

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) STYLE FOR REFERENCE CITATIONS AND REFERENCE LISTS

For further explanation of APA practices associated with writing research papers and citing sources, consult the [Publication manual of the American Psychological Association](#) (6th ed.) and the [APA style guide to electronic references](#).

Tips For Using This Style Guide

- Start the reference list on a new page. Type word **References** (**Reference**, if there is only one), centered, at the top of the page. The reference list is double-spaced both between and within entries; entries have a hanging indent.
- For each reference, the first line is typed flush with the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin. This is called a *hanging indent*.
- Entries in a reference list should appear in alphabetical order by the author's last name, or by the first significant word in the title, if there is no author. Words such as "The", "An" or "A" at the beginning of the title should be ignored, but not omitted, when alphabetizing the reference list.

Books

Book, Basic Format

Reference	Author, A. A. (publication year). <i>Title of work: Subtitle of work</i> . Location: Publisher.
Comments	Capitalize the first word in the title, the first word in the subtitle and all proper nouns. (<i>Publication manual</i> , 2010, p. 202)

Book, One Author

Reference	Keeler, R. (2008). <i>Natural playscapes: Creating outdoor play environments for the soul</i> . Redmond, WA: Exchange Press.
Comments	Provide the location (city and state/province) where the publisher is located. If the publisher is a university and the name of the state or province is included in the university name, do not repeat the name in the publisher location. (<i>Publication manual</i> , 2010, pp. 186-187)

Book, Organization as Author

Reference	American Psychiatric Association. (2000). <i>Diagnostic and statistical manual of mental disorders</i> (4th ed.). Washington, DC: Author.
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Book, Two to Seven Authors

Reference	Adovasio, J. M., Soffer, O., & Page, J. (2007). <i>The invisible sex: Uncovering the roles of women in prehistory</i> . New York, NY: Smithsonian Books.
Comments	In the reference list, use the first initials and surnames of all the authors up to and including seven authors. (<i>Publication manual</i> , 2010, p. 184)

Book, No Author

Reference	<i>Merriam-Webster's collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam-Webster.
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Book, One Editor

Reference	Newby, G. (Ed.). (2002). <i>Concise encyclopedia of Islam</i> . Oxford, England: Oneworld.
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Book, Two or More Editors

Reference	Hunt, R. R., & Ellis, H. C. (Eds.). (1999). <i>Fundamentals of cognitive psychology</i> . Toronto, ON: McGraw-Hill College.
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Book, With an Author and an Editor

Reference	Potter, P. A., & Perry, A. G. (2009). <i>Canadian fundamentals of nursing</i> (J. C. Ross-Kerr & M. J. Wood, Eds.). Toronto, ON: Elsevier Canada.
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Book, Published in a Second or Subsequent Edition

Reference	Kirszner, L., & Mandell, S. (2000). <i>The pocket Holt handbook</i> (5th ed.). Fort Worth, TX: Harcourt Brace College Publishers.
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Book, Section (i.e. Chapter, Essay, Story) Basic Format

Reference	Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Place of publication: Publisher.
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Book, Section (i.e. Chapter, Essay, Story)

Reference	Gurman, A. S. (1981). Family therapy. In M. N. Blum (Ed.), <i>Handbook of family therapy</i> (pp. 742-775). New York, NY: Springer.
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Book, Section: Article or Chapter in an Edited Book, Reprinted from Another Source

Reference	Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), <i>Cognitive development to adolescence: A reader</i> (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from <i>Manual of child psychology</i> , pp. 703-732, by P. H. Mussen, Ed., 1970, New York, NY: Wiley)
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Secondary Source (One Source Quoted in Another)

Reference	<p><i>If Johnson's unpublished manuscript is cited in Beatty, cite Beatty in the reference list</i></p> <p>Beatty, J. (1982). Task-evoked pupillary responses. <i>Psychological Bulletin</i>, 9, 276-292.</p> <p>In the text, use the following citation:</p> <p>Johnson's study (as cited in Beatty, 1982).....</p>
Comments	To cite a work discussed in a secondary source, give the secondary source in the reference list. In the text, name the original work and give a citation for the secondary source. (<i>Publication manual</i> , 2010, p. 178)

Book, Electronic Version of Print Book

Reference	Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722
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Book, Electronic-only Book

Reference	Gettman, D. (n.d.). <i>The twinkle theory</i> . Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=244
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Book, Electronic Version of Republished Book

Reference	Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 4, pp. 96-121). Retrieved from http://books.google.com/books (Original work published 1900)
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Reference Book, Encyclopedia, Articles (With Author)

Reference	Bergmann, P. G. (1993). Relativity. In <i>The new encyclopaedia Britannica</i> (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.
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Reference Book, Encyclopedia, Articles – (No Author)

Reference	Chinook. (2004). In K. Barber (Ed.), <i>Canadian Oxford dictionary</i> (p. 250). Don Mills, ON: Oxford University Press.
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Reference Work, Online

Reference	Reiki. (n.d.). In <i>Merriam-Webster's online dictionary (11th ed.)</i> . Retrieved from http://www.m-w.com/dictionary/reiki
Comment	If the online version refers to a print edition, include the edition number after the title (<i>Publication manual</i> , 2010, p. 205)

Periodicals – Journal, Magazine and Newspaper Articles

- Publishers have started to assign a Digital Object Identifier (DOI) to journal articles and other types of documents. A DOI is a unique alpha-numeric code given to individual online works. The DOI usually appears at the top of the article or in the database record for the article.
- At the moment, not all publishers provide DOIs. Some library databases such as PsycINFO provide a DOI for each article. When a DOI is provided, you should provide it at the end of your APA reference. Items with a DOI no longer need the database name in the citation.
- APA suggests that when DOIs are available, you include them for both print and electronic sources.
- If there is no DOI provided, try searching CrossRef.org, a free DOI lookup. (<http://www.crossref.org/guestquery/>)
- If the article you are citing does not have a DOI, provide the home page URL of the journal. If you are accessing the article from a library database, you will need to do a web (google) search to locate the URL. You do not have to include the name of the database in the citation.
- There is no need to include the retrieval date unless the source information is likely to change.

Journal Article with DOI

Reference	Fasching, W. (2008). Consciousness, self-consciousness and meditation. <i>Phenomenology and the Cognitive Sciences</i> , 7(4), 468-483. doi: 10.1007/s11097-008-9090-6
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Journal Article with DOI, More than Seven Authors

Reference	Ironson, G., Balbin, E., Stuelzle, R., Fletcher, M. A., O’Cleirigh, C., Laurenceau, J. P., ... Solomon, G. (2005). Dispositional optimism and the mechanisms by which it predicts slower disease progression in HIV: Proactive behavior, avoidant coping, and depression. <i>International Journal of Behavioral Medicine</i> , 12(2), 86-97. doi: 10.1207/s15327558ijbm1202_6
Comments	Include the first six author’s names, then insert three ellipses, and add the last author’s name. For references with up to seven authors, include all author’s names in the reference list. (<i>Publication manual</i> , 2010, p. 184)

Journal Article without DOI

Reference	Skilbeck, J., & Payne, S. (2005). End of life care: A discursive analysis of specialist palliative care nursing. <i>Journal of Advanced Nursing</i> , 51(4), 325-334. Retrieved from http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1365-2648
Comments	This article was retrieved from Cinahl. To cite it properly it was necessary to do a web search to find out the URL for the Journal of Advanced Nursing.
Reference	Carr, D., & Boerner, K. (2009). Do spousal discrepancies in marital quality assessments affect psychological adjustment to widowhood? <i>Journal of Marriage and the Family</i> , 71(3), 495-509.
Comments	This article is from a print journal without a DOI.

ERIC documents

Reference	Brewster, C., & Railsback, J. (2002). <i>Full-day kindergarten: Exploring an option for extended learning</i> . Retrieved from ERIC database. (ED472733)
Comments	Some documents (e.g., discontinued journals, dissertations, in house documents or papers not formally published) can only be found in electronic databases such as ERIC, JSTOR or Canadian Points of View Reference Centre.

Canadian Points of View Reference Centre

Reference	Klassen, J. (2009). <i>Fishing industry : An overview</i> . Retrieved from Canadian Points of View Reference Centre database. (28674926)
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Datamonitor Company Profiles

Reference	Datamonitor. (2011, June 24). <i>Tabcorp Holdings Limited: Company profile</i> . Retrieved from http://www.datamonitor.com/
Comments	Provide the URL of the publisher homepage (Datamonitor) rather than the name of the database used to retrieve the document (Business Source Complete).

