

APA Cheat Sheet

*Publication Manual of the American Psychological Association,
6th Edition*

In Text Citations:

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walter and Allen (2004)	Walter and Allen (2004)	(Walter & Allen, 2004)	(Walter & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & See, 1999)	(Bradley et al., 1999)
One work by four authors	Adams, Lee, Ness, and Jones (2008)	Adams et al. (2008)	(Adams, Lee, Ness, & Jones 2008)	(Adams et al., 2008)
One work by five authors	Adams, Lee, Ness, Rogers, and Jones (2008)	Adams et al. (2008)	(Adams, Lee, Ness, Rogers, & Jones 2008)	(Adams et al., 2008)
One work by six or more authors	Lee et al. (2005)	Lee et al. (2005)	(Lee et al., 2005)	(Lee et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburg (2005)	University of Pittsburg (2005)	(University of Pittsburg, 2005)	(University of Pittsburg, 2005)

Citing multiple works in text- order works within parenthesis alphabetically.

(Daggett et al., 2006; Martin-Harris et al., 2008; Robbins et al., 1999)

Reference Examples:

Periodicals with DOI

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxx

Periodicals without DOI

Author, A.A., Author, B.B., & Author, C.C., (year). Title of article. *Title of Periodical*, xx, pp-pp. Retrieved from <http://xxx.xxxxxxx.xxx>

Entire Book

Author, A. A. (year). *Title of book*. City, State abbreviation: Publisher.

Chapter in Book

Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Website (other than for journal articles)

Author, A. A., & Author, B. B. (year). *Title of document/news story*. Retrieved from <http://xxx.xxxxxxx.xxx>

Online Reference Work (e.g., dictionary)

Author, A. (year). Title of entry. In A. B. (Ed.), *Title of book or site* (year ed.). Retrieved from <http://xxx.xxxx.xxx>

Entry in an Online Reference, No Author or Editor

Title of entry. (n.d.). In *Title of boor or site* (xx ed.). Retrieved from <http://xxx.xxxxxxx.xxx>

Helpful Tips:

The order of references in the reference list is alphabetized by author's last name. If same last name, alphabetize by letter.

Allen, K. (2003).
Jones, G. (2001).

The order of references of several works by the same first author are arranged by year of publication, the earliest first.

Smith, B. (2003).
Smith, B. (2005).

For article or chapter titles, capitalize only the first word of the title and of the subtitle (if any), and proper nouns

Mental and nervous diseases in the Russo-Japanese war: A historical analysis.

If there is no author, move the title to the author position, and alphabetize the entry by the first significant word of the title.

Eight or more authors: When authors number eight or more, include the first six authors' names, then insert three ellipses, and add the last author's name.

Robbins, J., Butler, S. G., Daniels, S. K., Diez Gross, R., Langmore, S., Lazarus, C. L., ... Rosenbek, J. C. (2008). Swallowing and dysphagia rehabilitation: Translating principles of neural plasticity into clinically oriented evidence. *Journal of Speech, Language, and Hearing Research, 51*(1), S276-S300.

Do not include retrieval dates for electronic sources unless the source material may change over time (e.g., Wikis). Also, remove hyperlinks for website addresses.

It is not necessary to include the information for the database (e.g., Cinahl) by which you located the source.

If there is no year, use "n.d." for "no date." For example, Author, A. A. (n.d.) instead of Author, A. A. (2010).

Direct Quotes:

Length	Quotation marks?	Included or Separate?	How to Cite
< 40 words	Yes	within paragraph	1) Blue et al. (2007) stated "aspiration can occur with or without a cough reflex" (p. 46). 2) "Aspiration can occur with or without a cough reflex" (Blue et al., 2007, p. 46).
>40 words	No	freestanding block of text	The oral stage of swallow can be separated into the oral preparatory and oral transport stages: The oral preparatory stage of swallow involves...(quote continues for 40+ words with each line indented to create a "block of text." No quotation marks are used. Examples of this can be found in the APA manual, 6 th ed, p. 171). (Savino et al., 2001, pp. 7-8)