

## APA Style Guide – The Holm Oak

### A. Citing References in the Text

Type of Citation	First citation in text	Subsequent citations in text	First parenthetical citation in text	Subsequent parenthetical citation in text
<b>One author</b>	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
<b>Two authors</b>	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
<b>Three to five authors</b> (if reference is in the abstract, both in the abstract and in the first citation in the text the authors should be all named)	Bradley, Ramirez and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
<b>Six and more authors</b>	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
<b>Groups with abbreviation</b>	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
<b>Groups without abbreviation</b>	University of Pittsburg (2005)	University of Pittsburg (2005)	(University of Pittsburg, 2005)	(University of Pittsburg, 2005)
<b>Acts</b>	<i>Becker v. Denmark</i> (1975)	<i>Becker v. Denmark</i> (1975)	( <i>Becker v. Denmark</i> , 1975)	( <i>Becker v. Denmark</i> , 1975)
<b>Reference with single page number/chapter, etc.</b>	Hedetoft (2013, p. 2)	Hedetoft (2013, p. 2)	(Hedetoft, 2013, p. 2)	(Hedetoft, 2013, p. 2)
<b>Reference with page range</b>	Halberstam (2005, pp. 36-37)	Halberstam (2005, pp. 36-37)	(Halberstam, 2005, pp. 36-37)	(Halberstam, 2005, pp. 36-37)
<b>Reference with several discontinuous pages</b>	Dahl (2006, pp. 105, 109, 112-114)	Dahl (2006, pp. 105, 109, 112-114)	(Dahl, 2006, pp. 105, 109, 112-114)	(Dahl, 2006, pp. 105, 109, 112-114)
<b>Reference using “f./ff.”</b>	(Hornblower, pp. 258f.) refers to pages 258-259; (Hornblower, pp. 258ff.) refers to undetermined number of pages following page 258			
<b>In press/forthcoming</b>	Taylor (in press)	Taylor (in press)	(Taylor, in press)	(Taylor, in press)
<b>Same author, two works from different years</b>	Todres (2011, 2012)	Todres (2011, 2012)	(Todres, 2011, 2012)	(Todres, 2011, 2012)
<b>Same author, two works from same year</b>	Derryberry & Reed (2005a, 2005b)	Derryberry & Reed (2005a, 2005b)	(Derryberry & Reed, 2005a, 2005b)	(Derryberry & Reed, 2005a, 2005b)
<b>Republished books</b>	Fanon (1952/1967)	Fanon (1952/1967)	(Fanon, 1952/1967)	(Fanon, 1952/1967)
<b>Newspaper article</b>	<i>The Economist</i> (2013)	<i>The Economist</i> (2013)	( <i>The Economist</i> , 2013)	( <i>The Economist</i> , 2013)
<b>Personal Communication/Interview</b>	J. Robbins (personal communication, January 4, 2001)	J. Robbins (personal communication, January 4, 2001)	(J. Robbins, personal communication, January 4, 2001)	(J. Robbins, personal communication, January 4, 2001)
<b>Title of source (part of a greater whole—i.e. journal article, book chapter, etc)</b>	“The New World of Crises and Crisis Management: Implications for Policymaking and Research”			

**Important Notes:**

**1. Each reference cited in text must appear in the reference list and vice-versa.**

**2. When citing two or more works together, arrange the in-text citations alphabetically in the same order in which they appear in the reference list.**

“Past research (Gogel, 1990, 2006, in press) demonstrates that...”

“Recent research in developmental psychology has explored this issue (e.g., Bergstrom, Moehlmann, & Boyer, 2006; Clément, 2010; Harris & Corriveau, 2011; Harris & Koenig, 2006; Heyman, 2008; Heyman & Legare, in press; Koenig & Harris, 2005).”

**3. If you want to include several different citations in one set of brackets, they should be in alphabetical order, separated by a semi-colon:**

(Durie, 2003; McShane & Travaglione, 2007; Ministry of Education, 1996)

**4. If there are several citations from one set of authors, the author(s) is listed, then each different year of publication, separated by a comma:**

(Ministry of Education, 1996, 1999)

**5. These two styles can be combined:**

(Durie, 2003; Ministry of Education, 1996, 1999)

**6. When quoting or summarizing a particular passage, include the specific page or paragraph number, as well.**

“The painting was assumed to be by Matisse (Powell, 1989, Chapter 6), but later analysis showed it to be a forgery (Murphy, 1999, p. 85).”