Magazine Article, Print

Reference	Kandel, E.R., & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. <i>Science</i> , 290, 1113-1120.
Comments	For magazines, newspapers and newsletters provide the year and the exact date of the publication (separated by a comma and enclosed in parentheses). If the date provided is a season, provide the year and season (separated by a comma and enclosed in parentheses). (<i>Publication manual</i> , 2010, p. 185)

Magazine Article, Online

Reference	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology</i> , 39(6). Retrieved from http://www.apa.org/monitor/
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Newspaper Article, Print

Reference	Boettcher, S. (2009, September 28). The power of positive thinking. <i>The Vancouver Sun</i> , pp. C3, C5.
Comments	When an article appears on non-consecutive pages, provide all the page numbers and separate the numbers with a comma. (<i>Publication manual</i> , 2010, p. 200)

Newspaper, Article – Print (No Author)

Reference	New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The National Post</i> , p. A12.
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Newspaper Article, Online

Reference	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from http://www.nytimes.com
Comments	Provide the URL of the home page of the newspaper when the online version of the article is available by searching the website. (<i>Publication Manual</i> , 2010, p. 201)

Websites

Website, Basic Format

Reference	Author, A. A. (date of publication). <i>Document Title</i> . Retrieved from URL
Comments	<p>At a minimum, a reference of an Internet source should provide a document title or description, the date of publication or update (when available) and the URL that leads to the entry page for the document. Wherever possible, identify the author(s) of the document. Sometimes you have to hunt around to find the information (try going up a page of the URL).</p> <p>Do not put a period after the URL.</p>

Website, Created by an Organization or Individual(s)

Reference	Reddick, A., & Boucher, C. (2002). <i>Tracking the dual digital divide</i> . Retrieved from http://www.hrsdc.gc.ca/en/hip/lld/olt/Skills_Development/OLTResarch/tracking_dual_digital_divide.shtml
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Website, No Date

Reference	Canadian Council on Social Development. (n.d.). <i>A profile of health in Canada: The health of Canadians</i> . Retrieved from http://www.ccsd.ca/factsheets/health/index.htm
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Website, News (No Author)

Reference	Daycare in High River offering night care. (2011, October 4). Retrieved from http://www.cbc.ca/news/canada/calgary/story/2011/10/04/calgary-high-river-daycare.html
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Website, News (Author)

Reference	Canadian Press. (2011, March 7). Canada will suffer without national childcare plan: Report. Retrieved from http://www.ctv.ca/CTVNews/Canada/20110306/national-childcare-policy-110306/
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Website, Section

Reference	Japanese Canadian National Museum. (2008). <i>Japanese Canadian timeline</i> . Retrieved from http://www.jcnm.ca/resources/timeline
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Website, Document

Reference	New Westminster. Department of Planning. (2000). <i>Official community plan update, May 2000</i> . Retrieved from http://www.newwestcity.ca/cityhall/dev_services/publications/04OCP/pdf/ocp%20update%20may%202000.pdf
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Website, Document

Reference	Canexus Income Trust. (2011, July 7). <i>Alternative monthly report</i> . Retrieved from http://www.sedar.com
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Website, Document

Reference	Kemp, G., Segal, J., & Cutter, D. (2011, June). <i>Learning disabilities in children: Learning disability symptoms, types and testing</i> . Retrieved from: http://www.helpguide.org/mental/learning_disabilities.htm
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Website, Weblog/Blogs Entries

Reference	PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php
Comments	The screen name is used for the author name in this example. (<i>Publication manual</i> , 2010, p. 215)

Government Documents

Government Documents, Basic Format (Print)

Reference	Corporate Author. (Year of Publication). <i>Title of document: Subtitle of document.</i> (Report No. if Provided). Location: Department.
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Government Documents, Print

Reference	Statistics Canada. Social and Aboriginal Statistics Division. (2006). <i>Women in Canada, 2005: A gender-based statistical report.</i> Ottawa: Author.
Comment	Use Author as the publisher name when the author or issuing agency is also the publisher.

