

OPWL APA Style Basics

Based on the 7th edition of the Publication Manual of the American Psychological Association

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Note to Users:

1. This handout has been developed for use by OPWL students following the information available in the *Publication Manual of the American Psychological Association (7th ed)*, [The APA Style: Style and Grammar Guidelines webpages](#), and the [APA Style Blog](#).
2. To ensure that you are working with the latest version of this handout. When you access the link on the OPWL website OPWL APA Style Basics: 7th edition be sure to refresh (press Ctrl+R or F5 on PC or Command+R on Mac).
3. For ease of use, the Table of Contents and List of Tables entries in this document are hyperlinks so that you can click on them and go directly to the section that you need.
4. All examples in this document are single-spaced to save space (and trees!). The APA 7th specifies double-spacing but many of your instructors prefer single-spacing to save space. If you are not sure what your assignment requires, ask!

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About this Handout

The *Publication Manual of the American Psychological Association* (APA) defines style rules for writing in the behavioral and social sciences. We use APA style formatting for citations and references in OPWL assignments because it is the predominant style in the journals that we most frequently read and publish in. This handout was created to help OPWL students apply the basics of the APA style to their citations and references for class assignments. It provides examples of the most common variations of citations and references, but it is not exhaustive. If you cannot locate what you need in this guide, you may want to consult the [APA Style webpages](#) or websites like the [Purdue OWL APA website](#) for additional examples or follow the advice of the *Publication Manual* and find the source that is most similar to what you are citing and include all of the information that is available for the particular work. (Note: The Purdue OWL site currently references the 6th edition but they plan to be updated to the 7th edition for early Spring 2020)

Citations and references are very important in graduate work. You can use them to:

- demonstrate your knowledge of the field and the breadth of your research
- provide support for your arguments by identifying others who with your ideas
- show where others might disagree with your position and respond to their concerns
- give credit to the originator(s) of an idea or model and avoid plagiarizing another author's expression of an idea or concept
- enable your reader to locate the information that you are citing
- communicate important information about the sources that you are relying on in making your arguments. For example, peer-reviewed sources are generally considered more authoritative than other sources.

Citations and references also identify the source that you actually read. So, if someone else misinterpreted someone's work and you are relying on that person's interpretation, it is clear that you are relying on their interpretation and are not responsible for the mistake.

The *APA Publication Manual* has further guidelines for formatting pages, writing clearly and concisely, and the presentation of research data; these may be useful if you choose the thesis option for your culminating activity. Adherence to the broader APA formatting style is not required for most OPWL assignments. Although it is always good practice to use headings, readable fonts and font sizes, and consistent 1-inch margins. If your instructor has specific formatting requirements, these will typically be described in your assignment or a template will be provided. If you are in doubt, be sure to ask your instructor to clarify.

Differences between the 6th and 7th editions of the APA Publication Manual

There have been a number of changes and clarifications between the 6th and 7th editions of the *Publication Manual of the American Psychological Association*. Table 1 includes those most relevant to using the APA style for citations and references in OPWL assignments. If you plan to use the APA style for formatting title pages, headings, and the formatting of the body of your paper, Table 1 does not address those since they are not covered in this document.

Table 1

Differences in Formatting for Citations and Reference Between the 6th and 7th Editions

	6th Edition	7th Edition
They	<ul style="list-style-type: none"> Did not support the use of “They” as a singular gender neutral pronoun (See Use of the singular They) 	<ul style="list-style-type: none"> Use “They” as a singular, gender-neutral pronoun (See Section 5.5)
Font	<ul style="list-style-type: none"> Times New Roman 12 point (See Section 8.03) 	<ul style="list-style-type: none"> Calibri 11 point, Arial 11 point, Lucida Sans Unicode 10, Times New Roman 12 point, Georgia 11 point, Computer Modern 10 point Within figure images use a san serif font between 8 and 14 point. Use the same font for all text Default footer text 10 point with single spacing is acceptable in the footer (See Section 2.19)
Space after punctuation	<ul style="list-style-type: none"> Two spaces following closing punctuation (See Section 4.01) 	<ul style="list-style-type: none"> Single space following closing punctuation (See Section 6.1)
Formatting for Captions of Figures	<ul style="list-style-type: none"> Caption preceded the Table and followed the Figure The table number and figure number were followed by periods and the title of the table or figure followed immediately after and ended with a period 	<ul style="list-style-type: none"> Caption precedes the Table and Figure The table number and figure number are followed by a hard return The title of the table or figure is in italics on a separate line (See Chapter 7) For Example, Table 1 <i>Major Changes in the APA Style.</i> or Figure 1 <i>Picture of a Blue Box</i> * this means the title of the table or figure will not appear when you generate the Table of Contents in MSWord

	6th Edition	7th Edition
Citation of Secondary Sources	<ul style="list-style-type: none"> Example did not include the year for the original source (See Section 6.17) 	<ul style="list-style-type: none"> Examples show that the year in the original source is used if it is available and omitted if not (See Section 8.6)
Citation of Classroom or Intranet Resources	<ul style="list-style-type: none"> Typically treated as Personal Communication because they are not recoverable 	<ul style="list-style-type: none"> Reference format specified for classroom assignments and internal publication so use standard narrative or parenthetical citation formats (See Section 8.8) Treated as Personal Communication for professional publication (See Sections 8.8 & 8.9)
“et al.” citations	<ul style="list-style-type: none"> et al. was used for the second and subsequent citations for works with 3 to 5 authors and for all citations for works with 6 or more authors unless this would cause confusion between sources in the reference list (See Section 6.12) 	<ul style="list-style-type: none"> et al. is used for all citations of works with 3 or more authors unless this would cause confusion between sources in the reference list (See Section 8.18) Since et al. is plural (it means and others) it cannot be used when only one author’s name would be omitted from a list so the full list of authors must be used (See Section 8.18)
Repeated Citations within a Paragraph	<ul style="list-style-type: none"> Did not specify but several other sources recommend using the page number following the material each time it was cited within a paragraph as long as there are no intervening citations that could cause confusion for the reader 	<ul style="list-style-type: none"> As long as there are no intervening citations that could cause confusion for the reader the author(s)’ names or pronouns are used without the publication year to indicate the same source in narrative citations (See Section 8.16) Parenthetical citations must always include the author and year (See Section 8.16)
“for more” Citations	<ul style="list-style-type: none"> Not included 	<ul style="list-style-type: none"> Include “see...for more” or “see...for more detail” may be used in citations to indicate a source that provides more detail about a topic not discussed. For example, (see Miller et al., 2017, for more detail).
Title of References	<ul style="list-style-type: none"> Centered at the top of a new page (See Section 2.11) For example, References 	<ul style="list-style-type: none"> Centered at the top of a new page in Bold (See Section 9.43) For example, References

	6th Edition	7th Edition
Categorization of Reference Entries	<ul style="list-style-type: none"> References are categorized by Types and Variations. To create a reference list entry, first determine the type then find the nearest variation. (See Section 7) <p>For example, Types: Periodicals, Books, Reports etc. Variations: Abstract, Advanced Online Publication, etc.</p>	<ul style="list-style-type: none"> References are categorized by Group, Category and Type. To create a reference list entry, first determine the reference group and category and then locate the best template. Do not combine templates. (See Section 9.1) <p>For example, Groups: Textual Works; Datasets, Software, and Tests; Audiovisual Media; Online Media Categories for Textual works: Periodicals; Books and Reference Works; Edited Book Chapters and Entries in Reference Works; Reports and Gray Literature; Conference Sessions and Presentations; Dissertations and Theses; Reviews; Unpublished Works and Informally Published works. Types for Periodicals: journal articles, magazine articles, newspaper articles, blog posts, comments on blogposts on online periodicals, editorials. And so forth.</p>
Print vs Online Materials	<ul style="list-style-type: none"> Online versions include retrieval dates and URLs. 	<ul style="list-style-type: none"> No distinction is made between print and online materials so, retrieval date are not included (See Section 9.3)
eBooks	<ul style="list-style-type: none"> Include platform in square brackets following the title Retrieval information replaces publisher info (See How to cite an eBook) 	<ul style="list-style-type: none"> No longer include platform information. For example, [Kindle book]. Publisher name included for eBooks as well as print books. See Section 10.2 examples 20-22.
Publisher Information	<ul style="list-style-type: none"> Books include the City and State of the Publisher as well as the Publisher's name (See Section 6.30) <p>For example, New York, NY: McGraw-Hill</p>	<ul style="list-style-type: none"> Books no longer include the location of the publisher (See Section 9.28) <p>For example, McGraw-Hill</p>
Publisher City and State Information	<ul style="list-style-type: none"> Include the city and state for books, reports, and unpublished manuscripts associated with a university (See Sections 6.30 & 7.09) 	<ul style="list-style-type: none"> Do not include city and state for books or unpublished manuscripts associated with a university (See Sections 10.2, 10.3 & 10.8)

	6th Edition	7th Edition
DOI	<ul style="list-style-type: none"> • Formatting should be consistent throughout the document but all of the following are currently considered correct APA Style: <ul style="list-style-type: none"> • https://doi.org/10.1037/arc000014 • http://dx.doi.org/10.1037/arc0000014 • doi:10.1037/arc0000014 <p>See Digital Object Identifiers</p>	<ul style="list-style-type: none"> • Include the DOI for periodicals and books if available. (See Section 9.34) • DOIs are formatted as URLs https://doi.org/xxx (See Section 9.35)
URLS	<ul style="list-style-type: none"> • At the end of a reference preceded by the words “Retrieved from” See Website 	<ul style="list-style-type: none"> • Directly inserted at the end of the reference like a DOI. If no DOI is available for the online work. (See Section 9.34) • No longer include retrieval information i.e. “Retrieved 2019, November, 16, from” unless the source is not archived and is likely to change.
Classroom or Intranet Resources	<ul style="list-style-type: none"> • Typically treated as Personal Communication because they are not recoverable 	<ul style="list-style-type: none"> • Reference format specified for classroom assignments and internal publication where the material would be retrievable (See Section 8.8) • Treated as Personal Communication for professional publication (See Section 8.8)

When to Cite a Source

Quoting, Paraphrasing and Summarizing

Quotations, paraphrases, and summaries of what you have read or heard are very useful tools in writing. For example, you can use them to:

- add credibility to your argument by showing there is support within the field for your position
- illustrate the differences in opinion within the field about a topic
- highlight a particular viewpoint in the field with which you want to agree or disagree
- show what a particular author or thinker had to say about an issue
- or in the case of quotations, distance yourself from a particular position by presenting it in a different voice or writing style

Regardless of your purpose, whenever you quote, paraphrase, or summarize something that you read, heard, or saw (even your own previously published work) you need to include a citation to avoid plagiarism. Yes, you can plagiarize yourself, if you use work that you previously published or submitted for grading! Generally speaking, though, you will want to choose sources that are considered expert in their field for your papers and assignments. For descriptions and examples of a quote, a paraphrase, and a summary as well as when to use each one, see Table 2.

