APA Crib Sheet, 6th ed.

APA (American Psychological Association) references are used in the social sciences, education, engineering and business. For detailed information, please see the *Publication Manual of the American Psychological Association, 6th edn* (sections containing changes from the previous edition are highlighted in yellow). See also [http://www.doi.org](http://www.doi.org) for information about DOIs.

NOTE: While it is not clear, even in the APA stylebook, APA references are double-spaced in hanging indent format. That is, the first line is set flush left and subsequent lines indented.

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### 1. How to cite references in your text.

References are cited in the text in alphabetical order (the same way they appear in the reference list), separated by a semi-colon. References to classical works such as the Bible and the Qur’an and personal communications are cited only in the text.

(Green, 2002; Harlow, 1983)
If you have two authors with the same last name, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

**A work by two authors**
Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word ‘and’ between the authors’ names within the text and use ‘&’ in the parentheses.

Research by Wegener and Petty (1994) showed...
(Wegener & Petty, 1994)

**A work by three to five authors**
List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author’s last name followed by et al. in the signal phrase or in parentheses.

(Kernis et al., 1993)

If two or more references of more than three surnames with the same year shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are needed to distinguish the references, followed by a comma and et al.

Kernis, Cornell, Sun, et al. (1993)

**Six or more authors**
Use the first author’s name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...
(Harris et al., 2001)

If two references with six or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are needed to distinguish the references, followed by a comma and et al.

**Groups as authors**
The names of groups that serve as authors (e.g. govt agencies or corporations) can be spelled out each time they appear in a text citation unless it is long or cumbersome, in which case spell it out only the first time and abbreviate it thereafter. The guiding rule is that the reader should be able to find it in the reference list easily.

First citation in text:

National Institute of Mental Health (NIMH, 2003)

First citation in text (parenthetical):
(National Institute of Mental Health [NIMH], 2003)

Subsequent citations:

NIMH (2003)

Subsequent citation in text (parenthetical):

(NIMH, 2003)

In the reference list:


**Several works by same author**

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Green (1981a, 1981b) illustrated that...

**Citing indirect sources**

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that... (as cited in Smith, 2003, p. 102).

**Work discussed in a secondary source**

List the source the work was discussed in.


Give the secondary source in the references list. In the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland’s work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

2. **How to organize references.**

References are listed in alphabetical order.
3. Abstract.

**As original source**


**From secondary source**


**Dissertation abstract**


4. Archival documents.

Author, A.A. (Year, Month, Day). Title of material. [Description of material]. Name of collection (Call number, Box number, File number, etc). Name and location of repository.

**Letter from a repository**

Black, A. (1935, May 3). [Letter to Jane Jones]. Name of Archive (Call number, Box number, File number, etc), Location.

**Letter from a private collection**


**Collection of letters from an archive**

Black, A. (1 935 1946). Correspondence. Jim Evans Papers (Call number, etc), Archive name, Location.

In the text, cite specific letters as

(Black, A., 1935 1946, Black to F. Harvard, March 11, 1939)

**Unpublished papers, lectures from an archive or personal collection**


**Archival/historical source where author or date is not stated**
**Archival source with corporate author**

Subcommittee Name. (1949, November 3). *Meeting of Subcommittee on Xxxx*. Jim Evans Papers (Call no.). Archive Name, Location.

**Recorded interview**


**Transcribed interview**


**Archived newspaper article**


**Photographs**

[Photographs of M. King]. (ca. 1912–1949). M. King Papers (Box 90, Folder 21), Manuscripts and Archives, University Library, Location.

5. **Audiovisual material.**

**Audio recording**


**Map retrieved online**


**Music recording**


**Podcast**


6. **Book.**

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


Author, A.A. (Year of publication). *Title of work: Subtitle*. doi:xxxxxxxxxxxx

**Electronic version of printed book**


**Electronic-only book**


**No author**


If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

To include parenthetical citations of sources with no author named, use a shortened version of the source’s title instead of an author’s name. Use quotation marks and italics as appropriate.

A similar study was done of students learning to format research papers (*Using APA*, 2001).

In the rare case that ‘Anonymous’ is used for the author, treat it as the author’s name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

**One author**


**Organization as author**


If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation:

(Mothers Against Drunk Driving [MADD], 2000)

Second citation:
(MADD, 2000)

When the author and publisher are identical, use the word Author as the name of the publisher.

**Chapter in edited book**


Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher. doi:xxxxxxxxxxx


Give initials and surnames for all editors. With two names use ‘&’ between names and no comma to separate. With three or more, separate names by commas. For a book with no editor, simply include the word “In” before the book title.

