



# DUDLEY KNOX LIBRARY

<http://www.nps.edu/Library>

American Psychological Association (APA) Style Citation Guide



- This citation style is commonly used in the social sciences.
- There are several helpful software tools for managing your references. [RefWorks](#) (free account available through Dudley Knox Library), EndNote, and Zotero, among others, import citations from databases and online catalogs, allow you to organize and manage your citations, and work with MS Word and Mac applications to insert in text citations, footnotes, and reference lists/bibliographies into your document. MS Word generates footnote placeholders and creates bibliographies. These tools are helpful, but not perfect. You may need to edit your Reference List for punctuation and other formatting errors.

## Reference List

- For each entry, the first line is flush left and all following lines are indented as a group a few spaces in from the left margin (called a hanging indent).
- Double-space within and between entries. **[For NPS theses: Single space within, double space between. The Thesis Office can correct the spacing for you after submission.]**
- For book and article titles, use sentence case, capitalizing only the first letter of the first word of the title, the subtitle (the word after the colon or dash), and proper nouns.
- For journal titles, capitalize all significant words.
- Italicize book, journal, and report titles, NOT article titles.

## URLs

- Provide stable URL after the words, “Retrieved from”
- Do not include retrieval dates unless the source material may change over time (e.g., Wikis).
- Do not add a period at the end of the URL
- Do not underline.

## In Text Citations

- In parentheses (Author’s last name, Date). Page numbers are only needed for direct quotes and paraphrasing. (p. for one page, pp. for multiple pages). (Smith & Jones, 2002, pp. 25-30)
- **If no author:** cite first few words of the title using double quotes for an article, a chapter or a web page. Use italics for a periodical, a book, a brochure, or a report.
- **Two authors:** both authors included every time source is cited. (Smith & Jones, 2002)
- **Three, four, or five authors:** all authors included first time; subsequently, the first author’s surname and “et al.” are used. (Smith, Jones, Brown, Chin, & Patel, 2002), (Smith et al., 2002)
- **Six or more authors:** Use the first author’s surname and “et al.” every time the source is cited. (Smith et al., 2002)
- Dates for magazines, newsletters, newspapers, papers presented at meetings, Internet message boards, electronic mailing lists, and blogs; give year and month, month and day, or season. For everything else just provide the year.
- **If no date, use “n.d.”**
- **For successive entries of the same author(s) in a reference list:** arrange by year of publication, earliest first.

### **Sources within a Database**

- Include database information only if material is not easily located elsewhere such as ERIC and JSTOR documents.
- In subscription databases include the homepage URL of the journal.

### **Citation Examples:**

#### **Bills or Resolutions (Federal enacted)**

\*Enacted bills and joint resolutions are laws and should be cited as statutes (public laws). See below.

#### **Bills or Resolutions (Federal unenacted)**

JUSTICE Act of 2009, H.R. 4005, 111th Cong., 1st Sess. (2009). Retrieved from <http://www.gpo.gov/fdsys/pkg/BILLS-111hr4005IH/pdf/BILLS-111hr4005IH.pdf>  
In text: (H.R. 4005, 2009)

JUSTICE Act of 2009, S. 1686, 111th Cong., 1st Sess. (2009). Retrieved from <http://www.gpo.gov/fdsys/pkg/BILLS-111s1686IS/pdf/BILLS-111s1686IS.pdf>  
In text: (S. 1686, 2009)

Every Vote Counts Amendment, H.J. Res. 4, 110<sup>th</sup> Cong., 1st Sess. (2007). Retrieved from <http://www.gpo.gov/fdsys/pkg/BILLS-110hjres4ih/pdf/BILLS-110hjres4ih.pdf>  
In text: (H.J. Res. 4, 2007)

#### **Blog Entries**

- \*For a post, use [Web log post].
- \*For a comment to a post, use [Web log comment].
- \*Screen names are acceptable.

Russell, T. (2010, January 22). From the heartland to the frontlines: Improving security and creating jobs [Web log post]. Retrieved from <http://www.whitehouse.gov/blog/2010/01/22/heartland-frontlines-improving-security-creating-jobs>

Smith, J. (2010, January 25). Re: From the heartland to the frontlines: Improving security and creating jobs [Web log comment]. Retrieved from . . .

#### **Books (electronic)**

\*Electronic version of print book

Krishnan, A. (2008). *War as business: Technological change and military service contracting*, [ebrary version]. Retrieved from <http://www.ebrary.com/corp/>  
In text: (Krishnan, 2008)

## **Books (print)**

Cordesman, A. H., Mausner, A., & Kasten, D. (2009). *Winning in Afghanistan: Creating effective Afghan security forces*. Washington, DC: Center for Strategic & International Studies.

