To Format a References Page:

1. Double space entries.
2. List sources alphabetically by author’s last name, or title if no author.
3. Include only the initials of first and middle names of authors.
4. Include first seven authors of source. If more than seven, list first six, followed by an ellipsis, then the last author.
5. Multiple titles by an author are listed chronologically.
6. Capitalizing source titles:
   - **Journals** – all major words; maintain punctuation & capitalization used in title.
   - **All others** - only first word in title & subtitle, and any proper nouns.
7. *Italicize* titles of longer works (books, journals). Do not italicize, underline, or put quotes around titles of shorter works (articles, essays in collections).
8. There is no period at the end of references with URL or DOI.

<table>
<thead>
<tr>
<th>SHORTENED VERSION OF PAPER TITLE</th>
<th>References</th>
</tr>
</thead>
</table>

To Format an In-Text Citation:

APA includes author name(s) and date, with the date parenthetically next to the name. If the author is unknown, the title of the work is used instead.

- Page numbers are required parenthetically at the end of direct quotations, and are encouraged for paraphrases as well.
- Material without page numbers requires abbreviation “para.” to show the paragraph number.
- Use all last names and initials for the first in-text citation of articles with three to five authors; all subsequent uses include only the first author’s last name followed by “et al.”
- Titles in-text are shortened, and articles (such as “a,” “an,” and “the”) are omitted.
- When writing source titles in your paper, capitalize all words that are at least four letters long.

**In-text citation of a summary:**

Douglas Heard’s (1992) research of musk-ox population shows a direct correlation between shifts in herd sizes and the seasonal variation in wolf pack prevalence.

**In-text citation of a specific quote:**

“Musk-oxen are not territorial; social organization of the herd is a system in which others can join or leave with no antagonistic interaction” (Heard, 1992, p.190-191).
Examples of Full Citations

BOOK WITH ONE AUTHOR
Lastname, First and Middle Initial. (Year of Publication). Title of book. Place of Publication: Publisher.

BOOK WITH TWO AUTHORS
Lastname, First and Middle Initial, & Lastname, First and Middle Initial. (Year of Publication). Title of book. Place of Publication: Publisher.

BOOKS PUBLISHED ELECTRONICALLY

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Author’s Lastname, First and Middle Initial. (Year of publication). Title of chapter. In Editor’s First and Middle Initial Lastname (Ed.), Title of book (pages range). Location: Publisher.

WEBSITE
Author’s Lastname, First and Middle Initial. (Year, Month Day [use n.d. if not given]). Article or page title. Retrieved date, from URL

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