Government Documents, Legislative (Print)

Reference	Immigration Act. In <i>Revised Statutes of Canada, 1985.</i> 5, (1-2). Ottawa: Queen's Printer.
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Government Documents, Department (Print)

Reference	Coote, D. R., & Gregorich, L. R. (2000). <i>The health of our water: Toward sustainable agriculture in Canada.</i> Ottawa: Research Branch, Agriculture and Agri-Food Canada.
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Government Documents, Agency (Print)

Reference	Canada. National Council of Welfare. (2007). <i>Solving poverty: Four cornerstones of a workable national strategy for Canada,</i> 126. Ottawa: Author.
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Government Documents, Online

Reference	Canada. Library of Parliament. Parliamentary Information and Research Service. (2007). <i>Euthanasia and assisted suicide: International experiences</i> by Mollie Dunsmuir and Marlisa Tiedemann. (PRB 07-03E). Retrieved from http://dsp-psd.pwgsc.gc.ca/collection_2007/lop-bdp/prb/PRB0703-e.pdf
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Government Documents, Municipal (Online)

Reference	Vancouver. (2003). <i>Graffiti management program</i> . Retrieved from http://www.city.vancouver.bc.ca/engsvcs/streets/graffiti/
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Government Documents, Parliamentary Debates (Online)

Reference	Canada. Parliament. House of Commons. (2007). <i>Debates</i> , 39th Parliament, 2nd Session, 142, (037-A). Retrieved from http://www2.parl.gc.ca/HousePublications/Publication.aspx?Language=E&Mode=1&Parl=39&Pub=hansard&Ses=2&DocID=3216334&File=0
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Government Documents, Parliamentary Documents (Online)

Reference	Marleau, R., & Monpetit, C. (Eds.). (2000). <i>House of Commons procedure and practice</i> . Retrieved from http://www.parl.gc.ca/MarleauMonpetit/DocumentViewer.aspx?Docid=1001&Sec=Ch0017Seq=1&Lang=E
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Government Documents, Legislative (Online)

Reference	<i>Bill C-14: An Act to amend the Citizenship Act (adoption)</i> . (2006). 1st reading May 15, 2006, 39th Parliament, 1st Session. Retrieved from http://www2.parl.gc.ca/HousePublications/Publication.aspx?DocId=2334073&Language=e&Mode=1
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Government Documents, Department (Online)

Reference	British Columbia. Ministry of Healthy Living and Sport. Office of the Provincial Health Officer. <i>Pathways to health and healing: 2nd report on the health and well-being of aboriginal people in British Columbia. Provincial health officer's annual report 2007</i> . Retrieved from http://www.health.gov.bc.ca/pho/pdf/abohlth11-var7.pdf
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Government Documents, Agency (Online)

Reference	British Columbia. British Columbia Centre for Disease Control. (2005). <i>British Columbia pandemic influenza preparedness plan: Guidelines for planning, response and recovery</i> . Author. Retrieved from http://www.pep.bc.ca/hazard_plans/BC_PI_Plan_Fina1_PAB_REVISED-AUG.pdf
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Government Documents, CANSIM (Online)

Reference	Statistics Canada. (2011). <i>CANSIM Table 111-0012, family characteristics, by family type, age of older adult, and family income</i> . Retrieved from http://estat.statcan.gc.ca
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Government Documents, The Daily (Online)

Reference	Statistics Canada. (2008, May 13). Canada's immigrant labour market, 2007. <i>The Daily</i> . Retrieved from http://www.statcan.ca/Daily/English/080513/d080513a.htm
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Legal Materials

- APA states: "References to legal materials...which include court decisions, statutes, other legislative materials, and various secondary sources, are most useful to the reader if they provide the information in the conventional format of legal citations." (Publication manual, 2010, p. 216).
- The Douglas College Library provides a comprehensive Guide to Legal Citation handout. It is available in the library in print or at <http://www.douglas.bc.ca/library/style.html#Legal>

Audio Visual Materials

Films, Basic Format

Reference	<p>Producer, A. A. (Producer), & Director, B. B (Director). (Year).</p> <p><i>Title of motion picture</i> [Motion picture]. Country of Origin: Studio.</p>
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Films

