

Dear Students,

As college writers, you draw on the work of others to inform your ideas and complete your assignments. When you write a paper, you quote from, paraphrase, or summarize other works, or sources. Each time you do so, you must provide an in-text citation in the body of your paper. You must also provide a corresponding entry in a reference list or work-cited list at the end of your paper so that readers can locate your sources.

Professional organizations such as the American Psychological Association (APA) and the Modern Language Association (MLA) publish reference manuals that provide specific guidelines on how to cite your sources. The textbook that you use in your English composition course likely provides models for how to identify, evaluate, and integrate researched material in your paper, according to APA, MLA, or other documentation style.

From time to time, both APA and MLA revise their manuals to reflect changes in the sources that are available to researchers or the thinking behind how to best cite them. These revisions may include new kinds of sources (like podcasts or Instagram posts) or new ways of identifying both digital and print sources. In October, 2019, the American Psychological Association published a revised version of its handbook; the seventh edition of *The Publication Manual of the American Psychological Association* includes many changes to its recommended practices for citing sources.

The editors at McGraw-Hill are currently updating all of our textbooks and online materials to reflect these changes to the APA documentation style. However, that process takes time, and we want to supply you with these changes as soon as possible. To that end, we have published this booklet as an aid to you and your instructor. The booklet is free of charge to anyone who has purchased a new copy of a McGraw-Hill composition textbook that has not already been updated.

Our booklet includes new guidelines and models based on the 2019 APA manual, 7th edition. You can find directories of the different types of in-text citations (p. 5) and reference-list entries (p. 16) in this booklet. You may elect to use this booklet in place of the chapter or chapters on APA style contained in your textbook. Ask your instructor which version he or she prefers you to use for your assignments.

With all best wishes,

The Editors

Writing with sources using APA format

- 1.1 Cite your sources, using APA style.
- 1.2 Refer to your research, in your paper, using APA in-text citations.
- 1.3 Use this directory to find APA-style in-text citation examples.
- 1.4 Create your own APA-style in-text citations: Common situations.
- 1.5 Create your own APA-style in-text citations: Specific situations.
- 1.6 Understand the basics of an APA-style reference list.
- 1.7 Use this directory to find APA-style reference-list examples.
- 1.8 Create your own APA-style reference list: Common situations.
- 1.9 Create your own APA-style reference list: Books and periodicals.
- 1.10 Create your own APA-style reference list: Personal, professional, and academic communications.
- 1.11 Create your own APA-style reference list: Websites and other forms of electronic media.
- 1.12 Create your own APA-style reference list: Visuals and graphic works.
- 1.13 Create your own APA-style reference list: Literature, art, and legal documents.
- 1.14 Refer to this checklist.

In this booklet, you will learn how to incorporate your research into a paper and how to set up a reference list using the documentation style of the American Psychological Association (APA). The advice and formats provided here come from the seventh edition of the *Publication Manual of the American Psychological Association* (2020).

1.1 Cite your sources using APA style.

When you compose a research paper, you support your thesis with information from the sources you have gathered. Each time you use information from a source, you must tell your readers you are doing so in the text of your paper. Whenever you quote from, paraphrase, or summarize the work of others, you must provide a citation in your paper. In addition, you must provide a list of all of your sources so that readers can refer to them. This process is known as *citing* or *documenting your sources*.

The APA style of documentation has two main parts:

1. **In-text citations**
2. List of **references**

IMPORTANT: Each in-text citation must have its own corresponding entry in your list of references. And each entry in your list of references must provide publication information so that readers can access your sources. (One exception to this rule is personal correspondence: See **sections 1.5, example 21, and 1.10, examples 25 through 27.**)

1.1a In-text citations

APA style offers two options for providing in-text citations:

1. A **signal phrase** with (usually) a parenthetical citation
2. A **parenthetical citation** alone

A **signal phrase** is a phrase in which you mention the author of a source. You may also include the title. For a work with no author, provide only the title. The simplest method is to name the author or title in the signal phrase, with the year of publication in parentheses after the name or title, and then include the page numbers (if available) in parentheses following the quote or paraphrase. A signal phrase often consists of an author's name followed by a verb such as *argued*, *asserted*, *claimed*, *contended*, *implied*, *maintained*, *noted*, *pointed out*, *suggested*, *thought*, or *wrote*.

In the following example, a writer quotes from a journal article titled "Care Ethics: An Ethics of Empathy?" written by Jolanda van Dijke, Inge van Nistelrooij, Pien Bos, and Joachim Duyndam. The writer introduces the quotation with a signal phrase. Because the authors are named in a signal phrase, the publication year follows "van Dijke et al." in parentheses, and the page number of the source follows the quotation, also in parentheses. **IMPORTANT:** For works with three or more authors, only the name of the author listed first in the source is included, followed by "et al.," which means "and others."

In their study, van Dijke et al. (2018) found that it is difficult to pin down one definition for empathy. To some it is “a unique way to connect with others, to understand what is at stake for them”; to others, empathy is “biased, inaccurate, or a form of projection” that can be “distorted by prejudices” (p. 1).

Another way to cite this source is:

In their study, van Dijke et al. found that it is difficult to pin down one definition for empathy. To some it is “a unique way to connect with others, to understand what is at stake for them”; to others, empathy is “biased, inaccurate, or a form of projection” that can be “distorted by prejudices” (2018, p. 1).

NOTE « « « «

In your signal phrases, APA style requires that you use the past tense or present perfect tense when you describe earlier research. For example:

Lopéz (2020) found . . .

or

Lopéz (2020) has found . . .

In the following version of the example, there is no signal phrase. In this case, the authors are named in the parenthetical citation, along with the publication year and page number.

A group of researchers found conflicting views on empathy. Some people described empathy as “a unique way to connect with others, to understand what is at stake for them,” while others said it is “biased, inaccurate, or a form of projection” that can be “distorted by prejudices” (van Dijke et al., 2018, p. 1).

NOTE « « « «

For in-text citations for works by three or more authors, APA requires writers to name only the first author listed in the original source followed by “et al.,” which is short for the Latin “et alia,” meaning “and others.” In the example above, “van Dijke et al.” means “van Dijke and others.” For the corresponding references list entry, however, APA requires writers to name all of the authors’ names up to twenty (See 13.7).

A **parenthetical citation** displays source information in parentheses. If the author is named in the text, then the parenthetical citation provides the source’s publication year after the author’s or authors’ names. If you are quoting the source or paraphrasing specific information from the source, the page number should appear in parentheses following the quote or paraphrase. If the author is *not* named in the text, the parenthetical citation provides the author’s last name, or a short title if the author is unknown. If the source does not have page numbers, or if you are summarizing the source as a whole, then only the author’s name—or title if there is no author—is given in the signal phrase or in the parenthetical citation.

In the following example, a writer paraphrases information from p. 73 of a book by Paul Bocij, published in 2006.

Companies used spyware to steal industrial secrets from competitors, but individuals can also use spyware. For instance, husbands and wives who have suspicions about their mates have been known to keep track of them by using this software (Bocij, 2006, p. 73).

As you can see, the writer does not provide the title of Bocij’s book. She could do so, but does not need to. The title of the book, *The Dark Side of the Internet*, and other publication information will appear in her list of references (see **sections 1.6 through 1.13**).

1.1b List of references

Your list of references, placed at the end of your paper, contains complete publication information for each of your sources. The list is alphabetized by authors' last names, or by title if no author is given. In the following example, a writer provides publication information for one of his sources. In this entry from his list of references, he gives the author's last name, the author's first initial, the publication year, the title of the book, the publisher, and page numbers.

Bocij, P. (2006). *The dark side of the Internet: Protecting yourself and your family from online criminals*. Praeger.

A reference list entry has four parts. The list below includes questions to ask yourself about each work you use for your paper.*

1. **Author:** Who is responsible for this work?
2. **Date:** When was this work published?
3. **Title:** What is this work called?
4. **Source:** Where can I retrieve this work?

For instructions and model examples of reference-list entries, see **sections 1.3** through **1.10**.

1.2 Refer to your research, in your paper, using APA style in-text citations.

As noted in **section 1.1**, you must alert your readers, in the text of your paper, each time you use information from a source. The details that you provide in an in-text citation depend on how (or whether) you use a signal phrase to introduce it. **Section 1.4** and **1.5** provide instructions and models for creating your own in-text citations. **Section 1.3** is a directory to the different types of in-text citations found in **sections 1.4** and **1.5**.

You will learn to use the following:

- **Signal phrases**, in which—in the text of your paper—you name the author or title of the source you are working with
- **Parenthetical citations**, in which you provide—in parentheses—details about that source

In the text of your paper, as you use information from a given source, you need to provide readers with the following:

- **Author**
- **Date** (publication year)
- **Page number** (if available)

You can name a work's author in a signal phrase such as: "**Dr. Weinstein** said..." Or, you can name the author in a parenthetical citation that you present at the end of a sentence. The parenthetical citation also needs to include the date (publication year) of the work and, if available, a page number, such as:

One researcher found that most of us are driven to help others who are in need (**Weinstein, 2020, p. 158**).

NOTE « « « «

While signal phrases are optional, you must always include the work's author, publication year and, if available, page number(s), as a parenthetical citation.

*From the *Publication Manual of the American Psychological Association*, 7th edition, p. 283.

