

Citations Using APA, 7th Edition, 2019

If your instructor has supplied you with a book or handout for APA citations, use that information rather than this handout. See the last page here for a sample References page. If you need further explanation for citations www.apastyle.org or a Kirkwood librarian. Page numbers refer to relevant pages in the *Publication Manual of the American Psychological Association, 7th Edition*.

Important Information

If there is **no date listed**, use: (n.d.). If there is **no author listed**, start with the article title followed by the date. (pp. 284, 291)

Do **NOT** include the **publisher location** in the reference. Write the **publisher name** as shown on the work followed by a period. Do not abbreviate unless it is shown in abbreviated form on the work. Omit the publisher if it is the same as the author.

If the author is Mary Sue Allen, use: **Allen, M. S.** Put a space between the initials.

List the authors or editors for **each** citation in the order given on the publication. **Capitalize** proper nouns and the first word of a **book** title, **Internet** article title, a **magazine** article title and a **subtitle**.

Use **italics** for **book titles**, **magazine/journal titles**, **newspaper names**, **webpages** and **websites**.

Do NOT put periods after DOIs or URLs. (p.284)

SOME books now have DOIs. If your instructor asks for them double check if your books have them on <https://www.crossref.org/> (p.321, e-mail from APA)

There are now several options available for use as fonts. Find the list on p. 44

It is acceptable if your word-processing program automatically adds a break or moves the **hyperlink** to its own line (p. 300).

ShortDOIs (use <http://shortdoi.org>) and shortened URLS can be used. (pp.299-301)

Helpful links to APA style and grammar guidelines are at <https://apastyle.apa.org/style-grammar-guidelines>

Do not capitalize the names of diseases, disorders, therapies or treatments unless it is a personal name (p.166).

***Ask your instructor before the first paper in each class whether they want links in Internet sources to follow APA rules or to link to where you found it (EBSCO database, etc.).**

Books (Pages 321-324)

Single Author (p. 286)

Explanation:

Author (Year). *Title of the book: Subtitle of the book*. Publisher.

Example:

Lampe, G. P. (2014). *Douglass spoke out: Freedom's voice*. American Press.

Two Authors to Twenty Authors (p. 286)

Curtis, M. T., & Andrews, K. A. (2019). *A changing Australia: The social, cultural and economic trends*. Federation Press.

More Than Twenty-One Authors (p. 286)

When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis...but no &, and then add the final author's name. Example: Jones, T.,...Botos, G. (2019).

Second or Later Edition (p. 323)

Lerner, G. B. (2019). *The Grimke sisters from South Carolina* (2nd ed.). Oxford University Press.

Group Author (formerly known as Corporate Author)

When the publisher is the same as the author, omit the publisher, p. 324. Include the URL if the publication is accessed online.

American Association of Cereal Chemists. (2014). *Sweeteners*.

Authored book or ebook with a DOI

Reiman, M. (2016). *About Russia, its revolutions, its development and its present*. Peter Lang.

<https://doi.org/10.3726/978-3-653-06473-5>

Reference Books and Book Chapters (Pages 326-329)

Encyclopedia referenced pages 324 and 328

Signed Article (An author is listed, usually at the end of the article.)

Wilmeth, D. B. (2009). Ventriloquism. In P. A. Kobasa (Ed.), *World book* (2009 ed., Vol. 20,

p. 309). World Book.

Parsons, N. (2019, October 29). Botswana. In *Encyclopædia Britannica*. Retrieved December 13,

2019, from <https://www.britannica.com/place/Botswana>

Unsigned Article (No author is listed.) If there is more than one editor, put (Eds.) after the editors' names.

Relativity. (2010). In D. Black & Q. Brown (Eds.), *The new encyclopaedia Britannica* (10th ed.,

Vol. 23, p. 766). Encyclopaedia Britannica.

Edited Book (pp. 295, 322)

Smith, J. D., & Jolly, I. M. (Eds.). (2020). *Maternities and modernities: Colonial and postcolonial*

experiences in Asia and the Pacific. Cambridge University Press.

Hock, R. R. (Eds.). (2013). *Forty studies that changed psychology: Explorations into the history of*

psychological research (7th ed.). Pearson.