Table 2

Description of the Differences between a Quote, a Paraphrase, and a Summary

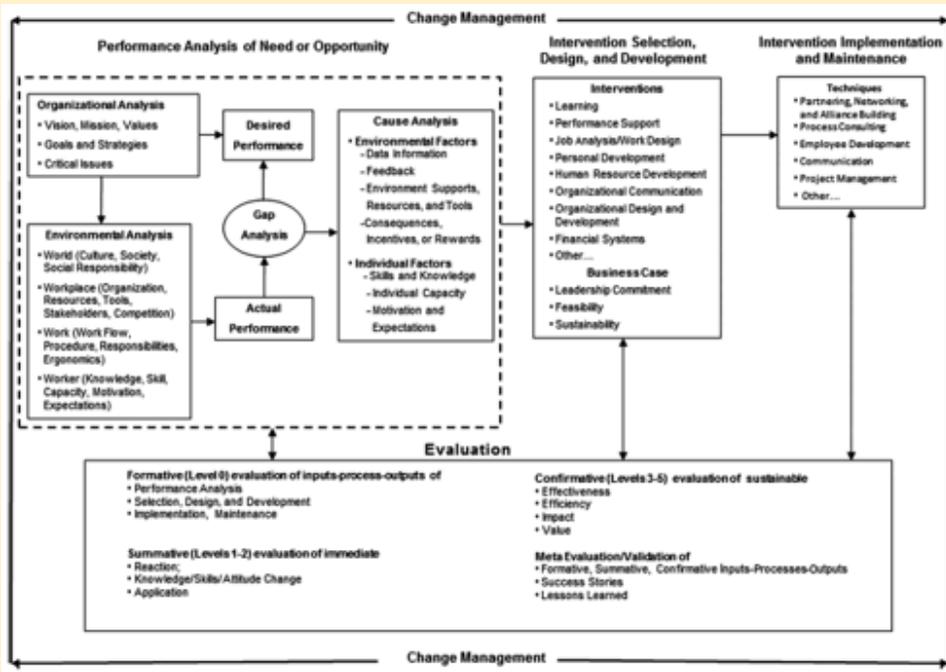
	Quote	Paraphrase	Summary
Definition	When you quote, you include the exact wording that you read or heard somewhere else into your work.	When you paraphrase, you change what you read or heard somewhere else into your own words keeping about the same length and include it in your work.	To summarize, you put the idea that you read or heard somewhere else into your own words and condense it before including it.
When to Use	<ul style="list-style-type: none"> • to draw attention to what a particular author said and how they said it as an illustration of their use of language • to present someone’s position before commenting on it or providing a critique • to present a particularly well phrased statement whose meaning might be changed or lost completely if you summarized or paraphrased it 	<ul style="list-style-type: none"> • to communicate the idea rather than the specific language used to express it • to provide the same level of detail or close to the same level of detail as in the original • to avoid disrupting the flow of the paper by introducing another voice 	<ul style="list-style-type: none"> • to communicate the idea more succinctly • to avoid disrupting the flow of the paper by introducing another voice
Example of the same text quoted, paraphrased, and summarized	<p>“Reproduce word for word material directly quoted from another author’s work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants” (APA, 2010, p. 170).</p> <p><i>Note.</i> location information is required for all quotations.</p>	<p>When you copy the exact wording from a publication, an assessment instrument or a list of directions, whether it is your own published work or someone else’s is called quoting (APA, 2010, p. 170).</p> <p><i>Note.</i> a paraphrase may contain some of the same words as the original, but not many!</p>	<p>Quoting is incorporating exactly what you read or heard elsewhere into your work (APA, 2010, p. 170).</p> <p><i>Note.</i> Location information is included here and in the example of the paraphrase because the APA 7th ed. recommends including it when paraphrasing or summarizing.</p>

Figures and Tables

The 7th edition of the APA *Publication Manual* has standardized the formatting for captions and notes for tables and figures. The label, Table or Figure, and the number appear in bold above the table or figure followed by the title in italics and title case on the line below and notes after the figure or table as seen in this example of a figure:

Figure 17

Performance Improvement/Human Performance Technology Model



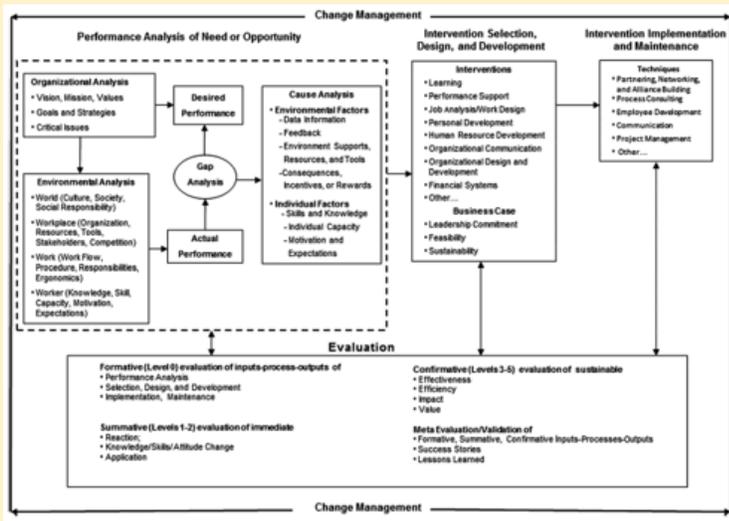
Note. From *Fundamentals of Performance Improvement: Optimizing Results through People, Processes, and Organizations* (3rd ed., p. 43), by D. M. Van Tiem, J. L. Moseley, and J. C. Dessinger, 2012. Copyright 2012 by John Wiley & Sons. Reprinted with Permission.

In the APA Style any tables or figures that are copied or adapted from someone else's work (or your own previously published work) must be clearly identified as reprinted or adapted from the original source and the original source must be provided in text. Permissions from the original publisher must also be obtained, if required based on the copyright policy of the individual holder, and this must be noted in a general note following the figure as shown in this example.

In your assignments for OPWL, we do not expect that you will request permission from the author/publisher to include a figure or table in your assignment, nor do we require you to include the copyright attribution if you have not obtained it. But, we do expect you to cite and reference it using the standard APA style author-date method when you copy a table or figure from another source as shown in this example:

Figure 11

Performance Improvement/Human Performance Technology Model

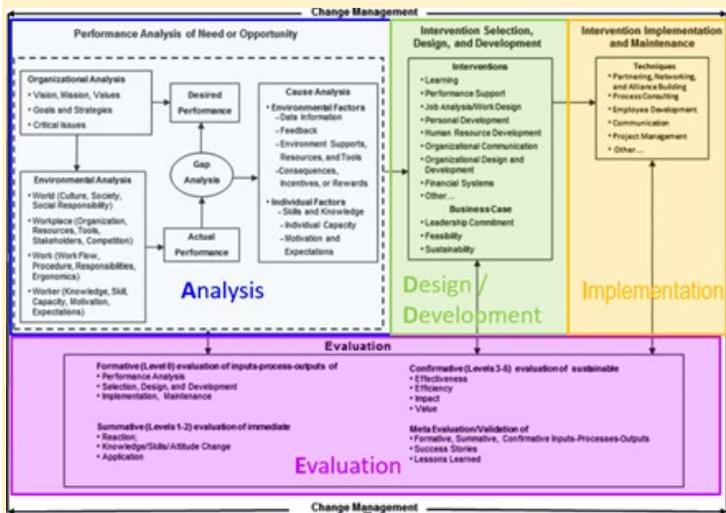


(Van Tiem, Moseley, & Dessinger, 2012, Figure 2-1, p. 43).

Similarly, if you adapt a figure or table you need to include a standard APA style author-date citation that includes the words “Adapted from” before the source as shown in this example:

Figure 12

Example of a Graphic Reproduced Exactly from another Publication Cited using the APA Style



(Adapted from Van Tiem, Moseley, & Dessinger, 2012, Figure 2-1, p. 43).

When you refer to a figure or table in your text, you should use its label (e.g., “As shown in Table 1”). However, you should not refer to where the table or figure is located (e.g., “As shown in Table 2, below”). Simply referring to the label of the figure or table is sufficient and preferable since the location of a particular table or figure may change when the document is edited or published.

Also, if you want to include your own work previously published or submitted for grading, you should obtain permission from your instructor first and then cite it appropriately in your assignment.

Citing Your Sources the APA Way

Components of an APA Style Citation

APA style citations typically contain three elements:

1. Who—the author(s) or editor(s) surname(s) or the name of an organization.
2. When—the date.
3. Where—the location of the material within the source.

All three of these elements are required for quotations and, although the location information is not required for paraphrases or summaries, the 7th edition of the *Publication Manual* recommends that you include it to make it easier for your reader to locate the information that you are citing in the original source.

How Citations are Constructed – The Author-Date Method

In the APA style, there are two ways to format an in-text citation. The first uses the author(s) surname(s) and date within the narrative and the location information within parentheses following the cited information. This method emphasizes the original author who is making the claim. The second puts the author(s) surname(s), the date, and the location information within parentheses following the cited information. This method emphasizes the information rather than who said it.

Regardless of which option is used, the APA style follows the author-date citation method. This means that the author(s) surname(s) is always directly followed by the date. The only exceptions are:

- When the date is presented in the narrative before the author(s) name as shown in the second example in Table 3.
- When you have two or more works by authors with the same surname in your reference list so the author's full name is used in narrative citations and initials and surname in parenthetical citations to help distinguish between the works as shown in the third example in Table 3.

Table 3

Author-Date Citation Examples

Citation Type	Example
Narrative	Porter (2015) offered encouragement suggesting that while the APA style may seem tricky at first, once you practice a little you can get the hang of it (para. 6).
Narrative Alternative format	In 2015, Porter offered encouragement suggesting that while the APA style may seem tricky at first, once you practice a little you can get the hang of it (para. 6).

Citation Type	Example
Narrative Citation when the authors of two works in your references have the same surname	Wendy Kirkpatrick (2018) puts it simply “the best evidence of training success is a combination of numeric data and the qualitative information that explains and brings it to life.” (p. 34). James Kirkpatrick (2015) cautions, “all training initiatives will not contribute the same value to the bottom line. The first step is to prioritize programs based on their anticipated value to the organization” (para. 4).
Parenthetical Citation	Instructional technology is both focused on the ends, i.e., achieving preset goals, and systematic in its approach, using methods derived from physical or social science (Chyung, 2008, pp. 3-4).
Parenthetical citation when the authors of two works in your references have the same surname	“The best evidence of training success is a combination of numeric data and the qualitative information that explains and brings it to life” (W. Kirkpatrick, 2018, p. 34). “All training initiatives will not contribute the same value to the bottom line. The first step is to prioritize programs based on their anticipated value to the organization” (J. Kirkpatrick, 2015, para. 4).

To make it easier to read and save space, when there are three or more authors or recognizable acronyms for groups, the APA style sometimes uses a short form, such as “et al.” for “and others” or an ampersand (&) for the word “and” or an acronym for an organization’s name. However, since et al. is plural if only one author can be eliminated then it is not used. See examples of how to do this in Table 4.

