The book to consult here is the *Publication Manual of the American Psychological Association* (5th Ed). Copies of this book are available for reference in the Writing Center and Regina Library; they are also available for purchase in the Rivier College Book Store. For the most current information on referencing electronic sources, see “Electronic Reference Formats Recommended by the American Psychological Association” at http://www.apastyle.org/elecsource.html.

❖ Basic Rules

Your reference list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your reference list (except for personal communications); each entry in the reference list must be cited in your text.

1. Start the reference list on a new page. Type the word References in upper and lowercase letters, centered, at the top of the page on the first line below the page header; do not underline and do not put in quotation marks.

2. Your reference list must be in alphabetical order according to author’s last name; if no author is given for a particular source, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations. If you have more than one work by a particular author, order them by publication date, oldest to newest.

3. Provide first initials only for all authors of a particular work. Capitalize only the first word of a title or subtitle of a work. Italicize titles of books and journals. Note that the italics extend to include the period at the end of a book title or the volume number of a periodical.

4. Use “&” instead of “and” when listing multiple authors of a single work.

5. The first line of each entry in your Reference list should be at your left margin; subsequent lines should be indented ½ inch. Some professors may prefer that student papers follow the format of indenting the first line with subsequent lines at the left margin. *Check with your professor for the preferred style.*

6. All references should be double-spaced. Space once after periods that separate parts of a reference citation.
Examples of Specific Reference Types

For more examples, see the APA Publication Manual (5th Ed) or Electronic Reference Formats Recommended by the American Psychological Association at http://www.apastyle.org/elecsource.html.

(Note: We’ve used 1.5 spacing in these examples due to page limitations—should be double-spaced!)

**Book—single author:**


**Book—two authors:**


**Book—two to six authors:**


**Book—seven or more authors:**


**Book—more than one edition:**


**Book—group or corporate author:**


*Note: When the author and publisher are the same, use the word Author as the name of the publisher.*

**Edited book:**


**Article or chapter in an edited book:**


**Report available from Educational Resources Information Center (ERIC):**


Brochure/Pamphlet—Corporate author:

Note: A corporation or institution is often cited as the author. If there is no author, begin the entry with the title of the pamphlet. If the author is the same as the publisher, write Author after the place of publication.

Entry from an encyclopedia:


Journal article—single author:

Note: The “55” represents the volume number.

Journal article—two or more authors:

Monthly or weekly magazine:


Note: The “35” represents the volume number; the (4) represents the issue number.

Newspaper article:


Note: Page numbers for newspapers include section letter and page number; precede page numbers with “p.” or “pp.” If the article appears on discontinuous pages, list all pages, and separate the numbers with a comma.

PowerPoint presentation:

Class handout:

Personal communications (including class lectures):
Personal communications may be things such as email messages, interviews, lectures, speeches, and telephone conversations. Because the information is not retrievable, it should not appear in the reference list. They should, however, be cited in the body of your paper. Example: J. Burnitz (personal communication,
September 20, 2000) indicated that … or In a recent class lecture (K. Frenn, NSG 101, April 19, 2004), I learned that ….

**AUDIOVISUAL MEDIA**

**Television series:**

**Episode of a television series:**

**Motion picture:**

**Video/DVD:**


**ELECTRONIC SOURCES**

**Article in an Internet periodical:**
Basic Format:


**Internet document without an author:**

**Internet document with no author and no date:**
Internet document from a university or government agency web site:

Entire website:

Article, page, or section from a website

Article from ERIC Database:

Article found on EBSCOhost or other database:

CQ Researcher Online:

Article in an online newspaper:


References