Chapter in Anthology or Compilation with the author of the chapter given**Explanation: (pp. 295, 326)**

Author of Chapter (date of chapter or if none given, date of the book). Title of chapter. In Editor(s)

of the book name(s) (Ed.), or (Eds.), *Title of the book in italics* (edition, pages of the entire

chapter). Publisher. DOI (if available)

Example:Waxman, N. J. (2006). Recipes. In A. F. Smith (Ed.), *The Oxford companion to American food and**drink* (pp.494-495). Oxford University Press.**Separately Titled Volume in a Multivolume Work**Islamic state of Afghanistan. (2006). In G. P. Skabelund (Ed.), *Culturegrams: The nations around**us: Vol. 2. Africa, Asia, and Oceania* (pp. 1-4). Brigham Young University.**DSM-5 (Corporate author)**American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5thed.). <https://doi.org/10.1176/appi.books.9780890425596>**Periodicals (Pages 294-295)**

Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters. Abbreviate titles only if they do on the title page. For articles that have an article number include the tag Article then the number.

MagazineBrown, J. (2019, August 30). America's deadliest disaster. *Time*, 62(3), 58-59.**Online Magazine Article (From open website. If from a library database, do not give the internet address.)**Jones, B. (2011, May 1). Integrating technology. *Instruction*, 40(2). <http://www.instr.org/instruction>**Journal Article with DOI**

Use the digital object identifier (DOI) if it is available. (If there is no DOI, include the URL only if it is NOT from an academic research database.).

Be sure to use the new format for DOI in your reference list: <https://doi.org/xxxx>

You can use a shortened DOI (see Important Information) that WILL use http://

Herbst-Damm, K. L., & Kulik, J. A. (2020). Volunteer support, marital status, and the survival times

of terminally ill patients. *Health Psychology*, 24, 225-229. <https://doi.org/10.1038/546696a>**Journal Paginated by Issue. NO DOI**

In the following example, 184 is the volume and 10 is the issue. The volume is in italics, but the issue is not. (Example is from a print edition with no DOI.)

Hofstadter, L. M., & Cooper, S. J., Jr. (2019). Encouraging female participation in STEM classes. *Journal of Education*, 184(10), 16-20.

Newspapers (APA website)

Signed Article (An author is listed, usually under the headline.)

Price, H. B. (2019, May 26). Tell me: Why are S.A.T. scores so crucial? *The New York Times*, C1.

Unsigned Article

Kirkwood is great. (2021, January 14). *Gazette*, A14.

Let the library help you through the end of the semester. (2020, November 22). *Kirkwood*

Community College Communique. <https://www.eaglevoice.com/let-the-library-help-you-through-the-end-of-the-semester>

Websites (Pages 290, 298-299, 350-352)

You may only use dates that clearly refer to the material used, for example “Last Updated” on the page. Do NOT use dates from web headers or footers (p. 289). You can use a date labeled as “updated,” but DO NOT use a date labeled “last reviewed” (p. 290).

Include a retrieval date only when a source is regularly updated, but is not archived (p. 290).

You can use link shorteners of all kinds, but follow the word program’s pre-sets for breaking links.

Only break a link if it’s automatic. (p. 45)

With an author and date

Anderson, G. L. (2018, September). *Safe medications*. Arthritis Online. Retrieved December 12,

2019, from <http://www.arthritisonline.com/safe-to-use>

With a group author and no date

American Heart Association. (n.d.). *Common high blood pressure myths*. Retrieved September 15,

2019, from <https://www.heart.org/en/health-topics/high-blood-pressure/the-facts-about-high-blood-pressure/common-high-blood-pressure-myths>

Without an author or date, Not something likely to be updated nor archived.

Home for the holidays. (n.d.). <http://www.homeholidays.com/1234.html>

Website with both page name and website name, Not likely to be updated nor archived.

Phillips, L.V. (2018, February 5). *Mental illness: A common bond*. National Alliance on Mental

Health. <https://www.nami.org>

Government Publications (pp. 288, 329-330)

Berchick, E. R., Barnett, J. C. & Upton, R. D. (2019). *Health insurance coverage in the United States: 2018* (Report No. P60-267). U.S. Census Bureau.

<https://www.census.gov/library/publications/2019/demo/p60-267.html>

Group author

National Cancer Institute. (2015). *What is cancer?* U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/about-cancer/understanding/what-is-cancer>

Audiovisual Media (Pages 341-347)**TV series episode** (Pages 342-343)

Bradley, E. F. (Writer), & Brown, D. B. (Director). (2010, May 21). Desperate women (Season 15, Episode 11) [TV series episode]. In S. Smith (Executive Producer), *60 minutes*. CBS.