Table 4

Variations in Author-Date Citation Depending on the Number or Type of Author(s)

Number of Authors	1 st Citation– Narrative Citation	Subsequent Citations– Narrative Citation	1 st Citation– Parenthetical Citation	Subsequent Citations– Parenthetical Citation
1 author	Huglin (2010)	Huglin (2010)	(Huglin, 2010)	(Huglin, 2010)
2 authors	Giacumo and Conley (2015)	Giacumo and Conley (2015)	(Giacumo & Conley, 2015)	(Giacumo & Conley, 2015)
3 or more authors and no ambiguity between sources in your references	Chyung et al. (2010)	Chyung et al. (2010)	(Chyung et al., 2010)	(Chyung et al., 2010)

Number of Authors	1 st Citation– Narrative Citation	Subsequent Citations– Narrative Citation	1 st Citation– Parenthetical Citation	Subsequent Citations– Parenthetical Citation
3 or more authors, when only the final author is different – include all three	Villachica, Stepich, and Rist (2009) Villachica, Stepich, and Connor (2009)	Villachica, Stepich, and Rist (2009) Villachica, Stepich, and Connor (2009)	(Villachica, Stepich, & Rist, 2009) (Villachica, Stepich, & Connor, 2009)	(Villachica, Stepich, & Rist, 2009) (Villachica, Stepich, & Connor, 2009)
4 or more authors, when 2 or more authors can be omitted – include as many as required to distinguish between the works	Kaufman, Watkins, Oakley- Brown, et al. (1997) Kaufman, Watkins, Leigh, et al. (1997)	Kaufman, Watkins, Oakley- Brown, et al. (1997) Kaufman, Watkins, Leigh, et al. (1997)	(Kaufman, Watkins, Oakley- Brown, et al., 1997) (Kaufman, Watkins, Leigh, et al., 1997)	(Kaufman, Watkins, Oakley- Brown, et al., 1997) (Kaufman, Watkins, Leigh, et al., 1997)
1 group with an easily recognizable acronym	International Society for Performance Improvement (ISPI, 2014)	ISPI (2014)	(International Society for Performance Improvement [ISPI], 2014)	(ISPI, 2014)
1 group without abbreviation	Boise State University (2015)	Boise State University (2015)	(Boise State University, 2015)	(Boise State University, 2015)

Note. There is no comma after the author’s surname before et al. if there is only one author. However, if there are two or more authors’ surnames listed before et al. a comma is inserted before each author’s surname so one appears before et al.

Citations with Author Information Missing

When the author information is not available, the APA style puts the title or a description of the document in the author’s place in the references. Depending on whether it is a standalone document, part of a larger document or a description of the document it will be formatted differently in the citation. See examples in Table 5.

Table 5

Examples of Citations without Author Information

Available information	Format	Example
Standalone document e.g., book, dissertation, thesis, film, video, podcast, unpublished manuscript.	(Title, date)	(Merriam-Webster's Collegiate Dictionary, 2005, p. 5)
Part of a document e.g., article, chapter, blogpost, webpage, dictionary entry, Wikipedia entry	("Title", date)	("Learning in Groups," 1994, p. 33)
Description of a document For documents without a title.	([Description], date)	([Barriers to Learning Online], n.d., para. 3)

Note. Capitalization of the title/description is in title case in the citation and is in sentence case in the reference.

Date - Year

In your references, the date may include the year, the year, month and day, the year and month, the year and season, or a range of dates. In your narrative or parenthetical citations, the APA style uses only the year of the work that you are citing along with the author(s)' name(s) to clearly identify the source you are citing. If you are using a draft of a source before it is published "in press" or "advance online publication" is used, as appropriate. However, you should check before you submit your paper to see if it has been published and update your citation and references with the date. For unpublished or informal works, the year in which the work was created is used. If no date is available, (n.d.) for "no date" is used.

If more than one work by the same author in the same year is cited, the APA style appends a lowercase letter to the date in the references. That letter must appear in the citations as well to clearly identify which work is being cited.

If you are citing a work that has been translated, reprinted, republished, or reissued, it is important to show the publication year of the version that you read, so you include the original date and the date of the version that you read separated by a slash. For example, if you read ISPI's 1996 Tribute edition of Thomas Gilbert's *Human Competence: Engineering Worthy Performance*, you would cite it as shown in these examples:

In a narrative citation:

Gilbert (1978/1996) asserts that "any kind of performance can be measured—reliably and with considerable precision" (p. 29).

In a parenthetical citation:

“Any kind of performance can be measured—reliably and with considerable precision” (Gilbert, 1978/1996, p. 29).

Note. When you include a title of a work within the flow of your text, it is presented in title case and italics.

Location Information – Page Numbers or Equivalents

The APA style requires location information, typically page numbers, for all quotations regardless of their length. It also recommends including location information for all paraphrases and summaries since this makes it easier for your reader, and for you, to locate the specific information you are referring to, particularly in lengthy or complex documents.

Location information always appears within parentheses and follows the material that is being cited, for example:

In a narrative citation:

Baldwin and Ford (1988) caution that “American industries annually spend more than \$100 billion on training . . . not more than 10 percent of expenditures actually result in transfer to the job” (p. 63).

In a parenthetical citation:

“American industries annually spend more than \$100 billion on training . . . not more than 10 percent of expenditures actually result in transfer to the job” (Baldwin & Ford, 1988, p. 63).

If the information that you are citing is on more than one page, use a dash between the first and last page number if they are consecutive and a comma between page numbers if they are not.

If there is no page number, as is often the case with online documents, paragraph numbers can be used. However, using paragraph numbers can get unwieldy in a long document so, if neither page numbers nor paragraph numbers are visible, and there are headings available, it is better to include the heading (either in its full or shortened form) along with the number of the paragraph following that heading. To cite a specific part of a source you can also use chapter, figure, or table followed by the number. Note that unlike page or paragraph, the words Chapter, Figure, and Table are capitalized in citations. See examples in Table 6.

Table 6

Examples of Location Information for Citations

Location Information	Format	Examples
Page Number(s)	p. xx pp. x-xx pp. x, y	(p. 12) (pp. 12-15) (pp. 12, 15)
Paragraph	para. x paras. x-xx paras. x, xx	para. 7 paras. 5-7 paras. 5, 7

Location Information	Format	Examples
Heading + Paragraph	Heading, para. x	Plagiarism, para. 1
Short Heading + Paragraph	“Shortened heading,” para. x	Original Heading – Works with no identified author or with an anonymous author. “Works with no identified author,” para. 2
Chapter	Chapter x	Chapter 6
Figure	Figure x	Figure 12
Table	Table x	Table 2

Note. Spaces are important! Be sure to include a space after the location type and the number. For example, p. 12 not p.12!

Citing an Indirect or Secondary Source

You must always cite the source that *you read*. Why? This is the material that you are relying on to make your argument. When you are submitting a manuscript for publication, it is preferable to track down the original source of the material so that you can cite it directly, unless it is not available. But for most of your assignments in OPWL, your instructor will not require you to do this. Instead, they will accept a citation of a secondary source.

When you cite a source (the original author or primary source) whose work you read about in another author’s work (the indirect or secondary source), you need to include both authors. For example, if you are reading Chyung’s book and in it she uses an excellent analogy from Rothwell for the concept of “systemic” that you want to include in your assignment. You would acknowledge Rothwell as the original author and then use the words “as cited in” before the author and date of the source that you read, Chyung, 2008.

If you want to emphasize that Rothwell said this, you would use the narrative format for your citation:

Rothwell (1995) likens systemic approaches to touching a spider’s web (as cited in Chyung, 2008, p. 11).

If you want to emphasize the analogy and credit Rothwell, you would use the parenthetical format:

Systemic approaches are like touching a spider’s web (Rothwell, 1995, as cited in Chyung, 2008, p. 11).

In your reference list, you should include the source that *you read* i.e., the secondary source, which in this example is Chyung (2008).

Citing Multiple Sources for the Same Information

In your assignments, you want to cite the sources that have most directly influenced your work. In the APA style, you only cite the sources that you have incorporated into your work and the number of sources that you will want to cite will depend on the nature of your assignment. For most assignments, one or two sources will be sufficient for each important element, but for literature reviews where the

purpose is to engage with the relevant writing on a topic, more citations for each point may be appropriate.

To cite more than one source for a particular idea, you list the author(s) and the publication year(s) and insert a semi-colon between the entries for each author within the parentheses as shown in this example:

Several studies (Jones & Riley, 1990, 2006, in press; Rutherford, 2010; Unverforth, 2015a, 2015b) have shown that incorporating strategies to maximize learner motivation result in increased learning.

By the way, it is never enough to just say “several studies” without citing them as shown in the first example because your reader may not be familiar with what studies you are referring to!

Citing Personal Communication

Personal communication includes things like conversations, emails, letters, unrecorded lectures, and so forth that would not be readily accessible to someone reading your work. Nonetheless, they should be cited. The format for these citations is a little different, it includes the author(s)’ initials as well as the surname, the words personal communication, and the full date. For example,

In a narrative citation:

L. Urban (personal communication, July 31, 2016) noted that good metacognitive skills are essential for graduate students’ success.

In a parenthetical citation:

Active reading is an important metacognitive skill (L. Urban, personal communication, July 31, 2016).

Personal communications are not included in your reference list because they are not retrievable for your reader.

Citing a Source Multiple Times within a Paragraph

You must indicate your source after each sentence that is summarized or paraphrased from the original source. If you are citing the same source more than once within a paragraph, you may include the author(s)’ surname(s) or pronoun(s) and omit the year in the second and subsequent narrative citations if doing so would not create confusion for your reader. However, parenthetical citations always include the year regardless of the number of times they are included.

Special Formatting for Quotations

The APA style uses different formats for quotations that are less than 40 words and quotations that are more than 40 words. However, both must copy the original *exactly* with a few notable exceptions.

Permitted Changes to Quoted Material

The APA style permits a number of changes to quoted material without explanation:

- The first letter of the first word in quoted material may be changed to uppercase or lowercase to suit the construction of your sentence.
- The punctuation mark at the end of a quoted sentence may be changed to better fit the flow of your sentence as long as the meaning is not changed.
- Footnotes or endnotes may be omitted.

- Double quotation marks within the quoted material should be changed to single quotation marks when the material you are quoting is enclosed in double quotation marks in your paper.
- Single quotation marks within the quoted material should be changed to double quotation when formatted as a block quotation in your paper.
- Material may be omitted within a sentence by inserting three spaced ellipsis points (. . .) between the two parts of the sentence. Material may be omitted between two sentences by inserting four spaced ellipsis points (. . . .) between the sentences. Ellipsis points are not required if material is omitted from the beginning or the end of a sentence.
- Additions may be made within square brackets [] to help clarify for your reader. For example, to spell out an acronym or to identify a typo in the original work [*sic*].
- Italics may be added to emphasize a word or words within the quotation if they are followed immediately by [emphasis added].

Format for Quotations of Less than 40 Words

Quotations of less than 40 words must be enclosed within double quotation marks and the closing period moves to the end of the sentence, following the parentheses surrounding the page number or equivalent as shown in these examples:

Honebein (2015) warns “A conjunction in a survey item is a danger sign” (para. 1).

“*Systematic* applications refer to purposely planned, methodical, step-by-step approaches” (Chyung, 2008, p. 9).

However, if the closing punctuation is something other than a period, an exclamation point or question mark, for example, the original punctuation remains at the end of the sentence so as not to change the meaning and a period is added after the parentheses as shown in this example:

What about the burning platform? Dormant (2011) notes “over half the workers died!” (p. 3).

Format for Quotations of 40 Words or More (Block Style)

Quotations of 40 words or more must be formatted in the block style which means that the left side of the quoted material must be indented ½ inch, no quotation marks are added, and the closing punctuation should remain where it is in the original. The page number or equivalent follows in parentheses without punctuation after it.

As shown in these examples, the punctuation following the introductory or lead-in sentence before the quotation varies depending on the nature of the introductory statement.

When the introductory statement is a full sentence, a colon follows before the quoted material as shown in this example:

Rossett (1999) clearly distinguishes between performance analysis and training needs assessment:

Performance analysis provides preliminary study of the situation in order to determine if and when a more detailed training needs assessment is warranted.

