

APA-Style References for Course Syllabi

As an example to students and for consistency, please list textbooks and recommended readings in APA style on your syllabus. Here is an example:

Ramage, J. D., & Bean, J. C. (2003). *Writing arguments: A rhetoric with readings* (3rd ed.).
Needham Heights, MA: Simon & Schuster.

General Guidelines

Place elements of an entry in the following order: (1) author's last name, first initial (s); (2) year of publication; (3) title of book, in italics; (4) place of publication, followed by name of publisher. End each element with a period.

Author/Editor Element

- Type last name only, followed by initial(s). Do not use first names or titles.
- If no author or editor is provided, move the title into the author position and retain title formatting. Use the term *anonymous* only when the source uses the term.
- If book is edited and has no author, place the editor(s) name(s) in the author's position and follow it by *Ed(s)* in parentheses: Donovan, T. R., & McClelland, B. W. (Eds.).
- If the book has both author and editor, list the editor's name after the title, initials first: B. Stay (Ed.).
- If the book has more than six authors, type *et al.* (not italicized) after the sixth.
- If the author is an organization, do not abbreviate any part of the organization's name.

Publications Date Element

- Place year of publication in parentheses, followed by a period
- If no date is provided, use the abbreviation *n.d.* in parentheses: (n.d.).

Title Element

- Italicize book titles.
- Capitalize *only* the first word, the first word after a colon (indicating a subtitle), and proper nouns: *Uncommon sense: Theoretical practice in language education*.
- If an edition number exists, place it in parentheses after the title. Use a numeral, not a word, for the ordinal number. Do not capitalize the abbreviation for *edition* (to distinguish it from the abbreviation for *editor*). Place the period after the parenthesis to end the element: *On writing well: An informal guide to writing nonfiction* (4th ed.).

Publication Element

- For books, the publication information consists of city and state (or country) of publication and the publishers name. Punctuation is important to keep components clear: Upper Saddle River, NJ: Prentice Hall.
- Use the two-digit US Postal Service codes for state abbreviations, and spell out country names.
- Do not include superfluous words such as *Co.*, *Inc.*, or *Publisher* in the publisher's name.
- If the author and publisher are the same, use the word *Author* in place of the publisher name:
American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

General Formatting

- Use double-spaced [hanging indents](#) for references.
- Put all citations in alphabetical order by the first item in the entry.