APA @ Bank Street

An APA handbook for Bank Street Graduate School students and faculty.

Maureen Garvey & Peter Hare

Bank Street Library
New York, NY
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This guide is to help graduate students at Bank Street College of Education with formatting citations and reference lists in APA style.
Acknowledgements

Many thanks to Rena Rice, Kristin McCracken, and Carol van Houten for previous iterations of this work.
Easily turn your manuscript into

**EPUB** Nook, Kobo, and iBooks

**Mobi** Kindle

**PDF** Print-on-demand and digital distribution

//

PRESSBOOKS.COM
Simple Book Production
Manuscript Format

This section outlines how assignments should be formatted.
Abstracts

An abstract briefly summarizes a thesis and the contents of a paper. Bank Street has its own style of writing an abstract which is slightly different from APA’s. Abstracts should be short, to the point, and not exceed one page in length (approximately 150 to 250 words). If you are completing work at Bank Street you should format an abstract in the following manner.

- Start on a new page
- No running head
- It should always be page number 2 (top right position)
- The word abstract should be written centered at the top of the page, start with a capital letter (no bold, no underlining)
- Underneath the word abstract, write your name
- Under your name, write the title of your study
- The abstract itself should be a single paragraph without paragraph indentation.
- It should be double-spaced.

Bank Street Document Order

Page Order for IMPs

All of the following require a new page:

1. Title Page
2. Abstract
3. Dedication Page (optional)
4. Table of Contents
5. Text
6. References
7. Tables
8. Figures
9. Appendices
10. Permission letters (blank)
11. Copyright letters (blank) & responses to copyright letters

(American Psychological Association, 2010, pp. 229-230)
General Format

The following are general rules for formatting a paper in APA style at Bank Street.

Margins

Use one-inch margins at the top and the bottom.

Pagination

Paginate (number the pages) on the top right corner of the page. Start with the title as page 1, abstract page 2... This makes searching and printing pages in a PDF easier.

Line-Spacing

Double space throughout.

Indentation

Indent paragraphs using the tab key; do not leave spaces between paragraphs.

Hanging Indents

Use the hanging indent for your reference list (see Hanging Indents in this eBook for help with this task).

Fonts

Times New Roman, point 12.
Italics

The titles of books, periodicals, films, videos, etc., should be italicized and not underlined. Do not use italics for emphasis; use syntax instead.

Running Heads

Bank Street does not require running heads.

Heading and Subheadings

There are five levels of headings and subheadings. Headings with the same value should be in the same style. The number of headings will depend on your paper. Always begin with level one, and proceed to level two, etc.

**Centered, Boldface, Uppercase and Lowercase Heading** (level 1)
Your paragraph begins below and is indented like a regular paragraph.

**Flush Left, Boldface, Uppercase and Lowercase Heading.** (level 2)
Your paragraph begins below and is indented like a regular paragraph.

**Indented, boldface, lowercase paragraph heading ending with a period.** (level 3) Your text begins after the period.

**Indented, boldface, italicized, lowercase paragraph heading ending with a period.** (level 4) Your text begins after the period.

**Indented, italicized, lowercase paragraph heading ending with a period.** (level 5) Your text begins after the period.

(American Psychological Association, 2010, pp. 62, 104-106, 228)

1. This type of capitalization is also referred to as title case.
2. In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.
Running Heads

Running heads are not required at Bank Street, but if your instructor insists that you use them, this is how to make them. Please note that a running head should include no more than 50 characters (i.e., letters, spaces between words, and punctuation)\(^1\).

Title Page

The words, Running head appear only on the title page. They are written in sentence case. The running head is UPPER CASE. It is placed flush, in the top left-hand corner:

**Running head:** CONCISE MEANINGFUL SNIPPET OF YOUR TITLE\(^2\)

Abstract and All Subsequent Pages

In the top left-hand corner just write the running head:

CONCISE MEANINGFUL SNIPPET OF YOUR TITLE

If you are not sure how to do this here are some instructions in Microsoft Word 2007 and 2010 \(^3\).