Training needs assessment is study to design and develop instructional and informational programs and materials, after the performance analysis has determined that training or informational materials are indeed appropriate. (p. 23)

When the introductory statement is not a full sentence, a comma follows before the quoted material as shown in this example:

In the words of Rossett (1999),

Performance analysis provides preliminary study of the situation in order to determine if and when a more detailed training needs assessment is warranted.

Training needs assessment is study to design and develop instructional and informational programs and materials, after the performance analysis has determined that training or informational materials are indeed appropriate. (p. 23)

Note. The APA style uses indented paragraphs and double-spacing throughout the document rather than additional space between paragraphs as shown here. Most instructors do not require double-spacing and indented paragraphs and I have not used them in this document to save space.

Use quotations judiciously in your work. Generally speaking, unless you are trying to emphasize what a particular author said, it is better to paraphrase or summarize the information in your own words. This both helps the flow of your writing and demonstrates a higher-level mastery of the concept.

Formatting Your Reference Entries

As you cite, you will want to record your sources for your reference list. This section includes a description of the components that make up a reference entry, followed by examples of reference entries for different types of publications.

Components of an APA Style Reference Entry

APA style reference entries typically contain four elements:

1. Who—the author(s)′ or editor(s)′ surname(s) and initials, or the name of the organization.
2. When—the date.
3. What—the title of the work.
4. Where—the source for the information (usually the publisher or publication and retrieval information, if appropriate).

Author

The “person(s) or group responsible for a work” are typically considered the author in APA style reference entries. But depending on the nature of the work, several different players may take this position as shown in Table 7.

Table 7*Typical Authors for Different Types of Sources*

Type of Source	Author
Journal Articles	Author(s)
Magazines, Newsletters, Newspapers, Webpages, Corporate documents	Author or Organization(s)
Blog posts	Author or Author [username] or Username if the author's name is unknown
Books and Reports	Author(s), Editor(s), or Organization(s) Use (Ed.) or (Eds.) after the name of the editor(s)
Entry in a dictionary, thesaurus, or encyclopedia	Author or Organization(s)
Conference Sessions and Presentations	Presenter or Contributor
Podcast	Host of the Podcast or the Executive Producers Include the role in parentheses (Host) or (Executive Producer) after the name
YouTube Videos	Person or group who uploaded the video
TedTalk	Speaker if from the TED website or the person or group who uploaded it if it is on YouTube
Twitter and Instagram	Author [@username] or group [@username]
Facebook and others	Author or Group or Group [Username] or Username

In the APA style, author's names are,

- Inverted which means surname followed by the initials shown on the work, for example,

Smith, J. C.

- Separated by commas, and joined by an ampersand for example,

Smith, J. C., & Jones, B.

Smith, J. C., Jones, B., & Wright, M.-A.

Except when there are two groups, for example,

World Wildlife Fund & Sierra Club

- All listed except when there are 21 or more. If there are 21 or more, include the first 19 authors' surnames and initials followed by an ellipsis (. . .) and the final author's surname and initials without an ampersand.
- Spelled and capitalized exactly as they are on the work, for example,

Homer

or Di Angelo, A. J. or von Teasle, H. or Smith-Jones, C. A.

Note. There should be a space between the author(s)' initials!

Additional information about the author such as their role in the creation of the work may be included in parentheses following their name. For example (Ed.) for editor, (Host) for host, (Director) for director, (Writer & Director) for writer and director, and so forth. When this is included a period is inserted following the role, before the date.

Date

Immediately following the "author", the date is enclosed in parentheses and followed by a period. Like the "author", the date can take different formats based on the type of source. If no date is available use (n.d.) for "no date". See examples in Table 8.

Table 8

Date Formats for Different Types of Sources

Type of Source	Date Format	
Books	Copyright year.	(2017).
Journals	Publication year of the volume enclosed in parentheses.	(2007).
Magazines, Newsletters, Newspapers, Webpages, Corporate documents, Podcasts, YouTube Videos, Blog post,	Publication year followed month and date, or month(s), or season as provided, and enclosed in parentheses.	(2010, May 17). (2011, July). (2013, March/April). (2015, Fall).
Unpublished Papers and Posters presented at Meetings, Conferences, or Symposia	Year and month of the meeting.	(2009, January).
Works accepted for publication but are not yet published	(in press).	(in press).

Type of Source	Date Format	
Works where an online advance copy is available but are not yet published	(advanced online copy).	(advanced online copy).
Ancient works with approximate dates	ca., for circa, followed by the year.	(ca. 150 B.C.E).

Note. If you are citing a work that is in press or available as an advance online copy, before submitting your work for grading or publication, you should check to see if it has been published and amend the date to the publication date if it has.

Title

The title follows the date. The title varies depending on whether the document is standalone like an entire book, a report, a thesis, or a webpage, or part of a larger work like an article, a chapter in an edited book with different authors for each chapter, or an episode of a podcast.

For standalone works, the title of the work is presented next in italics and sentence case, i.e., the first letter of the first word in the title and subtitle, word following closing punctuation, proper nouns, and acronyms in the title are capitalized.

For parts of a larger source, the title of the part is presented next without italics and in sentence case. The title of the part is followed by the title of the overall work which is presented in italics and sentence case. See examples in Table 9.

Table 9

Differences in Capitalization of Standalone Works and Parts of Larger Works

Type of Source	Reference Format
Standalone Book	<p>von Bertalanffy, L. (1969). <i>General system theory: Foundations, development, applications</i> (Revised ed.). George Braziller.</p> <p><i>Note.</i> The title of the book uses sentence case, so only the first letter of the title and the first letter of the subtitle (word following the colon) are capitalized. Proper nouns and acronyms would also be capitalized in the book title. It is also in italics. Information about the edition follows the title within parentheses before the period and is not in italics.</p>
Standalone Paper Presentation	<p>Keller, J. (2000, February). <i>How to integrate learner motivation planning into lesson planning: The ARCS model approach</i> [Paper presentation]. VII Seminario, Santiago, Cuba.</p> <p><i>Note.</i> The title of the paper uses sentence case and is in italics. A description of the source follows the title in square brackets before the period and is not italicized.</p>

Type of Source	Reference Format
Standalone Webpage on a Website	Watkins, R. (n.d.). <i>Needs assessment</i> . NeedsAssessment.org. http://wesharescience.com/na/nainroduction.html <i>Note.</i> The title of the webpage uses sentence case and is in italics and the title of the website is as it is shown on the source.
Part of a Larger Work Journal Article	von Bertalanffy, L. (1972). The history and status of general systems theory. <i>Academy of Management Journal</i> , 15(4), 407-426. https://doi.org/10.2307/255139 <i>Note.</i> The title of the article uses sentence case without italics and the title of the journal is in title case and in italics.
Part of a Larger Work Authored Chapter in an Edited Book	Hill, J. R. (2012). Learning communities: Theoretical foundations for making connections. In S. Land & D. Jonassen (Eds.), <i>Theoretical foundations of learning environments</i> (2nd ed., pp. 269-285). Routledge. <i>Note.</i> The title of the chapter uses sentence case without italics and the title of the journal is in title case and in italics. The title of the book is followed by the edition number and the page range for the chapter within parentheses before the period and is not italicized.

If additional information is required to help your reader to identify the specific work you have cited such as the edition, volume, or page range, it is included in parentheses after the title as shown in the examples for a standalone book and an authored chapter in an edited book in Table 9.

If it would be helpful to identify the type of source more precisely, for example, that it is a Conference session, Poster presentation, PowerPoint slides, and so forth, it is included after the title and parenthetical information, if any, within square brackets, before the period following the title as shown in the example for a paper presentation in Table 9.

Source Information

Source information identifies where to locate the work. It varies depending on whether the document is standalone or part of a larger work.

Standalone

For standalone sources, an entire book, a report, thesis, or a webpage, it is the publisher, the database or archive, or website along with a digital object identifier (DOI) or URL, if there is one. See examples in Table 8.

Part of a Larger Work

For parts of a larger work such as articles, chapters with different authors in an edited book, YouTube videos and so forth, it is the information about the greater whole along with a (DOI) or URL if there is one. See examples in Table 9.

DOI or URL

Include the Digital Object Identifier (DOI) if available. DOI's are unique identifiers that provide a persistent link to the work so are included whenever they are available. DOIs are usually listed on the first page of articles and on the copyright page of books. If no DOI is listed, you can use the free DOI lookup: <https://www.crossref.org/guestquery>

If no DOI is available, a URL may be included if one is available. However, the APA style does not include URLs for library databases such as EBSCOHost or ProQuest because a single work may be accessible through multiple library databases and not everyone has access to the same ones.

If the document is to be read in print only, do not underline URLs or DOIs or change their color. If you have automatic formatting for URLs turned on in your word processor this may mean that you need to turn it off or manually reformat the URL so that it is not underlined or in a different color. If the document is to be viewed online, it is best to leave the link live and the underlining and color change is acceptable. Regardless, The DOI or URL is not followed by a period because it may interfere with its functionality. See examples in Table 9.

Retrieval dates for webpages are only used when the material is not archived and is expected to change. If you are including a retrieval date, it appears before the URL using the format—Retrieved *month day, year* from *URL* as shown in this example:

Clark, D. R. (2015, January 12). *Bloom's taxonomy of learning Domains*. Big Dog & Little Dog's Performance Juxtaposition. Retrieved January 8, 2019, from <http://nwlinc.com/~donclark/hrd/bloom.html>

Location Information

The 7th edition does not include location information for publishers. However, if the work is associated with a particular location like a conference, include the city, state or province abbreviation, if appropriate, and the country after the title of the conference. For example:

Schumann, M. (2019, September, 19). *Culture 911: Does yours need resuscitation?* [Conference session]. International Association of Business Communications Heritage Region Communication Conference, Detroit, MI, United States.

General Format for an APA Style Reference Entry Format

The basic format for an APA style reference entry includes the four elements in order with a period after each element as shown in this example:

Author. (Date). Title. Source.

However, depending on the type of source the content of each of these elements may vary. Also, a period typically appears after each reference element except when the source ends with a Digital Object Identifier (DOI) or URL because it might interfere with the link, or parentheses.

Missing Elements

Of course, sometimes elements of a standard reference entry may be missing or unknown and your reference entry will need to be adapted as shown in Table 10.

Table 10

How to Adapt Reference Entries When Information is Missing

Missing Element	Adaptation
Author	Title. (Date). Source.
Date	Author. (n.d.). Title. Source.
Title	Author. (Date). [Description of work]. Source.
Author and Date	Title. (n.d.). Source.
Author and Title	[Description of work]. (Date). Source.
Date and Title	Author. (n.d.). [Description of work]. Source.
Author, Date, and Title	[Description of work]. (n.d.). Source.

Locating Reference Information for Journal Articles and Books

When looking for the information to include for your reference, it is always best to look at the source itself rather than the library or database catalog information. While these are generally correct, there are sometimes errors. For example, edited books are often listed with the editor as the author; authors are sometimes missing or listed in the wrong order; or the wrong date may be listed.

Journal Articles

You can usually find everything that you need for your reference on the first page of the article in a journal. Typically, the title of the article and the author(s) are listed at the top of the page as shown in Figure 1. And the date, journal name, volume number, issue number, page numbers and DOI can be found on the first page either at the top or at the bottom. Figure 2 shows the journal name, volume number, issue number, page numbers and DOI located at the bottom of the first page of an article in *Performance Improvement Quarterly* (PIQ). Notice that PIQ includes the copyright date which may or may not be the same as the publication date. So, you need to confirm the date on the cover of the journal.

