APA 5th Edition - “Quick Tips”
Ezra Lehman Library, Shippensburg University

General Tips

- Paper 8 ½ by 11 in.
- Typeface 12 pt. Times New Roman or 12 pt. Courier
- Double-space
- Leave uniform margins of at least 1 inch on all sides

Example of citations within the text

- Human beings have been described as "symbol-using animals" (Burke, 1998, p. 3).
- (Last name, Year, Page number)

Examples of citations in the Reference List

☑ BOOKS - Basic Format

Author. (Year). Title. Place: Publisher.

1. Book [one author]


- Capitalize only the first word of the title and any proper nouns
- Italicize the title.

2. Chapter in an edited book


3. Chapter/Article from an encyclopedia in a library database


4. Book [corporate editor]


☑ ARTICLES - Basic Format

Author. (Date of publication). Article title. Journal Title, volume number (issue number), pages.
5. Journal article [one author]


- Italicize journal title and volume number, BUT not the issue number.

6. Journal article [two authors]


7. Journal article [three to six authors]


- If an article has more than six authors abbreviate remaining authors as et al. [not italicized and with a period after “al”] in the first and subsequent text citations.

8. Articles based on a print source retrieved from a Library database


☑ WEB SITE - Basic Format

Author. (Date of Posting or Revision). *Title of document*. Retrieved month day, year, from http://Web address.

9. Documents on the Internet. [One page on a large web site.]


- When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home page for the document.
- Use n.d. (no date) when a publication date is not available.

Note: Shippensburg University also subscribes to RefWorks – a citation management database which can keep track of your citations and print them out in various formats. See the Library’s web site – library.ship.edu.

revised September 2008 – dlcok@ship.edu