American Psychological Association (APA) Style Manual

Faculties of Arts & Sciences, Business & Management, and Health Sciences

(APA Alphabetical Sorting Style)

### APA Citation Style

#### Alphabetical Sorting Style

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APA Citation Style

APA citation style refers to the guidelines established by the American Psychological Association for documenting sources used in writing. APA style involves both in-text citations and references’ list. For every in-text citation there should be a full citation in the references’ list and vice versa.

The examples of APA styles and formats listed below include many of the most common types of sources used in academic research. For additional examples and detailed information about APA citation style, you may refer to the Publication Manual of the American Psychological Association (7th edition).
Furthermore, for automatic generation of citations, you may use a bibliographic citation management program such as RefWorks available through the University of Balamand Libraries website.

In-Text Citations (Alphabetical Sorting Style)

In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased, and whose work is being acknowledged. The purpose of the in-text citation is to direct the reader to the complete bibliographic information in the references’ list at the end of the document.
In-text citations have two formats: parenthetical and narrative. In parenthetical citations, the author name and publication date appear in parentheses, while in narrative citations, the author will be as part of the text and the date in parentheses.

Works by a single author

● Parenthetical citation. Example:

Avoidance of particular situations (Figley, 2002).

● Narrative citation. Example:

Figley (2002) suggested that ...

Works by multiple authors

● When a work has two authors, always cite both family names every time the reference occurs in the text. Join the names with an ampersand (&). Example:

as has been shown (Leiter & Maslach, 1998).
In the narrative text, join the names with the word "and". **Example:**

as Leiter and Maslach (1998) demonstrated ...

When a work has three or more authors, include the family name of the first author followed by "et al.", (Latin for "and others"), no italic, and the year of publication in all citations. **Example:**

And ... (Kahneman et al., 1991)
Kahneman et al. (1991) found that ...

**Works by associations, corporations, government agencies, etc.**

The names of groups that serve as authors (corporate authors) are spelled out entirely in the first reference and abbreviated in all subsequent citations. **Example:**

First time citation (World Health Organization [WHO], 2017).
Subsequent citation (WHO, 2017).

The general rule for abbreviating in this manner is to supply enough information in the in-text citation for the reader to locate the source in the reference list.

**Works with unknown or anonymous author**

When author is unknown, use the first two or three words of the work's title in the in-text citation, and capitalize the first letter of each word.

If the title of the work is italicized in the reference, also italicize the title in the in-text citation.

If the title of the work is not italicized in the reference, use double quotation marks around the title in the in-text citation.

**Example:** Article: when temperature change ("Climate and Weather," 1997).


When a work’s author is designated as “anonymous”, type the word Anonymous followed by a comma and date. **Example:**

... on climate change (Anonymous, 2008).

**Specific parts of a source**

To cite a specific part of a source, provide an author, year, and the information about the part you are citing, such as chapter, paragraph, slide, table, figure...

**Example:**

(Shimamura, 1989, Chapter 3)
(Stigter & Das, 1981, p. 96)
(Thompson, 2020, Slide 7)
If page numbers are not included, provide the paragraph number preceded by the abbreviation "para." **Example:**

(Mönich & Spiering, 2008, para. 9)

**Citing a secondary source**

It is preferable to credit the original work unless it is out of print, or unavailable; in this case only use the citation for the secondary source. Credit the source right after the quote by adding the words "as cited in..." to show that you have quoted a secondary source, rather than the original. List the secondary source in your references. **Example:**

... Adams asserts in her book Chicken Little that "without a doubt, the chicken came before the egg" (as cited in Smith, 2005).

**Multiple in-text citations**

Include multiple citations inside the same set of parentheses when needed, alphabetize the sources as they would appear in the reference list separated by semicolons (;). In running text, you can address sources in whatever order you wish. **Example:**

- Studies of reading in childhood have produced mixed results (Albright, Wayne, & Fortinbras, 2004; Gibson, 2011; Smith & Wexwood, 2010).
- Smith and Wexwood (2010) reported an increase in the number of books read, whereas Gibson (2011) reported a decrease. Albright, Wayne, and Fortinbras (2004) found no significant results.

**Quoting and Paraphrasing**

**Quoting** is a word-for-word repetition of something written or spoken. Quotes add authenticity and impact to your paper; yet, keep them as brief as possible. Use quotation marks directly before and at the end of what has been quoted. In-text citations for direct quotations should always include the author’s last name, year of publication and page number or specific detail placement of the quote. If the quotation comprises fewer than 40 words, incorporate it within the text, and follow the proper citation format.

**Example of a direct quotation within the text**

Such activity, claims Stein (1990), “provides them with a means to explore implications of ideas, to find their strengths and weaknesses, to evaluate their usefulness in real-world situations” (p. 25).

