

## Reference List

The reference list begins on a new page at the end of the research paper. The heading “References” should be centered on the top of the page. Entries are double-spaced with hanging indentation.

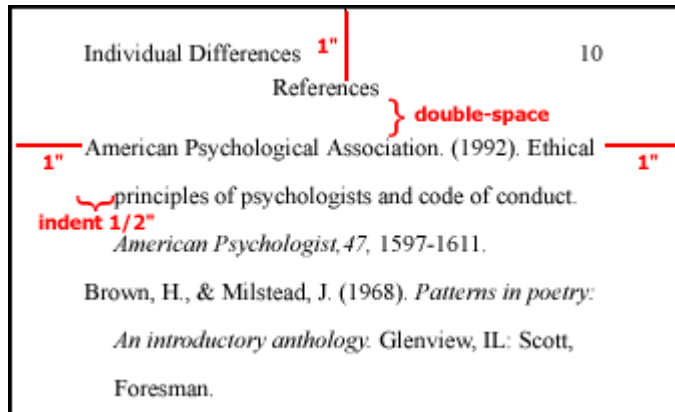


Figure 1. Sample APA style reference list..

In general, each reference should include as many of the following elements as possible: author, publication year, title, and publication information (location and publisher for books; volume, issue, and page numbers for periodicals).

Entries are listed alphabetically by the author’s last name.

- If an author has two or more works referenced, arrange the entries in chronological order.
- If different authors have the same last name, arrange the entries in alphabetical order by first initial.
- If there is no author, alphabetize the entry by the first word of the title.

## Reference Format

### Book (Print)

Author. (year). *Book title* (edition/volume). Location: Publisher  
Cerroblanco, A. (2009). *Library circulation departments* (3<sup>rd</sup> ed.). Oakland, CA: Merritt College Press.

### Book (Electronic)

Author. (year). *Book title* (edition/volume). Retrieved from: URL  
Cerroblanco, A. (2015). *Textbooks on reserve* (Vol. 6). Retrieved from: <http://www.merritt.edu/library/publications>

### Journal Article (Print)

Author. (year). Article title. *Journal Title*, volume(issue), pages.  
Gallardo, S. (2012). What is a periodical? *Journal of Community College Libraries*, 39(4), 255-268.

### Journal Article (Electronic)

Author. (year). Article title. *Journal Title*, volume(issue), pages.  
doi:xx.xxxxxxxx  
Gallardo, S. (2014). Finding scholarly articles. *Journal of Library Science*, 11(7), 23-31. doi:10.1037/2038-6133.24.2.225

### Magazine Article (Print)

Author. (year, month). Article title. *Magazine Title*, volume(issue), pages.  
Forlastro, C. (2010, October). Tips for visiting Disneyland. *Oakland Today*, 15(1), 53-54.

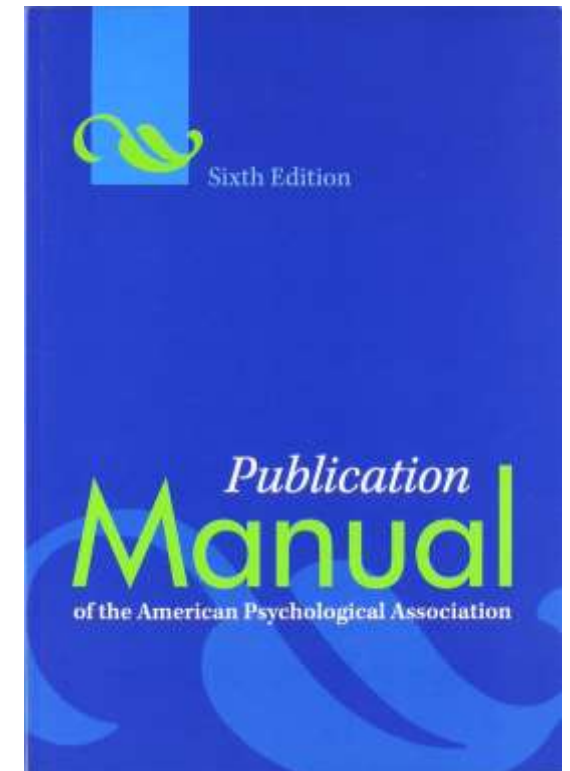
### Newspaper Article (Electronic)

Author. (year, month day). Article title. *Newspaper Title*. Retrieved from <http://www.merritt.edu/newspaper/aug15/merritt-student>

### Web Document

Author. (year, month day). Document title. Retrieved from <http://www.merritt.edu/library/research>

## APA Style Citation Guide



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# APA Style

APA style is a common method of documenting research in the social and behavioral sciences. The *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition, 2010), the official APA style manual, provides comprehensive rules and guidelines on citation and formatting. The hallmarks of APA documentation style are an author-date citation system within the text and a more detailed list of references at the end of a research paper.

This brief guide outlines the most pertinent features of APA style for college students writing research papers. Please consult the actual *Publication Manual* for additional information and examples. Copies are available at the Reference Desk for use in the Library.

## Research Paper Format

Follow these instructions for formatting a research paper according to APA style:

- Each page is numbered consecutively in the upper right corner, including the title page and reference list.
- All margins (top, bottom, and sides) are 1" in size.
- The text is written in 12-point Times New Roman font, double-spaced, and aligned flush with the left margin.
- A running head (consisting of a brief form of the title) appears on each page in all UPPERCASE letters, a ½" from the top, and flush with the left margin.
- The first line of each paragraph is indented a ½".

# Research Paper Structure

An APA style research paper generally includes the following components:

- Title page with running head, title, author byline, and institutional affiliation (all centered in the upper half of the page)
- Abstract consisting of 150-250 words
- Body of text
- Reference list

## Headings

APA style uses a headings system consisting of five levels, each with its own format, to divide the sections of a paper. Regardless of the number of subheadings within a section, each section should follow the same progression starting with the first level.

Table 1  
Levels and formatting characteristics of APA style headings

Level	Format
1	<b>Centered, Bold, Uppercase &amp; Lowercase Heading</b>
2	<b>Left-aligned, Bold, Uppercase &amp; Lowercase Heading</b>
3	<b>Indented, bold, lowercase paragraph heading with a period.</b>
4	<i>Indented, bold, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading with a period.</i>

# In-Text Citations

APA style employs an in-text author-date citation system. The citation, usually enclosed in parentheses, should include the author's last name, publication year, and page number (if only a specific part of the source is cited). If the author's name or the publication year has already been mentioned in the sentence, however, it may be omitted from the parentheses.

Each source cited in the text must appear in the reference list as well, and each entry in the reference list must be cited in the text.

## Examples

- One work by one author:  
  
The study found that ninety-nine percent of students search Google for information (Morgan, 2014, p. 39).
- One work by multiple authors:  
  
2: . . . (Morgan & Hamstra, 2013).  
3-5 (first time): . . . (Morgan, Hamstra, & Thai, 2013).  
3-5 (subsequent): . . . (Morgan et al., 2013).  
6 or more: . . . (Morgan et al., 2013).
- Work with no author:  
  
. . . (*Publication Manual*, 2010, p. 174).
- Two or more works in one citation:  
  
Same author: . . . (Wilbert, 2003, 2011).  
Different authors: . . . (Wilbert, 2011; Williams, 1985).