1.3 Use this directory to find APA-style in-text citation examples.

DIRECTORY TO IN-TEXT CITATION EXAMPLES

1.4 Create your own APA-style in-text citations: Common situations

1. Author named in a signal phrase
2. Author named in parentheses
3. Author name unknown
4. Author identified by screen name only
5. Work with two authors
6. Work with three or more authors
7. Two authors with the same last name
8. Organization as author
9. Source with no page numbers
10. Source used more than once in a paragraph
11. Two sources referred to in a single sentence
12. Quotation of forty words or more (block quotation)
13. Quotation that has been edited
14. More than one source by a single author
15. Source quoted in another source
16. An entire book or article

1.5 Create your own APA-style in-text citations: Specific situations

17. Dictionary, encyclopedia, wiki, or other reference source
18. An entire website
19. Short work from a website
20. Visuals (photos, maps, charts, posters, or other graphic works)
21. Personal communications: email, text message, letter, or interview
22. Blog or social media post
23. Government or business document

1.4 Create your own APA-style in-text citations: Common situations.

1. AUTHOR NAMED IN A SIGNAL PHRASE

A simple way to cite a source is to name its author in a **signal phrase**, followed by a **parenthetical citation**.

In the following example, a writer quotes author Samuel Ichiye Hayakawa, beginning with the signal phrase, *Hayakawa has written*. Because the student names the author in a signal phrase, the parenthetical citation at the end of the passage includes only the publication year and page number.

As Hayakawa has written, “Fortunately Mark was born at a time when a whole generation of parents of [children with Down syndrome] . . . had begun to question the accepted dogmas” (1969, p. 106).

Another option for presenting the publication year is to include it as part of a signal phrase, in parentheses immediately after the author’s name as shown here:

As Hayakawa (1969) has written, “Fortunately Mark was born at a time when a whole generation of parents of [children with Down syndrome] . . . had begun to question the accepted dogmas (p. 106).

Note that the title of the article, “Our Son Mark,” would be in the list of references at the end of the paper. Also, to indicate how the quotation has been edited, the writer puts the change in brackets (see also **example 13**).

2. AUTHOR NAMED IN PARENTHESES

If you choose not to name the source’s author in a signal phrase, then include the author’s last name in a parenthetical citation—along with the publication year and page number (if it has a page number). In the following example, a writer paraphrases author Samuel Ichiye Hayakawa, who wrote an article titled “Our Son Mark.”

In relation to their son Mark, who was born with Down syndrome, the parents were told the best thing they could do was to place him in an institution where he could be cared for properly (Hayakawa, 1969, p. 106).

Note that commas separate the author’s last name, year of publication, and page number. The period that ends the sentence appears *after* the closing parenthesis.

In the following example, a writer incorporates a quotation from a source into his own sentence, naming the author, year, and page number in the parenthetical citation. To combine a source’s words with your own in this way, just make the quotation part of your sentence, and don’t forget the quotation marks.

It has been well documented that “adolescents with Down syndrome progress through the same stages of development as do normally developing children” (Davis, 2008, p. 272).

3. AUTHOR NAME UNKNOWN

If a source does not include an author’s name, use the source’s title, in a shortened version. Include also the publication year and page numbers, if the source has page numbers. In the following example, a writer refers to an article from the March of Dimes website titled “Birth Defects and Other Health Conditions.” The writer quotes from the source and gives a shortened version of the title along with the publication year in a parenthetical citation. The citation does not include a page number because the source is not paginated.

One source reported that “more than 60% of babies with Down syndrome have vision problems” (“Birth Defects,” 2018).

Another way to cite the March of Dimes article is to consider the organization itself to be the author, as in the following example.

One source reported that “more than 60% of babies with Down syndrome have vision problems” (March of Dimes, 2018).

IMPORTANT: Keep in mind that in some cases a source that appears to have no author can be considered to have been authored by an organization rather than an individual person. See **example 6**: “Organization as author.”

4. AUTHOR IDENTIFIED BY SCREEN NAME ONLY

Some online sources do not provide authors’ real names. Instead, authors may use screen names, some of which are unconventional. The following example is a post from a Reddit (reddit.com) forum for new parents of babies born with Down syndrome. A Reddit user, known as “Hammsammitch” offered advice to a new parent, as shown in the following example. The writer’s screen name is presented as the author name and appears in the parenthetical citation with the publication year. The source is not paginated.

Many find support on social media, such as a Reddit forum for new parents of babies with Down syndrome. One parent advised another to look into his local Down syndrome organizations: “[G]et your baby registered with as many intervention programs as you can. The sooner that happens, the greater the chances [of] your child having successful development” (Hammsammitch, 2018).

To indicate how the quotation has been edited, the writer puts the changes in brackets (see also **example 13**).

5. WORK WITH TWO AUTHORS

When referring to a source that has two authors, use the last names of both authors in your signal phrase. If you decide to name them in a parenthetical citation instead, join their last names with an ampersand (&) as shown in the second example below.

According to Beaumont and Carey, “a significant number of people with Down syndrome will develop Alzheimer’s disease . . .” (2011, p. 33).

The authors wrote that “a significant number of people with Down syndrome will develop Alzheimer’s disease . . .” (Beaumont & Carey, 2011, p. 33).

6. WORK WITH THREE OR MORE AUTHORS

When referring to a source that has three or more authors, provide the last name of the first author listed in the source. In a signal phrase or parenthetical reference, include the words “et al.” (meaning “and others”) following the author’s name.

Rimmer et al., (1993) found that for those with Down syndrome, obesity is more likely to occur in females than in males (p. 105).

Studies have shown that for those with Down syndrome, obesity is more likely in females than in males (Rimmer et al., 1993, p. 105).

7. TWO AUTHORS WITH THE SAME LAST NAME

If you are using sources by two different authors who happen to share the last name, include their initials in your signal phrase or parenthetical citation.

Newer frameworks meant that treatment became more flexible and tailored to the individual (E. Goldstein, 2002, p. 5). Incorporating an understanding of the body-mind relationship also benefited patients (J. Goldstein, 2013, p. iii).

or

For E. Goldstein, newer frameworks meant that treatment became more flexible and tailored to the individual (2002, p. 5). J. Goldstein, however, was more specific, saying that incorporating an understanding of the body-mind relationship also benefited patients (2013, p. iii).

NOTE « « « «

For sources that include page numbers, APA style requires that you include them with direct quotations in your paper. However, it is useful to provide page numbers in all of your citations to specific information, as is done in the examples included here. Doing so helps your readers more easily locate the information you are referencing. If you are referring to the source as a whole, however, page numbers are unnecessary.

8. ORGANIZATION AS AUTHOR

In some cases, a source is authored by an organization and not attributed to an individual writer. When you encounter this situation, use the same format that you would for any other author. The following source is not paginated.

According to the website of the National Down Syndrome Society, “life expectancy for people with Down syndrome has increased dramatically in recent years. . . .” (2001).

or

According to the website of the National Down Syndrome Society (2011), “life expectancy for people with Down syndrome has increased dramatically in recent years. . . .”

or

According to one source, “life expectancy for people with Down syndrome has increased dramatically in recent years. . . .” (National Down Syndrome Society, 2011).

9. SOURCE WITH NO PAGE NUMBERS

Most online sources are not paginated. Exceptions include static paginated documents such as some PDFs. When page numbers are *not* available, simply cite the work in its entirety by using the author's name (if an author is indicated), by using the title if a name is unavailable, or by using both. If the material is divided into numbered sections or paragraphs, include these, but only if the sections or paragraphs are stable and would be the same for any reader.

Broward (2011) wrote that although “people with Down syndrome may experience cognitive delays,” they possess talents and abilities that are useful to the community (“Reassessing People with Down Syndrome,” para. 3).

The following example refers to a pamphlet, “Benefits for Children with Disabilities,” authored by the Social Security Administration, dated 2018. The source has stable page numbers. It is a PDF found at <https://www.ssa.gov/pubs/EN-05-10026.pdf>. The parenthetical citation below includes the page where a writer found information on benefits. The writer also chooses to include the title of the brochure.

Social Security Disability Insurance covers children with many different conditions, including Down syndrome (“Benefits for Children with Disabilities,” 2018, p. 5).

10. SOURCE USED MORE THAN ONCE IN A PARAGRAPH

In some cases you may wish to refer to a source more than once in a single paragraph. In this situation, provide a complete citation in the first instance, and in the second include only a page number. The following example draws on two pages from a book by David Stein.

Dr. David Stein noted that for a child with Down syndrome, the parts of the brain that process learning and memory are different from those of a typically developing child (2016, p. 5). Because the DS brain does not process or store new information as immediately, he explained, developing children with DS often learn best through “repetition and review of concepts or tasks, rather than being expected to learn something that is explained only once” (p. 6).

11. TWO SOURCES REFERRED TO IN A SINGLE SENTENCE

When naming two or more works *by different authors* within the same parentheses, list them in the order in which they appear in the reference list, separated by a semicolon.

Two studies (Frampton, 1997; Lapidus, 1998) examined the placement of Down syndrome children in the traditional classroom.

When naming two or more works *by the same author*, list them according to the year of publication. Use the author's last name with only the first reference; for each of the subsequent references, give only the date.

Two more recent studies (Hollister, 1999, 2000) further evaluated the placement of Down syndrome children in the traditional classroom.

12. QUOTATION OF FORTY WORDS OR MORE (BLOCK QUOTATION)

If you are including a direct quotation of forty or more words, indent it five spaces or half an inch from the left margin. This format is called a **block quotation**.

As Davis (2008) pointed out:

Down syndrome is one of the most frequently occurring neurodevelopmental genetic disorders in children. Children with Down syndrome typically experience a constellation of symptomology that includes developmental, motor, and language delay, specific deficits in verbal memory, and broad cognitive deficits. (p. 271)

In the above example, no quotation marks are used because the indented format tells readers that the writer is quoting directly from a source. (Quotation marks would be used only around quoted material that appeared within the block quotation.) Also, in a block quotation, the page number appears in parentheses *after* the end punctuation.

NOTE « « « «

Use block quotations sparingly and only when you have a good reason to do so. Writing teachers often discourage the use of long quotations because a large number of block quotations in a text can indicate less critical analysis by student writers.

