



# ESCC's APA Style Guide

## Introduction

Some ESCC instructors require the use of APA style for papers in psychology, sociology, business, economics, nursing, social work, and criminology. Use this guide to help with your References (at the end of your paper) and in-text or parenthetical notes (in the body of your paper) as required by the Publication Manual of the American Psychological Association, 6th ed.). The LRC staff also will provide you with assistance.

## Helpful Hints for References

- The list of References is organized alphabetically with "References" centered at the top of a new page.
- Titles included in References are only those that were actually cited in the text.
- Double space all lines used in citations. Indent the second and all other lines by one-half inch, five to seven spaces (a hanging indent).
- Alphabetize items by author or editor's last name (followed by first and second initials) or use title of each item where there is no author or editor).
- Capitalize all major words in periodical titles - JOURNAL, MAGAZINE, NEWSPAPER TITLES.
- Italicize periodical titles — JOURNAL, MAGAZINE, NEWSPAPER TITLES.
- Capitalize only the first letter of the first word of a BOOK, ARTICLE, or WEB PAGE (and of the subtitle as well).
- Italicize titles of BOOKS.
- Do not italicize, underline, or put quotes around titles of shorter works, such as journal articles or essays in edited collections.
- Online scholarly journal articles NOT retrieved from a database require a URL.
- Online scholarly journal articles that ARE retrieved from a database, must include the name of the database but do not include the URL.
- Do not include retrieval dates unless it is likely that the source material may change over time.

## Helpful Hints for In-text Citations

- References cited in text must appear in the list of References at the end of your paper.
- Each citation on list of References must have been cited somewhere in the text.
- Most in-text citations include author's last name and year of publication. Example: (Jones, 2001)
- When quoting, use author's last name, date, page number. Example: (Jones, 2001, p. 103)
- Combine two author names with "&." Example: (Jones & Hill, 2001)
- For three to five authors, cite all authors the first time. Example: (Jones, Hill, & Ling, 2001)  
In subsequent citations, cite the first author followed by "et al" and date. Example: (Jones et al, 2001)
- For more than six authors, use first author "et al." Example: (Jones et al, 2001)
- Use abbreviations: p. for page and pp. for pages.
- Personal communication (memos, letters, email, interviews) will ONLY be cited in text, not in the References.  
Example: (P. F. Jones, personal communication, June 4, 2001) (August 4, 2010)

## **PRINTED SOURCES: CITATION SOURCES FOR BOOKS**

### **Book by One Author**

Carlson, K. (2009). *Green your work: Boost your bottom line while reducing your carbon footprint*. Avon, MA: Adams Business.

### **Book by Two to Six Authors**

McKay, K., Bonnin, J., & Wallace, T. (2008). *True green @ work: 100 ways you can make the environment your business*. Washington, D.C.: National Geographic Society.

### **Book with no Author**

*A decade of discovery*. (2009). United States Government Printing Office.

### **Book with an Editor**

Barton, G. (Ed.). (2002). *American environmentalism*. San Diego, CA: Greenhaven Press.

### **Encyclopedia Article**

Plitnik, G. R. (2010). Renewable and nonrenewable resources. In C. W. Allin (Ed.), *Encyclopedia of global resources* (Vol. 3, pp. 1010-1012). Pasadena, CA: Salem Press.

### **Review Reprinted in a Reference Work**

MacPike, L. (1993). Environment as psychopathological symbolism in 'The Yellow Wallpaper.' In D. Segal (Ed.), *Short Story Criticism* (Vol. 13, pp. 123-24). Detroit, MI: Gale. (Reprinted from *American Literary Realism 1870-1910*, Summer 1975, 8 (3), 286-88.)

### **Work in a Reference Book or Book Chapter**

Markov, S. A. (2010). Clean Energy. In S. I. Dutch (Ed.), *Encyclopedia of global warming* (pp. 221-222). Pasadena, CA: Salem Press.

## **PRINTED SOURCES: CITATION EXAMPLES FOR ARTICLES IN PERIODICALS**

### **Journal Article**

Diwekar, Urmila M., & Shastri, Yogendra N. (2010). Green process design, green energy, and sustainability: A systems analysis perspective. *Computers & Chemical Engineering*, 34(9), 1348-1355.

### **Magazine Article**

Cullen, Lisa Takeuchi. (2007, June). Take your planet to work. *Time*, 37-39.

### **Newspaper Article**

Simpler green cleaning. (2010, February 18). *New York Times*, p. 3.

## **ONLINE SOURCES: CITATION EXAMPLES FOR BOOKS & PERIODICALS**

### **Abstract from a Database**

Bartiaux, F. (2008). Does environmental information overcome practice compartmentalisation and change consumers' behaviours? *Journal of Cleaner Production*, 16(11), 1170-1180. Abstract retrieved from Academic Search Complete database.

### **Electronic Book**

Kane, G. (2010). *The three secrets of green business: Unlocking competitive advantage in a low carbon economy*. Retrieved from [www.NetLibrary.com](http://www.NetLibrary.com)

### **Encyclopedia Online**

Recycling. (2010). *Encyclopedia Britannica*. Retrieved from <http://www.britannica.com>

### **Journal Article from a Library Database**

Mattera, P. (2010). Will green jobs save us? *Social Policy*, 40(1), 44. Retrieved from Academic Search Complete database.

### **Magazine Article from a Library Database**

Greening sacred spaces -- living faithfully -- living green overview. (2009). *Catholic New Times*, 6. Retrieved from Academic Search Complete database.

### **Newspaper Article from a Library Database**

Muchow, D. (2010, July 16). New ways to accelerate green energy and jobs. *Christian Science Monitor*. Retrieved from Academic Search Complete database.

### **Newspaper Article Online**

Winegrad, G. W. (2007, July 1). What it will take to restore the bay. *Baltimore Sun*. Retrieved from <http://www.baltimoresun.com>

### **Web Site Article with Author**

Hewitt, M. *Reduce your amount of trash. (2010)* Retrieved from <http://life.familyeducation.com/recycling/environmental-education/36292.html?detoured=1>

### **Web Site Article with Unknown Author**

*Wind Energy Basics*. (2010). Retrieved from [http://www.nrel.gov/learning/re\\_wind.html](http://www.nrel.gov/learning/re_wind.html)

**FOR HELP WITH CITATIONS FOR MULTIMEDIA AND OTHER SOURCES, PLEASE CHECK APA STYLE GUIDES OR ASK YOUR INSTRUCTOR OR LIBRARY STAFF FOR ASSISTANCE.**