In text: (Cordesman, Mausner, & Kasten, 2009)

Subsequent in text citations: (Cordesman et al., 2009)

## **Chapter in an Edited Book**

Trinkunas, Harold A., (2009). Energy security: The case of Venezuela. In D. Moran & J. A. Russell (Eds.), *Energy security and global politics: The militarization of resource management* (pp. 175-187). New York: Routledge.

In text: (Trinkunas, 2009)

## **Congressional Hearings**

Full Hearing:

*Long-term sustainability of current defense plans: Hearing before the Committee on the Budget, House of Representatives*, 111th Cong., 1st Sess., 1 (2009). Retrieved from

<http://www.gpo.gov/fdsys/pkg/CHRG-111hrg11147035/pdf/CHRG-111hrg11147035.pdf>

In text: (Long-term Sustainability of Current Defense Plans, 2009).

Testimony within a Hearing:

(as above) . . . 111th Cong. 1st Sess., 9 (2009) (testimony of Stephen Daggett). Retrieved from

<http://www.gpo.gov/fdsys/pkg/CHRG-111hrg11147035/pdf/CHRG-111hrg11147035.pdf>

In text: (Long-term Sustainability of Current Defense Plans, 2009)

## **Congressional Research Service (CRS) Reports**

U.S. Library of Congress, Congressional Research Service. (2010, June 1). *Intelligence Issues for Congress* by Richard A. Best Jr. (CRS Report No. RL33539). Washington DC: Office of Congressional Information and Publishing.

In text: (U.S. Library of Congress, 2009)

## **Court Cases – U.S. Supreme Court**

Winter v. NRDC, Inc., 129 S. Ct. 365 (2008). Retrieved from LexisNexis Academic database. (2008 U.S. LEXIS 8343).

In text: (Winter v. NRDC)

## **Directives, Instructions, Memoranda, Briefs, Circulars**

See the examples in the [Acquisition Research Program's handbook](#).

## Executive Orders

Exec. Order No. 11,609, 3 C.F.R. 586 (1971-1975), *reprinted as amended in* 3 U.S.C. 301 app. at 404-407 (1994).

In text: (Executive Order No. 11,609, 1994)

## Government Agency Reports or Documents.

### See also: Directives, Instructions, Memoranda, Briefs, Circulars

\*Use this format: Author. (Year). *Title of publication* (Report number). Place of publication: Publisher.

\*In a technical or research report citation, include name of publisher in the retrieval statement when it is not also the author as follows: Retrieved from Agency name website: <http://www.xxxxxxx>

Berrick, C. A., (2009, December 2). *Homeland security: DHS's progress and challenges in key areas of maritime, aviation, and cybersecurity* (GAO-10-106). Retrieved from U.S. Government Accountability Office website: <http://www.gao.gov/new.items/d10106.pdf>

In text: (Berrick, 2009)

Government Accountability Office. (2005, April). *Capital financing: Potential benefits of capital acquisition funds can be achieved through simpler means*. Retrieved from <http://www.gao.gov/new.items/d05249.pdf>

In text: (Government Accountability Office, 2005)

## Journal Articles (in electronic databases)

\*Prefer use of Digital Object Identifier (DOI). If not assigned, or the article is from a subscription database, provide the home page URL of the journal or of the book or report publisher.

\*Generally, database or aggregator name is not necessary.

\*For archival documents found only in electronic databases such as ERIC or JSTOR, give the home page URL of the archive.

Sanico, G., & Kakinaka, M. (2008). Terrorism and deterrence policy with transnational support. *Defence & Peace Economics*, 19(2), 153 –67. doi:10.1080/10242690701505419

In text: (Sanico & Kakinaka, 2008)

Sanico, G., & Kakinaka, M. (2008). Terrorism and deterrence policy with transnational support. *Defence & Peace Economics*, 19(2), 153 –67. Retrieved from

<http://www.informaworld.com/smpp/title~content=t713640174~db=all/>

In text: (Sanico & Kakinaka, 2008)

Newmann, W. (2002, September). Reorganizing for national security and homeland security. *Public Administration Review*, 62, 126 –37. Retrieved from <http://www.jstor.org/>

In text: (Newmann, 2002)

## Journal Articles (print)

Griffin, G. (2009). Managing peacekeeping communications. *Journal of Business Continuity & Emergency Planning*, 3(4), 317 –327.

In text: (Griffin, 2009)

### **Personal Communications, Interviews, Online forums**

\*Non-recoverable communications (private letters, memos, non-archived e-mail or electronic bulletin boards, personal interviews, telephone conversations, etc.) Cite in text only. Do not include in reference list.

