



APA (7th Ed.) Reference List

The Reference List identifies the sources of specific information you included in your research paper. The ***Publication Manual of the American Psychological Association (7th edition)*** gives detailed information on how to **cite sources** and format the **Reference List** page, how to create **in-text citations**, and how to abbreviate common words, geographic names, and other citation elements. Copies of the *Publication Manual* are in the Leeward CC Library Reference Collection (Call number BF76.7 .P83 2020). This guide covers basic concepts and common sources; consult the *Publication Manual* for detailed instructions, explanations, and examples. The manual sections (§) and page numbers are included to help you find the appropriate information.

See also: <http://apastyle.apa.org>

GENERAL PRINCIPLES [Chapter 9]

APA reference style uses the same citation formats for both print works and for electronic versions of those works that are retrieved from library academic research databases like EBSCOhost, ProQuest, ScienceDirect, and Google Scholar. It gives enough information for the interested reader to search for cited works in whichever databases, libraries, and document delivery services they have available to them. It's only necessary to give additional information when a work is only available from a particular provider (such as a document repository or a database with original, proprietary content) or if there is some significant aspect of the particular work that needs to be communicated to clearly describe it.

Basic Elements of a Reference

Reference list citations are made of four elements: **author**, **date**, **title**, and **source**.

The **author** is the person(s) or group who created the work; for some works, editors, directors, podcast hosts, etc. are cited in the author element. Each personal name is inverted—last name first, followed by first & middle initials. See §9.11 for how to give the name of a group author (e.g., a government agency, organization, etc.). You will be alphabetizing your reference list according to these names. Conclude this element with a period (but don't add an extra period if a name already has a period at the end).

The **date** is the date of publication. For books and journal articles, give only the year. For magazine and newspaper articles and online posts, give the year followed by month and day or season. Enclose the date in parentheses. Examples: (2015), (2020, February 3), (2019, Summer). Conclude with a period.

When you are citing a **whole item** like a book, the **title** element would be the title of the book, and it should be italicized. If you are citing a work that is a **part of a greater whole**, such as an article from a magazine or journal, or a chapter from an edited book, use the title of that part; do not italicize it. The title should be in **sentence case** – that is, with only the first word and proper nouns capitalized. Conclude this element with a period, unless the title ends with a question mark or exclamation point.

The **source** for a standalone item like a book, video, or a report is the publisher. Do not abbreviate the publisher's name (unless it is shown that way on the work), but omit designations of business structure (Inc., Ltd., LLC, etc.). If the author is also the publisher, omit the publisher to avoid repetition. Conclude with a period.

The **source** for a part of a greater whole is that greater whole. For an article, the source is the periodical issue the article came in. Give the name of the periodical, italicized and in **title case** (i.e., first and principal words capitalized); followed by the volume number in italics and the unitalicized issue number in parentheses; then the page numbers. Example: *Pacific Science*, 73(4), 421–449. For a chapter in an edited book, describe the book with the word “In” followed by the names (not inverted) of the editors labeled with (Ed.) or (Eds.); the book title, italicized and in sentence case, and the edition and/or volume (if applicable) and chapter page numbers in parentheses; then the publisher. Example: In E. Fudd & W. E. Coyote (Eds.), *Developments in animation arts* (2nd ed., Vol. 6, pp. 107–168). Bench Press.

Note: An edited book is one where substantial credit for creating the book is given to editors, rather than authors. For an authored book, do not cite an individual chapter in your reference list; cite the whole book and note the page number(s) in your in-text citation.

If the work can only be retrieved from a particular database or repository, identify the provider as instructed in §9.30. If the database publishes original, proprietary content (i.e., the provider created and owns the content), give the database name in title case and italicized. For databases or repositories that collect non-proprietary works that are not available from other providers (e.g., manuscripts, dissertations, archival documents, etc.), give the repository name in title case, but do not italicize it.

DOI and URLs

Publishers often assign a **Digital Object Identifier (DOI)** to academic books and articles. Typically given on the first page of an article, it looks like this: doi:10.1007/s00024-008-0436-3

Whenever a DOI is available, provide it at the end of the citation. Provide it as a URL in this form, without a period at the end: <https://doi.org/10.1007/s00024-008-0436-3>

For online resources that are 1) not from a library academic research database and 2) do not have a DOI, include the URL of the resource at the end of the citation. If you cannot link directly to the specific resource or retrieve it without logging in, link to the home page or login page of the database or archive. Do not put a period at the end of the URL. See §9.30 for further guidance.

Missing Information

When an author is not stated, give the title first, followed by the date and source. When a date of publication is not stated, use (n.d.) to indicate no date. For other types of missing information. See Table 9.1 on page 284.