Figure 1

Example of Where to Find Reference Information for a Journal Article (Top of Page)

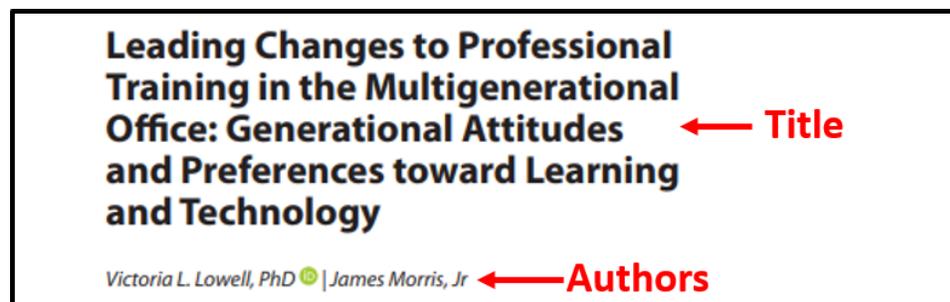
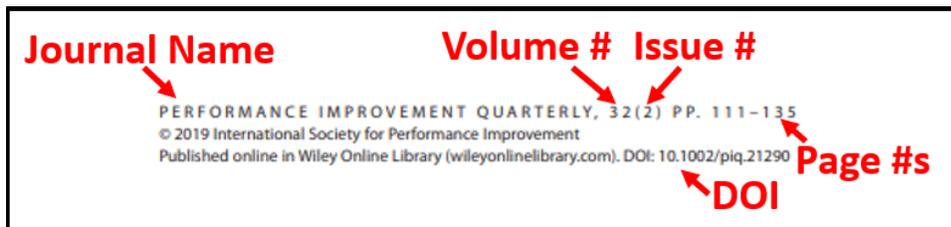


Figure 2

Example of Where to Find Reference Information for a Journal Article (Bottom of Page)



Note. You do not use the copyright date for periodicals. Instead, you want to use the date that the particular volume was published. This is not available on the first page of this article so you need to check the cover of the journal. In this case, it is the same.

Pulling it all together the reference entry for this article would be:

Lowell, V. L. & Morris, J., Jr. (2019). Leading changes to professional training in the multigenerational office: Generational attitudes and preferences toward learning and technology. *Performance Improvement Quarterly*, 32(2), 111-135. <https://doi.org/10.1002/piq.21290>

Note: The DOI is in blue and underlined in this example. This is the format that you would use if your paper was to be read online or in print. If the document is to be read in print only, then the DOI or URL is not underlined nor in blue.

The in-text citation formats would be,

Narrative citation: Lowell & Morris (2019) . . . (p. 132).

Or in rare cases: In 2019, Lowell and Morris (2019) . . . (p. 132).

Parenthetical citation: . . . (Lowell & Morris, 2010, p. 132)

Note. Jr. is included in the author portion of the reference entry but not in in-text citations.

Book

You can usually find everything that you need for your reference on the cover and front pages of a book. Typically, the author, the title and subtitle, and publisher are on the cover and front pages as shown in Figure 3. And the copyright date which is used as the date for books and the DOI, if there is one, can be found on the copyright page as shown in Figure 4.

Figure 3

Example of Where to Find Reference Information for an Authored Book (Cover and First Page)

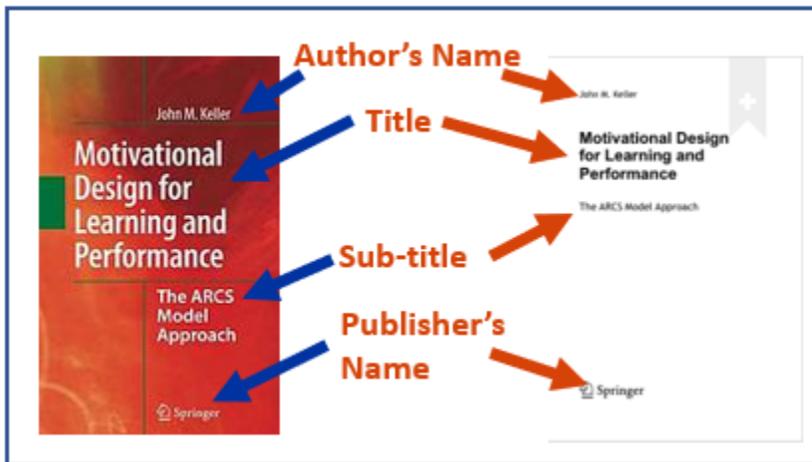
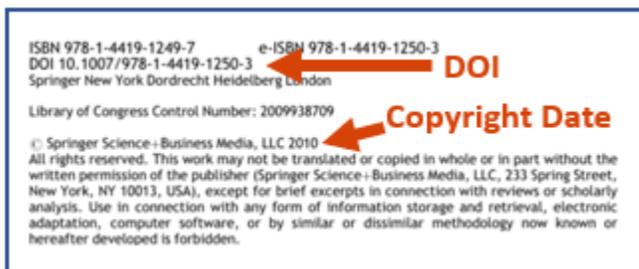


Figure 4

Example of Where to Find Reference Information for an Authored Book (Copyright Page)



Pulling it all together, the reference entry and citation formats for this book would be,

Keller, J. M. (2010). Motivational design for learning and performance: The ARCS model approach. Springer. <https://doi.org/10.1007/978-1-4419-1250-3>

Narrative citation: Keller (2010) . . . (pp. 25-26).

Or in rare cases: In 2010, Keller . . . (pp. 25-26).

Parenthetical citation: . . . (Keller, 2010, pp. 25-26)

Note. The ellipses (. . .) represent the material that you are quoting, paraphrasing or summarizing.

Chapter in an Edited Book

Sometimes additional information like chapter title, author, chapter page numbers, and editor name(s) are required to create your reference entry. These can typically be found on the cover, front pages, and the chapter pages.

Figure 5

Example of Where to Find Reference Information for an Edited Book (Cover and First Page)

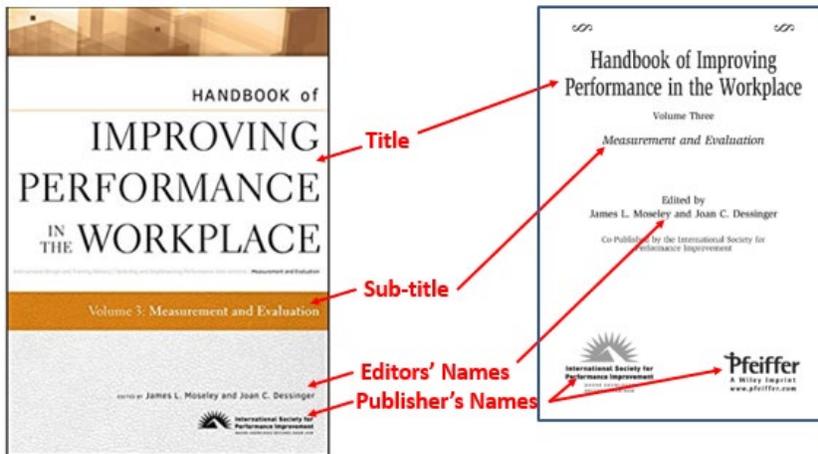


Figure 6

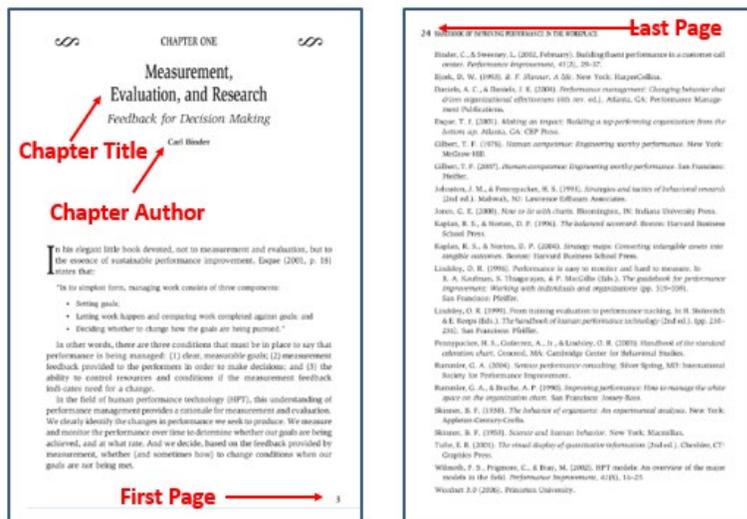
Example of Where to Find Reference Information for an Edited Book (Copyright Page)



If the book has an editor but does not have individual authors for the chapters, no further information is required. If, however, it has individual authors for each chapter, as this book does, you will need to look at the actual chapter to find the rest of the information that you need to complete your reference—the author of the chapter, the title of the chapter, and the first and last page numbers for the chapter.

Figure 7

Example of Where to Find Reference Information for a Chapter in an Edited Book



Pulling it all together, the reference entry for this chapter in an edited book would be:

Binder, C. (2006). Measurement, evaluation, and research: Feedback for decision-making. In J. L. Moseley & J. C. Dessinger (Eds.), *Handbook of improving performance in the workplace. Volume 3: Measurement and evaluation* (pp. 3-24). International Society for Performance Improvement/Pfeiffer.

Note. There is no comma before the ampersand for two editors. The volume number does not appear in the parentheses with the page numbers when each volume in the series has a unique title as this one does.

The in-text citation format would be,

Narrative citation: Binder (2006) . . . (p. 3).

Or in rare cases: In 2006, Binder . . . (p. 3).

Parenthetical citation: . . . (Binder, 2006, p. 3).

Webpage

Sometimes it is challenging to find the required reference entry elements for websites. Often you need to do a little sleuthing to locate them.

If there is no author listed on the material, you can check “about us” or the “acknowledgements” webpage or equivalent. Often the author is an organization or agency rather than a specific individual. If you truly cannot locate a person, an organization, or an agency, then you can use the site name as the author as shown in Table 10.

Dates can also be tricky. You do not use the copyright date for the webpage or website because it may not reflect the date that the content of the page that you are citing was last updated. Instead, you need to look for the last updated date, which may be listed as a year, a year and month, a year, month, and day, a season, or a semester depending on the webpage. Do not use the last reviewed date since the material may not have been updated as part of the review. If no date can be found use (n.d.) for “no date”.

Retrieval dates are only included for websites that are not archived and whose content is expected to change. These are included after the title of the website and before the URL. For example,

Clark, D. R. (2015, January 12). *Bloom's taxonomy of learning Domains*. Big Dog & Little Dog's Performance Juxtaposition. Retrieved January 8, 2019, from <http://nwlink.com/~donclark/hrd/bloom.html>

If you have cited multiple webpages from the same website, you need to create a separate reference entry for each page. This may mean that you have several entries for the same author in the same year, so lower case letters are added to the date to differentiate between them once they are correctly alphabetized in your references. For example:

(n.d.-a).

(n.d.-b).

(2019a).

(2019b)

Examples of References for Different Types of Sources

This handout includes most of the common formats for sources that you will use in your course assignments. Of course, neither it nor the official *Publication Manual*, itself, contains exhaustive examples of every possible format, because there are just too many possible combinations and permutations. You need to insert the elements into the template for a type of source depending on what is or is not available to you as described in Table 10. However, you should never combine templates. The *Publication Manual* recommends that when you cannot find an example of your specific source, you find the one that is most similar and follow it.

If you cannot locate what you need in this guide, you may want to consult the [APA Style webpages](#) or websites like the [Purdue OWL APA website](#) for to check for additional examples. When in doubt, remember to consult your instructor. Just as the editor has final say about what is acceptable in a publication, your instructor is the final arbiter in your class.

