West Library Citation Guide

APA Citation Style
American Psychological Association, 6th ed.

This is intended as a general guide to help you start your References page and to help you understand the kind of information you should be keeping track of as you research. There are a number of other rules, suggestions, and allowances for creating your bibliography/reference page. Furthermore, your professor’s requirements supersede anything written in this or the APA guide. Please consult the Publication Manual of the American Psychological Association, 6th ed., which is located behind the Reference and Circulation Desks at the West Library. You can also ask one of the librarians at the Reference Desk or send an email to reference@txwes.edu if you have any questions or need help.

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Authors

In your references page:

Single Author (APA 6.27)
Authors’ names should always be given last name first, followed by first and middle initials.

Multiple Authors (APA 6.27)
Invert the names of all authors, giving last name, the first and middle initials. Give the authors’ names in the order they are listed on their paper.
For works with more than 7 authors, list the first six authors, then insert an ellipsis (…), followed by the final author’s name.

Association as Author (APA 6.27)

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**In the text of your paper (APA 6.01-6.21):**
Whenever you are quoting someone or presenting an idea that isn’t yours, you need to provide a citation in the text, even if it is not a direct quote. See the flow chart at the end of this guide for more information. Ask your professor or a librarian if you aren’t sure what needs to be cited.

(Author’s last name, Publication Year)
- 2 Authors: (Last name 1 & Last name 2, Publication Year)
- 3-5 Authors: First time cited (Last name 1, Last Name 2, Last Name 3, Last name 4, & Last name 5, Publication Year). Every time after (Last name 1 et al., Publication year)
- 6 or more authors (Last Name 1 et al., Publication Year)

You may point your reader to a specific part of the material you are citing by including page, chapter, or paragraph numbers. Do this every time you directly quote your source or paraphrase it (APA, 2010, p. 171).

(Author’s last name, Publication Year, p. page)
- Examples
  Garton (2005) suggests that children learn problem solving best in a social atmosphere. The mechanism for finding cases to investigate for evidence of child abuse varies from state-to-state (Durfee, Durfee, & West, 2002).

Citing an indirect source in the text of your paper
When you want to cite something said as it was cited in another source:
Smith says that…(as cited in Jones, 2008, p. 563).

Include the citation for the Jones article in your references page.

*Note: Confirm that your professor allows indirect citations. Many do not.*

**Citing a Book (APA 7.02)**

Examples

Edited book, No Author

Edition other than the first

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**Article or Chapter in an edited book**

**Citing a Periodical (APA 7.01)**
**Journal Article**
Author, A. A. (Year). Title of the article in sentence case: Subtitle of the article. *Journal Title*, *volume*(issue), page range.


Include the *volume number* for all journals, and italicize this. Include the issue number if the journal is paginated by volume (each volume of the journal starts numbering the pages at “1”).


**Article in a newspaper**

**Article in a magazine**

**For an article found on an online journal from a database, such as Academic Search Complete (APA 6.32):**

-OR-

APA suggests adding the digital object identifier (doi) at the end of the citation if it is provided in an online article. Most professors at TWU require an inclusion of the doi for all electronic articles.
Citing a Webpage (APA 7.11)
Include as much of the following information as you can find (you may need to look at root pages or on “About this site” pages to find some of the information):
Authors, F. M. (Year, Month Day). Title of article. Title of Periodical or Website. Retrieved from URL.

- Include as much information for the date as is available, such as the full date of the page or site’s last update. If there is no publication date, indicate with (n.d.).
- If there is no author or organization as author, begin the citation with the title of the web page. Use the first word in the title to alphabetize the cite in your references list.
- Remove the hyperlink when citing a URL (highlight the URL, right click, select “Remove hyperlink”).


In the text of your paper:
If the website pages are stable and numbered (as in PDF files), include page numbers with the citation. Otherwise, do not.
(Centers for Disease Control and Prevention [CDC], 2009) If there is no author or organization as author given, cite using the first few words of the web page’s title.
(“Novel H1N1,” n.d.)

Citing Legal Materials (APA Appendix 7.1)

US Supreme Court Decisions
- In the text of your paper (Brown v. Board of Education, 1954)

Federal Statutes
Name of Act § Section number, Volume number U.S.C. § Section number (Year).
- In the text of your paper (Individuals with Disabilities Education Act, 1990)

Note: to get the section symbol ($) : ALT 0167

For more detailed information, refer to Appendix 7.1 of the APA Manual or the Bluebook System of Citations. Both are at the Reference Desk.

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Formatting Your APA Paper (APA 8.03)

- Your font should be Times New Roman, 12 point.
- The paper should be double spaced with 1 inch margins.
- Indent the first line of every paragraph, with the exception of the abstract.

Changing Defaults in Microsoft Word 2010

- Omit double space between paragraphs (Home ➔ Styles ➔ No spacing)
- Font (Home ➔ Font ➔ Times New Roman, 12)
- Margins (Page Layout ➔ Margins ➔ 1 inch all around)
- Paragraph Spacing (Home ➔ Paragraph ➔ Spacing, Double)

General Guidelines

(Please note, this information does not take the place of your professor’s requirements. Always read the full assignment and clarify questions with your professor first.)

Order of Pages

- Title page
- Abstract
- Text
- References
- Tables (if used)
- Figures (if used)
- Appendices (if used)

Title Page

- Title: should summarize the main idea of manuscript. Recommended title length is no more than 12 words.
- Running head
- Author byline: First name, middle initial, last name. Omit titles and degrees.
- Institutional affiliation: Texas Wesleyan University, Fort Worth, Texas
- Author note: Not used in student papers unless assigned by prof.

Running Head

- Abbreviated title printed on the top pages of the manuscript
- Max of 50 characters
- To create in Word
  - Insert ➔ Header
  - Blank style, Different First Page
  - Running head: TITLE OF RUNNING HEAD
- All other pages
  - TITLE OF RUNNING HEAD
- Page number on all pages (tab to right hand side, then Alt+Shift+P to insert page number)

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Preparing your References (APA 6.22-6.25)

- **Alphabetize** your list based on the last name of the first author or editor listed. If there is no author or editor, alphabetize based on the title of the work, omitting the words A, An, or The.
- Include all materials consulted, including personal interviews and unpublished materials.
- Double Space
- **Use hanging indents**: The first line of each entry is flush with the margin. Following lines are indented. You can do this in Microsoft Word by highlighting your references page, going to Format, Paragraph, then selecting “Hanging” from the list of Special Indentations.
How to Format the APA Style Paper: A Visual Guide

Your First M. Last Names

Texas Wesleyan University, Fort Worth, Texas

Set up the format for your paper (APA 8.03):

☑ Normal (No Spacing)
☑ Times New Roman, 12 point
☑ 1” Margins all around
☑ Double Space

Title should be about 12 words long. Capitalize all major words in the title and subtitle.

Insert header, first page different Running head, max 50 characters long, all caps lock. Hit tab twice. Insert page number.

Title Page: APA 2.01, 2.02 Center the title page. Hit enter a few times (there is no set number).
Abstract

Introduction (APA 2.05):
- Start on a new page
- Put title of paper, center
- Do NOT label introduction
- Indent each paragraph

Text of the paper. Details about headings can be found in APA section 3.03


Level One Heading

Level Two Heading


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References


