REFERENCE LIST:

PERIODICALS

The reference page should be double-spaced.

GENERAL REFERENCE FORM:

Author’s Last Name, First Initial. Second Initial. (year of publication/lowercase letter if necessary). Article title: Subtitle. *Periodical Title, volume* (issue), page number(s).


Journal article, one author, paginated by volume:


Journal article, two authors, paginated by issue:


Journal article, three to five authors:


Journal article six or more authors:


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• After the sixth author’s name and initial, use “et al.” to indicate the remaining authors of the article.
• In text, use the following parenthetical citation each time (including the first) the work is cited: (Kneip et al., 1993).

Magazine article:
• Give the date shown on the publication – month for monthlies or month and day for weeklies.
• Give the volume number.

Newsletter article:
• Give the date as it appears on the issue.
• Give a volume number.

Newsletter article, no author:
• Alphabetize works with no author by the first significant word in the title.
• In text, use a short title (or a full title if it’s short) for the parenthetical citation: (“The New Health Care Lexicon,” 1993).
• Give volume number.

Daily newspaper article, no author:
• Alphabetize works with no author by first significant word in the title.
• In text, use a short title for the parenthetical citation: (“New Drug,” 1993).
• Precede page numbers for newspaper articles with “p.” or “pp.”

Daily newspaper article, discontinuous pages:
• If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).
Weekly newspaper article, letter to the editor:

REFERENCE LIST:

BOOKS

The reference page should be double-spaced.

GENERAL REFERENCE FORM FOR BOOKS

Author’s Last Name, First Initial. Second Initial. (year of publication/lowercase letter if necessary). Title: Subtitle. City, State of Publication: Name of Publisher.


An entire book:


Book, edition other than first, Jr. in name:


Book, group author (Government agency) as publisher:


• Alphabetize group authors by the first significant word of the name.
• When the author and publisher are identical, use the word Author as the name of the publisher.

Edited book:


Article or chapter in an edited book:


- For a chapter in a book that is not edited, include the word *In* before the book title.

**Book, no author or editor:**


- Place the title in the author position.
- Alphabetize books with no author or editor by the first significant word in the title.
- In text, use a few words of the title, or the whole title if it’s short, in place of an author name in the citation: (*Ten Practices*, 2000).

**Encyclopedia or dictionary:**


- For a major reference works with a large editorial board, you may list the name of the lead editor, followed by “et al.”
Non-English book:


- If the original version of a non-English book is used as the source, cite the original version: Give the original title and, in brackets, the English translation.

English translation of a book:


- If the English translation of a non-English book is used as the source, cite the English translation: Give the English title without brackets.
- In text, cite the original publication date and the date of translation: (Laplace, 1814/1951).
REFERENCE LIST:

ELECTRONIC MEDIA

The reference page should be double-spaced.

GENERAL FORMAT FOR ELECTRONIC MEDIA:

Author’s Last Name, First Initial. Second Initial. (year of publication/lowercase letter if necessary). Article title: Subtitle. Retrieval information

PERIODICALS

Journal article with DOI:


Journal article with DOI, more than seven authors:


Journal article without DOI (when DOI is not available):


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**Article in an Internet-only Journal:**


**Article from an internet-only newsletter, information portal, or newsgroup:**


- Use the complete publication date given on the article.
- Note that there are no page numbers.
- If volume and issue numbers are not used, the name of the periodical is all that can be provided in the reference.
- Whenever possible, the URL should link directly to the article.

**NONPERIODICAL DOCUMENTS ON THE INTERNET**

**Multipage document created by private organization, No date:**


**Chapter or section in an internet document:**


- Use a chapter or section identifier (if available) in place of page numbers.
- Provide a URL that links directly to the chapter or section.

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Stand-alone document, no author identified, no date:


- If the author of a document is not identified, begin the reference with the title of the document.

Message posted to a newsgroup, online forum, or discussion group:


Blog post:


Blog comment:


Document available on a university program or department website:


- If a document is contained within a larger and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

CITATIONS IN TEXT OF ELECTRONIC MATERIAL:

1. E-mail communications should be cited as personal communications and are not cited in the reference list.

   L. A. Chafez (personal communication, March 28, 1997)
2. To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text. Always give page numbers for quotation. Note that the words page and chapter are abbreviated in such text citations:

(Cheeck & Buss, 1981, p. 332)
(Shimamura, 1989, chap. 3)

3. For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation para. If 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 materials.

(Myers, 2000, ¶ 5)
(Beutler, 2000, Conclusion section, para. 1).
REFERENCE LIST:

MISCELLANEOUS SOURCES
The reference page should be double-spaced.

Brochure, corporate author:


- Format references to brochures I the same way as those in entire books.
- In brackets, identify the publication as a brochure.
- Use the word “Author” I the publisher location.

Entry in an Encyclopedia:


- If an entry has no by-line (i.e., if the author is not identified), begin the reference with the entry title and publication date.

Technical and research reports:


Report from a university:


Report from a private organization:


- Use this form for issue briefs, working papers, and other corporate documents, with the appropriate document number of retrieval in parentheses.

Unpublished doctoral dissertation or master’s thesis:

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**Review of a book:**


**Television broadcast:**


**Television series:**


**Single episode from a television series:**


- In the author position, list the script writer(s) first, followed by the director; identify functions in parentheses after the names.
- Place the producer of the series in the editor position.

**Music recording:**


**Music recording by artist other than writer:**


- In text citations, include side and band or track numbers: “Tails and Trotters” (Goodenough, 1982, track 5).