Articles in Periodicals

Periodicals are publications that are issued periodically throughout the year. They include journals, magazines, newspapers, newsletters, and blogs. Their reference entries follow the same template, regardless of whether they are print or online, but the exact elements may vary depending on the work as shown in Table 11.

Table 11

Template for Creating Reference Entries for Periodicals

Author	Date	Title	Periodical Info.	DOI or URL
Author surname and initials.	(2019).	Title of the article.	<i>Title of Periodical</i> , 23(10), 7-10.	https://doi.org/xxxx
Author surname and initials, & Author surname and initials.	(2019, October).			https://xxxxxx
Organization Name.	(2019, October 1).			<i>Title of Periodical</i> , 4(5-6), Article 1.
Author surname and initials [username].				<i>Title of Periodical</i> .
Username.				

Note. There is a space between the author's initials. The title of the periodical and the volume number are in italics, and the issue number is surrounded by parentheses with no space between the volume number and the parentheses. URLs are shown underlined and in blue if the document may be read online and without underlines or blue if the document will be read in print only. The 7th edition does not include URLs for library databases like EBSCOhost or ProQuest.

Journal Articles

Journal Article with a DOI

Lowell, V. L., & Morris, J., Jr. (2019). Leading changes to professional training in the multigenerational office: Generational attitudes and preferences toward learning and technology. *Performance Improvement Quarterly*, 32(2), 111-135. <https://doi.org/10.1002/piq.21290>

Note: The DOI is not in blue or underlined in this example. This is the format that you would use if your paper was to be read in print only. If the document is to be read online the DOI or URL may be shown underlined and in blue.

Journal Article without a DOI or URL

Atkinson, R. C., & Shiffrin, R. M. (1979). The control of short-term memory. *Journal of Educational Psychology*, 26(2), 80-89.

Articles in Scholarly Publications

Scholarly Article with a DOI

Salisbury, D. F. (1990). General systems theory and instructional systems design. *Performance + Instruction*, 29(2), 1-10. <https://doi.org/10.1002/pfi.4160290202>

Scholarly Article with a URL

Kernohan, L. (2008). Access opportunities and issues for students with disabilities at one Ontario college. *College Quarterly*, 11(2), 1-19. <http://collegequarterly.ca/>

Magazine Articles

Magazine Article with a URL

Chyung, S. Y., Conley, Q., Gibson, E., & McWatters, G. (2015, October 12). What do novice e-learning developers think about rapid e-learning development programs? *Learning Solutions Magazine*. <http://www.learningsolutionsmag.com/articles/1890/developing-scenarios-with-red-programs-troubleshooting-for-computer-lab-staff>

Note: When volume and issue numbers are not available, they are omitted.

Magazine Article without a DOI or URL

Wick, C., Pollock, R., & Jefferson, A. (2009, July). The new finish line for learning. *T+D*, 63(7), 64-69.

Newspaper Articles

Newspaper Article with a URL

Ross, E. (2016, January 20). Eight smart ways to use social media in universities. *The Guardian*. <https://www.theguardian.com/higher-education-network/2016/jan/20/eight-smart-ways-to-use-social-media-in-universities>

Newspaper Article without a DOI or URL

Marklein, M. B. (1997, February 7). Student finds SAT math mistake. *The Idaho Statesman*, p. A1.

Blog Posts and Comments

Authored Blog Post

Wallace, G. (2018, July 2). T&D a peak behind the ADDIE framework: My ADDIE framework may be different than yours. *Pursuing Performance*. <https://eppic.biz/2018/07/02/td-a-peek-behind-my-addie-framework/>

Comment on a Blog Post

finnboo. (2019, November 7). Welcome singular “they.” *APA Style Blog*. <https://apastyle.apa.org/blog/singular-they>

Note. The username replaces the author name when the author name is not known as shown. The username is shown in square brackets after the author name and before the date if both are known.

Books and Reference Works

Books include authored books, edited books, anthologies, religious works, and classical works. Reference works include dictionaries, encyclopedias, and diagnostic materials. Their reference entries regardless of whether they are print or online follow the same template, but the exact elements may vary depending on the actual work as shown in Table 12.

Table 12

Template for Creating Reference Entries for Books and Reference Works

Author	Date	Title	Periodical Info.	DOI or URL
Author surname and initials.	(2019).	<i>Title of the book.</i>	Publisher Name.	https://doi.org/xxxx
Author surname and initials, & Author surname and initials.		<i>Title of the book</i> (3rd ed., Vol. 3).	First Publisher Name; Second Publisher Name; Third Publisher Name.	https://xxxxxx
Organization Name.		<i>Title of the book</i> [Audiobook].		
Organization Name & Organization Name.		<i>Title of the book</i> (Editor initials and surname, Ed.).		
Editor surname and initials (Ed.).		<i>Title of the book</i> (Translator initials and surname, Trans.; Narrator initials and surname, Narr.)		
Editor surname and initials, & Editor surname and initials (Eds.).				

Note. There is a space between author's initials. Vol. # is used in parentheses if the volume in the series does not have a unique title i.e. there is one title for the series and each volume in it is only distinguishable by the volume number. If the volume has a unique title, it is included after the series title and Vol. # is not used within parentheses. If the publisher is an imprint, use the name of the imprint rather than the publishing company e.g. if it is Pfeiffer a Wiley Imprint use Pfeiffer (the name of the imprint) not Wiley (the name of the overall publishing company). Do not include words like Co., Inc., or Ltd. in the publisher's name. The publisher's location, city and state abbreviation are not included. URLs are included only if the work is available on specific website. The 7th edition does not include URLs for library databases like EBSCOhost or ProQuest.

Entire Book

Book with a DOI

Cleland, J. K. (2003). *Business writing for results: How to create a sense of urgency and increase response to all of your business communications*. McGraw-Hill. <https://doi.org/10.1036/0071426221>

Book without a DOI or URL

Pratt, D. D. (1998). *Five perspectives on teaching in adult and higher education*. Krieger Publishing.

Book by an author "with" another author

Allen, M. (with Sites, R). (2012). *Leaving ADDIE for SAM: An agile model for developing the best learning experiences*. American Society for Training & Development Press.

Note. Sometimes an author is listed on the cover of a book followed by "with another author." When this happens, the first author is listed followed by (with second author) as shown.

Edited Book without a DOI or URL

Biech, E. (Ed.). (2008). *ASTD handbook for workplace learning professionals*. American Society for Training and Development Press.

Note. The editor replaces the author information. For an edited work with individual authors for the chapters, the reference follows the format of a chapter in an edited book.

Book with an Organization as Author, Edition Other Than the First

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Book Sections – Edited Book Chapters or Entries in a Reference Work

Books include authored books, edited books, anthologies, religious works, and classical works. Reference works include dictionaries, encyclopedias, and diagnostic materials. Their reference entries follow the same template, regardless of whether they are print or online, but the exact elements may vary depending on the actual work as shown in Table 13.

Table 13*Template for Creating Reference Entries for Chapters in Edited Books and Entries in Reference Works*

Author	Date	Chapter or Entry Title	Edited Book Info.	DOI or URL
Author surname and initials. Author surname and initials, & author surname and initials. Organization Name.	(2019).	Title of the chapter. Title of the entry.	In Editor initials and surname (Ed.), <i>Title of the book</i> (pp. 12-26). Publisher Name. In Editor initials and surname & Editor initials and surname (Eds.), <i>Title of the book</i> (2nd ed. Vol. 3, pp. 3-5). Publisher Name.	https://doi.org/xxxx https://xxxxxx

Chapter in an Edited Book

Rosenberg, M. J., Coscarelli, W. C., & Smith Hutchison, C. (1999). The origins and evolution of the field. In H. D. Stolovitch & E. J. Keeps (Eds.), *Handbook of human performance technology* (pp. 24-46). Jossey-Bass Pfeiffer.

Note. The name of the editor(s) follows the title of the chapter or section, and is preceded by “In” and followed by (Ed.) for a single editor or (Eds.) for more than one editor. Editor names are not inverted like the name of the author of the chapter or section.

Chapter in an Edited Book, Edition Other than the First

Clark, R. C. (2006). Evidence-based practice and professionalization of human performance technology. In J. A. Pershing (Ed.), *Handbook of human performance technology: Principles, practices, potential* (3rd ed., pp. 873-898). Pfeiffer.

Note. When it is an edition other than the first, the edition number is enclosed in the same parentheses as the pages for the chapter. Also, the publisher name is recorded as it appears on the actual work.

Chapter in an Edited Book, Volume has a Unique Title

Binder, C. (2006). Measurement, evaluation, and research: Feedback for decision-making. In J. L. Moseley & J. C. Dessinger (Eds.), *Handbook of improving performance in the workplace. Volume 3: Measurement and evaluation* (pp. 3-24). International Society for Performance Improvement; Pfeiffer.

Note. There is no comma before the ampersand for two editors. The volume number does not appear in the parentheses with the page numbers when each volume in the series has a unique title.

Paper Published in Edited Conference Proceedings

Giacumo, L., Steeby, A., & Savvides, P. (2010). Making instructional design accessible in recessionary times: Lessons learned from partnership-based design and development. In M. Simonson (Ed.), *33rd Annual proceedings of the association for educational communications and technology* (Vol. 2., pp. 108-113). Association for Educational Communications and Technology.

Note. Vol. # precedes the volume number for books where each individual volume in the series does not have a unique title so is only distinguishable by the volume number. Vol. # is not used before the volume number for books where each volume in the series has a unique title or for periodicals.

Entry in a Reference Work with an Organization as the Author

American Psychological Association. (n.d.). Behavior. *APA dictionary of psychology*. Retrieved November 11, 2019, from <https://dictionary.apa.org/behavior>

Note. When a source is continuously updated, use n.d. as the date and include the retrieval date before the URL.

Entry in an Edited Multivolume Reference Work without an Author

Adult learning. (2008). In N. J. Salkind (Ed.). *Encyclopedia of educational psychology* (Vol. 2, pp. 9-13). Sage Publications.

Note: Vol. # appears in parentheses following the title of the series since each volume does not have a unique title.

Authored Entry in an Edited Reference Work, Edition other than the first

Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Spring 2019 ed.). Stanford University. <https://plato.stanford.edu/cgi-bin/encyclopedia/archinfo.cgi?entry=behaviorism>

Conference Sessions and Presentations

Conference sessions and presentations include paper presentations, keynote addresses, and poster sessions. Their reference entries all follow the same template, but the exact elements may vary depending on the actual work as shown in Table 14.

Table 14

Template for Creating Reference Entries for Conference Sessions and Presentations

Author	Date	Title	Conference Info.	DOI or URL
Presenter's surname and initials.	(2019, November 12-14). (2019, October 30-November 1).	Title of contribution [Type of contribution].	Conference Name, Location.	https://doi.org/xxxx https://xxxxxx

Note. Location includes City, State or Province Abbreviation (if appropriate), and Country.

Conference Session

Schumann, M. (2019, September, 19). *Culture 911: Does yours need resuscitation?* [Conference session]. International Association of Business Communications Heritage Region Communication Conference, Detroit, MI, United States.

Dissertations and Theses

The reference entries for dissertations and theses follow one of two templates depending on whether they are published or unpublished. Published works are typically available through a database like *ProQuest Dissertations & Theses Global* database, a university archive or a personal website. Unpublished works usually must be requested from the university. The exact elements may vary as shown in Table 15 and Table 16.

