APA - 1
APA Print Sources

Non-Periodical Sources

A Book


A Book by Two or More Authors


A Book Chapter or Reference Entry

If the work you are citing lists an author, place the author’s name and the individual work first, followed by “In” and the general information for the book it was published in.


If the work you are citing does not list an author, place the title of the entry first, followed by “In” and the general information for the book it was published in.


Periodical Sources

APA journal references utilize a Digital Object Identifier (DOI) number that, unlike a URL, will not break. Most documents found in a database and journals that use APA Style provide their DOI as either a number or a link. If the DOI is not provided, you may use CrossRef.org’s Guest Query form to look up the DOI. If you document only has a URL, make sure to test the URL before turning in your final draft.

An Article in a Scholarly Journal That Does Not Have a DOI


An Article in a Scholarly Journal That Does Have a DOI

When an article has a DOI, the number goes at the end of the entry.


Last updated by RJG on 2/20/2013
An Article in a Magazine


An Anonymous Article


Build Your Own


Who: In APA references, an author’s last name is followed by the author’s first and (if given) middle initials. If there is more than one author, the subsequent author’s names are listed in the same way. If the “Who” you need to list are not authors (such as Editors, Compilers, or Translators), place the abbreviation(s) of their role after the list of names.

When: Generally, the date follows the introductory information in parentheses. If the date needs to include day and month, the format is (Year, Month Day). If no date is available, write n.d. in parenthesis.

What: If you are citing a specific page from a website, you will need to create a reference entry. Keep in mind that the “What” is often divided into “child” and “parent” where the parent (the larger site containing the cited information) is italicized and the child has no special formatting.

Where: Where refers to the publication information. For print books, this information is formatted the following way: Location: Publisher. For print journal articles, the “Where” information is formatted in the following way: Volume (Issue number, if needed), inclusive page numbers. Keep in mind that the issue number is needed only if each issue begins on page one.

No Author?

If there is no author provided, the solution is to take the information for “What” and place it in the spot for “Who” in the following way: What. (When). Where.

This handout was compiled with information from the following sources:
APA journal references use a Digital Object Identifier (DOI) number that, unlike a URL, will not break. Most documents found in a database and journals that use APA Style provide their DOI as either a number or a link. If the DOI is not provided, you may use CrossRef.org’s “Guest Query” form to look up the DOI. If you document only has a URL, make sure to test the URL before turning in your final draft.

**Generic Website**

According to the frequently asked questions on APAstyle.org, when you need to cite an entire website, not a specific portion of the web site, it is sufficient to give the address of the site in just the text.

Sam Houston’s website can be very informative (http://www.shsu.edu).

**Webpage**

If you are citing a specific page from a website, you will need to create a reference entry. (See the “Build your Own” section on the next page.) Keep in mind that the “What” is often divided into “child” and “parent” where the parent (the larger site containing the cited information) is italicized and the child has no special formatting. Also, include the title of the parent site if it is not part of the URL.


**Webpage With an Organization as Author**

For websites that do not list an individual author, a corporate author or entity is usually listed at the bottom of the page. Treat this author as you would the individual author above.


**Online Articles**

When an article has a DOI, the number goes at the end of the reference.


If no DOI is available, this portion is filled by the URL of the article:

Build Your Own

The basic entry for any APA Style reference entry is: **Who. (When). What. Where.**

**Who:** In APA references, an author’s last name is followed by the author’s first and (if given) middle initials. If there is more than one author, the subsequent authors’ names are listed in the same way. If the “Who” you need to list are not authors (such as Editors, Compilers, or Translators), place the abbreviation of their role after the list of names. See the examples below.

**When:** Generally, the date follows the introductory information in parentheses. If the date needs to include day and month, the format is *(Year, Month Day).* If no date is available, write *n.d.* in parenthesis.

**What:** If you are citing a specific page from a website, you will need to create a reference entry. Keep in mind that the “What” is often divided into “child” and “parent” where the parent (the larger site containing the cited information) is italicized and the child has no special formatting.

**Where:** Where refers to the publication information. For print books, this information is formatted the following way: **Location: Publisher.** For print journal articles, the “Where” information is formatted in the following way: **Volume (Issue number, if needed), inclusive page numbers.** Keep in mind that the issue number is needed only if each issue begins on page one.

**No Author?**

If there is no author provided, the solution is to take the information for “What” and place it in the spot for “Who” in the following way: **What. (When). Where.**

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This handout was compiled with information from the following sources:


In addition to having a works cited or reference page, you must also cite the author in text, following the quotation or paraphrased statement.

**Electronic In-text Citations**

**Website with One Author:**
"This is an example sentence" (Smith, 2009).
-Or-
Smith (2009) states that “this is an example sentence.”

