

APA Style: Quick Reference Guide

Reminder: Pay particular attention to caps, punctuation, and italics.

Times New Roman font; 12 point; double spacing; Alphabetical order by author's last name

Book (General Format)

Author Last name, Initials. (Year of publication). *Title of work*. Location: Publisher.

Periodical (General Format)

Author Last name, Initials. (Year of publication). Title of article. *Title of Periodical*, volume#(issue#), page range.

Sample References

Newspaper article (no author):

Small businesses wary of debt. (2014, July 25). *Investor's Business Daily*, p. A02.

Internet –Website or blog

Graham-Leviss, K. (2013, December 20). What change agents value at work. Retrieved from <http://blogs.hbr.org/2013/12/what-change-agents-value-at-work/>

Television broadcast, YouTube video, or video from a website

Han, D. (Producer). (2002, March 5). Trade wars heating up around the globe [Television broadcast]. *CNN Headline News*. Atlanta, GA: CNN.

Magazine article

Hogg, S. (2014). Change is good. *Entrepreneur*, 42(1), 67.

Article from edited work

Koppelman, J.M., & Fleming, Q.W. (2001). Earned value management: An introduction. In Joan Knutson (Ed.). *Project management for business professionals: A comprehensive guide* (pp. 166-178). New York: John Wiley & Sons, Inc.

Online newspaper article

Lancaster, H. (1995, May 09). Managing your career: Quick-change artists may find fast route to executive positions. *Wall Street Journal*. Retrieved from <http://search.proquest.com/docview/398611286?accountid=44759>

Online magazine article

Norwalk, B. (2012, January 3). How employee stock ownership plans provide business owners a competitive advantage and tax savings. *Smart Business*. Retrieved from <http://www.sbonline.com>

Journal article (with volume and issue numbers)

Rothermel, R., & LaMarsh, J. (2012). Managing change through employee empowerment. *Global Business & Organizational Excellence*, 31(2), 17-23.
doi:10.1002/joe.21411

Book, two authors

Smith, N., & Wollan, R. (2011). *The social media management handbook: Everything you need to know to get social media working in your business*. Hoboken, NJ: John Wiley & Sons, Inc.

Interview

Cited in text only, not in the list of references

In-text and Parenthetical Citations

Citing a work by one author

Jones (2007)

Citing the same work by the same author a second time (or more)

(Jones, 2007)

Citing a work by two authors

Jones and Smith (2004)

Citing the same work by the same two authors a second time (or more)

(Jones & Smith, 2004)

Citing a work by three to five authors

Jones, Smith, and Walker (1999)

Citing the same work by the same three or more authors for a second time (or more)

(Jones et al., 1999)

Citing a work by six or more authors

Major et al. (2005)

Citing the same work by the same authors a second time (or more)

(Major et al., 2005)

Citing a work by a group as the author

University of Michigan (2005)

Citing the same work by the same group of authors a second time (or more)

(University of Michigan, 2005)