Table 15

Template for Creating Reference Entries for Published Dissertations and Theses

Author	Date	Title	Database or Archive Info.	URL
Author's surname and initials.	(2019).	<i>Title of the dissertation</i> [Doctoral dissertation, Name of the Institution Awarding the Degree]. <i>Title of the thesis</i> [Master's thesis, Name of the Institution Awarding the Degree].	Name of Database. Name of Archive.	https://xxxxxx

Table 16

Template for Creating Reference Entries for Unpublished Dissertations and Theses

Author	Date	Title	Database or Archive Info.
Author's surname and initials.	(2019).	<i>Title of the dissertation</i> [Unpublished doctoral dissertation]. <i>Title of the thesis</i> [Unpublished master's thesis].	Name of the Institution Awarding the Degree.

Published Doctoral Dissertation

Rau, J. L. (2011). *Comprehensive performance-process improvement: A grounded theory study of human performance improvement within process-focused improvement events* (Order No. 3481435.) [Doctoral dissertation, Capella University]. ProQuest Dissertations & Theses Global.

Unpublished Master's Thesis

Porter C. (1990). *Review of labor arbitration cases in British Columbia from 1979 to 1989* [Unpublished master's thesis]. The University of British Columbia.

Informally Published Works

Informally published works include an archive such as ERIC or a government archive or a personal website and so forth. Their reference entries all follow the same format, but the exact elements may vary as shown in Table 17.

Table 17

Template for Creating Reference Entries for Informally Published Works

Author	Date	Title	Database or Archive Info.	DOI or URL
Author's surname and initials.	(2019).	<i>Title of the work.</i> <i>Title of the work</i> (Publication No. 234).	Name of Database. Name of Archive.	https://doi.org/xxxx https://xxxxxx

ERIC Document Print or Microfiche

Jones, J. C. (2000). *Webquests as a way to teach social studies* (ED111111). ERIC.

ERIC Document Online

Gottfredson, L. S. (1980). *How valid are occupational reinforcer pattern scores?* (ED182465). ERIC.
<https://files.eric.ed.gov/fulltext/ED182465.pdf>

Audiovisual Media

Audiovisual material may have audio only, visual only, or a combination of audio and visual material. Their reference entries all follow one of two templates depending on whether they are standalone or part of a larger work and the exact elements may vary depending on the actual source as shown in Table 18 and Table 19.

Table 18*Template for Creating Reference Entries for Standalone Audiovisual Works*

Author	Date	Title	Publisher	URL
Director's surname and initials (Director). Producer's surname and initials (Executive Producer). Host's surname and initials (Host). Artist's surname and initials. Uploader's surname and initials Uploader Organization.	(2019). (2010-present). (2011-2015). (2019, November 11).	<i>Title of the work</i> [Description].	Production Company. Label. Museum Name, Location. Department Name, University Name.	https://xxxxxx

Table 19*Template for Creating Reference Entries for Parts of Larger Audiovisual Works*

Author	Date	Title	Publisher	URL
Writer's surname and initials (Writer), & Director's surname and initials (Director). Host's surname and initials (Host). Producer's surname and initials (Producer). Composer's surname and initials (Composer). Artist's surname and initials.	(2019). (2019, November 11).	Title of the episode (Season No., Episode No.) [Description]. Title of the song [Description].	In Producer Initials and Surname (Executive Producer), <i>Title of TV series</i> , Production Company. In <i>Title of podcast</i> , Production Company. On <i>Title of album</i> , Label.	https://xxxxxx

Audiovisual Works

Recorded Webinar

Kirkey, D. (2019). *Evidence-based onboarding techniques: Talking shop with Don Kirkey* [Webinar]. Organizational Performance and Workplace Learning, Boise State University. <https://www.boisestate.edu/opwl/resources/webinars/evidence-based-onboarding-practices/>

YouTube Video

Brant, S. (2008, December 12). *Dr. Russell Ackoff on systems thinking - Pt 1* [Video]. YouTube. <https://www.youtube.com/watch?v=IjxWoZJAD8k>

YouTube Video (Speaker added to title)

BC Organization Development Network. (2012, April 26). *Inge Zegel: Performance Improvement - more than just a change in behaviour* [Video file]. https://www.youtube.com/watch?v=vphTQp_nJ9I

Note. Include the full name of the organization in your reference entry when you have an organization as the “Author”. When the “Author” is the uploader, you may add the speaker to the title.

TedTalk Video Not on YouTube

Brieceno, E. (2016, November). *How to get better at the things you care about* [Video]. TEDxManhattenBeach. https://www.ted.com/talks/eduardo_briceno_how_to_get_better_at_the_things_you_care_about?utm_campaign=tedsread&utm_medium=referral&utm_source=tedcomshare

TedTalk Video on YouTube

TED. (2019, February 19). *The way we work: 8 lessons on building a company people enjoy working for* [Video]. YouTube. <https://www.youtube.com/watch?v=iBa9EoEbb38>

Audio Works

Podcast

Miller, S. (Host). (2013, December 12). *SEI podcast series: From process to performance-based improvement* [Audio Podcast]. <https://resources.sei.cmu.edu/library/asset-view.cfm?assetid=294230>

OPWL Blackboard Posts and Attachments

In the APA style, sources that are not retrievable by your audience are cited as personal communication and are not included in your references. Your Blackboard posts and attachments would not be retrievable if you were submitting your work for publication, but they are retrievable by your classmates and instructors. So, for your OPWL assignments, include them and format them as described in this section.

Their reference entries all follow the same template, but the exact elements may vary depending on the item as shown in Table 20.

Table 20

Template for Creating Reference Entries for Blackboard Posts and Attachments

Author	Date	Title	Publisher	URL for the Login to Blackboard
Author's surname and initials.	2019, November 11).	<i>Title of the work</i> [Description].	OPWL xxx course site.	https://blackboard.boisestate.edu

Note. Unless otherwise noted, you can use your instructor as the author of the instructional materials on your course site. The APA specifies using the URL for the login to the Learning Management System (LMS). The short form for our Blackboard login URL is <https://blackboard.boisestate.edu>

Blackboard Discussion Post

Urban, L. (2017, January 6). *Time management* [Discussion post]. OPWL 536 course site. <https://blackboard.boisestate.edu>

Blackboard Lecturette Content Item

Porter, C. (2019, November 8). *Week 2 lecturette: Finding background information for a literature review* [Lecture notes]. OPWL 588 course site. <https://blackboard.boisestate.edu>

Blackboard PDF Attachment

Urban, L. (2017, January 15). *Laying the foundation* [PDF document]. OPWL 536 course site. <https://blackboard.boisestate.edu>.

Blackboard PowerPoint Attachment

Porter, C. (2017, September 8). *Using endnote for citations and references* [PowerPoint slides]. OPWL 588 course site. <https://blackboard.boisestate.edu>

Blackboard Assignment Submitted in Class

Caldwell, C. (2017, December 14). *Model organizer* [MSWord document]. OPWL 536 course site. <https://blackboard.boisestate.edu>

Webpages and Websites

Be selective in using webpages and websites as sources for your assignments. Peer-reviewed materials are definitely a preferred source because they have been vetted by respected thinkers in the field. However, there are webpages and websites that are accurate and appropriate.

Because information on webpages is often moved, restructured or deleted, unlike online periodicals or books, it is important to include the date on which you retrieved the information from the webpage if it is not archived and designed to change.

If you include information from multiple pages of a website, create a reference entry for each page.

The APA style recommends that you use this template only if no other template fits and the work has no overarching publication. Their reference entries follow the same format, but the exact elements may vary as shown in Table 20.

Table 21

Template for Creating Reference Entries Webpages or Websites

Author	Date	Title	Website Name	URL
Author's surname and initials. Organization's name.	(2019). (2019, November). (2019, November 11).	<i>Title of the work.</i>	Site Name.	https://xxxxxx Retrieved November 17, 2019, from https://xxxxxx

Note. The date is the last updated date or n.d. for “no date” if none is available. The copyright date is not used for webpages. In your citations, use only the year or years if the work has been reprinted, republished or reissued!

Archived Webpage from a Newspaper Website without Retrieval Information

Parmelee, M. (2019, September, 20). *A generation disrupted: 2019 global millennial survey*. The Wall Street Journal: CIO Journal. <https://deloitte.wsj.com/cio/2019/08/28/a-generation-disrupted-2019-global-millennial-survey/>

Webpage with Retrieval Information

Clark, D. R. (2012, August 25). *Design methodologies: Instructional, thinking, agile, system, or x problem?* Big Dog & Little Dog's Performance Juxtaposition. Retrieved November 1, 2019, from http://nwlink.com/~donclark/design/design_models.html

Special Formatting for Translated, Reprinted, Republished, or Reissued Works

If a work has been translated, reprinted, republished, or reissued, it is important to provide information about the original publication of the work as well as the work that you read.

Translated Works

If a work has been translated into another language, information about the original printing is provided in parentheses following the standard reference entry format for the work. Using the format (Original work published year)—no period follows the parentheses. The citation includes both the original publication date and the reprinted publication date.

Journal Article, Republished in Translation

Piaget, J. (1972). Intellectual evolution from adolescence to adulthood (J. Bliss & H. Furth, Trans.). *Human Development* 15(1), 1-12. <https://doi.org/10.1159/000271225> (Original work published 1970)

Narrative citation: Piaget (1970/1972) . . . p. x.

Parenthetical citation: (Piaget 1970/1972, p. x).

Note. The translator is included in parentheses after the title of the work.

Book, Republished in Translation

Homer (2015). *Iliad* (W. H. D. Rouse, Trans.). Signet Classics. (Original work published ca. 750 B.C.E.)

Narrative citation: Homer (ca. 750 B.C.E./2015) . . . p. x.

Parenthetical citation: (Homer, ca. 750 B.C.E./2015, p. x).

Note. The translator is included in parentheses after the title of the work. In this example ca. for circa precedes the original publication year because the exact year is not known and B.C.E. follows the original publication year because it was “Before the Common Era”.

Reprinted Works

If an article, or chapter has been reprinted—(i.e., it has been published in two places and is available in both)—information about the original printing is provided in parentheses following the standard reference entry format for the work. Use the format (Reprinted from “title of the original,” year, source) for the information about the original printing. No period follows the parentheses. And the citations include both the original publication date and the reprinted publication date.

Article Reprinted as a Chapter in an Edited Book

Dean, P. J. (1998). Using competencies to improve performance. In P. J. Dean & D. E. Ripley (Eds.), *Performance improvement series: Vol. 4. Performance improvement interventions: Instructional design and training* (pp. 261-285). International Society for Performance Improvement. (Reprinted from “Using standards to improve performance,” 1991, *Australian Journal of Educational Technology*, 6(2), 75-91. <https://doi.org/10.14742/ajet.2319>)

Note. Use Dean (1991/1998) rather than Dean and Ripley (1998) in your citations since Dean is the author of the chapter that was reprinted.

Republished or Reissued Works

Republished works are new publications of works that went out of print and then were published again. Reissued works are musical works that were not available for a period of time before being reissued. Republished and reissued works follow the standard reference entry for the type of work you are citing followed by (Original work published year). No period follows the parentheses. Your citations must include both the original publication date and the republished or reissued publication date.

Republished or Reissued Book

Gilbert, T. F. (1996). *Human competence: Engineering worthy performance* [Tribute edition]. International Society for Performance Improvement. (Original work published 1978)

Narrative citation: Gilbert (1978/1996) . . . (p. x).