13. QUOTATION THAT HAS BEEN EDITED

When you change a quotation in any way, you need to indicate that you have done so. When you add something to a quotation, place the addition in brackets. When you delete something from a quotation, indicate you have done so by inserting ellipses points (three spaced periods), with a space before and after.

Inserting words into a quotation

Davis (2008) noted the following:

[Down syndrome is] one of the most frequently occurring neurodevelopmental genetic disorders in children. Children with Down syndrome typically experience a constellation of symptomology that includes developmental, motor, and language delay, specific deficits in verbal memory, and broad cognitive deficits. (p. 271)

Deleting words from a quotation

As Gorman (2002) pointed out:

[The] initial shock of Sept. 11 has worn off . . . but millions of Americans continue to share a kind of generalized mass anxiety. A recent Time/CNN poll found that eight months after the event [May 2002], nearly two-thirds of Americans think about the terror attack at least several times a week. (p. 46)

14. MORE THAN ONE SOURCE BY A SINGLE AUTHOR

When naming two or more works by the same author, provide the dates of the works in order, in the parenthetical citation. If the dates happen to be the same, add a letter number to each (e.g., 2011a, 2011b).

Studies (Faber, 2011, 2012) have indicated that mainstreaming students with Down syndrome has been extremely effective.

15. SOURCE QUOTED IN ANOTHER SOURCE

When using information that has been quoted, paraphrased, or summarized in another source, indicate the original source in a signal phrase. Then mention the secondary source in the citation.

Ouldred and Bryant (2008) argued that “the extra copy of chromosome 21 in people with Down syndrome may increase their risk of developing Alzheimer’s disease” (as cited in Beaumont & Carey, 2011, p. 33).

16. AN ENTIRE BOOK OR ARTICLE

If you want to refer to an entire book or article, rather than specific pages in it, simply name the author(s) and publication date in your signal phrase and/or parenthetical citation, but include no page numbers. The following citation refers to David Stein’s 2016 book, *Supporting Positive Behavior in Children and Teens with Down Syndrome*. Note that the writer chose to include the title in a parenthetical citation, in a shortened form.

In his 2016 book, David Stein drew research and on observations he made as a practitioner in the Boston area, treating children with Down syndrome (*Supporting Positive Behavior*).

1.5 Create your own APA-style in-text citations: Specific situations

17. DICTIONARY, ENCYCLOPEDIA, WIKI, OR OTHER REFERENCE SOURCE

When citing an entry in a reference work, follow the standard format for an article if there is an author. When no author is identified, treat the publisher or publication name as author, either in a signal phrase or parenthetical citation. Another option is to begin your signal phrase with the title of the entry you are referring to. If no date is provided for the source, include “n.d.” where you would normally provide the date. If a page number is available, provide it in a parenthetical citation. If a page number is not available, but a stable paragraph number is, provide that. (Note that the corresponding reference-list entry for the wiki example below would include the writer’s access or “retrieved” date. While most sources are stable and do not require retrieval dates, APA advises writers to provide them for wiki entries and social media pages and profiles, sources that can be edited any time.)

A dictionary entry

The following example refers to an entry from the website of *Merriam Webster*. This source is not paginated.

According to *Merriam-Webster* (2020), analysis is “a detailed examination of anything complex in order to understand its nature or to determine its essential features.”

An encyclopedia entry

The following example refers to an entry from *Encyclopedia.com*. This source is not paginated.

Antibodies are proteins in the blood that help to fight against antigens (*Encyclopedia.com*, 2020).

A wiki entry

The following example refers to an entry from *Wikipedia*. This source is not paginated, however, the writer includes a paragraph number.

Examples of wearable technology, according to *Wikipedia*, include the smart phone and the activity tracker (2020, para. 2).

18. AN ENTIRE WEBSITE

To cite an entire website—rather than an article or other specific content from it—provide the site’s author (if available) and publication date (include “n.d.” if no date is available). As is often the case with a website, the sources that follow are not paginated. **IMPORTANT:** For most websites, you can usually discover the author(s) by visiting the “About” or “Contact” pages.

Entire website with an author

The following example refers to the website of artist Robin Colodzin.

Painting has allowed the artist to experiment with color and contradictions (Colodzin, 2020).

Entire website with no author

If you determine that a website does not have an author, use its title in your in-text citation. Also, if you cannot find a date, then include “n.d.” for “no date.”

The fashions were classic and on-trend, but not priced for the bargain- shopping man (*He Spoke Style*, n.d.)

Another option is to use the publisher of the site as its author, as in the following example.

A site featuring entertainment and celebrity gossip became a source for serious news (BuzzFeed, Inc., 2020).

NOTE « « « «

Keep in mind that the author of a website may be an organization rather than an individual person or people (see example 8). To cite a short work from a website, see example 19.

19. SHORT WORK FROM A WEBSITE

When you refer to an online source, most of the time you will cite a specific piece of content from a website—such as a video, an article, a report, or an image. Think of each of these sources as a short work from a website, a handy category that applies to many situations. To see how these sources appear in a list of references, see 1.6 through 1.13. Note that the examples below are not paginated.

Short work with an author

The following example refers to a product-review article found at the website of *Wired* magazine. It was written by Arielle Pardes and is titled, “Hey, Apple Made Some New Stuff.” The source is unpaginated.

The latest iPhones had smaller screens, better cameras, and a new “bionic” chip that increased their speed to the tune of five trillion operations per second (Pardes, 2018).

Short work with no author

The following example refers to an article found at the website for the American Red Cross. There is no specific author credited for the piece, which is titled “Headed to the Coast? Beware of Rip Currents.” An abbreviated form of the title is used in the parenthetical citation below. The source is unpaginated.

It was advised that, if you were caught in a rip tide, you should try to stay calm and swim parallel to the shore until you are out of the current; then turn and swim toward shore (“Rip Currents,” 2018).

Another possible way to handle this source is to consider the organization itself, the American Red Cross, to be the author. The title of the piece would not appear in the in-text citation, but it would be included in the corresponding entry in the reference list. The source is unpaginated.

It was advised that, if you were caught in a rip tide, you should try to stay calm and swim parallel to the shore until you are out of the current; then swim toward shore (American Red Cross, 2018).

20. VISUALS (PHOTOS, MAPS, CHARTS, POSTERS, OR OTHER GRAPHIC WORKS)

To cite a visual in your paper, treat it as you would a short work from a website or other longer source. In your in-text citation, provide the name of the work’s author or creator; if this information is not available, use the title of the work. Provide dates and pages as available; for works with no date, include “n.d.” For graphic novels or memoirs, follow the standard format for books and selections from books.

The following example refers to Gordon Parks’ 1942 photograph titled “American Gothic,” which is available at the Library of Congress.

The photograph “American Gothic,” a commentary on Grant Woods’ famous painting of 1930, also served to shine a light on the inequalities of Black life in the U.S. (Parks, 1942).

If you are including a visual in your paper, provide the source information at the end of the caption for the visual.

21. PERSONAL COMMUNICATIONS: EMAIL, TEXT MESSAGE, LETTER, OR INTERVIEW

Because emails, texts, unpublished interviews conducted by writers themselves, and other personal communications usually cannot be recovered by readers, APA advises writers to cite them in the text of their papers, but NOT in their reference lists. If your instructor asks you to include your personal communications in your reference list, however, see section 1.10, examples 25–28.

When you provide an in-text citation in your paper for an email, text, or other message, provide the initials and last name of the communicator (not the recipient) along with the label “personal communication,” and date. **IMPORTANT:** The APA requires you to cite personal communications in the text of your paper, but to leave them out of your reference list. That is because sources such as emails, text messages, and letters typically cannot be accessed by readers. Your instructor, however, may prefer that you include personal communications in your reference list, and in that case you should do so.

Email (received)

The following refers to an email from the L.L. Bean company, dated October 1, 2020, with the subject line: “Thank You for Your Order.” The organization L.L. Bean is named as the author.

They wrote that frequent customers occasionally qualify for such perks as promotional gift cards (L.L. Bean, personal communication, October 1, 2020).

Text message (received)

The following refers to a text message from an individual named Estelle Jolie, on September 4, 2018, written to a student writer.

She contacted me at 7 a.m. to say she was standing in line, in the rain, waiting for *Hamilton* tickets (E. Jolie, personal communication, September 4, 2020).

Letter (received)

The following refers to a letter from the Massachusetts Health Connector, dated September 15, 2018, written to a student writer. The organization is the author of the letter. For the in-text citation, the name of the organization is abbreviated.

My account was up to date, but a new payment would soon be due (Massachusetts Health, personal communication, September 15, 2018).

Interview (conducted)

The following refers to an interview with novelist Beth Castrodale on August 31, 2018, conducted by a student writer. (For advice on citing a published letter, see **section 1.10, example 33.**)

According to the author, the local cemetery served as a grim, yet uplifting, inspiration for her latest mystery (B. Castrodale, personal communication, August 31, 2018).

22. BLOG OR SOCIAL MEDIA POST, PROFILE, OR PAGE

Treat online postings as short works from websites (see **example 19**). The following example refers to a Facebook post made by mystery writer Laura Lipmann on June 10, 2018, about her novel *Sunburn*. Note that the following is presented as a block quotation (see **example 12**).

As shown here, an in-text citation of a Facebook post does not need to mention that you found the content on Facebook. However, in the corresponding entry in your reference list, you are required to include Facebook as your source. The same is true for any social media, such as Twitter and Instagram.

