### Type of Entry | Example of Reference | Citation in Text
--- | --- | ---

*Note: If no page number, include information that will help readers find the passage.*


**Article - Magazine**


**Article - Newspaper; No Author**


**Article - Online Newspaper**


**Article - Encyclopedia**


**Work Discussed in Other Work (didn’t read original source)**

*List source that was read


**Abstract**


**Organization Report**


*"Author” at end signifies the author is also the publisher. *If online, use “Website” example (below)*

**Thesis/Dissertation**


**Personal Communication (e.g. email, lecture or conference speaker)**

*Cite personal communication in text only. Do NOT include in references list. Preferably use a signal phrase that sufficiently describes the context of the communication (e.g. if a lecture attended, include speaker, date, place, etc.)*

*P.Becker, personal communication, September 2, 2009*

**Lecture Notes**

*Cite as “Personal Communication” (unless notes are online and available to anyone - then cite as “Class PowerPoint Slides” below)*

**Class PowerPoint Slides**


**Music Recording**


**Motion Picture/DVD**

| Facebook/Google+ Post - Public | Gaiman, N. [Neil]. (2012, February 29). Please celebrate Leap Year Day in the traditional manner by taking a writer out for dinner. It’s been four years since many authors had a good dinner. We are waiting. Many of us have our forks or chopsticks at the [Facebook status update]. Retrieved from https://www.facebook.com/neilgaiman/posts/10150574185041016 |
*References Tips*

**In-Text Citations for Direct Quotes**

When citing a direct quote from a source, add the page number to the in-text citation. Example: Shotten (1989) observed that “computers were being ascribed human characteristics” (p. 116).

**Scholarly Journal Articles: Databases and Digital Object Identifier (DOI) Numbers**

It is not necessary to include database information. If the article is not on the web (do a quick search to check), do not provide URL information either. If the article is found online (NOT a library database), include a DOI number when it is provided. Look for the DOI number in the article pdf itself, or on the record describing the article.

**Abbreviations**

To use a common abbreviation of an organization, use the entire name the first time it is introduced in a sentence or reference, followed by the abbreviation in brackets[]. Use the abbreviation thereafter. See the example (above) for “Data Sets.”

Other common abbreviations in APA citations include:

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>Editor(s)</td>
<td>Ed. or Eds.</td>
</tr>
<tr>
<td>no date</td>
<td>n.d.</td>
</tr>
</tbody>
</table>

**For More Examples:**

Search the APA Style Blog at http://blog/apastyle.org/

**Formatting Tips**

Similarly, Underwood and Findlay (2004) studied the effect of Internet relationships on primary, specifically non-Internet relationships and the perceived relationship between self-disclosure in the past and the current level of disclosure was reported as highly self-disclosed in the past, but the current level of disclosure was observed to be lower (Underwood & Findlay, 2004). This result suggests participants turned to the Internet in order to fulfill the need for intimacy in their lives.

**References**


**Hanging Indents in Microsoft Word**

1. Highlight text
2. Click "Page Layout"
3. Click the paragraph menu:
4. Under "Indents and Spacing" > "Indents" > "Special" > "Hanging Indent"

**General Formatting**

- **Font:** Times New Roman
- **Size:** 12pt
- **Spacing:** Double
- **Margins:** 1” all around
- **Running Header:** shortened version of title in all CAPS + page number
- **Title Page:**
  - TOP
  - Running Header
  - CENTER
  - Title
  - Author Name(s)
  - Institution Name

**Block Quotations**

(40 or more words): No quotation marks Indent entire quote

**References**

Alphabetized
Hanging Indents