Guide to APA Format

The citation style recommended for general use at OCOM is the standard developed by the American Psychological Association (APA). This style is widely used at educational institutions where a single, uniform standard is desired for teaching purposes.

The recommendation of APA style for use at OCOM was made with full appreciation that many journals (biomedical, AOM and CAM) use citation styles other than APA. Any researcher or author seeking to submit an article for publication should read and conform to the in-print or on-line instructions to authors for the specific journal to which their article will be submitted.

APA IN-TEXT CITATION STYLE

Single author: (Maciocia, 2009)
Two authors: (Su & Li, 2011)
Three to five: The first time the article is cited, use: (Cao, Liu & Lewith, 2010)
If the article is cited again, use: (Cao et al., 2006)
More than five: Always use (Zhang et al., 2010)
Organization: The first time the article is cited, use: (Centers for Disease Control and Prevention [CDC], 2011)
If the article is cited again, use: (CDC, 2011)

Note: If author(s) names are mentioned in the text outside of parentheses, the year must be placed in parentheses.

Example: Research by Maciocia (2009) showed that…
Or: Research by Su and Li (2011) indicated that…
Or Research by Zhang et al. (2010) demonstrated that…

Yes, “&” is used inside parentheses while “and” is used within the text (outside of the parentheses).
APA END-OF-TEXT CITATION STYLE: REFERENCE LIST

Notice that the following citations are hanging. If you are using MS Word, you can auto format your citations by selecting from the menu Format → Paragraph → Indentation → Special → Hanging.

BOOKS

**Book with one author**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.


**Note:** For “Location,” you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

**Book with two authors**

Author, A. A., & Author, B. B. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.


**Note:** Use “&”, not “and” when listing more than one author.

**Book with three to six authors**


Again, list last names and initials; commas separate author names, with the last author name preceded, as above, by “&”.

Created by the OCOM Library, 2011
Book with more than six authors


List the first six as above and then “et al.,” which stands for “and others”. Remember not to place a period after “et” in “et al.”

Edited book

Editor, A. A., & Editor, B. B. (Eds.). (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.


Book chapter

Author of chapter, A. A. (Year of publication). Title of chapter: Capital letter also for subtitle of chapter. In A. A. Editor (Eds.), Title of book: Capital letter also for subtitle. (pp.xxx-xxx). Location: Publisher.

JOURNALS AND PERIODICALS

Journal article – Paginated by issue

Journals paginated by issue begin with page one in every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized.

Basic format:


Notes: If a journal article has more than 6 authors, include the first 6 authors followed by “et al.” Include the full name of the journal (no abbreviations).

Online article:

The new edition of the APA recognizes that online articles are the primary format for journal use. Anywhere you access an online journal article (website, database, interlibrary loan link, anything), will be cited the same way. The format is the same as print, but you should include the DOI if available.


If no DOI is provided, you can use the URL. Note: If you have a long url that spans over a line, you can break it right after a slash or before a period.


Whether a DOI is available or not, you do not have to include the retrieval date.
Abstract:


Magazine article


Newspaper article

Author, A. (Year, Month Day). Article title. *Newspaper Name*, p.1A.


Note: Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages are noted by p. (for example p.B2); and multiple pages are noted by pp., (for example pp.B2, B4 or pp. C1, C3-C4).
WEBSITES

General rule:

At a minimum, provide a document title or description, a date (either date of publication or update), and a URL. Whenever possible, identify the authors as well. Hint: If you can’t find the above information you must question the source!! Be sure to look for references any time information is listed as fact, and use the primary research whenever possible.

Websites with a listed author:


Corporate author or government report:

If the website is a governmental or organizational website, treat the organization as the author:


Blog post:

Author Surname, First Initial. Second Initial. OR Author screen name {as it appears on the blog}. (Year, Month Day {of post}). Title of specific post [Web log post]. Retrieved from URL of specific post


No author:

If the website you are using is not from a verified source (such as a governmental website) and does not list an author, proceed with caution. If you have determined the site is a necessary resource, the title should move into the first position:


Again: If you have a long url that spans over a line, you can break it right after a slash or before a period.