Film or video (Pages 342-343)

Mock, F. L. (Director). (1995). *Maya Lin: A strong clear vision* [Film]. Paramount Pictures.

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. on DVD]. WingNut films; The Saul Zaentz Company.

Kanopy or Films on Demand Streaming Videos (Pages 342-343, e-mail from APA)

Do NOT use streaming service name in the record. Treat the formally produced movies and documentaries available on streaming services like Films on Demand and Kanopy as you would a physical film or DVD. How you accessed it isn't considered important. If the version you use in your project is important include it in [brackets].

Author (Director). (Publication Year). *Title of the video: Capitalize the first word in the subtitle* [Format]. Production Company.

Example:

Harris, A., Seidl, A., & Erickson, L. (Directors). (2009). *The Hollywood librarian: A look at librarians through film* [Video]. Overstock Productions.

YouTube Videos (Pages 342-344)

Videos online on the open web (YouTube, Vimeo, etc.) is designed for short videos with little production information included.

Kirkwood Libraries. (2018, September 17). *Welcome to the library* [Video]. YouTube.

<https://www.youtube.com/watch?v=gQ6fTT-U8HA>

Uthoff, S. (2019, December 13). *Drive to the Laura Ingalls Wilder cabin*. [Video]. YouTube.

<https://www.youtube.com/watch?v=erMCBu1ZgLS>

Photographs (Pages 253, 298, 347, 350, APA website)

For an untitled photograph describe it in [brackets]. Be mindful that just because you find an image online does NOT mean it's open to any use. Images from the web need to be cited.

McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic.

<https://www.nationalgeographic.com/news/2016/10/afghan-girl-sharbat-gula-arrested/#/02-afghan-girl-arrested.jpg>

Use social media as a source for a photo only when it was originally posted on a social media platform. If there is any kind of source trace it back to the original (for example on a website) and don't include you used social media platform to find it.

Uthoff, S. [@trundlebedtales] (2019, November 16). *Kirkwood starts with a K*. [Photograph].

<https://www.instagram.com/p/B4404NuHpbR>

Talon (Page 347)

Use for slides, handouts or notes that come from a learning management system, such as Talon, and everyone you are writing for has access to the link. If you do NOT have the name of a work include a brief description in [brackets].

PowerPoint slides

Uthoff, S. & Miller, S. (2019). *Information literacy for students* [PowerPoint slides]. Talon.

<https://saml.kirkwood.edu/my.policy>

Lecture Notes/Handouts

Springfield, D. (2019, October 10). [Lecture notes on child abuse]. Department of Social

Sciences, Kirkwood Community College. <https://saml.kirkwood.edu/my.policy>

Guidelines (example confirmed by APA.org)

For the number, match the label to what the guideline is called (Guideline, Standard, etc.)
Organization That Made the Standard. (year). *Title of the standard* (Standard No. 1234). <http://xxxxx>

Example:

College and Association of Registered Nurses of Alberta. (2016). *Guidelines for hand hygiene*.

https://www.nurses.ab.ca/docs/default-source/document-library/guidelines/guidelines-for-hand-hygiene.pdf?sfvrsn=95416361_14

Registered Nurses' Association of Ontario. (2017, September). *Preventing falls and reducing injury from falls* (4th ed.). https://rnao.ca/sites/rnao-ca/files/bpg/FALL_PREVENTION_WEB_1207-17.pdf

In text: (Organization That Made the Standard, year).
(College and Association of Registered Nurses of Alberta, 2016)

Hospital Policy (example confirmed by APA.org e-mail)

From **organization's web site**:

Name of organization or Author. (year). *Title*. URL.

University of Iowa Hospitals & Clinics. (2018). *Infection control procedures*.

<https://www.uihc.org/xxxx>

From **unpublished internal document**:

If the audience for the paper will not have access to the hospital policy because the policy is only available on the hospital's intranet, then cite as a personal communication in text only. If the name is included in the sentence only include personal communication and the date.

(University of Iowa Hospitals & Clinics, personal communication, October 22, 2019)

University of Iowa Hospitals & Clinics (personal communication, October 22, 2019)

Personal Communication (materials unavailable to readers) (Pages 260-261)

“Personal communications include emails, text messages, online chats or direct messages, personal interviews, telephone conversations, live speeches, unrecorded classroom lectures, memos, messages from nonarchived discussion groups or online bulletin boards, and so on (p. 260).”