1. Go to the View tab,
2. Select the Print Layout document view.
3. Double click the header area of the document.

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2. This running head contains 40 characters (with spaces)
4. On the Header & Footer Tools Design tab, in the Options group, select the check box for Different First Page.
5. In the First Page Header box at the top of page 1, type Running head: and then your abbreviated title.
6. Go to page 2 of your document and delete the phrase Running head.
7. On page 1, Running head will remain in your first page header, and only your abbreviated title will appear on subsequent pages.
Hanging Indents

This Is How a Hanging Indent Should Look


The first line is **not indented** but all lines after the first are. Whatever you do, please do not use tabs, or the space bar to achieve a hanging indent “look.” Instead, use Ctrl + T on a PC or Command + T on a MAC.

**MS Word**

Hanging indents give reference lists that professional touch. Click the image for a closer look at the settings.

**PC**

Home > Paragraph > Click Small Square > Indentation > Special > Hanging

MS Word keystroke: Ctrl + T
MAC

Format > Paragraph > Indentation > Special > Hanging
MS keystroke: Command + T
(American Psychological Association, 2010, p. 37)

Google Docs

How to Create a Hanging Indent in Google Docs.
Line-Spacing

This is a very popular question. Rule of thumb is to double-space everything.

Double-Spacing

Double space throughout. This includes all text in your manuscript, titles, headings, footnotes, references, quotations (under and over 40 words), and figure captions.

Single-Spacing

Never use single-spacing, or one-and-a-half spacing except in tables, or figures.

Triple and Quadruple-Spacing

Triple and quadruple spacing is acceptable in special circumstances. (American Psychological Association, 2010, pp. 171, 229)
Reference List Format

Only include references that you have cited in the body of your paper. Write the word References at the top of the page and do not use bold or use a different font size. If you only have one reference write the word Reference.

Please note that the term *works cited* is not APA style, and that a bibliography is not a reference list but is a list of recommended readings.

General Rules

- Entries are arranged alphabetically by authors’ surnames
- Arrange single author entries by year, the earlier works come first
- Arrange items with the exact same multiple authors as you would for single authors, the earlier works come first
- One Author entries precede multiple author entries
- Nothing precedes something, e.g., Peters, S. precedes Petersen, A.

References


II

In-Text Citations

This part of the book deals with how you should cite inside the body of your paper.
Book Titles

Capitalize all major words in the title of a book, periodical, film, video, and TV show when it is mentioned in the text. The following are not considered major words: conjunctions, articles, and short prepositions. However, capitalize all words of four letters or more. Titles should also be italicized.

*The Element of Style*

*American Psychologist*

In their book *How Children Develop* (2010)...

Introduction

Each time you quote a source directly, paraphrase an idea, or refer to something that another person said or wrote, identify the original source by inserting the author’s last name and the date within the text of your paper. Each source you cite must also appear in the reference list at the end of your paper.

These arguments against standardized education (Duckworth, 1986) explore science as a process of discovery.

Aim to cite one or two prime sources for each key point for a paper. However, for a literature review, the expectation is for a more comprehensive list of citations.

(American Psychological Association, 2010, p. 169)
An epigraph is a quote used at the beginning of a paper, its purpose is to set the mood for the upcoming chapter\(^1\).

Quotes From Scholarly Texts & Journals

An epigraph from a scholarly book or journal and a quotation used by permission. Cite the author, year, and page number at the end of the epigraph, in parentheses with no period. The source should be listed in the reference section.

> Endemic uncertainties complicate the teaching craft and hamper the earning of psychic rewards. Intangibility and complexity impose a toll; built-in difficulties include assessing performance, balancing demands and relationships, and managing the self under provocation. (Lortie, 1975, p.159)

Reference Entry


Quotes From a Popular Text

The text is indented from the left margin like a block quote. On the line below the epigraph, write an em dash, the author’s first and last name (use only the author’s last name if he or she is well-known, e.g., Shakespeare), the source’s title and year. The source does not go in the reference section.

The moving finger writes; and, having writ, moves on: nor all thy piety nor wit shall lure it back to cancel half a line, nor all thy tears wash out a word of it.

Groups as Authors

Corporations, Associations, Government Agencies...

Spell out each time a group name appears in a text citation. However, if the name is long, cumbersome, familiar, or easily understandable, then you can abbreviate and use that for second and subsequent citations.

Narrative

1. National Institute of Mental Health (NIMH, 2003)

Parentheses

1. … (National Institute of Mental Health [NIMH], 2003)
2. … (NIMH, 2003)

(American Psychological Association, 2010, p. 176)
No Author

If there is no identified author, or the author is anonymous, use the first few words of the title followed by the year as your in-text citation. Webpages quite often do not identify authors.

