

# BASIC RULES FOR APA “REFERENCES” LIST

For illustrations of the following rules, see entries in the [Sample "References" list](#).

## 1. **Format** (*Publication Manual* 9.43)

- The list of all the sources you cited in your paper is called "References."
- *Only* the sources you cited in your paper go into the “References” list.
- The "References" list goes on a separate sheet at the end of your paper, with the word "References" centered at the top (without quotation marks).
- Double-space the "References" list.
- Use hanging indents for each entry (i.e., indent all lines after the first line of each entry, ½” inch from the left margin).
- Order the “References” list entries alphabetically by the first word in the entry, usually the author’s last name.

For variations, see *Publication Manual* 9.44 - 9.48.

- Order multiple works by same author(s) by year of publication.  
See [Stiles entries](#).
- Order multiple works by same author(s) and publication year by title and add lowercase letter after the year (e.g., 2020a, 2020b).

See [Stiles entries](#).

## 2. **Names** (*Publication Manual* 9.8 - 9.11)

- Invert all authors' names (i.e., give last or family name first).
- For all first and middle names, give initials only.
- Add specialized roles in parentheses after a name. See [Hygum entry](#).
- Separate multiple authors by a comma; use an ampersand before the final author’s name. See [Diessner entry](#).
- For a work with 21 or more authors, list the first 20 authors, insert an ellipsis ( . . . ), but no ampersand, and then add the last author's name. See [Wiskunde entry](#).

## 3. **No author listed** (*Publication Manual* 9.12)

- Enter works with no author by title of the article, Web page, or book. See ["Senate" entry](#).

## 4. **Publication dates** always go in parentheses, followed by a period. (*Publication Manual* 9.13, 9.14, 9.17)

- (year). – for a book or a scholarly journal. See [Beer entry](#).
- (year, Month or Season). or (year, Month, day). – for magazine or newspaper articles. See [Brody, Karlis](#) and ["Senate" entries](#).
- (n.d.). – for item with no date. See [People for the Ethical Treatment of Animals entry](#).

## 5. Capitalization

- Titles of books, articles, and webpages: Capitalize only first word of title and subtitle and proper nouns.
- Journal titles: Capitalize all major words
- Compound words: Do not capitalize the second word. See [Cantor entry](#).

## 6. Italics (*Publication Manual* 9.19, 9.25, 10.16)

- Italicize titles of stand-alone works (e.g., books, journals, webpages, and websites).
- Do not italicize (or underline or put quotation marks around) works that are part of a larger whole (e.g., magazine or journal articles, essays or chapters in edited books).
- Italicize periodical volume numbers.

## 7. Digital Object Identifier (DOI) (*Publication Manual* 9.34 – 9.35)

- Always provide DOI, if available
- Provide DOIs as hyperlinks. Thus: <http://doi.org/...> or <https://doi.org/...>
- Prefer DOI to a Uniform Resource Locator (URL).
- If there is no DOI, provide the URL as a live hyperlink. Database name is needed only in limited circumstances.
- Do not add period after the DOI or the URL

See [Basu, Cantor, Stiles, and Wiskunde entries](#).

## 12. Personal communications (*Publication Manual* 8.9)

- Because personal communications, including interviews and emails, do not provide "recoverable data," they are not included in the "References" list.
- Cite personal communications only in the text.

Examples: E.-M. Paradis (personal communication, August 8, 2019) . . .

or (T. Nguyen, personal communication, February 24, 2020)

## Citation Abbreviations (*Publication Manual 9.50*)

<b>Publication Part:</b>	<b>Abbreviation</b>
edition	ed.
revised edition	Rev. ed.
second edition	2 <sup>nd</sup> ed.
editor(s)	Ed. (Eds.)
translator(s)	Trans.
narrator(s)	Narr. (Narrs.)
no date	n.d.
page(s)	p. (pp.)
paragraph	para. (paras.)
volume(s)	Vol. (Vols.)
number	No.
part	Pt.
technical report	Tech. Rep.
supplement	Suppl.

For legal and governmental abbreviations, see *Publication Manual 11.2-11.10*.



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