“The patient wrote that she was unimpressed by the doctor’s bedside manner (Smith, 2006, para. 2)”

**B. The Reference List**

Type of Reference	Format	Examples
Journal Article (1 author)	Lastname, A. (year). Title of the article in sentence case. <i>Journal in Title Case, Volume(Issue), Firstpage-Lastpage.</i>	Paivio, A. (1975). Perceptual comparisons through the mind's eye. <i>Memory &amp; Cognition</i> , 3(1), 635-647. Attention: Comma between the journal and the volume should never be italics. No space between volume and issue.
Journal Article (2-7 authors)	Lastname, A., & Lastname B. (year). Title of the article in sentence case. <i>Journal in Title Case, Volume(Issue), Firstpage-Lastpage.</i>	Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. <i>Journal of Social Issues</i> , 37(2), 1-7.
Journal Article (more than 7 authors) [write only the names of the first six authors and the last author]  [use space-dot-space-dot-space-dot-space, instead of the usual ellipsis]	Lastname, A., Lastname, B., Lastname, C., Lastname, D., Lastname, E., Lastname, F., . . . Lastname, Z. (year). Title of the article in sentence case. <i>Journal in Title Case, Volume(Issue), Firstpage-Lastpage.</i>	Terracciano, A., Abdel-Khalek, A. M., Adam, N., Adamovova, L., Ahn, C., Ahn, H., . . . McCrae, R. R. (2005). National character does not reflect mean personality trait levels in 49 cultures. <i>Science</i> , 3(10), 96-100.
Book	Lastname, A. (year). <i>Title of the book in sentence case</i> (edition). City, Country: Publisher.	Strunk, W., Jr., Becker, E., & White, E. B. (1979). <i>The guide to everything and then some more stuff</i> (3rd ed.). New York: Macmillan.

Book Chapter	Lastname, A. (year). Title of the chapter in sentence case. In B. Lastname, C. Lastname, & D. Lastname (Eds.), <i>Title of the book in sentence case</i> (pp. firstpage-lastpage). City, Country: Publisher.	Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), <i>Multiculturalism in the United States: A comparative guide to acculturation and ethnicity</i> (pp. 53-76). New York: Greenwood.
Newspaper Article	Lastname, A. (year, month day). Title of the article in sentence case. <i>Title of the Newspaper in Title Case</i> . Retrieved from website.com	Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. <i>The New York Times</i> . Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a>
Reports and Working Papers	Author. (year). <i>Title of the report in sentence case</i> (Number of the Report). City, Country: Publisher.	Hershey Foods Corporation. (2001). <i>2001 Annual report</i> (Working Paper no. 3). New York: Wiley.
Website	Lastname, A. (year). Title of the website article in sentence case. <i>Title of the Website in Title Case</i> . Retrieved from website.com	Cain, K. (2012). The negative effects of Facebook on communication. <i>Social Media Today</i> . Retrieved from <a href="http://socialmediatoday.com">http://socialmediatoday.com</a>
Book Review	Lastname, A. (year). Title of the book review in sentence case [Review of the book Title of the book in sentence case, by A. Author]. <i>Journal, Volume</i> (Issue), Firstpage-Lastpage.	Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book Models of cognitive development, by K. Richardson]. <i>American Journal of Psychology, 114</i> , 126-133.
Thesis/Dissertation	Lastname, A. A. (year). <i>Title of thesis in sentence case</i> (Type of thesis/dissertation). Faculty, University, Location.	Imber, A. (2003). <i>Applicant reactions to graduate recruitment and selection</i> (Unpublished Doctoral dissertation). Monash University, Melbourne, Australia.
Paper presented at conference (unpublished)	Lastname, A. (year). <i>Title of paper in sentence case</i> . Paper presented at Title of Conference, Location.	MacIntyre, S (2008, August). <i>Participation in the classroom, productivity in the workforce</i> . Paper presented at the 13th Australian Council for Educational Research Conference, Brisbane Qld, Australia.
Conference paper in Proceedings (published)	Lastname, A. B. (Year). Title of paper. <i>Proceedings book title in sentence case</i> (pp. firstpage-lastpage). Location: Publisher.	Armstrong, D. B., Fogarty, G. J., & Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W.-G. Tan (Ed.), <i>Proceedings of research, relevance and rigour: Coming of age: 18th Australasian Conference on Information Systems</i> (pp. 163-171). Toowoomba, Australia: University of Southern Queensland.
Legal/Government documents	Author. (year). <i>Title of the legal/government document</i> (Number/Code of the document). City, Country: Publisher.	National Institute of Mental Health. (1990). <i>Clinical training in serious mental illness</i> (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government.
Cases	<i>Case Name</i> Year Volume Number Reporter Abbreviation First page number (Country Abbreviation).	<i>Ellis v. Wallsend District Hospital</i> 1989 17 NSWLR 553 (Austl.).
Republished books	Name, S. (year). <i>Title in sentence case</i> . Location: Publisher. (Original work published year)	Freud, S. (1961). <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 19, pp. 3-66). London: Hogarth Press. (Original work published 1923)
Manuscript in preparation	Lastname, A. (year the draft was written). <i>Title of the manuscript in sentence case</i> . Manuscript in preparation.	Brändström, A. (2015). <i>Crisis accountability: Ministerial resignations in Sweden</i> . Manuscript in preparation.
Manuscript submitted for publication (not accepted yet)	Lastname, A. (year the draft was written). <i>Title of the manuscript in sentence case</i> . Manuscript submitted	Boin, A. (2016). <i>The new world of crises and crisis management: Implications for policymaking and research</i> . Manuscript submitted for publication.