**Website with Two Authors:**
“This is an example sentence” (Smith & Williams, 2009).
-Or-
According to Smith, Jones, and Williams (2009)

**Website with Three to Six Authors:**
When there are three to six authors for a work, list all names in the first citation and use only the first surname and et al. in place of the subsequent authors.
-First-
“This is an example sentence” (Smith, Jones, & Williams, 2009).
-Then-
“This is an example sentence” (Smith et al.).

**Website with No Author; Use First Two Words of Title:**
“This is an example sentence” ("Webpage Name," 2009).

**Website with a Group Author:**
“This is an example sentence” (The Organization Group).

**Direct Quotation:**
For a direct quotation, give the page number or numbers with the parenthetical information.
“This is an example sentence” (Smith, 2009, pp. 1027-1028).

If page numbers are not provided, but the paragraphs are clearly defined, use paragraph numbers instead
“This is an example sentence” (Smith, 2009, para. 16).

You may also number the paragraphs by section
“This is an example sentence” (Smith, 2009, Discussion section, para. 3).
Print In-text Citations

In addition to having a works cited or reference page, you must also cite the author in text, following the quotation or paraphrased statement. If you are quoting directly from the text, be sure to include the page number or numbers that the quote was taken from.

Work with One Author:
"This is an example sentence" (Smith, 2009, pp. 154-155).
-Or-
Smith (2009) states that “this is an example sentence.

Work with Two Authors:
“This is an example sentence” (Smith & Williams, 2009, p. 5).
-Or-
According to Smith, Jones, and Williams (2009)

Work with Three to Six Authors:
When there are three to six authors for a work, list all names in the first citation and use only the first surname and et al. in place of the subsequent authors.
-First-
“This is an example sentence” (Smith, Jones, & Williams, 2009).
-Then-
“This is an example sentence” (Smith et al.).

Work with No Author:
It is generally acceptable to use the first two words of title when there is no author information provided for the work you are citing:
“This is an example sentence” ("Article name," 2009).

This handout was compiled with information from the following sources:
Page formatting for APA Style papers requires some specific elements to be present. These suggestions, however, do not outweigh any suggestions made by your professor, but are recommendations for if and when your professor does not provide specific requirements to the contrary.

- All margins should be set to 1”.
- Make sure that you choose an easy-to-read typeface (the generally acceptable font is Times New Roman) in a standard size (12 point).
- You should double-space the entire paper.
- The title of the paper should be centered on the page, but not underlined or italicized unless you would format the word that way in the text as well (e.g. titles). This should be followed by your name and university.
- All pages should have a running header of no more than 50 characters (including spaces and punctuation) on every page. Only the running header on the first page should be preceded by the label “Running head:”.
- Every page, including the cover page, should be numbered.
- Use only white, 8.5-by-11” paper.
- Indent .5” at the beginning of every paragraph.

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**HUMOROUS NAMES AND UNCONSCIOUS BIAS**

Allison Wanda Lend states in her excellent 2015 essay _Where My Name Can Take Me_ that children’s names are far more than simple labels used for convenience between individuals.

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The title should be simple and easy to understand

Humorous Names and Unconscious Bias

Joe Kerr

Student’s name or byline

Sam Houston State University

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Running head: HUMOROUS NAMES AND UNCONSCIOUS BIAS

The running head

Page numbers start on the cover page

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All information in this handout is from The *Publication Manual of the American Psychological Association*, (6th edition). Last updated by RJG on 2/20/2013
Reference Page Formatting

- The Reference Page(s) is placed at the end of the document, on a new page.
- Continue the page numbers from the body of the document.
- The title of the section (References) should be the first line and centered on the page.
- The References entries use a hanging indent. This means that the first line is flush with the left hand margin, but each subsequent line is indented .5”.
- The entire page should be double spaced.
- All the entries should be arranged in alphabetical order by the first author’s last name. If the author’s name is not known, use the title to alphabetize.
- If you have two or more works by the same author, arrange all the works by that author chronologically by publication date.

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HUMEROUS NAMES AND UNCONSCIOUS BIAS


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Block Quotes

Any direct quote of more than 40 words should be placed in a block quote. Start the quote on a new line and indent the entire quotation a half inch from the left margin. Do not use quotation marks. End the quote with the appropriate punctuation, and follow the quote with the appropriate parenthetical citation information.

Headings

APA Style headings are divided into five levels of subordination. The headings in a paper, if used, always start with a level one heading and are subdivided, if needed, into subsequent levels. Do not label your headings with number or letters.

A Level One Heading is Centered, Boldface, Uppercase and Lowercase

A Level Two Heading is Flush Left, Boldface, Uppercase and Lowercase

A level three heading is indented, boldface, lowercase paragraph heading and ends with a period.

A level four heading is indented, boldface, italicized, lowercase paragraph heading ending with a period.

A level five heading is indented, italicized, lowercase paragraph heading ending with a period.