**Book chapter, English translation, reprinted from another source**


In text, use (Author, 1979/1987)

**Edited book**


**Multiple editions**


**Revised edition**


**Multivolume work**


**Multivolume work published over more than one year**


In text, use (Koch, 1959–1963).

**Non-English book**


If the original version is used as the source, cite the original version. Give the original title, and, in brackets, the translation.

**Non-English reference work, title translated**


**Translated book**


If the English translation is used as the source, cite the English translation. In the text, cite the original publication date and the date of translation (Laplace, 1814/1951).

**Republished work**

When you cite a republished work in your text, it should appear with both dates: Laplace (1814/1951).

**Republished book (electronic version)**


**Place of publication**

For location, you should always list the city, but you should also include the two-letter state abbreviation for US publishers. There is no need to include the country name.

If the publisher is a university and the name of the state is included in the name of the university, do not repeat the state in the publisher location (e.g. Lincoln: University of Nebraska Press).
Washington, DC: Author
Newbury Park, CA: Sage
Pretoria: Unisa
Chicago, IL: University of Chicago Press
Cambridge: Cambridge University Press
Cambridge, MA: Harvard University Press
Abingdon: Routledge

Publisher name
Give the name in as brief a form as possible. Omit terms such as ‘Publishers’, ‘Co.’, ‘Inc.’, but retain the words ‘Books’ and ‘Press’. If two or more publishers are given, give the location listed first or the location of the publisher’s home office.

When the author and publisher are identical, use the word Author as the name of the publisher.

7. Conference proceedings, paper, poster session.


Treat regularly published proceedings (including those published online) as periodicals.

Paper presented at meeting


Poster session


Symposium

Contributor, C. (Year, Month). Title of contribution. In C. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.

Conference paper abstract retrieved online


8. Database.

When you are referencing material obtained from an online database, provide the appropriate print citation information (formatted as a normal print citation would be). Then give the date of retrieval and the proper name of the database, so that people can retrieve the print version if they do not have access to the database. (For more about citing articles retrieved from electronic databases, see page 278 of the Publication Manual.)


Available from a database service


Doctoral dissertation from an institutional database


Doctoral dissertation from the Web


Doctoral dissertation abstracted in Dissertation Abstracts International


Unpublished

10. **Electronic sources.**

Provide the DOI if one has been assigned. Copy and paste this where possible, and do not change it. The DOI can usually be found on the first page of an article at the top or bottom of the page.

If no DOI has been assigned, give the home page URL of the journal, book, or report publisher. Do not insert a hyphen into a URL, and do not add a full stop after it. Authors should test URLs in their references at each stage of publication, updating the URL if necessary. If the content is no longer available, substitute another source (i.e. the final version if you have cited a draft version) or remove it altogether.

**Do not include retrieval dates unless the source material may change, e.g. wikis.**

11. **Email, mailing list, blog.**

No personal communication (email, interview, letter, etc.) should be included in the reference list. In the text, cite the communicator’s name, the fact that it was personal communication, and the date of the communication.


A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

**Online forum or discussion board posting**

Include the title of the message and the URL of the newsgroup or discussion board.


If the author provides a real name, use their real name, but if only the screen name is available, then use that. Provide the exact date of the posting. Follow the date with the

Blog post


Video blog post


12. Film.

Producer, P.P. (Producer), & Director, D.D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.


If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address).

Harris, M. (Producer), & Turley, M.J. (Director). (2002). Writing labs: A history [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

13. Interview.

No personal communication (email, interview, letter, etc.) should be included in the reference list. In the text, cite the communicator’s name, the fact that it was personal communication, and the date of the communication.


A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

14. Journal article.


Authors are named by last name followed by initials (closed up); publication year goes between parentheses, followed by a full stop (period). Only the first word and proper nouns in the title and subtitle are capitalized. The periodical title has main words capitalized, and is followed by the volume number which, with the title, is also italicized and then the DOI. Provide the issue number ONLY if each issue of the journal begins on page 1. In such cases it goes in parentheses: *Journal, 8*(1), pp pp.


If you are citing a version which is not the Version of Record, insert ‘Advance online publication’ before the retrieval statement.


If you are citing supplementary material which is only available online, include a description of the contents in brackets following the title.

[Audio podcast]

**One author**


**Multiple authors**


If there are more than seven authors, list the first seven with an ellipsis before the last.


Two or more works by the same author

Use the author’s name for all entries and list the entries by the year (earliest first).

Green, T.J. (1981).

Green, T.J. (1999).

When an author appears both as a sole author and, in another citation, as the first author
of a group, list the one-author entries first.

