

APA 7th Edition Cheat Sheet

References

Book:

Author Last name, A. A. (year). *Title of book*. Location: Publisher.

Translated Book:

Author Last name, A. A. (year). *Title of book*. (T. Translator, Trans.). Publisher. (Original work published year)

Book with Two to Twenty Authors:

Author Last Name, A. A., & Last Name, A. A., & Last Name, A. A. (Year). *Title of book*. Location: Publisher.

E-Book:

Author Last name, A. A. (year). *Title of book*. Retrieved from URL (or DOI).

Book Chapter:

Author Last name, A. A. (year). Chapter title. In Author's Initials and Last Name, *Title of book* (pp. xx-xx). Location: Publisher.

Journal/Magazine/Newspaper Articles (Continuous pagination):

Author Last name, A. A. (year). Title of article. *Title of Journal*, vol.#(no.#), page numbers #-#.

Journal (Paginated by issue):

Author Last name, A. A. (year). Title of article. *Title of journal*, vol.#(no.#), page numbers #-#.

Magazine (Paginated by issue):

Author Last name, A. A. (year, month). Title of article. *Title of Magazine*, vol.#(no.#), page numbers #-#.

Newspaper Article (Paginated by issue):

Author Last name, A. A. (year, month day). Title of article. *Title of Newspaper*, pp-pp.

E-Journal/Magazine/Newspaper articles WITH DOI:

Author Last name, A. A. (year). Title of article. *Title of journal*, vol#, pp-pp. doi:xx.xxxx/xxxx-xxxx.xx.x.xxx

E-Journal/Magazine/Newspaper articles WITHOUT DOI:

Author Last name, A. A. (year). Title of article. *Title of Journal*, vol#, pp-pp. Retrieved from URL of journal/magazine/newspaper homepage

Web Page:

Author Last name, A. A. (date of last update). *Site title*. Retrieved from URL

Pod Cast:

Author/Producer Last name, A. A. (year, Month date). *Podcast title* [Audio podcast]. Retrieved from URL

YouTube video:

Author Last name, A. A. (year, Month date). Title [Video file]. Retrieved from URL

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Reference List Basics

- ✓ Reference = single source list; References = multi-source list
- ✓ Double spaced
- ✓ Times New Roman, 12 pt. font
- ✓ Indent Second and subsequent lines (Hanging indent)
- ✓ Alphabetical by 1st Author's last name, or Title if work is anonymous
- ✓ Only First and Middle initials not full names
- ✓ List all authors – up to 20
 - If more than 20, use an ellipsis after the 19th author and then add the final author
- ✓ Use Oxford comma rules with “&” not “and”
- ✓ For works with no author, use the title of the work at the beginning of the citation
 - Only use “Anonymous” when author is referred to as such
- ✓ Journal and Magazine titles, as well as volume number, should be *italics*
- ✓ Book titles should be *italics*
- ✓ Only capitalize the first word, first word of a subtitle, and proper nouns in an article or book title
- ✓ DO NOT include retrieval dates unless the source changes over time (WIKIS)

In-text Citation Basics

One Author:

- Ex. **Author Last name** (year) stated...
- Ex. **Summarized info from author** (Last name, year).

Two Authors (Oxford comma rules – use “&” not “and”):

- Ex. **1st Author Last name & 2nd Author Last name** (year) stated...
- Ex. **Summarized info from author** (1st Author Last name, 2nd Author last name, year)

Three or more authors (Cite only the first Author and “et al.” unless there are multiple citations from similar groups of authors):

- Ex. **1st Author Last name** et al. (year) stated...
- Ex. **Summarized info from author(s)** (1st Author Last name et al., year).

Unknown Author – Cite using the name of the work (Books/reports are italicized; articles, chapters, and web pages are in quotation marks).

- Ex. **Title of Work** (year) stated...
- Ex. **Summarized info from author(s)** (Title of Work, year)

Short direct quotes – Use page numbers if available. If page numbers are not available, use the paragraph number where the quote is found:

- Ex. “**Direct quote**” (Author(s), year, p. #).
- Ex. “**Direct quote**” (Author(s), para. #).

Long direct quotes – Quotes that are 40 ≥ words must follow a cited signal phrase and be placed in a separate paragraph. Quotation marks are omitted and the quote concludes with the cited page/paragraph number in parentheses.