The author wrote the following:

On the second Sunday in June, 1995, a woman . . . tells her husband and toddler daughter that she’s going back to their vacation rental to make lunch. She then packs a bag and hitches a ride west, getting off in a small Delaware town. That’s *SUNBURN*. (Lipmann, 2018)

If you draw on a Twitter profile or Facebook page, and not a specific post, you are required to provide a publication date. That is because the contents of a social media profile or page are unstable: They can be edited any time. Further, if you are not able to determine the date that the individual or group created the profile or page, include “n.d.” in your in-text citation (meaning “no date” is available). In your corresponding reference list entry, however, APA requires that you include the date you retrieved the content. While APA has moved away from including “Retrieved from” in reference list entries, they still require it for content from unstable sources such as wikis and social media profiles and pages. Following is an in-text citation for Laura Lippman’s Twitter profile.

The author and known chocolate-lover refers to herself as the “world’s foremost Butterfinger expert” (Laura Lipmann, n.d.).

23. GOVERNMENT OR BUSINESS DOCUMENT

Treat any government or business document as you would a short work from a website, book, periodical, or other longer or larger source. If the business document is one that you received or authored, then treat it as a personal communication (see **example 21**).

Government document

The following example refers to a document available from the website of the U.S. Department of Health and Human Services. The full name of the department is spelled out in the first reference. In any subsequent references, the name can be abbreviated in the signal phrase or the parenthetical citation. The document is not paginated, so a page number is not necessary.

The Department of Health and Human Services (HHS) has indicated that “[t]here are two slightly different versions of the federal poverty measure: poverty thresholds and poverty guidelines” (2019).

Business document

The following example refers to an annual report authored and published by Microsoft, made available in 2018, and accessed from their website. The report is not paginated.

In the past fiscal year, the company delivered \$90.0 billion in revenue and \$22.3 billion in operating income (Microsoft, 2018).

1.6 Understand the basics of an APA-style list of references.

APA style requires that you provide a reference list at the end of your paper. A reference list is an alphabetical list of information for each source that you cite in your paper in your signal phrases and parenthetical citations.

NOTE « « « «

While APA allows you to cite some sources, such as personal communications, classic works, and sacred texts, only as in-text citations and does not require you to include them in the references list, your instructor may prefer that you do include them. The guidelines that follow include sample entries for these types of sources. As always, check with your instructor about such requirements.

1.6a Learn the format of a list of references.

1. Entries are listed alphabetically by the last name of the author (an author can be an individual, group, or organization) or, if there is no author named, by the first major word of the title. If there is more than one work by the same author, the entries are arranged by date, with the earliest appearing first. If works by the same author appeared in the same year, the entries are arranged alphabetically by title, with the lowercase letters *a*, *b*, and so forth after the year within the parentheses—for example (2018a).
2. As in MLA style, the author’s last name appears first. However, unlike MLA style, initials rather than full first names are used. When you have more than one author for an entry, use an ampersand (&), rather than the word *and*, before the last name. Invert the names of all authors.
3. For two authors, separate their names and initials with a comma and an ampersand (&). Do the same for a work by three to twenty authors, placing the ampersand before the last name. If there are more than twenty authors, list the first nineteen authors and then insert three ellipsis points (...). Follow the ellipses with the name and initials of the very last author indicated in the work. For more on this and other topics and special treatments, see APA’s style blog: <https://apastyle.apa.org/blog>.

4. Begin the first line of each entry flush with the left margin, indent subsequent lines five spaces or half an inch (this is called a **hanging indent**), and double-space throughout.
5. Italicize (APA style preference) the titles and subtitles of books. Capitalize only the first word of titles and subtitles and any proper nouns. Use upper- and lowercase for the names of periodicals, and italicize them. Do not capitalize the second word of hyphenated words in a title (“Down-syndrome statistics,” not “Down-Syndrome statistics”). Do not use quotation marks around the titles of articles.
6. Add descriptive labels to your entries if they will help clarify specific information about your source, such as media type. For example, a media label that you might add to reference list entry could include [Film], [Video], [TV series episode], [Album], [Song], [Audio podcast episode], [Video game], or other defining term.

1.6b Start by keeping a detailed, working list of your sources.

As you research and write, keep an ongoing, working list of your sources, along with identifying publication information. Your list will make it easier to work with your sources in your paper (see in-text citations, 1.2 through 1.5) and save you work when it’s time to create your reference list (see 1.7 through 1.13).

In your list of sources, the details to record depend on the individual types of sources you are using.

For example:

- **For a book:** Record the author, the title of the book, the publication date, the publisher, and the pages that you’ve referred to (if available); include a live-linked DOI (digital object identifier) if there is one; if there is not, provide a live-linked URL for each online source, including ebooks. If you access an ebook, you can add an optional descriptive label, in brackets, that identifies the type of ebook, such as [Kindle] or [Audiobook]. **IMPORTANT:** Always provide the DOI (as a live link) if one exists, whether or not you accessed the source online; if there is no DOI, then provide the source’s URL (as a live link). for examples see below and p. 14.
- **For an article:** Record the author, the title of the article, the publication date, the title of the periodical, the title of the website, database, or other longer work that the article comes from, the date of publication or latest update, the volume and issue number (if available), pages that you’ve referred to (if available), and a DOI for digital works if available.
- **For stable sources:** For stable sources such as periodicals and databases, APA requires no retrieval date (date that you accessed the source). However, for any **unstable sources** such as wikis and social media pages and profiles—that is, works that can be revised at any time— include your “Retrieved from” date. For an example, see p. 22, item 24.

As you read and record your sources, complete the following template for each, if it is helpful to do so.

APA TEMPLATE

1. Author(s):
2. Publication date:
3. Title of specific part of source (e.g. the title of a short work from a website, or a selection in an anthology):
4. Title of source:
5. Editors, translators, illustrators (if any):
6. Version, edition, or volume number (if any):
7. Publisher:
8. Location (for example, page range for a print source along with a live link to its DOI if available. For an online source, provide a live-linked DOI if there is one, otherwise give a live-linked URL for your source):
9. Retrieval date (date you accessed source) for unstable sources only, such as wikis and social media profiles and pages:

APA TEMPLATE—COMPLETED FOR A JOURNAL ARTICLE

Following is a completed template for the article, “The Biggest Lie on the Internet” by Obar and Oeldorf-Hirsch.

1. Author(s): Jonathan A. Obar & Anne Oeldorf-Hirsch
2. Publication date: July 9, 2018
3. Title of specific part of source (e.g. the title of a short work from a website, or a selection in an anthology): an article titled “The Biggest Lie on the Internet”
4. Title of source: a journal titled: *Information, Communication, and Society*
5. Editors, translators, illustrators (if any): not applicable
6. Version, edition, or volume and issue number (if any): the journal is volume 21, number 9
7. Publisher: the database Taylor & Francis Online
8. Location (for example, page range for a print source and a live-linked DOI if one is provided. For sources without DOIs, skip the DOI and provide a live-linked URL): In this case there is a DOI. It is <https://doi.org/10.1080/1369118X.2018.1486870>
9. Retrieval date (**only** for unstable sources such as wikis and social media pages and profiles): Retrieved on September 2, 2018.

NOTE « « « «

A word about DOIs and URLs.

- For any source that has been assigned a DOI (digital object identifier), provide that DOI in your reference list entry, regardless of whether you used the print or online version of the source. Present the DOI at the end of your reference list entry (live-linked, if possible). For examples see below and p. 14.
- Because the assigning of DOIs began in the early 2000s, many books and articles, especially older ones, do not have DOIs.
- If no DOI exists for an online source, provide its URL (live-linked, if possible).

IMPORTANT: Most of the entries in your reference list will end with either a DOI or URL.

Your list of sources will become your final list of references.

For example, the following is the reference-list entry for the article included in the above template: “The Biggest Lie on the Internet” by Obar and Oeldorf-Hirsch.

Obar, J. A., & Oeldorf-Hirsch, A. (2018, July 9). The biggest lie on the Internet. *Information, Communication, and Society*, 21(9), 1–10. <https://doi.org/10.1080/1369118X.2018.1486870>

NOTE « « « «

Another way to keep track of your sources is to use a bibliography generator. There are many available online. Microsoft Word also provides this option for APA and other documentation styles. Just select “References” and then “APA.” IMPORTANT: Before doing so, make sure that Microsoft is using the latest edition of the APA manual (7th edition, 2020).

1.7 Use this directory to find APA-style reference-list examples.

DIRECTORY TO REFERENCE-LIST EXAMPLES

1.8 Create your own APA-style reference list: Common situations

1. One author
2. No author or editor
3. Author identified by screen name only
4. More than one author
5. Two authors with the same last name
6. Organization as author
7. No page numbers
8. Two or more works by the same author
9. Work with an editor or translator

1.9 Create your own APA-style reference list: Books and periodicals

10. Basic entry for a book
11. Book edition other than the first
12. Multivolume work
13. Republished book
14. Foreword, introduction, preface, or afterword of a book
15. Basic entry for an article in a periodical
16. Article in a database
17. Article in a journal
18. Article in a magazine
19. Article in a newspaper
20. Editorial
21. Book review
22. Dictionary entry
23. Encyclopedia entry
24. Wiki entry

1.10 Create your own APA-style reference list: Personal, professional, and academic communications

25. Email (received)
26. Text message (received)
27. Letter (received)
28. Interview
29. Blog or social media post
30. Business document
31. Comment on an online article
32. Letter to the editor
33. Published letter
34. Dissertation
35. Lecture or address

1.11 Create your own APA-style reference list: Websites and other forms of electronic media

36. Entire website
37. Short work from a website
38. Audio recording or podcast
39. Radio program
40. Video, movie, or TV show
41. Video game, online game, or software
42. Phone app

1.12 Create your own APA-style reference list: Visuals and graphic works

43. Visuals (photos, maps, charts, posters)
44. Advertisement
45. Comic strip
46. Graphic memoir or novel

1.13 Create your own APA-style reference list: Literature, art, and legal documents

47. Work of literature
48. Selection from an anthology

- 49. Selection or chapter from a textbook
- 50. Art, artifact, or object
- 51. Sacred text
- 52. Court case
- 53. Legal or historical document
- 54. Government document

1.8 Create your own APA-style reference list: Common situations

1. ONE AUTHOR

The following entries cite the print and digital versions of author Susan Skallerup's book, *Babies with Down Syndrome*.