Reference List Formatting

Although the citation examples shown below are single-spaced to save paper, your reference list should be double-spaced within and between entries. The first line of each entry should start at the left margin, but each line below the first line should be indented one half inch; use your word processor's **hanging indent** feature. Entries should be in alphabetical order as described in §9.44–9.48.

PERIODICALS [§10.1, pp, 316–321]

For articles from print publications that were retrieved from a library research database (such as EBSCOhost or ScienceDirect), use the citation format for print articles.

Journal Article

Author, A., Author, B., & Author, C. (Publication Year). Title of article. *Title of Journal*, Volume(Issue), page numbers. DOI

Yiqing, L., & Mathews, B. W. (2010). Effect of conversion of sugarcane plantation to forest and pasture on soil carbon in Hawaii. *Plant & Soil*, 335(1/2), 245–253.
<https://doi.org/10.1007/s11104-010-0412-4>

Note that for periodical articles, the volume, issue, and page numbers are not labeled. For a work with 21 or more authors, list the first 19, insert an ellipsis (three periods with spaces between) after the comma, then add the last author. Example: Besser, J., . . . DeRita, J. (2008).

Journal Article, Not from a Library Research Database

For an article without a DOI that needs to be obtained from a particular online provider, give the URL. For original, proprietary works, or works from a document repository, also give the database or repository name before the URL, as instructed by §9.30.

Author, A. (Publication Year). Title of article. *Title of Journal*, Volume(Issue), page numbers. URL

St. John, H. (1947). The history, present distribution, and abundance of sandalwood on Oahu, Hawaiian Islands: Hawaiian Plant Studies 14. *Pacific Science*, 1(1), 5–20. University of Hawai'i ScholarSpace. <http://hdl.handle.net/10125/12535>

ERIC Document, Informally Published

The ERIC database includes both formally published works and other documents and reports. Formally published works should be cited using the formats for those works.

Author, A. (Publication Year). Title. (ERIC Number) ERIC. URL

Yamauchi, L. A. (1996). *Native Hawaiians on Moloka'i: Culture, community, and schooling*. (ED398755) ERIC. <https://eric.ed.gov/?id=ED398755>

Magazine Article

Author, A. (Year, Month Day). Title of article. *Title of Magazine*, Volume(Issue), page numbers.

Cloud, J. (2009, February 23). Teachers just say no to drug tests. *Time*, 173(7), 92.

Magazine Article, No Author Stated

Title of article. (Year, Month Day). *Title of Magazine*, Volume(Issue), page numbers.

Used car winners & losers. (2020, April). *Consumer Reports*, 85(4), 82–85.

Magazine Article, from an Online Magazine

Author, A. (Year, Month Day). Title of article. *Title of Magazine*.
URL

Kennedy, A. (2016, May 18). Why a great bar of chocolate costs \$14. *Bon Appetit*.
<https://www.bonappetit.com/entertaining-style/trends-news/article/why-does-chocolate-cost-so-much>

Newspaper Article

Author, A. (Year, Month Day). Title of article. *Title of Newspaper*, section page numbers.

Vorsino, M. (2010, March 10). Old school campuses failing to meet modern-day needs. *Honolulu Star-Advertiser*, B4.

Give all page numbers for articles printed on discontinuous pages (e.g., C2, C6–C7.)

Newspaper Article, from an Online Newspaper

Author, A. (Year, Month Day). Title of the article. *Title of Newspaper*. URL

Uechi, C. (2016, October 16). Researchers go to new depths in coral reef study. *Maui News*. <https://www.mauinews.com/news/local-news/2016/10/researchers-go-to-new-depths-in-coral-reef-study/>

BOOKS & REFERENCE WORKS [§10.2–10.3, pp. 321–329]

For e-books that were retrieved from a library research database (such as ProQuest Ebook Central), use the citation format for print books.

Book

Author, A. (Publication Year). *Title* (edition, volume). Publisher.

Matson, F. W. (1976). *The idea of man*. Delacorte Press.

Samovar, L. A., Porter, R. E., & McDaniel, E. R. (2010). *Communication between cultures*. Wadsworth.

Edited Book

Editor, A. (Ed.). (Publication Year). *Title*. Publisher.

Espejo, R. (Ed.). (2010). *Advertising*. Greenhaven Press.

Howes, C., & Osorio, J. K. K., (Eds.). (2010). *The value of Hawai'i: Knowing the past, shaping the future*. University of Hawai'i Press.

Chapter from Edited Book

Author, A. (Publication Year). Title of chapter. In A. Editor (Ed.), *Title of book* (pp. Page Numbers). Publisher.

