How to Make Citations for APA’s References Page

On the APA References Page, each entry contains information that will help the reader find the source. Each citation includes information such as author, title, publication, etc. 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 can’t find the information for one of the steps, skip it.**

### 1. Create Reference Page

a. At the end of your paper, insert a page break.
b. On the first line of the new page, type and center the word “References”
c. Hit the Enter key & return to left aligned.
d. Type all citations here.

### 2. Author

**One Author:**

a. Write the author’s last name.
b. Insert a comma.
c. Write the initial of the author’s first name.
d. Insert a period.

e. **Two to Six Authors:**

   a. Write the author’s last name (start with first author listed in source).
b. Insert a comma.
c. Write the initials of the author’s first and middle 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 & before the last author.
h. Write last author according to steps a through d.


   **Seven or More Authors:**

   a. Write the first six authors names according to the instructions given above.
b. Insert three ellipsis points.
c. Skip to the last author’s name.
d. Write surname.
e. Insert a comma.
f. Write initial of the author’s first name.
g. Insert a period.

   **Associations as Authors:**

   a. Write full name of association.
b. Insert a period.


   **For magazines & newspapers,** write (yr. month day).

   For papers & posters, write (yr. month). If there is no date, write (n.d.).

### 3. Source’s Publication Date

a. Identify the publication date.
b. Write the date in parentheses.
c. Insert a period afterward.


### 4. Source’s Title

a. Identify the title.
b. Identify what type of document it is.
   i. *Is it a small work?* An article, webpage . . .
   ii. *Is it a large work?* A book, periodical, website . . .
c. Write the title according to type.
   i. If it is a small work, write the title.


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