Print

The following citation for the print version of the work includes the publisher (Woodbine House). No DOI is available for this source, so none is provided here.

Skallerup, S. (2008). *Babies with Down syndrome: A parents' guide*. Woodbine.

Elements of the Preceding Entry

Skallerup, S.	The author's last name, a comma, the initial of the author's first name, and a period.
(2008).	The year of publication, in parentheses, followed by a period.
<i>Babies with Down syndrome: A parents' guide:</i>	The title and subtitle of the book, italicized, followed by a period. Only the first word of the title, the word after a colon, and proper nouns are capitalized.
Woodbine (House).	The publisher of the book, followed by a period. Note that you can shorten the name of a commercial—but not an academic—publisher as long as it is easily identifiable by the reader.

Digital

The following citation for the ebook, published a few years after the print book, is in Kindle format. For the ebook, the publisher is not included, and there are no page numbers. The optional label “[Kindle]” clarifies the type of ebook; the book as no DOI, so included here is the live-linked URL allows readers to access the ebook. There is no period at the end of the URL.

Skallerup, S. (2012). *Babies with Down syndrome: A parents' guide* [Kindle]. https://www.amazon.com/Babies-Down-Syndrome-Parents-Guide-ebook/dp/B00A8LMCUW/ref=tmm_kin_swatch_0?encoding=UTF8&qid=&sr= (Original work published 2008)

NOTE « « « «

A word about shortening DOIs and URLs. For long DOIs (direct object identifiers) and URLs you have the option of providing a shortened version. To shorten a DOI, use the “shortDOI” service of the International DOI Foundation (<http://shortdoi.org>). To shorten a URL, use apps such as Bitly (<https://bitly.com/>). Whether in full-length or shortened form, be sure to live link your URLs and DOIs so that readers can easily access your sources.

2. NO AUTHOR OR EDITOR

If you are unable to identify an author or editor of a source, use the title instead.

Magazine

The following entry cites an article from *Consumer Reports Magazine* titled “Online Exposure.” Because the article does not include an author or editor, its title becomes the first part of the reference list entry. The issue of the magazine is June, 2011, and the student writer referred to pages 29 through 32. No DOI is available for this source so none is provided here. This entry would be alphabetized in the reference list by the letter “O.”

Online exposure. (2011, June). *Consumer Reports Magazine*, 29–32.

Book

The following entry cites a book published in 2009 by Wet Feet titled *Careers in Information Technology*. The book does not include an author’s name, and because no DOI is available for this source, none is provided here. This entry would be alphabetized in the reference list by the letter “C.”

Careers in information technology. (2009). Wet Feet.

Digital text

Note that in some cases where a source appears to have no author, the author is actually an organization, as is the case below (see also **example 6**). No DOI is available for this source; instead, its URL is provided.

Social Security Administration. (2019). Benefits for children with disabilities [Pamphlet]. <https://www.ssa.gov/pubs/EN-05-10026.pdf>

3. AUTHOR IDENTIFIED BY SCREEN NAME ONLY

Some online sources include authors’ names, but in some cases, writers identify themselves through screen names. The following citation is for a post made by a Reddit (reddit.com) user known as “Hammsammitch,” who participated in a discussion forum titled “Newborn has DS.” To cite this source, treat the screen name as the author name, provide the date of the posting, and for the title of the source, use the discussion title “Newborn has DS.” No DOI is available for this source; instead, its URL is provided.

Hammsammitch. (2018, September 8). Newborn has DS [Online forum post]. Reddit. https://www.reddit.com/r/downsyndrome/comments/9e8ruw/newborn_has_ds/Hammsammitch/

4. MORE THAN ONE AUTHOR**Two authors**

For two authors, separate the names and initials with a comma and an ampersand (&). The following example cites an article by Michelle Beaumont and Eileen Carey. It was published in the print version of the journal *Learning Disability Practice* on May 10, 2011, in volume 14, issue 4, pages 33 through 37. Note the inclusion of the article’s DOI at the end of the entry.

Beaumont, M., & Carey, E. (2011, May 10). Caring for people with Down syndrome and Alzheimer’s disease in the early stages of assessment. *Learning Disability Practice*, 14(4), 33–37. <https://doi.org/10.7748/ldp2011.05.14.4.33.c8514>

Three or more authors

For a work by three to twenty authors, separate the names and initials with commas, and use an ampersand (&) before the last name in the list. For a work by more than twenty authors, list the first nineteen authors’ names and initials, followed by ellipses (. . .). Then end with the very last author’s name and initials. The following example cites a book by Alison Buehler, Lynn Peterson, and Buddy Wagner. (Note: This source has no DOI.)

Buehler, A., Peterson, L., & Wagner, B. (2018). *Beating anxiety and depression for life: Brain and body techniques that work*. CreateSpace Independent Publishing.

5. TWO AUTHORS WITH THE SAME LAST NAME

If your sources include different works by authors who share a last name, provide their first initials and alphabetize them by their first initials. (Note: These sources have no DOIs.)

Goldstein, E. (2002). *Object relations theory and self psychology in social work practice*. The Free Press.
Goldstein, J. (2013). *Mindfulness: A practical guide to awakening*. Sounds True.

6. ORGANIZATION AS AUTHOR

The following cites a source that was authored by an organization. The optional label “[Pamphlet]” is included for clarity. (Note: This source has no DOI.)

Social Security Administration. (2018). Benefits for children with disabilities [Pamphlet]. <https://www.ssa.govpubs/EN-05-10026.pdf>

7. NO PAGE NUMBERS

Most online sources do not include page numbers. (However, if page numbers are available, as they often are for PDFs, provide them in your reference list entry.)

Kirsch, I., Moore, T. J., Scoboria, A., & Nicholls, S. (2002). The emperor’s new drugs: An analysis of antidepressant medication data submitted to the U.S. Food and Drug Administration. *Prevention & Treatment*, 5, Article 23. <https://doi.org/10.1037/1522-3736.5.1.523a>

8. TWO OR MORE WORKS BY THE SAME AUTHOR

Alphabetize by the author’s last name, arranging the entries by date with the earliest first. (Note: These sources have no DOIs.)

Harris, J. C. (1998). *Developmental neuropsychiatry*. Oxford University Press.

Harris, J. C. (2006). *Intellectual disability: Understanding its development, causes, classification, evolution, and treatment*. Oxford University Press.

9. WORK WITH AN EDITOR OR TRANSLATOR

For an edited book, the abbreviation “Ed.” or “Eds.” should follow the editors’ names at the beginning of the entry. (Note: This source has no DOI.)

Handle, G., & Whitchurch, G. G. (Eds.). (1994). *The psychosocial interior of the family*. Routledge.

If you are citing a translated work or a work with both an author and an editor, the editor’s or translator’s name should appear after the title, in parentheses, followed by the abbreviation “Ed.” or “Eds.” (if there are two editors) or “Trans.” (Note: This source has no DOI.)

Kafka, F. (1912). *The metamorphosis* (I. Johnston, Trans.). <http://www.kafka-online.info/the-metamorphosis.html>

NOTE « « « «

Use *n.d.*, the abbreviation for “no date,” for works with no available publication date.

1.9 Create your own APA-style reference list: Books and periodicals

10. BASIC ENTRY FOR A BOOK

Print

(Note: This source has no DOI.)

Harari Y. N. (2015). *Sapiens: A brief history of humankind*. Harper.

Online

End the citation with the DOI if available, or with the URL. DOIs and URLs should be live linked.

Defoe, D. (1722). *A journal of the plague year*. <http://www.gutenberg.org/files/376/376-h/376-h.htm>

For books with two or more authors, see **section 13.8, example 4**.

11. BOOK EDITION OTHER THAN THE FIRST

Provide the edition number in parentheses following the title. (Note: This source has no DOI.)

Toy, E., & Klamen, D. (2009). *Case files in psychiatry* (3rd ed.). McGraw-Hill.

12. MULTIVOLUME WORK

Provide, in parentheses, the volume number(s). Note that the DOI link follows the publisher. No period follows the link.

Ceci, S. J. (Ed.). (1986). *Handbook of cognitive, social, and neuropsychological aspects of learning disabilities* (Vols. 1–2). Erlbaum. <https://doi.org/10.4324/9780203056738>

For books with two or more authors, see **section 13.8, example 4**.

13. REPUBLISHED BOOK

The citation below cites Houghton Mifflin’s republication of Orwell’s work. The original publication date appears in parentheses at the end of the citation. (Note: This source has no DOI.)

Orwell, G. (2017). *Nineteen eighty-four*. Houghton. (Original work published 1949)

The following cites a book that was originally published in 1994, and re-published in 2018 as a Kindle ebook. (Note: This source has no DOI.)

Handle, G., & Whitchurch, G. G. (Eds.). (2018). *The psychosocial interior of the family* [Kindle]. <https://www.amazon.com/Psychosocial-Interior-Family-Gerald-Handel-ebook/dp/B07CGSYJ2V> (Original work published 1994)

14. FOREWORD, INTRODUCTION, PREFACE, OR AFTERWORD OF A BOOK

The following example cites Michael Eric Dyson’s introductory chapter in Robin DiAngelo’s book *White Fragility*. The source is a Kindle ebook, as indicated by the optional label “[Kindle],” included for clarity. (Note: This source has no DOI.)

Dyson, M. E. (2018). Introduction. In R. DiAngelo, *White fragility: Why it’s so hard for white people to talk about racism* [Kindle]. Beacon Press. https://www.amazon.com/White-Fragility-People-About-Racism-ebook/dp/B07638ZFN1/ref=tmm_kin_swatch_0_encoding=UTF8&qid=1538589947&sr=1-1

15. BASIC ENTRY FOR AN ARTICLE IN A PERIODICAL

(Note: Because this source has no DOI, its URL is provided at the end of the entry.)

Martinez, L. (2005, March/April). Enjoying my daughter with Down syndrome. *Mothering*, 129, 28–32. <https://www.mothering.com/articles/enjoying-my-daughter-with-down-syndrome/>

Elements in the preceding entry

Martinez, L.

The author’s name (last name first, with initial of first name), followed by a period.

(2005, March/April).

The date of issue—month or months spelled out, in parentheses, followed by a period.

Enjoying my daughter with Down syndrome.

The title of the article, with no quotation marks and only the first word (and proper nouns) capitalized, followed by a period.

***Mothering*, 129,**

The title of the magazine and the volume number, both followed

28–32.

<https://www.mothering.com/articles/enjoying-my-daughter-with-down-syndrome/>

by a comma, both italicized.

The page numbers of the article, followed by a period.

Given that the source has no DOI, the URL is provided, live-linked and followed by no period.

For articles with two or more authors, see **section 1.8, example 4**.

16. ARTICLE IN A DATABASE

This entry cites the article “#SayHerName: A Case Study of Intersectional Social Media,” written by Melissa Brown, Rashawn Ray, Ed Summers, and Neil Fraistat. The article was published in volume 40, issue 11 of the journal *Ethnic and Racial Studies* and accessed through the database *Taylor & Francis Online*. APA does not require that you include the names of databases unless they are of limited distribution. Most of the academic databases and platforms that you access through your college library are widely available and do not need to be mentioned in your reference list. These include EBSCOhost, JSTOR, PsycINFO, ProQuest, MEDLINE, ProQuest, and others. The below entry includes the DOI for the article. Note that no punctuation follows the DOI.

Brown, M., Ray, R., Summers, E., & Fraistat, N. (2018). #SayHerName: A case study of intersectional social media. *Ethnic and Racial Studies*, 40(11). Retrieved from *Taylor & Francis Online*, <https://doi.org/10.1080/01419870.2017.1334934>

NOTE « « « «

APA requires writers to include in their reference lists the digital object identifier (DOI) for any source that has one, whether print or digital. If no DOI is available, then include at the end in your entry the source’s URL, live-linked, and with no period following it.

17. ARTICLE IN A JOURNAL

Paginated by volume

Provide the journal number in italics, following the journal’s title, as shown below (“36”). If a journal has a volume number, it is optional to include the month with the publication year. We have included that information, “(1995, September)” in the following citation to make it easier for readers to locate the article. You may want to do the same in your reference list. Note, too, the inclusion of the source’s DOI, following the page range.

Knott, F., Lewis, C., & Williams, T. I. (1995, September). Sibling interaction of children with learning disabilities: A comparison of autism and Down’s syndrome. *Journal of Child Psychology and Psychiatry and Allied Disciplines*, 36, 965–976. <https://doi.org/10.1111/j.1469-7610.1995.tb01343.x>

Note that APA requires the use of entire numbers in inclusive pages. (That is, provide a page range such as “965–976,” rather than “965–76.”)

Paginated by issue

Include the volume number (italicized) and the issue number (not italicized) in parentheses immediately after the volume. Do not add space between the volume number (“55”) and the opening parenthesis of the issue number (“(1)”).

Leonard, H. S. (2003). Leadership development for the postindustrial, postmodern information age. *Consulting Psychology Journal: Practice and Research*, 55(1), 3–14. <https://doi.org/10.1037/1061-4087.55.1.3>

Found online

(Note: Because this source has no DOI, its URL is provided.)

Peterson, B. (2003). Leaving English learners behind. *Rethinking Schools*, 16(3). <https://www.rethinking-schools.org/magazine/special-collections/the-no-child-left-behind-act/leaving-english-learners-behind>

18. ARTICLE IN A MAGAZINE

(Note: Because these sources have no DOIs, their URLs are provided.)

Nesbit, J. (2018, October). How to raise a problem-solver. *Real Simple*, 65–169.

White, L. T. (2018, October 3). How much is enough in a perfect world? *Psychology Today*. <https://www.psychologytoday.com/us/blog/culture-conscious/201810/how-much-is-enough-in-perfect-world>

19. ARTICLE IN A NEWSPAPER

Print

For a print newspaper article, use the abbreviation “p.” for “page” or “pp.” for “pages.” If there is a section number, include that right before the page number. If the article appears on discontinuous pages, list each page, using a comma to separate them—for example, C15, C24, C34. (Note: This source has no DOI.)

Vevea, R. (2011, June 6). Program for special-needs pupils is jeopardized. *The New York Times*, p. A29.

Online

Garcia, S. E. (2018, October 3). A Nobel prize in chemistry goes to a woman for only the fifth time in history. *The New York Times*. <https://www.nytimes.com/2018/10/03/science/frances-arnold-nobel-prize-chemistry.html>

20. EDITORIAL

While *The Boston Globe* notes that their editorials are authored by their editorial board, other newspapers may not indicate authorship. When authorship is not explicit, such as in the following examples from the *New York Times* and *Sun Journal*, use the editorial title at the beginning of your reference list entry. If the word “Editorial” is part of the title, present it as shown in the *Sun Journal* example below. If it is not a part of the title, then include the word in brackets immediately following the title ([Editorial]), followed by a period. See the *New York Times* and *Boston Globe* examples below.

Print

For a print newspaper editorial, use the abbreviation “p.” for “page” or “pp.” for “pages.” If there is a section number, include that right before the page number. If the article appears on discontinuous pages, list each page, using a comma to separate them—for example, C15, C24, C34. (Note: The sources below have no DOIs.)

Keeping personal data private [Editorial]. (2009, November 25). *The New York Times*, p. A30.

Online

The Boston Globe Editorial Board (2018, September 18). One year after Maria: Puerto Rico needs final vote on statehood [Editorial]. *The Boston Globe*. <https://www.bostonglobe.com/opinion/editorials/2018/09/18/one-year-after-maria-puerto-rico-needs-final-vote-statehood/qDuTMhabMc8C3I9kXdaOBM/story.html>

Editorial: Bill raises risk of identity theft. (2011, September 22). *Sun Journal*. https://www.sunjournal.com/articles/bill_raises_risk_of_identity_theft.html

With Shortened URL

The Boston Globe Editorial Board (2018, September 18). One year after Maria: Puerto Rico needs final vote on statehood [Editorial]. *The Boston Globe*. <http://bit.ly/2Q9aZJ>

21. BOOK REVIEW

Note the bracketed information in the example below. For the print source, the page number appears at the end of the entry. (Note: The Yagoda and Guest sources below do not have DOIs.)

Print

Yagoda, B. (2009, October 25). Slow down, turn off, tune out the new . . . [Review of the book *The tyranny of email*, by J. Freeman]. *The New York Times Book Review*, p. 9.

Online

Guest, K. (2018, April 11). The happy brain by Dean Burnett: The science of happiness [Review of the book *The happy brain: The science of where happiness comes from, and why*, by D. Burnett]. *The Guardian*. <https://www.theguardian.com/books/2018/apr/11/happy-brain-dean-burnett-review>

For reviews that do not have titles, place the bracketed information after the date, as shown below.

Henry, P. (2007, February 24). [Review of the book *Phishing: cutting the identity theft line*, by R. Lininger & R. D. Vines]. *Journal of Forensic Practice*, 1(3). <https://doi.org/10.1080/15567280601047492>

22. DICTIONARY ENTRY

(Note: The sources below have no DOIs.)

Godiva, Lady. (1993). *Dictionary of cultural literacy* (2nd ed., p. 199). Houghton.

Narcissist. (2020). In *Merriam-Webster*. <https://www.merriam-webster.com/dictionary/narcissist>

23. ENCYCLOPEDIA ENTRY

(Note: The sources below have no DOIs.)

Autism. (2002). In *The new encyclopaedia Britannica* (Vol. 1, p. 722). Encyclopedia Britannica.

Sociopath. (2020). In *Encyclopedia.com*. <https://www.encyclopedia.com/humanities/dictionaries-thesauruses-pictures-and-press-releases/sociopath-0>

With Shortened URL

Sociopath. (2020). In *Encyclopedia.com*. <http://bit.ly/34UVkBv>

For an entry with an author, begin your entry with the author's last name, followed by the first initial, followed by the date and the title of the article.

24. WIKI ENTRY

Misogyny. (2018). In *Wikipedia: the free encyclopedia*. Retrieved October 3, 2018 from <https://en.wikipedia.org/wiki/Misogyny>

Because wiki entries can be edited at any time and are therefore unstable, this is one of the rare instances for which APA requires a retrieval date. (The other sources that require retrieval dates are social media pages and profiles.)

1.10 Create your own APA-style reference list: Personal, professional, and academic communications**25. EMAIL (received)**

Because emails, text messages, and other personal communications usually cannot be accessed by readers, the APA advises writers not to include them in their reference list and to cite them only in the text of a paper. However, if your instructor asks that you cite personal communications, follow this example and **examples 26–28**.

To cite personal correspondence, provide the name of the sender as the author. This entry cites an email from the L. L. Bean Company that included the subject line “Thank You For Your Order.” L. L. Bean is treated as the author.

L. L. Bean. (2020, July 10). Thank you for your order [Email].

26. TEXT MESSAGE (received)

To cite personal correspondence, provide the name of the sender as the author. This entry cites a text message from a person named Jolie Estelle. The title, “*Hamilton* Tickets,” has been derived from part of the text message.

Jolie, E. (2020, July 15). *Hamilton* tickets [Text message].

27. LETTER (received)

To cite personal correspondence, provide the name of the sender as the author. This entry refers to a letter from the Massachusetts Health Connector. The title is derived from a heading in the letter.

Massachusetts Health Connector. (2020, Sept. 1). Your account [Letter].

28. INTERVIEW

Interview that you have conducted (unpublished)

While APA requires you to identify in the text of your paper any interviews or conversations that you've conducted, they advise that you NOT include such sources in your reference list. However, because your instructor may require you to include them, we have provided an example here. Provide the name of the person you have interviewed, as shown below. This entry refers to an interview with novelist Beth Castrodale.

Castrodale, B. (2018, September 21). What makes a mystery discussion [Interview by E. Thibault].

Published interview

A published interview should always be included in the reference list. Begin with the name of the person interviewed, followed by the publication date. Following the title, provide in brackets “[Interview by],” followed by the name of the interviewer. (Note: These sources have no DOIs.)

Gates, B. (2011, October). One-on-one with Bill Gates [Interview by K. Chapell]. *Ebony*, p. 83.

Chatelain, M. (2015, summer). Women and Black Lives Matter [Interview by K. Asoka]. *Dissent Magazine*.

<https://www.dissentmagazine.org/article/women-black-lives-matter-interview-marcia-chatelain>

29. BLOG OR SOCIAL MEDIA POST, PAGE, PROFILE

This entry refers to a Facebook post by author Laura Lipmann about her mystery novel, *Sunburn*. It includes the date that she published the post and requires no retrieval date.

Lipmann, L. (2018, June 10). That's *Sunburn* [Facebook post]. <https://www.facebook.com/lauralipmann>

This entry refers to Laura Lipmann's Facebook page. In this case, we know that she created her page in 2009, so that date, as well as a retrieval date (because social media pages and profiles can be edited at any time) are provided.

Lippman, L. [@lauralippman] (2009). Home page [Facebook profile]. Facebook. Retrieved November 21, 2019 from <https://www.facebook.com/lauralippman/>

30. BUSINESS DOCUMENT

This entry refers to the print version of an annual report published by Microsoft. In this case, Microsoft is both the author and publisher. To handle this situation, name Microsoft as the author but do not name a publisher. (Note: The source below has no DOI.)

Microsoft. (2018, July 19). Microsoft annual report 2017.

The following cites the PDF version of Microsoft's report. Note the label “[PDF]” that immediately follows the title.

Microsoft. (2018, July 19). Microsoft annual report 2017 [PDF]. <https://www.microsoft.com/investor/reports/ar17/index.html>

31. COMMENT ON AN ONLINE ARTICLE

The following entry cites a comment made to an online article at *BuzzFeed* by Lane Sainty and Emily Verdouw. The commenter is Niki Hashimoto, who posted her comment on September 27, 2018. Note the label “[Comment]” that immediately follows the title. (Note: This source has no DOI.)

Hashimoto, N. (2018, September 26). Re: Here's what refugee kids suffering from a rare syndrome in Sweden can tell us about Australia's offshore detention centers [Comment]. <https://www.buzzfeed.com/lanesainty/refugee-children-resignation-syndrome-sweden-australia?bfsource=ovthpcontrol>

With Shortened URL

Hashimoto, N. (2018, Sept. 26). Re: Here's what refugee kids suffering from a rare syndrome in Sweden can tell us about Australia's offshore detention centers [Comment]. <https://bzfd.it/32ALao6>

32. LETTER TO THE EDITOR

(Note: The sources below have no DOIs.)

Wyman, L. W. (2010, December 7). My social security number [Letter to the editor]. *The New York Times*, p. A34.

Kodak, K. (2008, April 26). Identifying victims of ID theft [Letter to the editor]. *Kansas City Star*.
<https://www.kansascitystar.com/kozak/identifying.htm>

33. PUBLISHED LETTER

The example below includes two dates in parentheses. The first is Norton's republication date of the work as a Kindle ebook; the second is the original publication date. The title of the published letter ("Paris...") is followed by the title of the book that contains it, and, in parentheses, the name of the translator. (Note: This source has no DOI.)

Rilke, R. M. (2014). Paris, February 17, 1903. *Letters to a young poet* (M. S. Herter, Trans.) [Kindle]. Norton, 1–3.
https://www.amazon.com/Letters-Young-Rainer-Maria-Rilke-ebook/dp/B00IJ2UHNQ/ref=tmm_kin_swatch_0?encoding=UTF8&qid=1576521928&sr=8-1 (Original work published 1929)

34. DISSERTATION OR THESIS

When including a published dissertation or thesis in your reference list, include in brackets the words [Doctoral dissertation] or [Thesis] as well as the name of the institution where the dissertation or thesis was completed: [University of xxx]. If a source comes from a database, see the Weill example below—you need to provide a publication number in parentheses (Publication No. xxxxx), the name of the database or platform where you found the dissertation, if it is specialized and/or not widely accessible, and live DOI if available. If there is no DOI for an online source, include its URL, live-linked.

From a Database

Weill, J. M. *Incarceration and social networks: Understanding the relationships that support reentry* (Publication No. 95F6457A85534232)[Doctoral dissertation, University of California]. EbscoHOST: Open Dissertations.
<https://escholarship.org/uc/item/6z15h0jj>

Published Online (not from a database)

Warner, A. (2018). *Writing new boundaries for the law: Black women's fiction and the abject in psychoanalysis* [Doctoral dissertation, University of Massachusetts, Amherst]. Scholar Works @UMassAmherst Doctoral Dissertations. https://scholarworks.umass.edu/dissertations_2/1303/

For an unpublished dissertation or thesis, include in brackets the words [Unpublished doctoral dissertation] or [Unpublished thesis], followed by a period. Next, name the institution where the dissertation or thesis was completed, followed by a period.

Unpublished

Blalock, J. (1997). *A study of conceptualization and related abilities in learning disabled and normal preschool children* [Unpublished doctoral dissertation]. Northwestern University.

35. LECTURE, ADDRESS, TED TALK

For a lecture or address (or similar sources, such as a conference session, paper presentation, poster presentation, or symposium contribution) begin with the speaker's name, followed by the date, title, and, in brackets, the appropriate descriptive label such as [Address], [Conference session], [Paper presentation], etc. Provide the sponsoring organization or the title of the conference or other gathering, then give the location and include page numbers (if the presentation is also provided as a paginated document) and DOI, if available. If there is no DOI, include the source's URL, live-linked.

DaRienzo, W. (2011, February 9). The need for computer security [Paper presentation]. The American Association for Identity-Theft Protection, Nashville, TN, United States.

Live Presentation

The following example refers to a presentation that the writer attended in person. Therefore, there is no DOI or URL.

TED Talk

For a TED Talk that you've attended in person, follow the structure of the DaRienzo example above. But for a TED Talk that you've retrieved online, follow this model:

Adichie, C. N. (2012, December). *We should all be feminists* [Video]. TED Conferences. https://www.ted.com/talks/chimamanda_ngozi_adichie_we_should_all_be_feminists?language=en

1.11 Create your own APA-style reference list: Websites and other forms of electronic media

36. ENTIRE WEBSITE

Before you decide to list a source as a webpage or website, APA asks that you make sure that the source is not contained within a parent publication, such as a journal, newspaper, or blog. To help you discover the authorship of a webpage or website, check the "about us," "mission statement," or other definitive pages at the site. (Note: The sources below do not have DOIs.)

With individual author

This entry cites the entire website of artist Robin Colodzin.

Colodzin, R. (2018). Robin Colodzin: Painting and collage. <https://www.colodzin.com/>

With group or organizational author

International Committee of the Red Cross (2020). ICRC. <https://www.icrc.org/>

With no author determined

For a site that does not include an author or for which a publisher cannot be identified, use the website's title in place of the author. For a site that does not include a date, use the initials "n.d." for "no date" in parentheses. The following entry cites the entire website Pinterest.

Pinterest. (n.d.). <https://www.pinterest.com>

37. WEBPAGE OR OTHER SHORT WORK FROM A WEBSITE

(Note: The sources below do not have DOIs.)

With author

The following cites an article by Arielle Pardes that was published at *Wired*.

Pardes, A. (2018, fall). Hey, Apple made some new stuff. *Wired*. <https://www.wired.com/amp-stories/apple-fall-2018-event-announcements/>

With no author

The following cites an article found on the website of the American Red Cross. No specific author is credited at the site, so begin your entry with the article's title.

Headed to the coast? Beware of rip tides. (2018). *American Red Cross*. <https://www.redcross.org/about-us/news-and-events/news/2018/headed-to-the-coast--beware-of-rip-currents.html>

With organization as author

Another way to handle the above situation is to consider the American Red Cross as the author.

American Red Cross. (2018). Headed to the coast? Beware of rip tides. <https://www.redcross.org/about-us/news-and-events/news/2018/headed-to-the-coast--beware-of-rip-currents.html>

38. AUDIO RECORDING OR PODCAST

(Note: The sources below do not have DOIs.)

Entire album

The following example cites an album by the artist Cardi B. It includes in brackets the descriptive word [Album] along with the recording studio. Following that is the name of the record label that supports the album.

Cardi, B. (2018). *Invasion of privacy* [Album recorded by The Cutting Room]. Atlantic.

Single song or track

Lamar, K. (2017). DNA [Song]. On *Damn*. Aftermath Entertainment; Interscope Records; Top Dawg Entertainment.

Entire Podcast

Treat entire podcasts as shown in the first example below. The second entry refers to an episode from a podcast written and produced by Jake Brennan. The label “[Audio podcast episode]” clarifies the source’s type.

