This guide outlines some of the more common information sources. For a comprehensive listing, please consult:

**Publication manual of the American Psychological Association**  
Call number: BF 76.7 .P83 2010  Reference at: KAM & WLK

The library subscribes to RefWorks – an online bibliographic management package. For more information, see:  
http://www.tru.ca/library/guides/refworks/refworks.html

**General Rules**

- Order of references in the reference list **alphabetically**, by the last name of the first author of each work, or if there is no known author, by title.

- List authors’ last names, followed by initials. For works with two authors, use an ambersand “&” instead of “and” to separate the authors’ names: 'Taylor, P.', not 'Taylor, Peter'.

- If your reference list contains more than one item by the same author(s), list works in chronological order (oldest first) and add a lower case letter (a, b, c, etc...) after the year.
  


- Do not capitalize every word in the title. Only the first letter of the first word of the title and subtitle should be capitalized (i.e. the first word after a colon or a dash). Proper nouns must be capitalized as well.

- If **more than one city of publication** is listed in the book you are citing, use the first one listed.

- If there is **no date of publication**, use the abbreviation (n.d.) - which stands for "no date".

- **No URLs** are required for citations to articles accessed through library databases.

- **Retrieved Date** is only required for online sources that may change (ie. Wikis or blogs)

- **Double space** your list of references in your bibliography.

**Journal, Magazine, & Newspaper Articles**

**Basic Format:**  

The URLs associated with many articles found online and through article indexes and databases change, as they are based on a specific search session. To solve this problem, APA recommends providing the Digital Object Identifier (DOI) for articles whenever possible. DOI’s are unique codes used to provide a stable URL for online articles. DOI's may be located on the search results page in a database, the full display information for an article, or on the PDF version of an article.
**Journal article, 1 Author: retrieved online with a DOI**

Reference List:


In-text Citation:

Direct quote: (Elliott, 2009, p. 251)
Paraphrase: (Elliott, 2009)

**Journal article, 2 Authors: retrieved online with a DOI**

Reference List:


In-text Citation:

Direct quote: (Kostic & Cleary, 2009, p. 148)
Paraphrase: (Kostic & Cleary, 2009)

**Journal article, 3 - 7 Authors: retrieved online with a DOI**

Reference List:


In-text Citation:

Direct quote: (Black et al., 2008, p. 140)
Paraphrase: (Black et al., 2008)

**Journal article, more than 7 authors: retrieved online with DOI**

Reference List:

Park, K. S., Kim, Y. S., Kim, J. H., Choi, B. K., Kim, S. H., Oh, S. H., ... Kim, S. J. (2009). Influence of human allogenic bone marrow and cord blood-derived mesenchymal stem cell secreting trophic factors on ATP (adenosine-5'-triphosphate)/ADP (adenosine-5'-diphosphate) ratio and insulin secretory function of isolated human islets...

doi:10.1016/j.transproceed.2009.06.193

**In-text Citation:**

Direct quote: (Park et al., 2009, p. 3815)
Paraphrase: (Park et al., 2009)

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**Journal article: retrieved online with NO DOI**

**NOTE:** Give URL of the journal, EVEN IF you retrieved the article through a database. Use Google to locate URL.

**Reference List:**


**In-text Citation:**

Direct quote: (Mathieson et al, 2002, p. 186)
Paraphrase: (Mathieson et al, 2002)

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**Journal article: retrieved in print with DOI**

**Reference List:**


**In-text Citation:**

Direct quote: (Snaphaan et al., 2009, p. 555)
Paraphrase: (Snaphann et al., 2009)

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**Journal article: retrieved in print with NO DOI**

**Reference List:**


**In-text Citation:**

Direct quote: (Pitkänen-Pulkkinen, 1981, p. 99)
Paraphrase: (Pitkänen-Pulkkinen, 1981)
Magazine article: retrieved online with NO DOI
NOTE: Give URL of the magazine, EVEN IF you retrieved the article through a database. Use Google to locate URL.

Reference List:

In-text Citation:
Direct quote: (Taylor, 2008, p. 29)
Paraphrase: (Taylor, 2008)

Newspaper article, anonymous: retrieved online with NO DOI
NOTE: Give URL of the newspaper, EVEN IF you retrieved the article through a database. Use Google to locate URL.