Reference	<p>Bender, C., Cronenberg, D., Spink, J. C. (Producers), & Cronenberg, D. (Director). (2005). <i>A history of violence</i> [Motion picture]. United States: New Line Productions.</p>
Comments	<p>In the author position, use the name of the film's producer and/or director, and the year of its release.</p>

DVD/Video

Reference	<p>American Psychological Association. (Producer). (2000). <i>Responding therapeutically to patient expressions of sexual attraction</i> [DVD]. Available from http://www.apa.org/videos/</p>
Reference	<p>Colson, C. (Producer), & Boyle, D. (Director). (2008). <i>Slumdog millionaire</i> [DVD]. Beverly Hills, CA: 20th Century Fox Home Entertainment.</p>

Films, YouTube

Reference	<p>Baker, N. (2007, February 7). <i>March of the librarians</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=Td92210NoDQ</p>
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Music, Basic Format

Reference	<p>Composer, A. A. (Copyright year). Title of song [Recorded by B. B. Artist if different from composer]. On <i>Title of album</i> [Medium of recording: CD, cassette, podcast, etc]. Location: Label. (Recording date if different from song copyright date)</p>
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Music

Reference	Mitchell, J. (1974). <i>Jericho</i> . On <i>Miles of Aisles</i> [CD]. New York, NY: Asylum.
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Music, Recording by Artist Other Than Composer

Reference	Mitchell, J. (1974). <i>Jericho</i> [Recorded by K.D. Lang]. On <i>Hymns from the 49th Parallel</i> [CD]. Toronto, ON: Nonesuch. (2004)
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Audio Podcast

Reference	Van Nuys, D. (Producer). (2007, December 19). <i>Shrink rap radio</i> . [Audio podcast]. Retrieved from http://shrinkrapradio.com/
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Further Examples

PowerPoint Presentation

Reference	Roberts, J. (2007, March 17). <i>Cultural traditions of Ukrainian Canadians</i> . PowerPoint presentation at a HIST 2209 lecture at Douglas College, New Westminster, BC.
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PowerPoint Presentation (Online)

Reference	Hertzman, C. (2008). <i>Aboriginal ECD in BC</i> [PowerPoint Slides]. Retrieved from http://www.earlylearning.ubc.ca/presentations_general.htm#clyde
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Map, Online

Reference	Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf
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Course Packs, Basic Format

Reference	Author, A. A., & Author, B. B. (year of publication). Title of document. In A. Instructor, (Ed.), <i>Course number: Course title</i> (pp. xxx-xxx). Campus, BC: Douglas College Bookstore. (Reprinted from <i>Title of journal, volume(issue)</i> , page numbers).
Comments	<p>Treat the items in your course pack like articles or chapters in an edited book that are reprinted from another source. Use the name of the instructor as the editor. If the instructor's name is not given, use the department as editor. Use the bookstore as the publisher and the date the course pack was issued as the date of publication. If there is no date of issue, use the current semester and year for the date of publication.</p> <p>Note- The APA manual does not provide instructions on how to cite coursepacks. The above is just one possible format to follow. You need to use your own judgment. We suggest that you check with your instructor first.</p>

Course Pack

Reference	<p>Collins, D. (2006). Legally speaking: Risk management in obstetrics and gynecology. In S. Kaye (Ed.), <i>NURS 3130: Professional growth, nursing ethics course pack</i> (pp. 5-8). New Westminster, BC: Douglas College Bookstore. (Reprinted from <i>Contemporary OB/GYN, 51(11)</i>, 38-42).</p>
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Personal Communications and Unpublished Material

Comments	<p>Personal interviews, email messages, letters, memos, telephone conversations etc. do not provide recoverable data and are not included in the reference list. Cite personal communications in text only, including as exact a date as possible.</p> <p>B. Mah (personal communication, April 24, 2008) stated that</p>
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Brochures/Pamphlets

Reference	<p>Research and Training Center on Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> (4th ed.) [Brochure]. Lawrence, KS: Author.</p>
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Advertisements

Reference	<p>Adrenaline: A fragrance for men from Adidas [Advertisement]. (2004, November 8). <i>Sports Illustrated, 101(18)</i>, 2.</p>
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Photographs

Reference	Japanese Geisha [Photograph]. (2006). Retrieved February 14, 2010, from: http://www.bergoiata.org/fe/divers28/10.htm
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Reference	Oliver, D.B. (Photographer). (2009). The praying firefighter [Photograph], Retrieved February 8, 2010, from: http://fineartamerica.com/featured/1-the-praying-firefighter-black-and-white-dana-blalock-oliver.html
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IN-TEXT CITATIONS

Document your work throughout the text by citing the sources used in your research by author and **date**. This identifies the source for the readers and enables them to locate the source of information in the alphabetical reference list at the end of the paper.

