APA Formatting Templates[1]

Journal article:

      Author, A. A., & Author, B. B. (Date). Name of the article: Only the first word, proper nouns, acronyms, and words following a colon or dash should be capitalized. *Name of the Journal, volume number*(series number), XX – XX. doi number should be provided if available without a period at the end

Book:

      Author, A. A., & Author B. B. (Date). *Name of the book: Only the first word, proper nouns, acronyms, and words following a colon or dash are capitalized* (Xth ed.)*.* City of Publication, State: Name of Publisher.

Chapter in an edited book:

      Chapter Author, C. (date). Name of the chapter: Only the first word, proper nouns, acronyms and words following a colon or dash are capitalized and the chapter name is not italicized. In A. A. Editor & B. B. Editor (Eds.), *Name of the book: Only the first word, proper nouns, acronyms and words following a colon or dash are capitalized* (Xth ed., pp. XX-XX). City of Publication, State: Name of Publisher.

The Rule of Internet Documents:

- Whether a title is italicized or not depends on the type of work it is
- Broadly speaking, stand-alone works such as reports are considered analogous to books and are italicized; look for the author
- Assessment titles should be italicized, since the assessment is published as a stand-alone work
- Individual web pages are considered analogous to articles (i.e., part of a larger work) and are not italicized

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[1] Based on the sixth edition of the *Publication Manual of the American Psychological Association*.

Examples:

1. Standalone Report (italicize title of the report)

O'Hara, T. (2005). *Making the case for global leadership succession planning*. Retrieved

>   from http://www.leader- values.com/ Content/detail.asp?ContentDetailID=1073

2. Government or Organizational Report (italicize title of the report or document)

U.S. Department of Health and Human Services Office of Extramural Research National

>   Institutes of Health. (2008). *Grants process overview*. Retrieved

>   from http://grants1.nih.gov/grants/grants_process.htm

3. Corporate Document (italicize name of the assessment)

Multi-Health Systems. (n.d.). *The Mayer-Salovey-Caruso Emotional Intelligence Test—MSCEIT*.

>   Retrieved from http://downloads.mhs.com/MSCEIT/MSCEIT.pdf

4. Page from a Website (do not italicize the title of an individual web page)

The College of William and Mary. (n.d.). Research and scholarship: Perfecting the art and

>   science of discovery**.** Retrieved from http://www.wm.edu/research/index.php

Additional Formatting Requirements:

For books, only include edition number if two or higher.

Do NOT include database retrieval information from databases such as ProQuest and EBSCOHost. Refer to page 192 of the APA manual for guidance.

Do NOT include access or document ID number from ProQuest or EBSCOHost.

Do not include retrieval date for Internet sources unless the source is constantly changing, like a blog post. Refer to page 192 of the APA manual for guidance.