page of this section.
- **Double-space all lines. Note: To save space, the examples on this tip sheet are not double-spaced.**
- Indent the second and following lines of a reference entry.
- Use only the initials of the author's first and middle (if given) names.
- Place the date of publication in parentheses following the author's name.
- If no author is given, start with the title and then the date.
- APA uses capitalization sparingly. In titles of articles and books, capitalize proper names, and the first words of titles and subtitles. Do capitalize important words in the titles of periodicals.
- Do not put quotation marks around article titles. Titles of books and names of journals are italicized.
- For periodicals: include volume number (italicized) and page span (not italicized). *Example: 4, 16-19*
- For books, include publication city and publishing company. *Example: Grand Rapids, MI: Longman.*
- Give surnames and initials for up to and including 7 authors. When authors number 8 or more, include the first six authors’ names, then insert three ellipses, and add the last author’s name. *Note: This is a change from the 5th edition.*

Listed below are two important changes made to the References section in the 6th edition:

1) Previous editions required a retrieval date for online sources (Retrieved on *Date* from *URL*). The 6th edition no longer requires a retrieval date.

2) The 6th edition discusses a new way of locating online material—the digital object identifier, or DOI. The DOI, now used by 2600 publishers, is a unique series of numbers assigned to online books and journal articles. The series of numbers, usually found on the first page of an electronic document, should be used to replace the URL in an entry in the References section. See the examples below. (For more information on the DOI see pp. 188 and 198 of the APA manual.)

Examples of how to list selected materials:

**Books**

**Book with one author:**

**Book with two authors:**

**Electronic version of a print book:**
with DOI:

without DOI:
Article in a reference book:

Article or chapter in a book:

Periodicals
Journal article with DOI:

Journal article with continuous pagination and without DOI:

Journal article without DOI and paginated by issue:

Newspaper article:

Online newspaper article:

Magazine article:

Online magazine article:

This information was taken from the following edition of the APA manual: