**Preparing Reference List Entries in APA Style**

The reference list provides comprehensive information on each of the sources used in a scientific paper thereby helping the readers in locating the sources for further study. The American Psychological Association (APA) style manual is a widely accepted standard for preparing scientific papers and reports in the social sciences and other fields, such as behavioural sciences, education, business, and nursing. The latest edition of American Psychological Association (APA) style manual is edition 6 published in the year 2010. The APA provides guidelines on preparing the Reference List entries in a paper/report.

**General Rules**

1. APA requires that the entire paper be double-spaced, including all the lines in the reference list.
2. The preferred APA font is a serif typeface such as Times New Roman with 12-point size.
3. There should be uniform margins of at least 1 in. (2.54 cm) on all sides.
4. The reference list starts on a new page immediately after the last text page of the paper / report and continues the page numbering
5. It is introduced by the word ‘ References’ centres, but not italicized.
6. If the Reference List continues on the subsequent pages, no additional heading is required for those pages.
7. Hanging indents should be used for the reference list entries. This means that all lines after the first line of each entry should be indented one half inch from the left margin.
8. Arrange reference list entries in alphabetical order by the surname of the first author or by title if there is no author. Use only the initial(s) of the author's given name(first name), not the full name, with a space between the initials.
9. Alphabetize letter by letter. "Nothing precedes something". 'Brown, J. R.' comes before 'Browning, A. F.'
10. If the reference list includes two or more entries by the same author(s), list them in chronological order (oldest first). Add a lower case letter (a, b, etc.) after the year, within the parentheses.
11. Capitalize only the first letter of the first word in the article or book title. Proper nouns are also capitalized as well as the word following a colon (subtitle). Journal titles should have every major word capitalized.
12. Italicize journal titles, volume numbers and the comma following the journal title. Do not italicize issue numbers (i.e., the number which appears in parentheses after the volume number)
13. The sources cited in the text must appear in the reference list and vice versa with a few exceptions such as personal communications which are cited in the text only and are not included in the reference list.
14. If more than one city of publication is listed in the book you are citing, use the first one listed.
15. If there is no date of publication, use the abbreviation “(n.d.)”.

**Preparing Reference List Entries for Different Resources**

1. **Book with one author**

Rules

1. Author’s last name followed by comma and the initial of the first name and full stop.
2. Year of publication in bracket followed by full stop.
3. Title of the book in **italics** with first letter of the first word/ proper noun / subtitle in capital followed by full stop.
4. Location of the publisher followed by colon
5. Name of the publisher followed by full stop

Format

Author Last, First Initial. (Year of Publication). Title. Location of Publisher:
          Publisher.

Sample Citation

Malsh, K.E. (1997). *Signal processing: A study*. Cambridge: MIT Press

1. **Book with two authors**

Rules

1. Use the symbol & between the first and second authors.
2. All other rules are same as book with one author

Format

Author Last, First Initial, & Author Last, First Initial. (Year of Pub).*Title*.
          Location of Publisher: Publisher.

Sample Citation

Mann, A., & Edgee, V. (2014). *Phonetics*. London: Oxford University
          Press.

1. **Book with three to seven authors**

Rules

1. For a work with three to seven authors, include all of the authors' names in the reference list. Place  a ‘&’ symbol before the last author's name
2. All other rules are same as book with one author

Format

Author Last, First Initial, Last, First Initial, & Last, First Initial*.* (Year of Pub.)
           *Title.* Location of Publisher: Publisher.

Sample Citation

Patten, M.A., McCaskie G., & Unitt, P. (2003). *Birds of the Salton Sea:*
*Status, biogeography, and ecology*. Berkeley: University of California
          Press.

1. **Book with more than seven authors**

Rules

1. Include the first six authors' names, then insert three ellipsis points and add the last author name in the Reference List.
2. All other rules are same as book with one author
3. **Edited Book as a whole**

Rule

1. If there is only one editor use the abbreviation (Ed.) after the editor name in bracket.
2. If there are more than one editor use the abbreviation (Eds.).

Sample Citation

Robinson, D. N. (Ed.). (1992). Social discourse and moral judgement. San Diego, CA: Academic Press.

#### **Article or Chapter in an Edited Book**

Rule

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher.

1. **Journal Article**

Rule

1. Capitalize all major words of the name of the journal itself.
2. Italicize the journal name, followed by a comma and volume number in italics.
3. Give the issue number in parentheses (not italicized) immediately after the volume number. There is no space between the volume and issue number.
4. Give page number(s) preceded by comma.

Format

Author Last, First Initial. (Year, Month Day of Pub). Title. *Journal Name*,
   *Volume Number*, (Issue number), inclusive page numbers.

Sample Citation

Haraway, D.J. (1994). A game of cat`s cradle. *Configurations*, *9*(2)*,* 59-71.

1. **Article/ Chapter in Edited Book**

Rule

1. Title of the chapter is sentence case similar to the article title after the author and year of publication
2. Full stop after Title of the chapter
3. The word “In” followed by the name of the editor(s) with the word “Eds” in bracket (For a single editor the word “Ed”
4. The Editors name in the order first name followed by last name
5. Title of the book in italics preceded by comma.
6. Chapter pages in bracket
7. Location of the publisher and the name of publisher as in the case of other book entries.

Format

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Sample Citation

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp.107-123). New York: Springer.

1. **Paper in Conference Proceedings**

Rules

1. Name(s) of the author(s) of the conference paper should be given in the same way as the author entries of other sources i.e. last name followed by first name initials.
2. Year of the conference in bracket
3. Title of the paper in sentence case in the same as article titkle.
4. Name of the conference proceedings editor preceded by the word “In” . The name of the editor in the same way as name of the editor of a book (First name followed by last name) with “ Ed” in bracket.
5. Name of the proceedings in italics followed by the paper page nos. On bracket
6. Place of publication and the name of the publisher as in book entry.

Sample Citation

Armstrong, D. B., Fogarty, G. J., & Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W-G. Tan (Ed.), *Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems*(pp. 163-171). Toowoomba, Australia: University of Southern Queensland.

**Unpublished Conference Paper**

Rules

1. Name(s) of the author(s) of the conference paper should be given in the same way as the author entries of other sources i.e. last name followed by first name initials.
2. Year and month of the conference in bracket with comma in between
3. Paper title in italics
4. The wording “ Paper presented at” followed by the name of the conference and place

Format

Author Surname, First Initial. (Year, Month). *Conference paper title*. Paper presented at the Conference Title, Place, State or Country.

Sample Citation

Green, D. B. & DeSilva, A. (2015, June). The toxicity levels of household chemicals. Paper presented at the National Symposium on Air Pollution, University of Southern California, California.

**Encyclopaedias and Dictionary Entries**

Rules

1. If there is no author or editor of the entry place the title (term in case of dictionary) in the author position. Otherwise, give the name of the authors.

Format

Author**,**A**.**A**., &**Author**,**B**.**B**. (**Year published**).**Title of entry**.**A**.**A**.**Editor**, &**B**.**B**.**Editor**(**Eds**.),***Title of encyclopedia***(**pp**.**xxx-xxx**).**Location**:**Publisher**.**

Sample Citation

Chen, J. Q. (2003). Intelligence: Multiple intelligences. In J. Guthrie (Ed.),  *Encyclopedia of education* (pp. 1198-1201). New York, NY: Macmillan.