Creating an APA Reference Page

General Guidelines:

1. At the end of the paper, create a list of every source cited in the paper. At the top of this page, the word References (without italics) should be centered one inch from the top of the page.

2. List each source cited in the body of your paper alphabetically. Alphabetize the list by the last names of the authors (or editors); when the author or editor is unknown, alphabetize by the first word of the title other than A, An, and The.

3. Use a hanging indent: type the first line of each entry flush with the left margin and indent any additional lines one-half inch (or five spaces).

4. Double-space within each entry, and double space between each entry. In other words, your reference page should look double spaced throughout just as the body of your paper does; do not quadruple space between sources.

5. Double-space after the word References.

6. Include a page number and header (same as throughout the body of your paper) on your reference page. The numbering should be consecutive with the rest of your paper—if your paper ends on page 8, your reference page will be page 9.

7. Because an APA reference page includes only references that are recoverable, do not include personal communications, such as letters, memoranda, and informal electronic communication. These types of sources will be cited in the actual text instead. We will discuss how to cite these types of sources within the body of your paper when reviewing in-text citations.

Specific Formats for Sources

Books

Author. (Date). Title of book. City: Publisher’s Name in full.


Articles in newspapers

Author. (Year, Month day). Title of article. Name of Newspaper, page numbers with p.


Articles in magazines

Author. (Year, Month). Title of article. Name of Magazine, volume number, page numbers.

Articles in scholarly journals

Author. (Date). Title of article. *Name of Journal, volume number* (issue number if available), page numbers.


Documents from internet sites

Author. (Date of publication). *Title of document*. Retrieved month, day, year, from URL


Documents from online periodicals located through Library Subscription Services

Author. (Date of publication). Title of article. *Name of Periodical, volume number*, starting page number+. Retrieved from DOI or URL (See “APA Guide to Citing Electronic Sources”).


doi:10.1016/j.chb.2007.01.024

Little Details to Remember:

- **Capitalization**: Capitalize the first letter of the first word in the title of an article or a book, the first letter of the first word immediately following a colon, and all proper nouns. Do not capitalize all key words, except when giving the title of a periodical or newspaper.

  **Book**: On reading: *A common-sense look at the nature of language and the science of reading.*

  **Magazine Article**: *Sending away for help: A mother’s cry for extended family in New England.*

- **Publisher Information**: According to the Publication Manual of the American Psychological Association (5th ed., p. 217), you should only list the following locations without a state abbreviation or country because they are cities well known for publishing:

  - Baltimore
  - Boston
  - Chicago
  - Los Angeles
  - New York
  - Philadelphia
  - San Francisco
  - Amsterdam
  - Jerusalem
  - London
  - Milan
  - Moscow
  - Paris
  - Rome
  - Stockholm
  - Tokyo
  - Vienna

- **Two to seven authors**: Use an & instead of and between the last two authors in sources with multiple authors. Also, use a comma in front of the & in this list (even when you are only listing two authors).


- **Eight or more authors**: List the first six authors and the very last author on the source. Use ellipses between the sixth and last author.

No author: If a source has no author, you begin the citation with the title of the source.


Editor as author: For a source with an editor instead of an author, include the Ed. title in parentheses after the editor’s name:


Article/chapter in an edited book: If you use an anthology (a book with a compilation of many essays/articles written by various authors), use the following format:

Author’s Last Name, First Initial. (Date). Title of essay/chapter of book that the author wrote. In Editor’s Name with first initial and last name, *Title of anthology* (pp. of selection). City: Publisher.


Edition (other than 1st edition): After the title, include the edition number in parentheses.


Journal titles and volume numbers: The underline/italics in an entry of a periodical should cover the periodical title and the volume number.


Journal issue numbers: If each issue of a journal begins on page 1, give the issue number of the journal in parentheses immediately after the volume number with no space in-between and no underline/italics of the issue number.


Newspaper page numbers: When giving the page numbers of a newspaper article, use a comma to show that the page numbers are discontinuous. The newspaper article in this example started on A3 and then continued on A5.


Journal page numbers: When citing a full-text article from an online database that does not give the complete page numbers that the article appeared in a journal, use a plus sign after the starting page number to show that the article continues past that page.

Writing Annotations (APA Style)

If you have been thorough in completing a source sheet on each source that you have researched for your paper, writing annotations for your bibliography will be fairly easy. Use the notes you have already gathered on these sheets about your sources and their authors to write your annotations.

Annotations include (in this order):
2. The author’s credentials.

Please keep in mind the following guidelines:
• Write annotations for credentialed sources only.
• Annotations should be written formally (in complete sentences to match your paper).
• Annotations start immediately after the reference page citation; do not press <enter> and then start the annotation.
• For a source with multiple authors, write credentials for all authors in the citation if possible.
• If an author has many credentials that would require writing more than two sentences, be selective in what credentials you include for your audience. You should spend no more than 2 sentences on an author.

Sample Annotated Bibliography:

*Please note that the retrieval statement information formatted below differs from what the online lesson discusses due to APA Style Manual updates. Follow the retrieval statement formatting that is presented in this sample bibliography and in the “APA Guide to Citing Electronic Sources” handout.

References

Baron, A. (2005). The people impact of outsourcing. Strategic Communications Management, 9(1), 13. This article describes the human element and effects of global outsourcing and provides a less business focused and more human focused point of view. Baron cites the effects of poorly done outsourcing. Baron is the Senior manager, Global Services Business Operations & Strategic Planning, Cisco Systems Inc. She has also been a consultant worldwide for HR companies.
Facanha, C., & Horvath, A. (2005). Environmental assessment of logistics outsourcing. [Abstract]. Journal of Management in Engineering, 21(1), 27-38. doi:10.1016/j.chb.2007.01.024. This article briefly describes the environmental benefits of outsourcing practices. Horvath, co-author of this article (with Ph.D candidate Facanha), is an Assistant Professor at the University of California, Department of Civil and Environmental Engineering.

Finch, B. (2003). OperationsNow.com. New York: McGraw-Hill. This college text book gives some good summaries on the causes and effects of outsourcing in today’s global world, specifically stating the efficiency and economics of global outsourcing. Finch has a BS and a MS from Iowa State University and is currently Professor of Operations Management at Miami University. He has been published in journals such as the Journal of Operations Management and the International Journal of Production Research, as well as being the author and co-author of many textbooks.


Tyson, L. (2004, February 23). Outsourcing: Who’s safe anymore? Business Week Online. Retrieved from www.businessweek.com/print/magazin/content/04_08.htm This article states the fears and possible consequences of loosing American jobs to global outsourcing. Tyson is the Dean of the Haas School of Business at the University of California at Berkeley. Between February 1995 and December 1996, she served as the President’s National Economic Adviser of the U.S. She has a Ph.D. in economics from the Massachusetts Institute of Technology.