Because they do not provide recoverable data, **personal communications are not included in the reference list. Cite personal communications in-text only.** Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

T. K. Lutes (personal communication, April 18, 2019)

(V. G. Nguyen, personal communication, September 28, 2019)

In-Text Citations for APA (Pages 261-269, 274)

<https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date>

- The ending quotation mark comes before the in text citation.
- The period at the end of the sentence comes after the citation. p. 272
- If the documentation follows a BLOCK QUOTATION, place the punctuation before the citation. p. 272
- In-text citations include up to 2 authors. More than 2, use the 1st name only with et al. p.266
- Use & for "and" in citations. p. 266
- All direct quotations need a specific part of the source cited (page number, etc.). With paraphrases you may or may not include the specific part.

APA has now given names to the 2 versions of in-text. **Parenthetical citation** where all the citation is in the parentheses. **Narrative citation** where the name of the author is part of a sentence and only the date and/or location needs to be in parentheses.

If both the year AND the author are in the sentence, don't include any in-text citation. (p.263)

If you have 2 sources with the same group name include enough of the name in the in-text to distinguish between the two sources. (p. 267)

If citing a recording, include a time stamp. (p. 274)

Specific Parts of a Source (use page numbers)

The trek was long and "there were jungle animals everywhere" (Stevens, 2019, p. 51).

Interview or Unpublished and Unavailable to readership at large

These citations stand alone in the article and are NOT listed on the References page.

"I was stationed at Pearl Harbor" (J. Rivera, personal communication, March 24, 2019).

On-line Reference

"The crowd laughed loudly and long" (Johnson, 2015, para. 23). OR
(Jones, 2012, Conclusion section, para. 1)

If no author is given, use a shortened form of the title, including the first word listed in the list of references, in place of the author's name. Use n.d. if no date is given.

("Super," n.d., para. 5)

Video Reference

For videos that you are paraphrasing, use the beginning of the citation and the year (Overdue Productions, 2009). For direct quotes include a timestamp, instead of a page number. (Overdue Productions, 2009, 4:30).

Secondary Source: Brown (as cited in Jones, 2010) wrote that . . . (Include Jones, not Brown, in the reference list.)

The following table shows the basic in-text citation styles:

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation ^a	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

^a Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the [abbreviation](#) for all mentions of the group in the text.

Source: *Publication Manual of the American Psychological Association*, p. 266

SEE THE SAMPLE REFERENCE LIST ON THE NEXT PAGE.

The reference list should be on a separate sheet of paper with one-inch margins. The word, **References**, is centered and bolded. **The font and its size** should be **the same** throughout the list and the same as the text of the paper. If there is an author or editor, use the last name for alphabetizing. If there is no author or editor, use the first word in the title, excluding A, An, and The when you alphabetize.

The entire list is **double-spaced** (one line in between each line of print).

Do not put extra spaces between the citations.

The second and subsequent lines should use a **hanging indent**.

Alphabetize the citations in one list.

References

- The bells were ringing forever*. (2012, June 4). <https://www.bells.com/pilgrims.pdf>
- Black, C. M. (2014). *Separatists in America*. <http://www.mcgraw-hill.com/>
- Crane, S. J., & Brown, G. M. (2013). The little known facts about America: From the beginning. *Journal of Education*, 64(2), 46-59. <http://doi.org/b3375n>
- Curtis, M. T., & Andrews, K. A. (2019). *A changing Australia: The social, cultural and economic trends*. Federation Press.
- Free, R. U. (2012). *Sailing from England*. Cambridge Books.
- Free, R. U. (2019). *Sailing for home*. Cambridge Books.
- Herbst-Damm, K. L., & Kulik, J. A. (2010). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229.
<https://doi.org/10.1038/546696a>
- Palu, S., & Mahmoud, H. (2019). Impact of climate change on the integrity of the superstructure of deteriorated U.S. bridges. *PLoS ONE*, 14(10), 1–17.
<https://doi.org/10.1371/journal.pone.0223307>
- Simmons, A. B. (2013, September 6). *The Mayflower*.
<http://www.plymouth.foundation.org/mayflower-ship=1620>
- Uthoff, S. & Miller, S. (2019). *Information literacy for students* [PowerPoint slides]. Talon.
<https://saml.kirkwood.edu/my.policy>
- Waxman, N. J. (2006). Recipes. In A.F. Smith (Ed.), *The Oxford companion to American food and drink* (pp.494-495). Oxford University Press.