(J. Smith, personal communication, September 8, 2009) or  
According to J. Smith (personal communication, September 8, 2009)

\*Some forms of personal communication are recoverable, and these should be referenced as archival materials.

- Interview recorded and available in an archive

Spock, Benjamin. (1974, November 20). Interview 67A by Milton J. E. Senn [Tape recording]. Senn Oral History Collection, National Library of Medicine, Washington, DC.  
In text: (Spock, 1974)

- Internet message board (newsgroup, online forum, discussion group), electronic mailing list, blog post. Use [Online forum comment] or [Electronic mailing list message] or [Web log post].

Example: Military Message Traffic

Smith, J. (2009, September 8). Re: Carrier Strike Group 12 incident [Online forum comment]. Retrieved from <https://www.nko.navy.mil/portal/home/>  
In text: Smith, J. (2009, September 8)

### **Public Laws: U.S. Statutes at Large/U.S. Code**

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act) Act of 2001, Pub. L. No. 107 –56. 115 Stat. 272 (2001). Retrieved from <http://www.gpo.gov/fdsys/pkg/PLAW-107publ56/pdf/PLAW-107publ56.pdf>  
In text: (USA PATRIOT Act, 2001)

National Environmental Policy Act, 42 U.S.C. § 4331 (1969). Retrieved from [http://www.law.cornell.edu/uscode/42/usc\\_sec\\_42\\_00004331\\_---000-.html](http://www.law.cornell.edu/uscode/42/usc_sec_42_00004331_---000-.html)  
In text: National Environmental Policy Act (1969)  
or National Environmental Policy Act of 1969

### **Secondary Sources**

\*Use for out of print materials, or when not available in English. List secondary source citation in reference list, and provide the original (primary) source in text. Example from *Concise Rules of APA Style*.

Nicholson, I. A. M. (2003). *Inventing personality: Gordon Allport and the science of selfhood*. Washington, DC: American Psychological Association.

In text: Allport's diary (as cited in Nicholson, 2003)

## Theses

Moon, T. D. (2009). *Rising dragon: Infrastructure development and Chinese influence in Vietnam* (master's thesis). Naval Postgraduate School, Monterey, CA.

In text: (Moon, 2009)

## Web page/website

\*For an entire website, cite only in text. Example: "The Defense Acquisition Guidebook (<https://dag.dau.mil/Pages/Default.aspx>) includes best business practice, supporting policy, and lessons learned."

\*For in text citations, if page numbers are not available, include paragraph number (para. 3) or overarching heading plus paragraph number within that section. The heading title may be shortened and placed in quotations. (Office of Management and Budget, 2003, May 29, "Categorizing Activities," para. 1)

\*Personal author

Ladislaw, Sarah O. (2009, December 4). *The day after Copenhagen: How to sustain momentum for climate-action*. Retrieved from Center for Strategic & International Studies website:

<http://csis.org/publication/day-after-copenhagen>

In text: (Ladislaw, 2009)

\*Corporate author and name of website are the same

Central Intelligence Agency. (2010, March 4). *The world factbook: Iran*. Retrieved from

<https://www.cia.gov/library/publications/the-world-factbook/geos/ir.html>

In text: (Central Intelligence Agency, 2010)

\*Corporate author and name of website are different

Office of Management and Budget. (2003, May 29). *Circular No. A-76 revised*. Retrieved from The

White House website: [http://www.whitehouse.gov/omb/circulars\\_a076\\_a76\\_incl\\_tech\\_correction/](http://www.whitehouse.gov/omb/circulars_a076_a76_incl_tech_correction/)

In text: (Office of Management and Budget, 2003, May 29)

\*Page with no author and no date

*Man-portable air defense system (MANPADS) proliferation*. (n.d.). Retrieved from Federation of

American Scientists website: <http://www.fas.org/programs/ssp/asmp/MANPADS.html>

In text: ("Man-portable Air Defense System," n.d.)

## For Additional Information and Guidance

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington DC: Author. REFDESK BF76.7 .C66 2010

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington DC: Author. REFDESK BF76.7 .P83 2010

APA Style blog: <http://blog.apastyle.org/>

APA Style website: <http://www.apastyle.org/index.aspx>

Dudley Knox Library Citation Styles page:

<http://www.nps.edu/Library/Research%20Tools/Subject%20Guides%20by%20Topic/Research%20Tools/Citation%20Styles/CitationStylesPage.html>

NPS Thesis Processing Office: <http://www.nps.edu/research/research1.html>

Created by: Kathy Norton, Librarian  
<mailto:kynorton@nps.edu>