References Page Format Checklist (pp. 39-40, 44-46, 303)

- Page number is in the top right corner
- Font is legible and widely available; APA recommends 11-point Calibri, 12-point Times New Roman, or similar
- The whole document is double-spaced, with no extra spaces between entries
- All margins are set to 1”
- The word References is centered and bold at the top of the page
- Each citation has a hanging indent, meaning that the first line is flush left and subsequent lines are indented .5” from the left margin (see our Computer Literacy: Citation and Formatting handout for instructions)
- Entries are organized in alphabetical order by the first word of the citation
- Pay close attention to punctuation, italics, spaces, and Capitalization!

Citation Elements

Authors (pp. 285-289)
Authors are formatted with each author’s last name first, followed by a comma, and then their first initial(s), followed by a period. Each subsequent author should follow the same format with an ampersand (&) before the final author.

1 AUTHOR: Author, A. A.
2 AUTHORS: Author, A. A., & Author, B. B.
3+ AUTHORS: Author, A. A., Author, B. B., & Author, C. C.
21+ AUTHORS: Include first 19 authors’ names, insert ellipsis (but no ampersand), then add final author’s name.


Dates (pp. 289-291)
Formatted Year, Month Day. Months are spelled out in full. Don’t use copyright dates from a website footer or the date “last reviewed”—the date “last updated” can be used if it applies to the content you’re citing. The difference is that an article that’s been reviewed hasn’t necessarily been changed. Some periodicals use seasons rather than month and day.

EXAMPLE: 1999, May 1

Titles (pp. 291-298)
For APA references, there are two kinds of titles: Title and Source.

Title: formatted in sentence case, refers to the work you’re citing.
- Titles may contain additional info (such as edition and volume numbers, if available) within parentheses.
- Works outside of peer-reviewed academia (i.e., works other than articles, books, reports, etc.) should include a description of the type of work in [brackets]. See Online Video, Film or Video, and Social Media for examples.
End with a period. (pp. 291-293) Some works, like edited books or TV episodes, contain two titles, such as Chapter title and Book title. Different genres will require different elements for this second title, such as including the editor’s name (see Book Chapter or Entry in a Reference Work for an example). In all cases, add another period after the second title.

Sentence case: only proper nouns and the first letter of the first word is capitalized. Letters after colons, dashes, and end punctuation are often the beginning of a subtitle and should also be capitalized. (see p. 168)

EXAMPLE: This is an example of sentence case: This subtitle is capitalized the same way.
APA: References

Note: This document should only be used as a reference and should not replace assignment guidelines.

Source: formatted in title case, refers to

- the larger work that contains the smaller work you’re citing (such as a newspaper that contains articles). This type of source may contain additional information such as edition, volume, and/or page numbers.
- the publisher of an independent work (such as books and reports)

End with a period. (pp. 293-298)

Title Case: Capitalize all words except short conjunctions, short prepositions, and all articles. (see p. 167)

EXAMPLE: This Is an Example of Title Case: The Subtitle Is Capitalized the Same Way.

All citations have both a title and a source (unless the source is a repetition of previously given information, in which case you’d omit the repeated info; for example, if the publisher and author are the same, you’d omit the publisher).

Independent works that can stand on their own (such as books, reports, or webpages) are italicized.

Note: Titles are formatted differently on the references page than in-text, where all titles use title case.

Periodicals (p. 294)
A work that publishes new issues regularly, such as journals, magazines, newspapers, newsletters, and blogs. Periodicals include additional information—volume, issue, and page/article numbers, if available—after a comma. Volume numbers are italicized; issue numbers are placed in parentheses directly after the volume without a space. Add a comma, then a page range or article number. See Journal Article and Newspaper or Magazine Article for examples.

Editors (p. 295)
Add after the first title. Start with the word “in,” give the editor(s)’ name(s), then a comma and the title of the work. Use “Ed.” for one editor and “Eds.” for multiple editors. See Book Chapter or Entry in a Reference Work for an example.

Edition/Volume (p. 294)
For books, add (# ed., Vol. #) in that order, if available, in parentheses after the title. See Book/Textbook for an example.

Pages (p. 294)
When referring to pages inside parentheses, use “p.” for one page and “pp.” for multiple pages.

Access Dates (p. 290)
For frequently updated sites (like social media or Google Maps). Start with the word Retrieved, then add the date, formatted Month Day, Year. Add a comma after the year, followed by the word from, and finally add the URL or DOI.