  • On free care ("Study Finds,” 2007)

For an author who is referred to as anonymous write Anonymous followed by the year of publication.

  • (Anonymous, 1998)

Book Titles

Italicize the title of books, periodicals, brochures, or reports in the text.

  … the book *College Bound Seniors* (2008)
  (American Psychological Association, 2010, pp. 176-177)
When there are no page numbers but paragraph numbers are visible, use the abbreviation para.

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

Cite the heading and the number of paragraphs where the quote is located.

In their study, Verbunt, Pernot, and Smeets (2008) found that “the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition” (Discussion section, para. 1).

If the heading is too unwieldy – shorten it.

“Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted,” para. 4).

The heading was “Mandatory Labeling Has Targeted Information Gaps and Social Objectives.”

(American Psychological Association, 2010, pp. 171-172)
Another way of managing in-text citations is to think in terms of narratives and parentheses. Narratives are a part of your text, whereas information in parentheses is there but somewhat hidden.

**Narrative**

If the author's name is part of your narrative, cite the year in parentheses. Citations that are part of your narrative usually come at the beginning, or in the middle of a sentence.

Although Kessler (2003) found that among epidemiological samples...

In the example below there is no need to put anything in parentheses as the year of publication and the author’s name are part of your narrative.

In 2003, Kessler’s study of epidemiological samples showed that

**Parentheses**

If the author and year are not part of your narrative, place the name and year separated by a comma in parentheses. Parenthetical citations nearly always come at the end of sentence.

Early onset results in a more persistent and severe course (Kessler, 2003).

When the name and year appear first in parentheses, include the year in subsequent citations within the paragraph.

Early onset results in a more persistent and severe course (Kessler, 2003). Kessler (2003) also found. …

(American Psychological Association, 2010, pp. 174-175)
One Work 2 Authors

Narrative

Use the word and followed by the year in parentheses when citing a study written by two authors:

as Kurtines and Szapocznik (2003) demonstrated...

Parentheses

If the authors are not part of your narrative,¹ acknowledge them by writing their names joining them with an ampersand followed by the year of publication. Insert a comma between the last surname and the year.

as has been shown (Joreskog & Sorbom, 2007)
(American Psychological Association, 2010, p. 175)

One Work 3-to-5 Authors

Narrative

If you are citing a study with three, four, or five authors write the authors names separated by commas and use the word and to signal the last author.

Kisangau, Lyaruu, Hosea, and Joseph (2007) found

For subsequent citations write the first author’s name followed by et al.

Kisangau et al. (2007) found

Omitting the Year

Omit the year from subsequent citations after the first narrative citation within a paragraph.

Kisangau, Lyaruu, Hosea, and Joseph (2007) found that this was true. Kisangau et al. also found...

Parentheses

Include the year in subsequent citations if the first citation within a paragraph is in parentheses.

Studies show that this is true (Kisangau, Lyaruu, Hosea, & Joseph, 2007). Kisangau et al. (2007) found...

(American Psychological Association, 2010, p. 175)
One Work 6 or More Authors

In this example there are six authors: Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)

For the first and subsequent citations write the first author’s name followed by et al.

Narrative

This is how six or more authors would appear as part of a narrative: Kosslyn et al. (1996)

Parentheses

And if you chose to use parentheses, this is how the citation would look:

(Kosslyn et al., 1996)

(American Psychological Association, 2010, p. 175)
Examples of personal communications are private letters, emails, personal interviews, lectures, telephone calls. They are essentially irretrievable.

Use exact dates, the person’s initials, followed by their last name. Personal communications appear in the text only and do not go in the reference list.

1. T. K. Lutes (personal communication, April 18, 2001)
2. (V.-G. Nguyen, personal communication, September 28, 1998)

(American Psychological Association, 2010, p. 179)
Quotations

Page Numbers for Direct Quotations

Give page numbers\(^1\) for direct quotations. Note that any sentence punctuation comes after the closing parenthesis.

As Dewey (1938) noted, the educational continuum was united by this “connectedness in growth” (p. 75).

Paraphrasing

Although not mandatory, you are encouraged to provide page or paragraph numbers when paraphrasing the work of others, especially when it would help an interested reader locate information in a long or complicated text.

(American Psychological Association, 2010, pp. 170-171)

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1. Write p. for a single page, and pp. for more than one page.
Quotations Less Than 40 Words

Use quotation marks around whatever is directly quoted, and do not edit grammar, spelling, or punctuation within the quote.

In The Middle of a Sentence (Narrative)

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

At the End of a Sentence (Parentheses)

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

(American Psychological Association, 2010, pp. 170-171)
Quotations More Than 40 Words

Double space, no quotation marks, indent ½ inch in free standing block on a new line. The source goes in parentheses after the final punctuation mark.

Parentheses

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

Narrative (Alternative)

In 1997, Purcell contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location.

In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (pp. 111-112)

(American Psychological Association, 2010, p. 171)
Secondary Sources

Secondary sources are sources you have read about through the works of others. For example an article you are reading by Nicholson discusses a diary written by Allport (but you did not read Allport’s diary first-hand, you read Nicholson’s account of Allport’s diary).

Allport’s diary (as cited in Nicholson, 2003)...

The text as cited in alerts the educated reader that you have only read Nicholson’s work. Nicholson goes in the reference list not Allport.

(American Psychological Association, 2010, p.178)
Specific Parts of the Text

To help your readers, cite specific parts of a source at the appropriate place in your text. Remember to always give page numbers for quotations. Abbreviate page or pages (p. and pp.) but write out the word Chapter.

(Centers for Disease Control and Prevention, 2005, p. 10)
(Shimamura, 1989, Chapter 3)
(American Psychological Association, 2010, p. 179)
Three Surnames & The Same Year

If you find you have two studies like this to cite, start by writing them as part of your narrative:

  Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)
  Kosslyn, Koenig, Gabrieli, Tang, Marsolek, and Daly (1996)

Normally, as there are six authors we would cite them as Kosslyn et al. (1996) however this would be confusing to our readers. Start with the first surname and then keep on until the surnames are different. So, you would subsequently cite these two studies as follows:

  Kosslyn, Koenig, Barrett, et al. (1996) and Kosslyn, Koenig, Gabrieli, et al. (1996) both imply that…

(American Psychological Association, 2010, p. 175)
Two or More Works - Same Parentheses (and Year)

Several Studies

When an author or authors have published a number of articles with the same publication date, assign suffixes a, b, c, d, and so on, to differentiate them. Make sure to repeat the year.

(Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

In the reference list you should see three entries for Derryberry and Reed, and two for Rothbart. Items in the reference list will be ordered alphabetically according to title of the article, chapter, or complete work.

List Authors Alphabetically

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

Citations From the Same Author But In Different Years

Past research (Gogel, 1990, 2006, in-press)¹

(American Psychological Association, 2010, pp. 177-178)

¹ in-press indicates that an article has been accepted for publication but has not been published yet (American Psychological Association, p. 185)
Websites: In-Text Citations

Web documents have many of the same elements as print documents but there are some points you need to remember, they frequently move or are removed from a site. They often do not have page numbers, publication dates, or authors. So, it is important to state whatever information you have in your reference list and citation.

Websites as a Whole

If you are referring to a website in its entirety, just refer to the name and website’s homepage address in the text of your paper. There is no need for a reference list entry.

   The Bank Street Bookstore is a wonderful website for finding that perfect children’s book (http://www.bankstreetbooks.com/)

   The Center for Children’s Literature uses Twitter (http://www.twitter.com/BankStreetLib) to keep patrons up-to-date on events.

Webpage

Follow the author/date format as you would for a print resource.


In-text citation (Wilson, 2016)

Webpage, No Author

As there is no author, the title moves to the author position. Do not italicize the title, or add a period at the end of a web address.


Cite in your text the first few words of the title and and use double quotation marks (“IAN Research Findings,” 2008).

Webpage, No Dates

If you want to cite a number of webpages from one website, and there are no dates, use (n.d.-a) and (n.d.-b) and so forth.³

In-text citation (Bank Street College of Education, n.d.-a)

In-text citation (Bank Street College of Education, n.d.-b)

In-text citation (Bank Street College of Education, n.d.-c)

Webpage, No Page Numbers

If you are citing a direct quote and there is no page number, use the name of the chapter or heading where the quote appears.

“These short-format courses are offered for CTLE hours” (Bank Street College of Education, n.d.-a, About CPS).

(American Psychological Association, 2010, pp. 171-172, 176)

Reference Lists

This part of the book deals with the reference list. What should, and what should not go into a reference list.

Not Enough Information

Sometimes it’s just too hard to make a citation: no author, no date, no page numbers, no associated institution. If it is too difficult to write a citation consider finding alternative sources. An academic work is relatively easy to cite.

Web Documents

Web documents have many of the same elements as print documents but there are some points you need to remember. Web documents:

• frequently move or are removed from a site.
• often do not have: page numbers, publication dates, or authors, etc.

So, it is important to state whatever information you have in your reference list and citation.

New points in APA 6th Ed., are that you do not have to include:

• retrieval dates unless the source material may change over time (e.g., wikis).
• database information unless the item is an archival document (e.g., discontinued journal, monograph, or dissertation that was not formally published somewhere else).

(American Psychological Association, 2010, p. 192)
Something that is becoming more common is to view an article online which is nearly ready for publication but not quite. It may not have a volume or issue number, or it may need more formatting but publishers have agreed to an early release as a courtesy to readers.

How to Cite

Cite as you would an article from a database except add **Advance online publication** after the journal title and before the doi in the reference list.

Audio Books

Treat audio books as you would an eBook\(^1\). For audio books from an online library, such as audiobooks.com, include the DOI or home page URL.


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Authors

One Author

List the author by last name first, then initial(s).


Two to Seven Authors

With two or more names but less than eight, use an ampersand (&) before the last name.


Eight or More Authors

Include the first six, followed by three ellipsis points (…), and add the last author.

Authors in Edited Books

When an editor’s name is not in the author position, write the initial(s) first, then the last name (note the placement of “M. Lewis,” and “Berch, & M. M. Mazzocco” in the examples below).

The first editor is preceded by In.

When referring to a specific section of an edited book, use the abbreviation for page (p. or pp.).


(American Psychological Association, 2010, p. 184)
Bank Street’s Credo

Bank Street’s mission and credo are on this webpage. There is no author, and no date. Put the title of the page in the author position. Write (n.d.) for the date. Direct your reader to the appropriate section heading which in this case is Credo. Write the full URL. 

Cite in your text (Bank Street College of Education, n.d.). There is no need to italicize anything in this example.
Blog Posts

- Include the date (year, month day) as part of your reference list citation as blogs frequently publish posts.
- Don’t italicize the title but do add [Blog post] to alert your reader to the format of the document.
- The name of the blog is already in the web address so there is no need to add anything.
- To obtain the web address of individual posts click the title of the post you are citing and copy and paste it into your reference list.

In text, use the following citation: (Garvey, 2014).1

Book Editions

Books

Editions or volumes (e.g., 2nd ed. or Vol.4) go in parentheses right after the title without any period or comma separating this information from the title, and this information is not italicized.


Chapter in an Edited Book

Give pages numbers for chapters in an edited book. Here is the pattern:


Journals

If each issue of a journal begins with page 1, give the issue number in parentheses after the volume number. The issue and page numbers are not italicized.

(American Psychological Association, 2010, pp. 184-186)
Chapter in an Edited Book

Give pages numbers for chapters in an edited book. Here is the pattern:


(American Psychological Association, 2010, pp. 184-186)
Common Core

According to the website Common Core State Standards\(^1\) the following are the components writers need to incorporate into a citation and reference list:

- **Authors:** National Governors Association Center for Best Practices, Council of Chief State School Officers
- **Copyright Date:** 2010
- **Title:** Common Core State Standards (insert specific content area if you are using only one)
- **Publisher:** National Governors Association Center for Best Practices, Council of Chief State School Officers
- **Place of Publication:** Washington D.C.

**Print**


**Online**


\(^1\)
Explanation

As there are two groups of authors we separate them with a comma and an ampersand in the author position. In the print edition, the author and the publisher are the same so we use Author in the publisher position.

In the online edition place of publication and Author are replaced with a web address prefaced by Retrieved from. Although it’s acceptable just to write the homepage URL http://www.corestandards.org/ it might be more helpful to readers to have the complete URL http://www.corestandards.org/Math/Content/K/introduction
Dates, No Dates, Retrieval Dates

Books & Journals

Give in parentheses the year the work was published.

No Date

If no date is available write (n.d.) in parentheses.

Retrieval Dates

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

DOI - Digital Object Identifiers

If an article has a DOI (digital object identifier) include it in your reference list. Hyper-linked DOIs are useful for readers who do not have access to your institution’s subscription databases.

You do not have to hyperlink the DOI in your reference list but it’s recommended. Adding the numbers after doi: to this hyperlink http://dx.doi.org/ will make a URL for a journal article or a publisher’s homepage. With a DOI you do not need to include database information or retrieval dates.

Title of Complete Work, xx, pp-pp. doi:xx.xxxxxxxxxx

Title of Complete Work, xx, pp-pp. http://dx.doi.org/10.xxxx/xxxxxx

If you come across a DOI that is not hyperlinked, use the DOI Resolvers below to find out more from the publisher’s website:

http://www.doi.org/
http://www.crossref.org/
eBooks

For eBooks from an online library, such as Ebook Central, and EBSCOhost’s eBook Collection / eBook Education Collection, include the DOI or home page URL.

Ebook Central (ProQuest)


EBSCOhost


Physical Device

For eBooks downloaded to a physical device, e.g., Kindle¹, Sony Reader, or Nook include the e-reader version in square brackets. Include the DOI or if there isn’t one, the site the eBook was downloaded from.


(American Psychological Association, 2010, p. 203)

Edited Books

Put the editor’s names first and enclose the abbreviation (Ed.) or (Eds.) in parentheses after the last editor. Give initials and surnames for all editors, regardless of the number of editors.

Encyclopedias and dictionaries can be difficult to cite because there are a number of points to consider. Is the reference item: in print, online, or both (i.e., in print and online), edited, and does the entry in an encyclopedia have an author?

The following are patterns for how you might write a reference list entry for articles from an encyclopedia or an item from a dictionary.

Title of entry. (Year Published). In Title of reference work (xx ed., Vol. xx, pp. xxx-xxx.). Location: Publisher.


(American Psychological Association, 2010, pp. 79, 204-205)

1. APA prefers Merriam-Webster’s Collegiate Dictionary, 2005
ERIC

ERIC is a great resource. It contains citations and links to published journal articles, and to informally published or self-archived work. If the item has an EJ accession number and doesn’t have a DOI treat it like a journal in print.

If there is an ED accession number in the item’s record add Retrieved from ERIC database. (ED******) to the end of the citation with the ED number.

Informally Published, or Self-Archived Work


Research Report

(American Psychological Association, 2010, p. 212)
Google & Flickr Images

We have two blog posts which walk you through finding images that are free to use on Google and Flickr. After thinking hard about using an image in your assignment you need to do the following:

- Pay attention to copyright
- Refer to the image in your text
- Cite using the author’s name
- Place an entry in the reference list.

Use the following pattern for citing a work of art (painting, drawing, sculpture, photograph, or other medium). ¹

Artist, A. A. (copyright year). Title of work [Medium: Painting, drawing, sculpture, photograph, etc.]. Retrieved from http://xxxxx


This type of citation creation is called *Frankenreference*¹ as we have to do the best we can with the information we have on hand.

Author: Google  
Date: use (n.d.) as Google maps are created on the fly and not published.  
Title: as there is no title describe the map. Enclose your description in *brackets*.  
Retrieval Date: maps tend to change, so it’s a good idea to add a retrieval date along with the maps URL.  

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¹ Retrieved from [http://blog.apastyle.org/apastyle/2015/08/how-to-cite-online-maps.html](http://blog.apastyle.org/apastyle/2015/08/how-to-cite-online-maps.html)
York, NY]. Retrieved October 5, 2016, from https://goo.gl/maps/QX9gLFejsPT2
If each issue of a journal begins with page 1, give the issue number in parentheses after the volume number. The issue and page numbers are not italicized.


(American Psychological Association, 2010, pp. 184-186)
Magazines, Newsletters, & Newspapers

Give the year, and the exact date of publication (month, or month and day). If the date is given as a season give the year and season separated by a comma and enclosed in parentheses.

Online


In Print

Treat a review of a test in Buros Institute’s Mental Measurements Yearbook\(^1\) as you would a chapter in an edited book.

Last name, first initial of review author. (Year of MMY publication). [Review of the name of test.] In name(s) of MMY editors, The edition mental measurements yearbook (pp. xxx-xxx). Lincoln, NE: Buros Institute of Mental Measurements.


