

Twin Cities Writing Center

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

- Use double-spaced hanging indents for references. For a hanging indent, place the first line at the left margin; indent subsequent lines one-half inch.
- 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.

1. 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.

2. 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.)*.

3. 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.)*.

4. 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 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 publisher name:

American Psychological Association. (2001). Publication manual of the American Psychological Association (5th ed.). Washington, DC: Author.

Variations

Call Cheryl Prentice (612-728-5136 or toll free 866-437-2788, ext 136) with your questions.