How to Make Citations for the APA References Page

Each entry on the APA references page contains information that will help the reader find the source. Each citation includes information, such as author, title, and publication date. The source’s information is arranged in a certain order and can be completed in a series of steps. Each of the following steps finds certain information from the source and places it in the citation correctly. Some steps only apply to certain sources. If you cannot find the information for one of the steps, skip it.

1. Create the References Page
   a. At the end of your paper, insert an official page break.
   b. On the first line of the page, type the word “References” then bold and center it.
   c. Hit the Enter key.
   d. Return to left alignment.
   e. Type all of the citations here.

2. Author
   a. Write the author’s surname.
   b. Insert a comma.
   c. Write the initial of the author’s first name.
   d. Insert a period.
   e. Add a comma.
   f. Repeat steps a through e for all the authors, except the last author.
   g. Insert an ampersand (&) before the last author.
   h. Write the last author according to steps a through d.


3. Source’s Publication Date
   a. Identify the date the source was published.
   b. Write the date in parentheses.
   c. Insert a period.


   For magazines, websites, and newspapers, write (year, month day). For papers and posters, write (year, month). If there is no date, write (n.d.).

4. Source’s Title
   a. Identify the title.
   b. Identify what type of source it is.
      i. Is it a small work? Article or website.
      ii. Is it a large work? Book or periodical.
   c. Write the title according to its type.
      i. If it is a small work, write the title:

   Associations as Authors:
   a. Write the full name of the association.
   b. Insert a period.


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ii. If it is a large work, italicize the title:
d. Insert period after the title.

**NOTE:** For step 4, only the first word in the title and subtitle should be capitalized.

### 5. Larger Container (If Applicable)

a. If the source is a small work, write the title of the larger container (the webpage or periodical/academic journal) in italics.
b. Insert a comma.


### 6. Publication Information (Periodicals)

Determine whether the source is a periodical.

**Periodicals/Academic Journals:**

a. Identify the publication info (journal title, volume number, issue number).
b. Write the volume number in italics.
c. If available, write the issue number in parentheses, then add a period.
d. Write the page range of the article as #–#.
e. Insert a period.


### 7. Publication Information (Non-Periodicals)

a. Identify the publication information.
b. Write the publisher.
c. Insert a period.


### 8. Electronic Sources and Locator Information

**Digital Object Identifier (DOI):**

a. Identify Digital Object Identifier (DOI).
   i. DOIs can usually be found with the source’s copyright information.
b. Write as “https://doi.org/XXXX/aaa.XX.”


**Uniform Resource Locator (URL):**

a. If there is no DOI, use the URL.
b. Copy and paste the URL into the citation.


**NOTE:** Do not add a period after the URL or DOI. Leave as is.

### 9. Repeat for All Your Citations

Repeat steps two through eight for each source until all the sources have a citation.

### 10. Format the References Page

a. Alphabetize the citations according to the authors’ surnames.
b. Highlight all the citations.
c. Double space the citations.
d. Using paragraph settings, insert the hanging indent.

Congratulations! You’re done! Your references page should resemble this: