APA Style: Order and Formatting Basics

Get cozy with the *Publication Manual of the American Psychological Association*! It will help you! For more help, check out the APA Style blog at **blog.apastyle.org**.

Who.　　　　**(When).**　　　　**What.**　　　　**Where.**
1　　　　　　　2　　　　　　　3　　　　　　　4

Why is this order important in APA citations? Think of an address.
- First line is the name; second line is the street; third line is the city, state, and zip code.
    - If the lines were mixed up, it would take more time and possibly confuse us, even if we eventually understood the information. It wouldn't be a *standard.*
- Why do initials, parentheses, abbreviations, etc. matter?
    - What if each person made her own state abbreviations?
        - Montana could be MO, MN, MT → This wouldn't help the mailman know which state to send it.

Who: This is the person, group of people, or entity that is responsible for the content. All words are capitalized. For names, type the last name followed by a comma, and the writer's initials. Separate each name with a comma and use an ampersand before the last author. For groups, write the complete name. If you have subagencies, record all groups from broad to specific separated by commas.

Example of three authors: King, L. A., Jackson, M. E., & Sawyer, K. D.

Example of group: U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute.

When: This is the year (for books or journal articles) or date (for webpages) the information was published. This number always goes in parentheses. If there is no date, use n.d. instead.

Example: (2010).　　　OR　(2010, January 10).　　OR　(n.d.).

Title Case means:
Every important word is capitalized, like you would see on the cover of a book or newspaper.

     Ex. Annals of Internal Medicine

Sentence Case means**:**
Only the first word of the title and subtitle and proper nouns are capitalized.
Ex. Treating diabetes in American teenagers: A case study of treatment options

*Italics***:**
Use for items that stand alone; don't have another "container"
Ex. Books, journal titles, magazine titles, research reports on government websites (usually in PDF form)

Regular Type:
Use for items that exist as part of a larger "container"
Ex. Articles in books, journals, magazines, or webpages that are part of a larger website

Remember You may be required to format the title of the item differently than how it appears in front of you.

Article Titles (Includes magazines, newspapers, journals, etc): Sentence Case, Regular Type

     Hyperglycemia in the hospital setting
     Patient perspectives on peer mentoring: Type 1 diabetes management in adolescents and young adults

Periodical Titles: Title Case, Italics

     The Diabetes Educator

Books: Sentence Case, Italics

     Therapy for diabetes mellitus and related disorders

Webpages: Sentence Case, Regular Type

     Facts about type 2 diabetes

Reports: Sentence Case, Italics

     Am I at risk for type 2 diabetes?: Taking steps to lower your risk of getting diabetes

Where: This is an access point for another person to find the information you used.

Article in a Journal : Include the name of the journal, volume number, issue number, and the page range of the article. If the article has a doi, include it at the end. If you accessed it from a public webpage, include the "Retrieved from" URL.

The Diabetes Educator, 41(1), 59-68. doi: 10.1177/0145721714559133

Complete Book: Include the city and state abbreviation followed by a colon and the publisher.

Alexandria, VA: American Diabetes Association.

Article in a Book: Include the editor, the name of the book, the page numbers, followed by the city, state, and publisher.

In H. E. Lebovitz (Ed.), *Therapy for diabetes mellitus and related disorders* (pp. 301-321). Alexandria, VA: American Diabetes Association.

Webpages: Type "Retrieved from" and include the public URL.

Retrieved from http://www.diabetes.org/diabetes-basics/type-2/facts-about-type-2.html?referrer=https://www.google.com/

Research report or stand alone pamphlet on a webpage: If you used the group as the author for your "who", just use the "Retrieved from" URL. If you had a specific author, include the group entity supporting the information.

Retrieved from the National Institutes of Health, National Institute of Diabetes and Digestive and Kidney Diseases website: http://www.niddk.nih.gov/about-niddk/strategic-plans-reports/Documents/Diabetes%20in%20America%202nd%20Edition/chapter34.pdf