EXAMPLE: Retrieved October 11, 2018, from https://xxxxx

DOIs and URLs (pp. 296-299)
For definitions of DOI and URL, see our Computer Terms handout. DOI Format: https://doi.org/xxxxx
If a work has a DOI: include the DOI and omit any URL.

Works from a specific database: Include the database name. (see p. 296-297 for more info and p. 319 for examples)

All links, whether URLs or DOIs, are required to be live if the work will be published or read online. This means that readers can click them and be brought to the source being referenced. Shortened URLs and DOIs are acceptable.

Hyperlinks can be in 1) the default format for your word-processing program or 2) plain text that’s not underlined.

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Reference Examples

Journal Article (p. 317)
Author Last Name, Initials., & Author Last Name, Initials. (Year, Month Day). Title of article. *Title of Periodical*, volume#(issue#), pages. DOI


Newspaper or Magazine Article (p. 320)
Author Last Name, Initials. (Year, Month Day). Title of article. *Title of Newspaper or Magazine*, volume#(issue#), pages. DOI


Webpage on a Website (p. 351)
Author Last Name, Initials. (Year, Month Day). Webpage title. Site Name. URL


Book/Textbook (p. 321-329)
Author Last Name, Initials. (Year). *Book title* (edition, Volume). Publisher. DOI


Book Chapter or Entry in a Reference Work (p. 326)
Author Last Name, Initials., & Author Last Name, Initials. (Year). Title of chapter or entry. In Editor Initials and Last Name, Editor Initials and Last Name, & Editor Initials and Last Name (Ed. or Eds.), *Book title* (edition, Volume, pages). Publisher. DOI


Audiovisual Work (Video, Film, Music, Podcast, Artwork, Photo, etc.) (pp. 342-347)
Author Last Name, Initials. (Description of Role). (Year, Month Day). *Title of work* [Format description]. Publisher. URL


Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.
Personal Communications: Emails, Interviews, Conversations, Class Lectures, etc. (pp. 259-261)

Personal communications are not archived and cannot be retrieved by others; for this reason, cite them in text only.

Do not cite quotes from research participants, but do state in your text that they are quotes from participants (p. 278).

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

Social Media (pp. 348-350)

Author Last Name, Initials. [@username]. (Year, Month Day). Content of the post up to the first 20 words [Image/Link attached] [Type of post]. Site Name. URL


Republished, Translated, or Religious/Classical Work (pp. 302-303, 325)

Author Last Name, Initials. (Year). Title of work (Translator Initials, Last Name, Trans.; edition, Volume). Publisher. DOI (Original work published date if known—use ca. [“circa”] for approximate dates)


Additional Sources (pp. 313-352)

Blog Posts and Comments: (p. 320)
Reports, Codes of Ethics, Grants, Briefs, and Press Releases: (pp. 329-330)
Conference Proceedings: (pp. 332-333)

Missing Citation Elements (pp. 284, 289, 292-294, 296, 298)

Author: If authored by a group/organization, put the group/organization name. Otherwise, omit the author and move the title to the first position. Keep the date in the second position. (p. 284, 289)


Date: If the year is missing, put n.d. for “no date.” If the month is missing, omit. If the day is missing, omit. (p. 291)

Title: Describe the work in square brackets. (p. 292-293)

EXAMPLE: [Map showing the population density of the United States as of the year 2020].

Volume/Issue/Pages: Omit. (p. 294)

Publisher: Omit. When the author is the same as the publisher, omit the publisher. (p. 296)

DOI: What to do with a missing DOI depends on a few factors:

- Print Works: omit URL.
- Online, Non-Database Works: include URL.
- Works from Databases:
  - If a work is easily accessible from most academic research databases, omit any URL.
  - If a work is not easily accessible from most academic research databases, include a URL for the work if accessible, or to the database homepage if a URL for the work would be inaccessible to readers.

In general, other than in cases of missing author, date, title, or DOI, you can simply omit other missing elements.
## APA: References
Note: This document should only be used as a reference and should not replace assignment guidelines.

### Example References Page
List the sources **double-spaced** in **alphabetical order** and use a **hanging indent**.

<table>
<thead>
<tr>
<th>Type of Source (pages)</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpage with No Date (pp. 350-352)</td>
<td>Centers for Disease Control and Prevention. (n.d.). <em>People at high risk of developing flu-related complications</em>. <a href="http://www.cdc.gov/flu/about/disease/high_risk.htm">http://www.cdc.gov/flu/about/disease/high_risk.htm</a></td>
</tr>
</tbody>
</table>