Green, T.J. (1999). Friends’ influence on students’ adjustment to school. *Educational

Development, 66*, 1312–1329. doi: xx.xxxxxxxxx

References that have the same first author and different second and/or third authors are
arranged alphabetically by the last name of the second author, or the last name of the
third if the first and second authors are the same.

judgments: Implications for jury instructions. *Psychology, Public Policy, & Law, 6*, 629-654. doi:
xx.xxxxxxxxx

Wegener, D.T., Petty, R.E., & Klein, D.J. (1994). Effects of mood on high elaboration attitude
25-43. doi: xx.xxxxxxxxx

Two or more works by the same author in the same year

If you are using more than one reference by the same author (or the same group of
authors listed in the same order) published in the same year, organize them in the
reference list alphabetically by the title of the article or chapter. Then assign letter
suffixes to the year. Refer to these sources in your text as they appear in your
reference list, e.g.: ‘Green (1981a) makes similar claims...’

Green, T.J. (1981a). Age changes and changes over time in prosocial intentions and behavior

Development, 52*, 636-643. doi: xx.xxxxxxxxx

**Editorial without signature**

xxxxxxxxxxx
To cite an entire issue, give the editors of the issue and the title of the issue.

**Special issue or section**


To cite an entire issue, give the editors of the issue and the title of the issue.

**Monograph as part of a journal issue**


**Supplement**

**Translated title**


If the original version is used as the source, cite the original version. Use diacritical marks and capital letters for the original language if needed. If the English translation is used as the source, cite the English translation.

**Journal article with DOI, advance online publication**


Advance online publication refers to a version which is not the Version of Record. It may be a proof or the author’s original version, so it has normally been peer reviewed but not necessarily copy-edited or formatted correctly.

**In-press article posted in a preprint archive**


**15. Legal materials**

**Case**

Name v. Name, Volume Source Page (Court Date). Lessard


Statute
Name of Act, Volume Source § section number (year).

Testimony at federal hearing
Title, xxx Cong. (date).

Federal regulation
Title/Number, Volume Source § xxx (year).

Patent

Making the grade in today’s schools. Time, 135, 28–31
Give the month for monthly publications and the day for weeklies. Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference.

Online newspaper article
Give the URL of the home page when the online version is available by search.

Online magazine or newsletter article

No author

In text, use a short title:
Letter to the Editor


17. Personal communication.

No personal communication (email, interview, letter, etc.) should be included in the reference list. In the text, cite the communicator’s name, the fact that it was personal communication, and the date of the communication.

(E. Robbins, personal communication, January 4, 2001)

18. Reference work.


Technical report


Report from a private organization


Report from non-governmental organization


**Government report**


**University report**


**Report from institutional archive**


**Issue brief or working paper**

**20. Review.**


**Peer commentary on an article**


**21. Software, data set, measurement instrument, apparatus.**

Provide reference entries for specialized software or computer programs with limited distribution.

Rightsholder, A.A. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.

Rightsholder, A.A. (Year). Title of program (Version number) [Description of form]. Retrieved from [http://xxxxxxxx](http://xxxxxxxx)

Name of software (Version Number) [Computer software]. Location: Publisher.

**Data set**


**Measurement instrument**


**Apparatus**

Name [Apparatus]. (2009). Location: Publisher.

**TV or radio.**

**Broadcast**


**Episode**


**Series**


**23. Unpublished work.**

This includes work that is available on a personal or institutional website, electronic archive or preprint archive.


If the work is available on an electronic archive, provide the information at the end.

**Unpublished manuscript with university cited**


**Manuscript in progress or submitted**


Do not give the name of the journal or the publisher.

**Accepted manuscript**

Treat as an in-press reference.

**Draft manuscript**


In the text, give the year of the draft.

**Unpublished raw data from study, untitled work**


**Informally published or self-archived work**


**Informally published or self-archived work, from ERIC**


**Book in press**


In text, use (Auerbach, in press).

**Unpublished raw data**

24. Headings

APA Style uses a unique headings system to separate and classify paper sections. There are 5 heading levels in APA. The 6th edition of the APA manual revises and simplifies previous heading guidelines. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

<table>
<thead>
<tr>
<th>APA Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

Thus, if the article has four sections, some of which have subsection and some of which don’t, use headings depending on the level of subordination. Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format. For example:

**Methods** (Level 1)

**Site of Study** (Level 2)

**Participant Population** (Level 2)

- Teachers. (Level 3)
- Students. (Level 3)
- Results (Level 1)

**Spatial Ability** (Level 2)

- Test one. (Level 3)
  - Teachers with experience. (Level 4)
  - Teachers in training. (Level 4)

- Test two. (Level 3)

**Kinesthetic Ability** (Level 2)

In APA Style, the Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your paper. Regardless, always begin with level one headings and proceed to level two, etc.

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