Reference List:

In-text Citation:
Direct quote: (“Father and son”, 2009, pp. A.5)
Paraphrase: (“Father and son”, 2009)

Books, Edited Books & Book Chapters
Basic format:

Books, 1-2 Authors

Reference List:

In-text Citation:
Direct quote: (Lewontin & Levins, 2007, p.292)
Paraphrase: (Lewontin & Levins, 2007)
Books, 3-5 Authors

Reference List:

In-text Citation:
Direct quote, first citation: (Henning, Stone, Kelly, 2009, p. 73)
Direct quote, subsequent citations: (Henning et al., 2009, p. 73)
Paraphrase, first citation: (Henning, Stone, & Kelly, 2009)
Paraphrase, subsequent citations: (Henning et al., 2009)

Group / Corporate Author

Reference List:

In-text Citation:
Direct quote: (National Council of Welfare, 2001, p. 22)
Paraphrase: (National Council of Welfare, 2001)

Edited book

Reference List:

In-text Citation:
Direct quote: (Story, 2005, p. 117)
Paraphrase: (Story, 2005)

Chapter in an edited book

Reference List:

In-text Citation:
Direct quote: (Dube & Sekhwela, 2008, p. 75)
Paraphrase: (Dube & Sekhwela, 2008)
Electronic Book, retrieved through the library

Reference List:

In-text Citation:
Direct quote: (Meehan & Riordan, 2002, p. 44)
Paraphrase: (Meehan & Riordan, 2002)

Encyclopedia article

Reference List:

In-text Citation:
Direct quote: (Mizrahi & Davis, 2008, p. 384-385)
Paraphrase: (Mizrahi & Davis, 2008)

Book with no author, no editor

Reference List:

In-text Citation:
Direct quote: (*The encyclopedic dictionary of psychology*, 1986, p. 20)
Paraphrase: (*The encyclopedic dictionary of psychology*, 1986)

Published Conference Proceedings

Reference List:

In-text Citation:
Direct quote: (France, 2008, p. 55)
Paraphrase: (France, 2008)
Multi-volume work

Reference List:


In-text Citation:
Direct quote: (Parkman, 1915, Vol. 1, pp. 37)
Paraphrase: (Parkman, 1915)

Web Documents

Basic Format:

Webpages

NOTE: Do not include retrieval dates unless the source material may change over time (e.g., Wikis)

Reference List:


In-text Citation:
(Mulhauser, 2009)

Webpages, Group / Corporate Authors

NOTE: Do not include retrieval dates unless the source material may change over time (e.g., Wikis)

Reference List:


In-text Citation:
(School of Psychology. University of Aberdeen, 2009)
Web report: Author different from the publisher

**NOTE:** Do not include retrieval dates unless the source material may change over time (e.g., Wikis)

Reference List:


In-text Citation:

*Direct quote:* (Goldberg, 2004, p.15)

*Paraphrase:* (Goldberg, 2004)

Google Maps

**Note:** For untitled works, put a descriptive title in square brackets. Google Maps is used to represent the map’s corporate author, rather than the name of the web site.

Reference List:


97.15369&sspn=40.447838,79.013672&ie=UTF8&hq=&hnear=100+E+San+Francisco+St,+Santa+Fe,+New+Mexico+87501,+United+States&z=16

In-text Citation:

(Google Maps, 2011)

Media – non text based sources

*Video clip: retrieved from the internet (ie. youtube)*

Reference List:

In-text Citation:
(Kriebel, 2008)

Audioclip: retrieved from the internet (ie. podcast)

Reference List:

In-text Citation:
(MacDonald, 2009)

Motion Picture

Reference List:

In-text Citation:
(Lippincott Williams & Wilkins, 2006)

Notes, handouts, course packs, etc...

Personal communication
Example: letters, phone calls, text messages, emails, and interviews. Since they are considered "unrecoverable data", these sources are NOT included on a reference list.

Reference List:
not included on a reference list

In-text Citation:
R. Bradbury (personal communication, March 15, 2008)

Class handouts

Reference List:
In-text Citation:
(Gaynor, 2009)