This guide provides examples of the APA style as found in the Publication Manual of the American Psychological Association, 6th edition.

The APA style has been updated to reflect the need to provide references for more online/electronic resources.

**Works Cited Listing**

The APA style is an alphabetic listing of sources used in your term paper or report. Each entry includes the following: author, year of publication, title, and publishing data. Each entry must be double-spaced and have a hanging indent.

**Books**

Book documentation may contain some or all of the following elements: Author(s) or Editor(s), Date of publication, Chapter Title, Book title (*italicized*), Page Numbers, and Publication Information.

**Single Author**


**Two to Six Authors**

Invert all authors' last names and initials. Complete the entry as for any other book or journal.


**Seven or more authors**

If a book contains seven or more authors, list the first six (6) authors' as indicated in the example above for two to six authors and abbreviate the remaining authors as et al.

**Editor**


**Society, Institution, or Association as author**


**Book Chapter**

Government Documents

Articles found in Print
Article documentation may contain any or all of the following elements: Author(s), Date of Publication, Article Title, Periodical Title, and Publication Information.

Scholarly Journal

Magazine article

Articles in Weekly Publications

Daily Newspaper Article, No Author

Internet/Electronic Texts
When documenting internet/electronic resources, the new edition of the APA Style Manual prefers the use of the DOI (Digital Object Identifier). The DOI is: a persistent unique code used to identify and retrieve a specific publication on the Internet, usually a journal article, web document, or other item of intellectual property.

Eventually all electronic resources will have a DOI number. To see if an article has a DOI number, go to the following website and enter as much information in as possible: http://www.crossref.org/guestquery/.

Article in an Online Periodical
If the article contains a DOI number, then this should be used. If no DOI number is present, then use the full URL of the article.


Article found in one of the library’s Databases
If the article contains the DOI number, then this should be used. If no DOI number if present, then you can either use the name of the database and the accession number or the URL of the homepage of the journal.

Internet Sources - No Date

Electronic Book (E-Book)

Daily Newspaper Article Retrieved on the Internet

In-text Parenthetical Citations
Parenthetical references are used in place of footnotes and endnotes. They direct the reader to a specific page in a book, journal, magazine, or other source. They provide the exact source of a quote without breaking the chain of thought in your paper. They increase the validity of your work, by informing the reader of sources you have drawn upon whether you are paraphrasing or including a direct quote. The APA format keys parenthetical citations to the references which appear at the end of your paper in complete APA format.

Parenthetical Reference Rules

1. When making an in-text reference, a comma must be placed between the author’s name and the date of the publication.

   One marketing study (Smith, 2002) shows the need to focus on users, clients and customers.

2. Do not include the author’s name and date if they are listed in text from which you are quoting.

   In Smith’s 2002 marketing study…

3. References at the end of a sentence go inside the last punctuation mark.

   The marketing model in the digital age focuses on the type of customer (Smith, 2002).

4. When including a direct quotation include the page number as well as the author’s last name and the date of publication.

   Many businessmen have found that “the real value of marketing is to ensure the survival and growth of the company” (Smith, 2002, p. 52).

5. If the quote includes the author’s name, give the year of the publication immediately after the author’s name, even if the page number falls at a different place in the quote.

   Smith (2002) stated that for many businessmen “the real value of marketing is to ensure the survival and growth of the company” (p. 52).

6. The first time you make a parenthetical reference from a work with two to five authors, all the author’s last names must be used.

   Portfolio management (Smith, Jones, & Black, 2002) is recommended as an effective tool in the management

   If you make reference to the work in another part of your paper, you may put the last name of the first author followed by et al.

   There are many models of portfolio management (Smith et al, 2002).
7. If you quote from a book which is currently in press, do not give the year of the book. Instead use the phrase “in press). 

   “Anything can be marketed: products, services, organizations, people, places, social issues” (Black, in press).

8. If you use multiple works by the same author in the same year, assign letters to distinguish them (a, b, c, and so on) in your reference page and in any parenthetical references.

   The design of marketing plans is now a concern to all businessmen regardless of the department in which they work (Smith, 2002a, p15).

9. If you site more than one source in the same sentence place them in alphabetical order according to the authors’ last name. Separate the sources with a semi-colon.

   A solid marketing plan must therefore include accountants, sales people, product designers, and the advertising department (Black, 2000, p.198; Smith, 2002, p. 26).

10. For electronic sources which do not have a page number, list the paragraph number.

   Field trials for cocker spaniels began in the United States in 1924 (American Kennel Club, 1992, para. 5).

11. If you have two different authors with the same last name, you must include the first initial of the author’s first name within the parentheses.

   Marketing strategies are used by people from all walks of life from the President to grocery stores to sports stars (A. Green, 2003).

12. If you cite a corporate author, the author’s complete name must be listed in the parenthetical reference. If a simple abbreviation is possible you should include in brackets followed by the corporate name.

   “In the 1980s most doctors learned through apprenticeships, and many did not attend medical school” (American Medical Association [AMA], 1993).

   If you site the same corporate author more than once, you may use only the abbreviation in subsequent parenthetical references.

13. Personal letters, telephone calls, and other materials which the reader can not retrieve are not listed in the Reference page, they are cited within the text of the paper.

   Joe Smith (telephone call, January10, 2003) confirmed the importance of combining marketing strategies.

Remember parenthetical references take the place of footnotes and/or endnotes. Therefore, all authors cited in the text of your paper must appear in your reference list.

   If you have any further questions, please consult a Reference Librarian.