Brennan, J. (Host, Writer, Producer). (2017-present). *Disgraceland* [Audio podcast].
<https://www.disgracelandpod.com/>

Podcast episode

Brennan, J. (Host, Writer, Producer). (2018, February 13). Jerry Lee Lewis: The killer and getting away with murder. (No. 1) [Audio podcast episode]. In *Disgraceland*. <https://www.disgraceland.com/episode-1-page>

39. RADIO PROGRAM

(Note: This source does not have a DOI.)

Cole, S. (Writer) (2018, August 10). The feather heist [Radio series episode]. In I. Glass (Producer), *This American life*, WBEZ. <https://www.thisamericanlife.org/654/the-feather-heist>

40. VIDEO, MOVIE, OR TV SHOW

The following example refers to the television show *NCIS*, specifically to season 15, episode 24, titled “Date with Destiny,” directed by Tony Wharmby, whose work the writer is discussing. The show, produced by Donald P. Bellisario, aired on CBS; it was accessed on *Netflix*. (Note: The sources below do not have DOIs.)

Wharmby, T. (Director). (2018, May 22). Date with destiny [Television series episode]. In D. P. Bellisario (Executive Producer), *NCIS*. CBS. <https://www.netflix.com/title/70142386>

The following example refers to an episode from the television show *CSI: Crime Scene Investigation*. This source was accessed on television.

Bruckheimer, J. (Producer). (2003). Shock waves. [Television series episode]. In J. Bruckheimer (Producer), *CSI: Crime Scene Investigation*. CBS.

41. VIDEO GAME, ONLINE GAME, OR SOFTWARE

(Note: The sources below do not have DOIs.)

Entire video game

Persson, M. (2001). *Minecraft* [Video game]. Mojang.

Persson, M. (2001). *Minecraft* [Video game]. Mojang. <https://www.minecraft.net/en-us>

Software

Adobe Acrobat Pro DC [Computer software]. (2018). Adobe Systems. <https://www.acrobat.adobe.com/us/en/acrobat.html>

42. PHONE / MOBILE APP

(Note the source below does not have a DOI.)

APA advises writers to cite phone apps the same way that software is cited. This entry refers to the GPS driving application *Waze*.

Waze: Navigation and live traffic (2018). *Waze, Incorporated* [Phone app]. App Store. <https://www.itunes.apple.com/us/app/waze-navigation-live-traffic/id323229106?mt=8>

1.12 Create your own APA-style reference list: Visuals and graphic works

43. VISUALS (PHOTOS, MAPS, CHARTS, POSTERS)

(Note: This source and sources 44 and 45 do not have DOIs.) The following cites a famous photo by Gordon Parks, found at the website of the Library of Congress.

Parks, G. (1942). *American Gothic* [Photograph]. Library of Congress. <http://www.loc.gov/pictures/item/2017765074/>

44. ADVERTISEMENT

Print

The following cites a print ad for laundry detergent, titled “A Fresh Spin” and found in *Real Simple* magazine.

Arm & Hammer Detergent. (2018, September). *A fresh spin* [Advertisement]. *Real Simple*, 42.

Online

The following cites an online ad for Aerie bras, found on the company’s website.

AEO Management Company. (2018). *This is what #AerieReal is all about* [Advertisement]. <https://www.ae.com/featured-aeriereal/aerie/s-cms/6890055?catId=cat6890055>

45. COMIC STRIP

The following cites a comic strip by Lynn Johnston found in the print edition of Newark’s *Star-Ledger*.

Johnston, L. (2002, April 16). *For better or worse* [Comic strip]. *Star-Ledger*, 44.

The following cites a comic strip by Lalo Alcaraz, from the *Go Comics* website.

Alcaraz, L. (2018, July 15). *Never mind, 911* [Comic strip]. <https://www.gocomics.com/laloalcaraz/2018/07/15>

46. GRAPHIC MEMOIR OR NOVEL

The following examples cite a graphic memoir written and illustrated by Maria Qamar.

Qamar, M. (2017). *Trust no aunty* [Graphic memoir]. Touchstone.

Qamar, M. (2017). *Trust no aunty* [Graphic memoir]. https://books.google.com/books/about/Trust_No_Aunty.html?id=-icuDwAAQBAJ

1.13 Create your own APA style reference list: Literature, art, and legal documents

47. WORK OF LITERATURE

Novel

The following cites a Theodore Dreiser novel published as a critical edition by W. W. Norton, edited by Donald Pizer. As noted below, the original work was published in 1900. (Note: The sources below have no DOIs.)

Dreiser, T. (2006). *Sister Carrie*. In D. Pizer (Ed.), Norton critical edition (pp. 10–15). Norton. (Original work published 1900)

The following also refers to Dreiser’s novel, but in this case, to an ebook provided at the *Project Gutenberg* site. (Note: If this source did have a DOI, that would be presented instead of the URL.)

Dreiser, T. (2018). *Sister Carrie* [Ebook]. <https://www.gutenberg.org/ebooks/5267> (Original work published 1900)

Poem

(Note: The following sources have no DOIs.)

The following refers to Nikki Giovanni’s poem “Rosa Parks,” included in her collection *Quilting the Black Eyed Pea*.

Giovanni, N. (2002). Rosa Parks. *Quilting the black-eyed pea*. Morrow, 1–4.

The following also refers to Giovanni’s poem, but in this case, found at the website of The Poetry Foundation.

Giovanni, N. (2002). Rosa Parks. <https://www.poetryfoundation.org/poems/90180/rosa-parks>

Play

(Note: The sources below do not have DOIs.) This entry cites Shakespeare’s play *Hamlet*, published in an anthology in 2006. As noted below, the work was originally published in 1603.

Shakespeare, W. *Hamlet* (2006). In Stanford, J. A. (Ed.) *Responding to literature* (pp. 244–357). McGraw Hill. (Original work published 1603)

This entry cites Shakespeare’s play *The Tragedy of King Lear*, published as an ebook at *Bartleby: Great Books Online*.

Shakespeare W. (2001). *The Tragedy of King Lear* [Ebook]. <https://www.bartleby.com/46/3/> (Original work published 1608)

48. SELECTION FROM AN ANTHOLOGY

Berger, J. Interactions between parents and their infants with Down syndrome (1998). In D. Cicchieti & M. Beeghly (Eds.), *Children with Down syndrome: A developmental perspective* (pp. 101–146). Cambridge University Press. <https://doi.org/10.1017/CBO9780511581786>

49. SELECTION OR CHAPTER FROM A TEXTBOOK

(Note: This source has no DOI.)

Griggs, B. (2013). The 12 most annoying types of Facebookers. In Buscemi, S. V., & Smith, C. (Eds.), *75 readings plus* (10th ed., pp. 187–190). McGraw-Hill. (Original work published 2010)

50. ART, ARTIFACT, OR OBJECT

(Note: The sources below have no DOIs.)

Work of art (viewed in person)

Kapoor, A. (2006). *Cloud gate* [Sculpture]. Millennium Park of Chicago.

Hopper, E. (1942). *Nighthawks* [Painting]. The Art Institute of Chicago.

Work of art (found online)

Kapoor, A. (2006). *Cloud gate* [Sculpture]. https://www.cityofchicago.org/city/en/depts/dca/supp_info/millennium_park_artarchitecture.html

Work of art (found in a book)

Sargent, J. S. (1998). *Madame X* [Painting]. In E. Kilmurray & R. Ormond (Eds.), *John Singer Sargent* (p. 103). Princeton University Press. (Original work created 1884)

51. SACRED TEXT

For sacred texts such as the Bible, APA requires only in-text citations, and no corresponding entries in the list of references.

52. COURT CASE

For a court decision, provide the name of the case in “Name v. Name” format. Follow that with the volume source page, the court date in parentheses and a URL or DOI, if available.

Brown v. Board of Education, 347 U.S. 483 (1954). <https://archives.gov/files/education/lessons/brown-v-board/images/decision.jpg>

53. LEGAL OR HISTORICAL DOCUMENT

U.S. Const. (1776, July 4). National Archives: America’s Founding Documents. <https://www.archives.gov/founding-docs/constitution-transcript>

54. GOVERNMENT DOCUMENT

U.S. Congress, House of Representatives, Committee on Homeland Security. (2015). *Secure our borders first act of 2015*. <https://www.congress.gov/bill/114th-congress/house-bill/399>

NOTE « « « «

If a DOI or URL runs over to another line, break it after a slash or underscore—or before a period. Do not include a period or other punctuation at the end of a DOI or URL.

1.14 Checklist

- 1 **APA documentation** is based on an author/date system. Make sure that each source used in your paper has 1) an in-text citation (a signal phrase and/or parenthetical citation), and 2) a corresponding entry in your reference list.
 - 2 **In-text citations.** In the text of your paper, cite each source as you draw upon it, using a signal phrase, parenthetical citation, or a combination of both. To cite a source, you must name the author(s), give the source's publication year, and provide page number(s), if available. For example, to introduce a quotation, summary, or paraphrase, you might refer to the author in a signal phrase and, following the use of the relevant material, provide a parenthetical citation that gives the publication date and page numbers, separated by a commas.
 - 3 **Dates and page numbers.** When you name a source's author in a signal phrase, provide the date of publication in parentheses immediately after the author's name. Another option is to give the date in a parenthetical citation. If your source has page numbers, be sure to include them in a parenthetical citation preceded by "p." or "pp." Always give page numbers in the text of your paper when citing direct quotations or specific information from a source.
 - 4 **References list.** Arrange the sources in your list of references in alphabetical order, by the last name of the author, by the name of the group author, or by the first major word of the title if no author is named. This list of references follows the conclusion of your essay.
 - 5 **In-text citations and References list.** Doublecheck to be sure that every source mentioned in your paper appears in your References list and that every source that appears in your list of references is cited in your paper.
-