Throughout the text, you must always include a proper parenthetical reference (author and the year) unless it is within the same paragraph. Within a paragraph, you do not need to include the year in subsequent references to a study. However, you would need to include the year if the study could be confused with another study cited in the same paragraph.

e.g. In 2000, Smith compared reaction times ... OR

 Smith (2000) compared reaction times ... OR

 In a recent study of reaction times (Smith, 2000) ...

When **PARAPHRASING** or referring to an idea contained in another work, APA encourages but does not require one to “provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.” (*Publication manual*, 2010, p. 171)

Where there are **TWO AUTHORS**, cite both names each time the reference occurs in the text.

e.g. The most recent study (Smith & Jones, 1983) ...

When there are **THREE TO FIVE AUTHORS**, cite all the names the first time. From then on, use only the first name followed by et al. (Latin abbreviation for "and others").

e.g. First citation: Sokolowski, Smith, Jones and Hajid (1983) discovered that ...

 Later citations: Sokolowski et al. (1983) also discovered that ...

When there are **SIX OR MORE AUTHORS**, cite only the surname of the first author followed by et al. and the year for all citations in text.

e.g. First citation: Hewitt et al. (2001) demonstrated that ...

Later citations: . as has been shown by Hewitt et al. (2001).

Write out in full the whole name of a **GROUP OR ORGANIZATION THAT SERVES AS AUTHOR** every time, unless the abbreviation is well known.

e.g. First citation: The police report (Royal Canadian Mounted Police, 1979) ...

Later citations: The RCMP report (1979) ...

Where there is **NO AUTHOR**, cite the first few words of the title and the date. Put quotation marks around an article title, but italicize the title of a periodical or book. Words in the title are capitalized in reference citations, but not in the reference list.

e.g. A *Time* magazine article ("Brain Breakthrough," 1988) said that ...

It states in the *Vancouver Social Services Directory* (1988) ...

When there are **TWO OR MORE AUTHORS WITH THE SAME SURNAME**, include initials to avoid confusion.

e.g. Both G. A. Jones (1984) and B. W. Jones (1986) have studied ...

PERSONAL COMMUNICATIONS (e.g., emails, memos, private letters, telephone conversations, personal interviews etc.) do not provide recoverable data. They are cited in the text only, not in the reference list. Provide the communicator's initials and surname and as exact a date as possible.

e.g. The methodology is based on neuroscientific research and demonstrates that it is possible to help students strengthen the weak cognitive capacities underlying their learning dysfunctions (V. Tool, personal communication, May 18, 2011).

When the **DATE IS UNKNOWN**, use the abbreviation 'n.d.' – for 'no date'.

e.g. Bengston (n.d.) shows that ...

QUOTATIONS

Incorporate a short quotation (fewer than 40 words) into the text of your essay and enclose the quotation in double quotation marks.

e.g. Miele (1993) found that "the placebo effect, which had been verified in previous studies, disappeared when only the first group's behaviors were studied in this manner" (p. 225).

Display a quotation of 40 or more words in a freestanding block of typewritten lines and omit the quotation marks.

e.g. Miele (1993) found the following:

The placebo effect, which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 255)

DIRECT QUOTATIONS FROM ONLINE SOURCES WITHOUT PAGINATION

Online documents often do not provide page numbers. If the document does not give page numbers but gives paragraph numbers, include them using the abbreviation *para*.

e.g. (para. 4).

If the document "includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material".

e.g. (Discussion section, para. 1).

"In some cases in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation. "

e.g. (Golan, Kuchler, & Krissof, 2007, "Mandatory Labeling Has Targeted", para. 4).

(The heading was "Mandatory Labeling Has Targeted Information Gaps and Social Objectives.")

(Publication manual, 2010, p. 172)