General Guidelines for Formatting a Reference Page

Your reference list provides the information necessary for a reader to locate and retrieve any source you cite in the essay.

1. **Each source you cite in the essay must appear in your reference list** (except for personal communications), and **each entry in the reference list must be cited in your text**.

2. **Start the reference list on a new page**. Using the same 12-point font, 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, bold, or put it in quotation marks.

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

4. **Provide first initial (not first name) and middle initial (if provided)** for all authors of a particular work.

5. **Capitalize only the first word** of a title of a work, a proper noun in a title, or a word that follows a colon in a title.

6. **Italicize titles of books and journals**—note that the italics extend to include the volume number of a periodical as well as the period at the end of a book title.

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

8. **The first line of each entry on your reference page should be at your left margin; subsequent lines should be indented ½ inch (‘hanging’ indentation).**

9. **The entire reference page must be double-spaced**—do not add extra spacing between entries.

10. **Space once after periods** that separate parts of a reference citation.

11. **Provide the year of publication only**—the only exception to this is if you are referencing a monthly or weekly magazine or a newspaper article. References to academic journals should NOT include the month or date.
For purposes of space, the examples in this document are presented using 1.5 spacing; all entries on an APA Reference page, however, should be double-spaced!

**One Author**


**Two Authors**


**Three to Seven Authors**


**More Than Seven Authors**

List the first six authors (in the order presented) followed by an ellipses ( . . . ) and the name of the last author.


**No Author**

Title of article or web page. (Year of publication). *Title of the publication or sponsoring web site, page number OR Retrieved from URL*


**Group Authors**

If the author is a corporation, organization, or government agency, use the group’s name in the author position. Spell out the full name.


JOURNAL ARTICLES

If a database or online source provides a PDF file, you do not need to name the database or provide a URL. APA does require that you provide a Digital Object Identifier (DOI) when available. Many publishers will provide an article’s DOI on the first page of the document or on the results page.

Author, A. (Year). Title of article. Title of the Periodical, volume(issue), page number(s). doi: (if available).

JOURNAL ARTICLES—PRINT OR PDF FILE


doi: 10.1111/1745-7599.12016

ONLINE JOURNAL ARTICLE—FROM WORLD WIDE WEB, NO PDF or DOI


OTHER PUBLICATIONS

DISSERTATION OR MASTER’S THESIS


ERIC DOCUMENTS

(Note: ERIC documents are treated as archival material and are an exception to databases.)


MAGAZINE ARTICLE


NEWSPAPER ARTICLE


BOOKS

BOOK IN PRINT
Author, A. (Date of publication). Title of the book (edition, if provided). City, State: Publisher.

BOOK IN ELECTRONIC FORMAT
Author, A. (Date of publication). Title of the book (edition, if provided). [Version, if applicable]. Retrieved from URL

BOOK BY A CORPORATE OR GROUP AUTHOR
If the corporate author is also the publisher, type the word “Author” in place of the publisher.

BOOK PUBLISHED BY THE GOVERNMENT
Agency. (Date). Title of document. Place of Publication: Publisher.
EDITED BOOK


CHAPTER OR ESSAY IN AN EDITED BOOK


ITEM/ENTRY IN A REFERENCE BOOK


WEB SITES/WEB DOCUMENTS

AN ENTIRE WEBSITE
When citing an entire website, it is sufficient to give the address of the site in just the text. There is no need to list it on your reference page.

St. Joseph Hospital has a comprehensive website that provides information on its services (http://www.stjosephhospital.com/).
ARTICLE OR PAGE FROM THE WORLD WIDE WEB

If there is no author, start your citation with the title of the article or web page. If there is a span of years listed at the bottom of the web page/section, provide the most current year.


MATERIALS POSTED TO CANVAS

MATERIAL CREATED BY INSTRUCTOR


MATERIAL FROM OTHERS POSTED BY THE INSTRUCTOR

Cite the correct format for the original version using as much information as available and adding current online information. Style will depend on the type of source.


MOTION PICTURE, VIDEO FILE, or DVD

Buppert, C. (2014, March 17). Legal issues keeping nurses awake at night [Video file]. Retrieved from http://youtube/4kV3iFZBmQg?list=PLumNaMdMcQisfp1Rd5y5pIDKV6iRHvN


TELEVISION PROGRAM, EPISODE, OR SINGLE BROADCAST


AUDIO OR PODCAST RECORDING


PERSONAL COMMUNICATION (INTERVIEWS, CLASS NOTES)

Personal communication such as interviews, letters, e-mails, class notes that are not available on Canvas, and other person-to-person communication are not listed on your reference page.

The first time you refer to this type of source in the body of your paper, cite the communicator's name, identify who he or she is and the type of personal communication, and provide the date of the communication. You do not need to repeat this information again.

Dr. Edward Dalton, head of the Elliot Breast Health Center team, believes that women deserve “prompt, definitive answers about their mammograms and biopsies” (personal communication, May 12, 2014).

Sociological imagination allows people to connect their personal troubles with larger social forces and understand them as public issues, not just private ones (M. Day, class notes, November 12, 2013).
References


Buppert, C. (2014, March 17). Legal issues keeping nurses awake at night [Video file]. Retrieved from http://youtube/4kV3iFZBmQg?list=PLumNaMdMcQisfpg1Rd5y5pIDKV6lRHBvN