**Example of a standalone direct quotation**

“The low self-monitoring person is generally more attentive to his/her internal attitudes and dispositions than to externally based information such as others’ reactions and expectations” (Baxter, 1983, p. 29).
Example of a long quotation
A long quotation (more than 40 words) should be placed in a freestanding block of text, indent the whole block of 0.5 inch (1.27 cm), no quotation marks are required, cite the quoted source in parentheses after the final punctuation mark. Example:

Aniline is the prototypical aromatic amine with the formula C6H5NH2. It can be utilized to determine the aromaticity of oil products such as FCC feedstock. Aniline point is the lowest temperature at which an equal volume of aniline and an oil sample are completely miscible. The mixture is heated until there is single phase and then it is cooled. (Issa, 2015, p. 16)

Paraphrasing is a restatement of written or spoken text in different words. It does not require special punctuation even though you may be using some words from the original text along with your own. In-text citations for paraphrasing information require the author’s last name and year of publication.
- Although it’s not required, feel free to provide page, section, or paragraph number if available.

Examples of paraphrasing
Officials at the University of Delaware thought that letting parents know when students violate regulations on alcohol use would alter students’ drinking habits (Reisberg, 1998).

According to Baxter (1983), if a person has a low self-monitor, then he/she tends to pay more attention to his/her attitudes, rather than to the ways others might expect him/her to behave.
References

A good reference contains enough information to lead your reader to the source you used. Sources cited or used in the text of a paper must appear in the references’ list. Follow the below instructions when formatting and typing your references.

- **Title:** Start the list on a new page titled: REFERENCES (size 14pt. Uppercase, bold, and centered)
- **Font:** Use Times New Roman, size 12pt.
- **Line spacing:** Use double space.
- **Margins:** Use uniform margins of 1 inch (2.54cm) at the top, bottom, and left. Leave the right margin ragged (not justified).
- **Indentation:** Align the first line of the entry with the left margin, and indent all subsequent lines by 0.5 inch (1.27cm) or use the tab button to form a "hanging indent".
- **Order:** Sort entries in alphabetical order (A-Z) by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- **Authors:** Use the last name and initials of the first and middle name for all authors of the used work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M. Use a full stop and one space after each initial.
- **Entry titles:** Capitalize only the first word of a title or subtitle, and any proper names that are part of a title, as well as titles of journals.
- **Italics:** Use italics for titles of works (e.g., books, journals, ebooks, and other stand-alone works, as well as volume numbers of periodicals). **DO NOT** italicize issue numbers.

For online accessed works, and besides following the basic format of each type and variation, additional information should be included:

- Include a (DOI)\(^1\) when available, if not, provide the URL address. Present both DOIs and URLs as hyperlinks (i.e., beginning with “http:” or “https:").
- Do not add a period after the DOI or URL because it may interfere with link functionality, keep hyperlinks live.
- **Date:** If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia entry, include the date that you retrieved the information.

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\(^1\) A DOI, or digital object identifier, is a unique alphanumeric and permanent identifier, usually found on the abstract page, which will take you straight to a document no matter where it is located on the Internet. Example: [https://doi.org/10.3390/antiox8070227](https://doi.org/10.3390/antiox8070227)
Periodicals (Articles in Journals, Magazines, Newspapers, & Newsletters)

- Articles in Journals

References for periodicals’ articles should include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if available), and page number(s).

In case accessed online and has an assigned DOI number, include the hyperlink at the end after the pages. If no DOI is assigned, use the URL.

**Basic format:**

Family name, Initial., Family name, Initial., & Family name, Initial. (year). Title of article. *Title of Periodical, volume number*(issue number), pages. DOI or Hyperlink

**Journal article**


**Journal article, multiple authors**


**Journal article, 21 authors or more**

- In this case cite the first 20 authors followed by ... and the last name and initials of the last author such as:


**Journal article without DOI**

• **Articles in magazines, newspapers, and newsletters**
  Provide a specific date (year, month day) when available.

**Magazine article**

**Magazine article**
http://newyorker.com

**Newspaper article, no author**

  • **In case accessed online**


**Newspaper article, multiple authors, discontinuous pages**

**Newsletter article**

**Books**
References for books should include the following elements: **author(s) or editor(s), date of publication, title and subtitle (edition if applicable), and the publisher**. In case no author and no editor are available, the title of the book or the chapter will take the first place in the reference.
In case accessed online, add the DOI if available or the URL at the end of the reference.

**Basic format:**
Family name, Initial(s). Or Editor(s). (year). *Book title: Subtitle* (xxx ed.). Publisher.

**One author**
Two authors

Corporate author, author as publisher

Edited book

Essays or chapters in edited books
References to an essay or chapter in an edited book should include the following elements: essay or chapter author(s), date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, and the publisher.

Chapter in an edited book

Ebook
- In case a book was accessed online, follow the basic format of referencing a book and add DOI or URL.