Vilsoni, H. (1994). Representations of cultural identities. In K. R. Howe, K. C. Kiste, & B. V. Lal (Eds.), *Tides of history: The Pacific Islands in the twentieth century* (pp. 406–434). University of Hawai'i Press.

Note that the names of the editors (which are part of the source element, not the author element) are not inverted. Page numbers for book sources are preceded with “pp.” (or “p.” for a single page).

Electronic Book, Not from a Library Research Database

For an e-book without a DOI that needs to be obtained from a particular online provider, give the URL. For original, proprietary works, or works from a document repository, also give the database or repository name before the URL, as instructed by §9.30.

Author, A. (Publication Year). *Title of book* (edition, volume).
Publisher. URL

Department of Business, Economic Development & Tourism. (2019). *2018 the State of Hawaii data book: A statistical abstract* (November 2019 update).
http://files.hawaii.gov/dbedt/economic/databook/db2018/DB2018_final.pdf

In this case, the publisher is the same as the author, and thus is omitted. “November 2019 Update” appears on the title page of the book, and functions as the edition statement. This is not a proprietary work or from a repository as defined by §9.30.

Encyclopedia Article

Author, A. (Publication Year). Title of article. In A. Editor (Ed.), *Name of Encyclopedia* (Edition, Volume, page numbers).
Publisher.

Al-Qazzaz, A. (2004). Iraq. In P. Mattar (Ed.), *Encyclopedia of the modern Middle East & North Africa* (2nd ed., Vol. 2, pp. 1129–1136). Macmillan Reference.

Encyclopedia Article, from an Online Encyclopedia

Author, A. (Publication Date). Title of article. In A. Editor (Ed.) *Name of Encyclopedia*. URL

Wallenfeldt, J., & Mendell, D. (2020, February 12). Barack Obama. In *Encyclopedia Britannica*. Retrieved March 4, 2020, from <https://www.britannica.com/biography/Barack-Obama>

Because this article is periodically updated, give a retrieval date. For a source like Wikipedia, which archives previous versions of articles, give the URL of the archived version; no retrieval date is needed.

AUDIOVISUAL MEDIA

Consult §10.12 (Audiovisual Works), §10.13 (Audio Works), and §10.14 (Visual Works).

ONLINE MEDIA

Cite only original content in **social media**, as shown in §10.15. If a social media post leads you to content, cite the content directly.

Cite **web pages** as shown in §10.16 when no other reference category fits. Follow the pattern for standalone works, by italicizing the page title and giving the website name and URL as the source.

PERSONAL COMMUNICATIONS [§8.9, 260–261]

Cite personal communications (e.g., emails, conversations, unrecorded lectures, etc.) within the text of your paper like this: (J. Smith, personal communication, March 15, 2020). Do not include on the Reference List because these are not retrievable sources.

GENERAL MENTIONS OF WEBSITES, PERIODICALS, & COMMON SOFTWARE [§8.22, 268–269]

A general mention of a website, periodical, or software app without giving specific information from that source does not require a formal citation. Give the URL of a website in parentheses. Italicize the name of a periodical. Give the version number of software, if relevant.

IN-TEXT CITATIONS [§8.10–8.22, 261–269]

In-text citations link specific instances of cited information in the body of the paper to an entry in the Reference List. Each Reference List entry must have at least one in-text citation pointed to it. Material consulted for background information but not specifically cited should not be included on a Reference List. Background sources can be included in a bibliography, if your instructor assigns you to create one.

An in-text citation consists of the author’s last name and the year of publication. You can enclose both in parentheses. If you mention the author in the narrative, you can put the just the year in parentheses after the author. You could also mention both in the narrative.

By the middle of the decade, films in the genre had become very popular (Healy, 2018).
According to Healy (2018), this is an effective method of increasing audience engagement.
But as he noted in 2018, Healy had found that audience preferences had changed.

For works with two authors, include both names; join with an ampersand in parenthetical citations or the word “and” in narrative citations. For more than two authors, give the first name and follow with “et al.” unless doing so would create ambiguity.

(Howard & Fine, 2008)
Howard and Fine (2008)
(Besser et al., 2010)

You can cite multiple sources, from the same or different authors.

(Howard, 1976, 1982, 1990)
(Besser, 2015; DeRita, 2010; Fine, 1999)

You can cite specific parts of a source, such as a page or page range, paragraph, chart, etc.

(Simon, 1977, Chapter 2)
(Jigger, 1993, p. 394)
(Statler & Waldorf, 2004, Table 4-2)

Give the full name of group authors on first mention. See §8.21 on using an abbreviated group name on subsequent use.