

APA Bibliography Guidelines

- “References” should be the title at the top of a new page. It should be centered and should not be bolded, underlined, or italicized. It should not be in a larger sized font. If there is only one work cited, the title should be “Reference.”
- Each citation should be double-spaced, with no extra space between citations. Hanging indent should be used on citations longer than one line. (See end of document for how to do this)
- Sources should be listed in alphabetical order by author’s last names (Or whatever comes first in the full citation).

Basic Format for Common Sources in APA

Journal Articles

Last, F.M., Last, F.M., & Last, F.M. (Year). Title of journal article. *Journal Title*, Vol#(Issue#), pages. doi (if available).

Canfield, B. S. (2009). Cultural Immersion as a Learning Method for Expanding Intercultural Competencies. *The Family Journal*, 17(4), 318-322.

Books

Last, F. M. (Year of publication). *Title of book: Capital letter at beginning of subtitle*. Location: Publisher.

Jackson, J. (2008). *Studies in applied linguistics: Language, identity and study abroad: Sociocultural perspectives*. Oakville: Equinox Publishing.

Sources with more than seven authors

List by last names and initials; commas separate author names, while the last author name is preceded by ampersand. If there are more than 7 authors, list 6 followed by an ampersand, ellipses (...), and the last author’s name.

Braskamp, LA., and Engberg, ME. (2011). How Colleges Can Influence the Development of a Global Perspective. *Liberal Education* 97 (3), 34-39.

Citation Capitalization Rules for APA

Keep the punctuation and capitalization used by the Journal in its title. All major words in journal titles should be capitalized.

For books, chapters, articles, or Web pages, only capitalize the first letter of the first word of the title and subtitle, the first word after a colon in a title, and proper nouns.

- **Correct:** Why we hate us: American discontent in the new millennium
- **Incorrect:** Why We Hate Us: American Discontent in the New Millennium

There should not be quotation marks around the titles of articles or chapters

- **Correct:** How Colleges Can Influence the Development of a Global Perspective
- **Incorrect:** “How Colleges Can Influence the Development of a Global Perspective”

How to Insert a Hanging Indent

- Highlight the citation(s) that need a hanging indent
- Open the “Paragraph” menu from the Home or Page Layout tab of Microsoft Word (You could also right-click and select “Paragraph”)
- Under “Indents and Spacing,” go to “Indentation”
- Where it says “Special,” select “Hanging Indent” from the list. Click “OK”