4 things you need to know about References

1. Documentation is about acknowledging AUTHORSHIP.
Every reference starts with information about the author.
If there is no author, start with the title.

2. There is always one part in italics
Italicize the main title (not article title or chapter title) of a book, journal, newspaper, webpage, movie, podcast, or CD.
Do not italicize the title of a blog, wiki, or YouTube.

Example
Time, 135, 28-31.

NOT
Time, 135, 28-31.
Time, 135, 28-31.

3. Caps
Capitalize the first letter of the title and subtitle.
Capitalize proper nouns ie names of people, places, languages, religions, awards, etc

***Journal title is the only exception***
Capitalize first letter of every word in the journal title.
Do not capitalize articles, conjunction & punctuation.

<table>
<thead>
<tr>
<th></th>
<th>Sentence Case</th>
<th>Capitalize 1st letter of every word</th>
<th>Italics</th>
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<tbody>
<tr>
<td>Book, Website title</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Journal/Magazine title</td>
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<td>Article title</td>
<td>YES</td>
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joy.oehlers@hawaii.edu     http://library.kcc.hawaii.edu/resources/citations.php 2/13/2011

➢ Who wrote it: Lastname, First Initial, Middle Initial.

Single author: Lastname, 1st Initial., 2nd Initial (if needed). Do not include credentials (PhD, M.D.). If the author has a suffix (like Jr. or II), use a comma after the initials.

Smith, A. B.
Smith, A., III
American Cancer Society.

Multiple authors: Smith, A. B., & Western, B.
Smith, A. B., Western, B. & Gunn, C.

Do not re-arrange multiple authors alphabetically within a source. References are arranged alphabetically by the last name of the first author of each work. References are indented for quick retrieval.

<table>
<thead>
<tr>
<th>Multiple authors</th>
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<tr>
<td>In-text citation</td>
</tr>
<tr>
<td>• 2 authors: Use both lastnames</td>
</tr>
<tr>
<td>• 3 - 5 authors: The first time you cite the source, use all the lastnames</td>
</tr>
<tr>
<td>The sky is blue (Smith, Brown &amp; Lee, 2001)</td>
</tr>
<tr>
<td>Subsequent citations, use the first author’s last name followed by et al.</td>
</tr>
<tr>
<td>The sky is blue (Smith et al., 2001)</td>
</tr>
<tr>
<td>• 6 or more authors: Use the first author’s last name followed by et al.</td>
</tr>
<tr>
<td>According to Smith et al. (2001), the sky is blue.</td>
</tr>
<tr>
<td>The sky is blue (Smith et al., 2001)</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>• 2-7 authors: Smith, J., Brown, A., &amp; Lee, A.</td>
</tr>
<tr>
<td>• 8 or more authors: List the first 6 authors followed by … (3 ellipses) and the final author</td>
</tr>
</tbody>
</table>

➢ When was it written: For books and journal articles, provide the year only. For newspaper articles, and website, provide full details. If a date is not provided, use n.d.

Example

Smith, J. (2010) journal articles, books
Smith, J. (2010, May 1) newspapers
Smith, J. (n.d.) website with no date.
What is it called: The main title is always italicized.
The article title or the chapter title from an edited book is NOT italicized.

Book

Edited book

Newspaper article

The main title of a journal or magazine is different from its article title. Look for the main title on the front cover of the journal or magazine.


Where can I find it: Where and how can I locate this source?
For books: For US place of publication, include the city and state abbreviation.
For international place of publication include the city and country.

Publisher: Use only the main name, eg
Erlbaum, not Lawrence Erlbaum
Wiley, not John Wiley
Do not include words such as Publishers, Co., Inc.
Publishers with Press as part of their name are given in full.
Publisher names of university or association are given in full.

For journals: Volume (italicize), issue (only needed if each issue restarts with page numbering at 1) and page range.

For web page: doi is now the preferred fashion for electronic scholarly articles.
Retrieval or access date is no longer required unless the source material will change over time (eg wikis) or is unstable and unreliable.

Do not put a period at the of the url or web address.

Final tip: Start your References page on a separate page at the end of your research paper.
Additional APA info: http://owl.english.purdue.edu/owl/resource/560/01
APA Formatting (title page, running head, hanging indent): http://www.youtube.com/watch?v=9pbUoNa5tyY