Parenthetical citation: . . . (Gilbert, 1978/1996, p. x).

Note. Information about the special edition is enclosed in square brackets following the title.

Creating Your Reference List

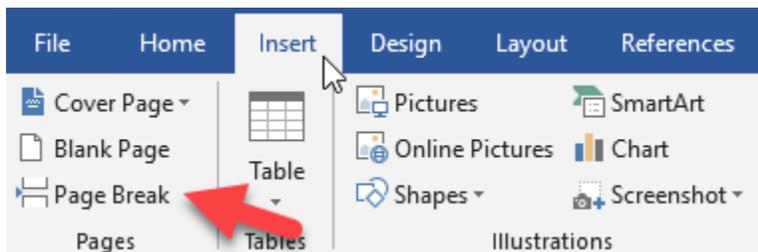
This section contains some basic rules to keep in mind when you format your reference list.

Basic Rules for Structuring Your Reference List

- Start your Reference List at the top of a new page at the end of your paper before any appendices.
Tip: to ensure that it is at the top of a new page insert a page break in MSWord before your reference list rather than inserting a series of paragraph breaks as shown in Figure 8.

Figure 8

How to Insert a Page Break using MSWord



Note. Click “Page Break” on the “Insert Tab” to insert a page break in MSWord.

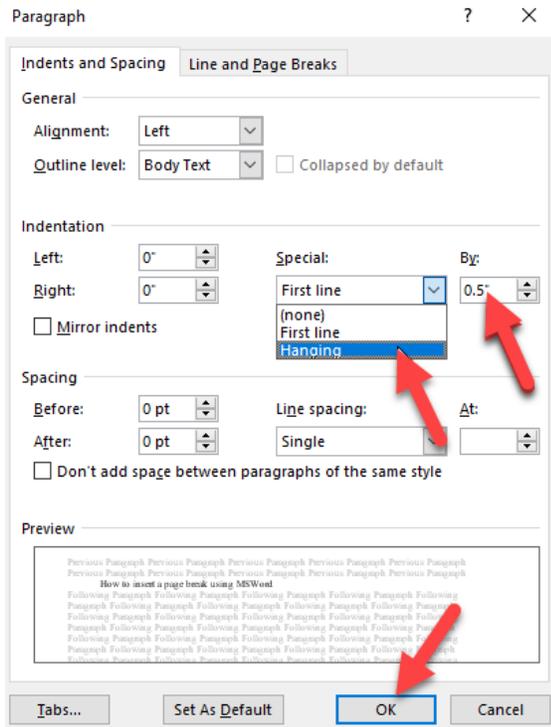
- Center the heading **References** in title case, in bold face type, without quotation marks, underlining, or italics.
- Use a hanging indent for each entry. This means that the second and subsequent lines of the reference are indented ½ inch from the margin. For example,

Chyung, S. Y., Winiecki, D., & Downing, J. (2010). Training and performance improvement professionals’ perspectives on ethical challenges during evaluation practice. *Performance Improvement Quarterly*, 23(1), 7 – 29. <https://doi.org/10.1002/piq.20073>

TIP: Use the Paragraph Menu to insert a hanging indent in MSWord as shown in Figure 9.

Figure 9

How to Insert a Hanging Indent using MSWord



Note. Choose Hanging in the “Special” drop down menu under the “Paragraph Menu,” set “By:” to 0.5”, and click OK to create a hanging indent in MSWord.

- List each of the sources that you cited directly in the body of your paper, except for personal communications (which are not included in a reference list because they are not retrievable by your reader), in alphabetical order by the creator’s name, whether that is the author(s)’ last name(s) and initial(s) or the editor(s) last name(s) and initial(s) or an organization’s name, exactly as shown on the publication that you are referencing for up to 20 authors. If there are more than 20 authors, include the first 19 followed by an ellipsis and the final author’s surname and initials.
- When alphabetizing using the APA style,
 - List nothing before something, so Fergus, V. would come before Ferguson, R. even though “V” comes after “O” in the alphabet.
 - Ignore spaces and punctuation marks like apostrophes or hyphens in two-word surnames.
 - Ignore anything in parentheses or brackets like (Eds.) for editors.
 - Alphabetize authors with the same surname and given name with suffixes that indicate birth order like Jr. or Sr. in birth order with the oldest first.
 - List works by the same author from oldest to newest with (n.d.) first and (in press) last.
 - List works by a single author before those by that same author in conjunction with others.

- List works with the same first author and differing subsequent authors by the surname of the first unique author in the list, i.e. the second authors if they differ or the third author if the first and second authors are the same and so forth.
- Order the entries by the same author (or authors listed in the same order) with the same date, alphabetically by the first major word in the title (i.e. ignore *a*, *an*, *the*, etc.). However, if the works are part of a series, the APA style orders them from first to last in the series (e.g., Part 1: . . . Part 2: . . . etc.). Once they are in the correct order, insert lower case letters (a, b, c , etc.) within the parentheses directly following the date to distinguish between the works. Without these your reader will not be able to tell which work was cited in your paper. For example,

Keller, J. M. (1987a). Development and use of the ARCS model of instructional design. *Journal of Instructional Development*, 10(3), 2-10.

Keller, J. M. (1987b). The systematic process of motivational design. *Performance & Instruction*, 26(9/10), 1-8. <https://doi.org/10.1002/pfi.4160260902>

Narrative citations: Keller (1997a) . . . (p. x). or Keller (1997b) . . . (p. x).

Parenthetical citations: . . . (Keller, 1997a, p. x). or . . . (Keller, 1997b, p. x).

Note. You must include these lower-case letters in your citations so that your reader can distinguish between the sources when reading your paper.

- Present the corporation or organization in full, if the author is a corporation or organization. For example:

Association for Talent Development. (n.d.). *Why should I get certified?*
<https://www.td.org/certification/why-should-i-be-certified>

Note. While the organization or corporation name is never abbreviated in your references, in your in-text citations you use the full name with the acronym for the first citation and the acronym without the full name thereafter if the corporation or organization has a recognizable acronym.

- Use “Anonymous” as the author’s name, only if the author is listed on the work as “Anonymous”.
- If there is no author listed, the title of the document or portion of the document or a document description moves to the author position and the entry is alphabetized by the first significant word of the title (i.e., ignore words like *A*, *An*, or *The* when alphabetizing). The APA style alphabetizes numbers as if numerals were spelled out as words.
- Enclose the date in parentheses followed by a period. Using the format specified for the type of publication as shown in Table 8 and in the *Examples of References of Different Types* section. For unpublished works or informally published works use the date the work was created. If no date is available, use (n.d.) for “no date”.

Sample Reference List

The APA style specifies double-spacing throughout to allow for editors' comments on the materials as in this example.

References

- Chyung, S. Y. (2008). *Foundations of instructional and performance technology*. Human Resource Development Press.
- Clark, D. R. (2010). *Constructivism and instructional design*. Big Dog & Little Dog's Performance Juxtaposition. Retrieved September 23, 2016, from <http://nwlink.com/~donclark/index.html>
- Huglin, L. (2010). HPT roots and branches: Analyzing over 45 years of the field's own citations. Part 3: Author citations. *Performance Improvement Quarterly*, 23(3), 5-13.
<https://doi.org/10.1002/piq.20086>
- Kennedy, P., Chyung, S. Y., Winiecki, D., & Brinkerhoff, D. (2014, March). Training professionals' usage and understanding of Kirkpatrick's level 3 and level 4 evaluations. *International Journal of Training & Development*, 18(1), 1-21. <https://doi.org/10.1111/ijtd.12023>

Note. There are no additional blank lines between the entries or between the heading and the entries. However, using single spaced references to save space is generally accepted within our department as shown in this example.

References

- Chyung, S. Y. (2008). *Foundations of instructional and performance technology*. Human Resource Development Press.
- Clark, D. R. (2010). *Constructivism and instructional design*. Big Dog & Little Dog's Performance Juxtaposition. Retrieved September 23, 2016, from <http://nwlink.com/~donclark/index.html>
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- Kennedy, P., Chyung, S. Y., Winiecki, D., & Brinkerhoff, D. (2014, March). Training professionals' usage and understanding of Kirkpatrick's level 3 and level 4 evaluations. *International Journal of Training & Development*, 18(1), 1-21. <https://doi.org/10.1111/ijtd.12023>

Note. There are no additional blank lines between the entries or between the heading and the entries. Remember, if you are unsure what spacing your assignment requires, be sure to ask your instructor!

APA Citation and Referencing Formatting Checklists

Here is a checklist that you can use when you proofread your citations and references to ensure that you have done them correctly. If you find that you are making errors that are not included in this list, add them so that you can be sure to check for those things as well.

✓	Citations Checklist
	1. All paraphrases, summaries, and quotations are cited.
	2. All citations use the author(s)' surname (no initials or first names unless there are two or more works by authors with the same surname) and keep it with the date.
	3. All parenthetical citations use ampersand (&) and all narrative citations use "and" between author names.
	4. All quotations of less than 40 words are enclosed in quotation marks, include the page number(s) in parentheses, and have the period following the parentheses.
	5. All quotations of more than 40 words are formatted in the block style with the left side indented ½ inch, no quotation marks, the page number(s) in parentheses, and the period (or other closing punctuation) before the parentheses.
	6. All page numbers are preceded by p. for a single page or pp. for multiple pages and there is a space between p. or pp. and the page number(s). For example, (pp. 12-15).
	7. All sources with three or more authors use et al. after the first author unless that would cause confusion with another work in your Reference list or only one author's name would be eliminated. For example, Smith et al.
	8. Wherever more than one source is cited in parentheses they are separated by semicolons. For example, (Azziz, 2019; Franklin, 2019; The US Coast Guard, 2019).
	9. All citations from secondary sources include the original author's surname and the date and the words "as cited in" before the author(s)' surname and date of the source that you read.
	10. All sources with the same author(s), in the same order, and the same date include the lowercase letter from the references following the date to distinguish between them. For example, Keller (1987a) and Keller (1987b) or Conley (n.d.-a) and Conley (n.d.-b).
	11.
	12.
	13.
	14.

✓	References Checklist
	1. The References section begins at the top of a new page with the title References centered and bolded.
	2. The reference entries are uniformly double-spaced or single-spaced with no blank lines in between.
	3. All items listed in the References are cited in the body of the paper except personal communications; that is, material which is not accessible to your audience.
	4. Only works that are cited directly in the body of the paper are listed in the References.
	5. All reference entries are formatted with a hanging indent.
	6. All sources list the authors in the same order as they are listed on the publication.
	7. There is a space between all authors' initials.
	8. All sources are listed in alphabetical order by author(s)' surname and initials. Where there is more than one source with the same author(s)', in the same order, they are listed by date - earliest first unless they are part of a series in which case, they are listed in the series order.
	9. All works by the same author(s) in the same year have lowercase letters following the date. For example, Cox, D. L. (2001a), Cox, D. L. (2001b) and so forth.
	10. All entries use only one space following punctuation.
	11. All titles standalone works are in sentence case (only the first word of the title, the subtitle, proper nouns and acronyms are capitalized) and italicized.
	12. All titles of parts of larger works are in sentence case and not italicized.
	13. All titles of periodicals (journals, magazines, newsletters or newspapers) are italicized and in title case that is all major words begin with a capital. For example, <i>Performance Improvement</i> .
	14. All volume numbers for articles are italicized and there is no space between the volume number and the parentheses surrounding the issue number (which is not italicized).
	15. All entries (except those that end in parentheses, a URL, or a DOI) end in a period.
	16.
	17.