Reference Works (Encyclopedias, Dictionaries, etc...)
References for encyclopedias should include the following elements: author(s) or editor(s), date of publication, title of the entry, title of the work and pages, and the publisher.
For sources accessed online, include the retrieval date after the title as the entry may be edited over time and add the URL.
In case the author is not available the entry of the title will take the place of the author.
Basic format:
Family name, Initial(s)., Family name, Initial(s)., & Family name, Initial(s). (year). Title of entry. In title of the work (xx ed., Vol. xx, pp. x-xx). Publisher.

Entry in a reference book

Entry from a reference work, no author, no editor, no date

Entry from an encyclopedia, with author

Entry from an encyclopedia, no author

Entry in Wikis (Wikipedia)
- Kindly note that Wikis are not recommended in academic research, yet we included an example, since it is included in APA style.


Reports
References for reports shall include the following elements: author(s), date of publication, title of document, publisher, URL. Include any content description such as report number or contract number, in parentheses immediately after the title. In case accessed online, include the URL.

Working paper with report number
Report by a government agency or other organization


Conference Sessions and Presentations

Basic format:
Family name, Initial(s)., Family name, Initial(s)., & Family name, Initial(s). (year, month). Title of the work [Type of contribution]. Conference Name, Location. DOI or URL.

Paper presentation


Symposium contribution

Contributor, A. A., Contributor, B. B., & Contributor, C. C. (year, month day). Title of contribution. In D. D. Chairperson (Chair), Title of symposium [Symposium]. Conference Name, Location. DOI or URL.


Doctoral Dissertations and Master’s Theses

References for dissertations and theses shall include the following elements: author, year, title, (type of work), name of institution. In case accessed online add the name of database or the URL.

If retrieved from a database; provide the name of the database followed by the Accession or Order No. in parentheses after the title of the work.

**Dissertation/Thesis, unpublished**

**Dissertation/Thesis, from a database**

**Dissertation/Thesis, published online**
http://hdl.handle.net/2027.42/113629

**Translated Works**
- When the source is in a different language than your work, include a translation of the original title in square brackets right after the title.


- If you used the English translation of a foreign work, include the translator’s name followed by a coma and Trans. in parentheses after the title, also add (Original work published date xxxx) at the end of the reference.


**Website Content, Social Media, Software, Blogs, and Data Sets**
For content that does not easily fit into categories such as journals, books, and reports; keep in mind that the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include the author, date, title, format description in brackets, source, URL.
**Basic format:**
Family name, Initial(s). (year, month). *Title of entry* [Description, i.e. software, blog post, etc...].
Source. http://xxxxx

- Provide a retrieval date for entries when the content changes over time, such as for non-archival web content.
- When the author and site name are the same, omit the site name from the source element.

**Webpages and Websites**


https://www.instagram.com/p/B43Cl-J9pN/

**Software**

**Mobile application software**

**Blog post**
http://www.techcrunch.com
Data set from a database


Entire website
- When citing an entire website (and not a specific document on that site), no reference list entry is required if the address for the site is cited in the text of your paper.

Witchcraft in Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (http://www.witchcraft.psmmedia.com/).

Audio-Visual Works
References for audio-visual media should include the following elements: *name and function of the primary contributors (e.g., producer, director), copyright year, title, the medium in brackets, and production company.*
In case retrieved online include the URL (address of webpage).

**Basic format:**
Producer’s Family Name, Initial(s). (Producer), & Director’s Family Name, Initial(s). (Director). (year). *Title of work* [DVD, video file, etc.]. Company name.
URL

**DVD/Videocassette**

**Television series (Entire)/ Motion picture**

**Streaming video, e.g. YouTube video**
- Add the username of the person who posted the video online between brackets after the author.
Television show from a series, episode, or webisode

- Use the same format as a chapter in a book, replacing the script writer and director in the author position, and the producer in the editor position.


Music recording


Visual Works (Photograph, drawing, painting, map, etc.)

**Basic format:**
Artist’s Family Name, Initial(s). (year). *Title of work* [Photo, painting, drawing, etc.]. Work location: Institution, Museum, or Collection.

- For untitled materials, include a description of the work in square brackets in place of a title.

Original work


Retrieved online


Lecture Notes & PowerPoint Slides

**Basic format:**
Family name, Initial(s). (year). *Title of work* [Format]. http://xxxxx

Lecture Notes


PowerPoint slides

Blampied, N. M. (2015). *Learning and behaviour change* [PowerPoint slides].
http://www.learn.canterbury.ac.nz/
Personal Communications

Personal communications are works that cannot be recovered by readers (e-mails, text messages, online chats, direct messages, and unrecorded lecture notes, etc...), they are only cited within the text and not included in the references’ list. **Example:**

It is reported that.... (Professor N. M. Johnson, personal communication, May 15, 2015)

- In case the interview may be found online, use the basic format of the audio-visual works.
APPENDIX A: Example of a References’ list (Alphabetical Sorting Style)

REFERENCES


Other citation guides and useful websites:
American Psychological Association's [Website](http://www.apa.org)
Purdue University Online Writing Lab’s [APA Formatting and Style Guide](http://owl.apa.org)

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