\(^1\) [http://buros.org/how-cite-reviews-buros-institutes-mental-measurements-yearbook](http://buros.org/how-cite-reviews-buros-institutes-mental-measurements-yearbook)
Monograph & Journal Series

Monographs are specialist books written on a particular topic. Sometimes they appear as part of a journal series. Write your reference entry as you would a normal journal article. Add [Monograph] after the title. If you see an issue and serial numbers include them in parentheses, e.g., 58(1, Serial No. 231). For monographs bound separately include the issue number and supplement or part number in parentheses, e.g., 80(3, Pt. 2)


Next Generation Science Standards

To appropriately cite the Next Generation Science Standards, use the following:¹

Print


Online


Explanation

Next Generation Science Standards is rather a long title. When referring to it in the body of your text for the first time, spell out all the words followed by NGSS in brackets, e.g., Next Generation Science Standards (NGSS). Now that you have defined Next Generation Science Standards you can use NGSS moving forward.

¹. http://www.nextgenscience.org/trademark-and-copyright-guidelines#4.0
Online Journals

APA recommends the use of homepage URLs for online journals and publisher websites (and not complete URLs). Complete URLs however, should be used for harder to find materials.

Online Version of a Print Journal


Online Journal Only (not from a database)


Place of Publication

Books

Write the name of the city, and the two-letter postal code, e.g., New York, NY: before the publisher’s name. If outside the US write the city, followed by the country. If more than one publisher location is given, give the location listed first in the book.


Publishers

Books

Give the name of the publisher in a brief form. Omit unnecessary terms such as Publishers, Co., or Inc. But, keep the word Books and Press. If the author is also the publisher, use Author to indicate publisher.


Theses (IMPs)

Use the following format for an unpublished master’s theses in print, and an electronic IMPs found in the Bank Street Library.

In Print


Online (Electronic IMPs)


In a reference list, write the title of a book as you would a sentence. The first word is capitalized, as are any proper names, and any words following a colon. The title is italicized.


(American Psychological Association, 2010, p. 185)
State whatever information you have in your citation and reference list. You do not have to include retrieval dates or database information. Include retrieval dates for source material that may change over time (e.g., Wikis¹).

Italicize the title of the webpage if it can stand on its own².


In-text citation (Wilson, 2016)


Cite in your text the first few words of the title and use double quotation marks (“IAN Research Findings,” 2008).

(American Psychological Association, 2010, pp. 172, 192)

Streaming Video

Streaming videos are quite popular and have become relatively easy to cite. Here is the pattern:


Authors

The author is the person or entity who posted the video. Include:

1. any user name after the author in square brackets.
2. if there is no real name just include the user name but omit the square brackets.

In the examples above there are no user names.

Dates

YouTube gives exact publication dates. You can find out the exact date
of Vimeo clips by clicking more which will activate an About pop-up box. In the example above the exact date is Thursday, February 16, 2012, at 11:13 am.

In-Text Citations

In text, use the following citations: (Martinez, 2009), (Bank Street Help Desk, 2013), (Bank Street Library, 2013).1

Direct Quotations

The only option for directly quoting from audio-visual material is to provide a timestamp, e.g., (Martinez, 2009, 1:30:04).2


Appendices

If your assignment has only one appendix, label it Appendix. Write it at the top of the page and in the center (upper case – lower case, followed by a capitalized letter if needed). If it has more than one appendix label them in the following manner: Appendix A, Appendix B, Appendix C and so forth in the order they are mentioned in your text.

Start each appendix on a separate page, and give them a title, however refer to appendices in your paper by their labels.

... the curriculum guide outlines how to manage this issue (see Appendix A)

Appendices can have headings, subheadings, tables, figures etc. Appendices come after the reference list.
References


Web Tools

Citation Builders

**APA Style Blog**
Very helpful, look at the word cloud.

**BibMe**
Easy, simple, clean.

**Citation Builder**
Nice clean interface

**Citation Machine**
Classic go-to citation creator. Remember, we are APA 6th ed.

**KnightCite**
Useful for citing multimedia items.

**Ottobib**
Great if you have an ISBN and want to cite a book.

**OWL: Purdue**
Everyone’s favorite APA website.

**RefME**
Easy to use – recommended.

Bibliography Builders

**Mendeley**
Free reference manager and academic networking tool. Often used in tandem with Zotero.

**Zotero**
A research tool that automatically senses content in your web browser. Allows you to add items to your personal library with a single click. Works well with Mendeley.