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for publication.

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Manuscript accepted for publication	Lastname, A. (in press). Title of the manuscript in sentence case. <i>Journal in Title Case</i> .	Hindmoor, A., & McConnell, A. (in press). Why didn't they see it coming? Warning signs, acceptable risks and the global financial crisis. <i>Political Studies</i> .
Personal Communication	Do not include in the reference list	

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### Important Notes:

**1. Each reference cited in text must appear in the reference list and vice-versa.**

**2. Arrange entries in alphabetical order by the surname of the first author.**

During, J. (2005).  
Escalas, J. (2013).  
Jacobus, M., Keller, E. F., & Shuttleworth, S. (Eds.). (2013).  
Scott, A. J. (2012).

**3. If authors have the same surname, alphabetize them according to their first initial.**

Johnson, A. (2004).  
Johnson, I. (2002).

**4. If there are entries with identical authors, order them chronologically, earliest first.**

Escalas, J. (2013).  
Escalas, J. (2014).

**5. If there are entries with identical authors published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year (a, b, c, etc.).**

Berndt, T. J. (1981a). Age...  
Berndt, T. J. (1981b). Effects...

Johnson, I. (in press-a). Publishing...  
Johnson, I. (in press-b). United...

**6. If different entries begin with the same author, entries that have only that one author come before entries with more than one author.**

Johnson, I. (2004).  
Johnson, I., & Chen, C. (2000).

**7. If different entries begin with the same author, alphabetize by the second author. If the second author is the same, use the third, and so forth.**

Berndt, T. J., Keefe, K., & Smith, A. (1995).  
Berndt, T. J., Sharp, C., Burley, K. (Eds.). (2000).  
Berndt, T. J., Sharp, C., Garcia, A., & Burley, K. (2001).  
Berndt, T. J., Zwitter, B. (2000).

### C. Abbreviations

Abbreviation	Meaning	Position in a reference	Example
<b>Ed./Eds.</b>	Editor	Between brackets after the name of the editor.	Kasdorf, W. E. (Ed.). (2003). <i>The Columbia guide to digital publishing</i> . New York: Columbia University Press.
<b>ed.</b>	Edition	Between brackets after the title of the book. The brackets can include other kind of information, separated by a comma.	Friedl, S. (2003). Society and sex roles. In J. P. Spradley & D. W. McCurdy (Eds.), <i>Conformity and conflict: Readings in cultural anthropology</i> (11th ed., pp. 261-289). Boston, MA: Allyn and Bacon.
<b>Trans./Rev./Comp.</b>	Translator/ Reviser/ Compiler	After the title of the book, between brackets after the name of the translator.	Gaarder, J. (1994). <i>Sophie's world: A novel about the history of philosophy</i> (P. Moller, Trans.). London: Phoenix House.
<b>Vol./Vols.</b>	Volume	After the title, between brackets.	Inge, M. T. (1978). <i>Black American writers</i> (Vols. 1-2). New York: St. Martins.
<b>No.</b>	Number	After the title, between brackets.	Holst, C., & Molander, A. (2014). Epistemic democracy and the accountability of experts. In C. Holst (Ed.), <i>Expertise and democracy</i> (ARENA Report No 1/14, pp. 13-35). Oslo: University of Oslo.
<b>p./pp.</b>	page	After the title, between brackets.  In in-text citations, after the year, separated by a comma.  Always include the full range of page numbers.	Herbatschek, N., Bergkamp, L., & Mihova, M. (2013). The REACH programmes and procedures. In L. Bergkamp (Ed.), <i>The European Union REACH regulation for chemicals. Law and practice</i> (pp. 82-170). Oxford: Oxford University Press.
<b>para.</b>	Paragraph	Same as pages (see above).	Basu and Jones (2007) suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).
<b>n.d.</b>	No date	Instead of the year.	Browne, J. D. (n.d.). <i>Forensic science as a career</i> . London: Tower Publishing.
<b>doi</b>	Digital object identifier	At the end of the reference. No spaces separates the number from the doi abbreviation.	Linhares, A., & Brum, P. (2007). Understanding our understanding of strategic scenarios: What role do chunks play? <i>Cognitive Science</i> , 31(6), 989-1007. doi:10.1080/03640210701703725