

# Documenting Sources in APA Style: 2010 Update

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*The Bedford Handbook*,  
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## Introduction

This booklet is published as a free supplement to accompany titles by Bedford/St. Martin's.

The models in this booklet follow the updated guidelines in the *Publication Manual of the American Psychological Association*, 6th ed. (Washington: APA, 2010). Models for in-text citations and reference list entries begin on pages 2 and 9, respectively, and a model research paper is on pages 37–46.

The following are a few changes in APA style represented in the models in this booklet:

- Use the state abbreviation for all US cities or the country (not abbreviated) for non-US cities (see p. 15).
- In reference list entries for sources with up to seven authors, use all authors' names. For sources with eight or more authors, use the first six names followed by an ellipsis mark and the last author's name. (See p. 10 for details and models.)
- Use the issue number with the volume number only for journals that begin each issue with page 1; use the volume number alone for journals that number pages consecutively through the entire volume.
- Make headings within an APA paper boldface.

The contents of this booklet can be downloaded for free at [bedfordstmartins.com/apa](http://bedfordstmartins.com/apa).

## Documenting sources in APA style

In most social science classes, you will be asked to use the APA system for documenting sources. APA recommends in-text citations that refer readers to a list of references.

An in-text citation gives the author of the source (often in a signal phrase), the year of publication, and at times a page number in parentheses. At the end of the paper, a list of references provides publication information for the source (see p. 46 for a sample list of references).

### Directory to APA in-text citation models

1. Basic format for a quotation, 2
2. Basic format for a summary or a paraphrase, 3
3. Work with two authors, 3
4. Work with three to five authors, 4
5. Work with six or more authors, 4
6. Work with unknown author, 4
7. Organization as author, 4
8. Authors with the same last name, 5
9. Two or more works by the same author in the same year, 5
10. Two or more works in the same parentheses, 5
11. Personal communication, 5
12. Electronic source, 6
13. Indirect source, 7
14. Sacred or classical text, 7

#### IN-TEXT CITATION

Yanovski and Yanovski (2002) reported that “the current state of the treatment for obesity is similar to the state of the treatment of hypertension several decades ago” (p. 600).

#### ENTRY IN THE LIST OF REFERENCES

Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. *The New England Journal of Medicine*, 346, 591-602.

For a reference list that includes this entry, see page 46.

## APA in-text citations

APA’s in-text citations provide at least the author’s last name and the year of publication. For direct quotations and some paraphrases, a page number is given as well.

**NOTE:** APA style requires the use of the past tense or the present perfect tense in signal phrases introducing cited material: *Smith (2005) reported*, *Smith (2005) has argued*.

**1. Basic format for a quotation** Ordinarily, introduce the quotation with a signal phrase that includes the author’s last name followed by the year of publication in parentheses. Put the page number (preceded by “p.”) in parentheses after the quotation.

Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial about the health danger to the poor and the young” (p. 5).

If the author is not named in the signal phrase, place the author’s name, the year, and the page number in parentheses after the quotation: (Critser, 2003, p. 5).

**NOTE:** APA style requires the year of publication in an in-text citation. Do not include a month, even if the entry in the reference list includes the month.

**2. Basic format for a summary or a paraphrase** Include the author’s last name and the year either in a signal phrase introducing the material or in parentheses following it. A page number is not required for a summary or a paraphrase, but include one if it would help readers find the passage in a long work. (For the use of other locators, such as paragraph numbers or section names in online sources, see pp. 6–7.)

Yanovski and Yanovski (2002) explained that sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain (p. 594).

Sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain (Yanovski & Yanovski, 2002, p. 594).

**3. Work with two authors** Name both authors in the signal phrase or the parentheses each time you cite the work. In the parentheses, use “&” between the authors’ names; in the signal phrase, use “and.”

According to Sothern and Gordon (2003), “Environmental factors may contribute as much as 80% to the causes of childhood obesity” (p. 104).

Obese children often engage in limited physical activity (Sothern & Gordon, 2003, p. 104).

**4. Work with three to five authors** Identify all authors in the signal phrase or the parentheses the first time you cite the source.

In 2003, Berkowitz, Wadden, Tershakovec, and Cronquist concluded, "Sibutramine . . . must be carefully monitored in adolescents, as in adults, to control increases in [blood pressure] and pulse rate" (p. 1811).

In subsequent citations, use the first author's name followed by "et al." in either the signal phrase or the parentheses.

As Berkowitz et al. (2003) advised, "Until more extensive safety and efficacy data are available, . . . weight-loss medications should be used only on an experimental basis for adolescents" (p. 1811).

**5. Work with six or more authors** Use the first author's name followed by "et al." in the signal phrase or the parentheses.

McDuffie et al. (2002) tested 20 adolescents, aged 12-16, over a three-month period and found that orlistat, combined with behavioral therapy, produced an average weight loss of 4.4 kg, or 9.7 pounds (p. 646).

**6. Work with unknown author** If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of articles and chapters are put in quotation marks; titles of books and reports are italicized. (For online sources with no author, see item 12 on p. 6.)

Children struggling to control their weight must also struggle with the pressures of television advertising that, on the one hand, encourages the consumption of junk food and, on the other, celebrates thin celebrities ("Television," 2002).

**NOTE:** In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as author.

**7. Organization as author** If the author is a government organization or another organization, name the organization in

the signal phrase or in the parenthetical citation the first time you cite the source.

Obesity puts children at risk for a number of medical complications, including type 2 diabetes, hypertension, sleep apnea, and orthopedic problems (Henry J. Kaiser Family Foundation, 2004, p. 1).

If the organization has a familiar abbreviation, you may include it in brackets the first time you cite the source and use the abbreviation alone in later citations.

FIRST CITATION      (Centers for Disease Control and Prevention [CDC], 2009)

LATER CITATIONS    (CDC, 2009)

**8. Authors with the same last name** To avoid confusion, use initials with the last names if your reference list includes two or more authors with the same last name.

Research by E. Smith (1989) revealed that . . .

**9. Two or more works by the same author in the same year** When your list of references includes more than one work by the same author in the same year, use lowercase letters (“a,” “b,” and so on) with the year to order the entries in the reference list. (See item 6 on p. 11.) Use those same letters with the year in the in-text citation.

Research by Durgin (2003b) has yielded new findings about the role of counseling in treating childhood obesity.

**10. Two or more works in the same parentheses** When your parenthetical citation names two or more works, put them in the same order that they appear in the reference list, separated with semicolons.

Researchers have indicated that studies of pharmacological treatments for childhood obesity are inconclusive (Berkowitz et al., 2003; McDuffie et al., 2002).

**11. Personal communication** Personal interviews, memos, letters, e-mail, and similar unpublished communications



should be cited in the text only, not in the reference list. (Use the first initial with the last name in parentheses.)

One of Atkinson's colleagues, who has studied the effect of the media on children's eating habits, has contended that advertisers for snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2009).

**12. Electronic source** When possible, cite electronic sources, including online sources, as you would any other source, giving the author and the year.

Atkinson (2001) found that children who spent at least four hours a day watching TV were less likely to engage in adequate physical activity during the week.

Electronic sources sometimes lack authors' names, dates, or page numbers.

***Unknown author***

If no author is named, mention the title of the source in the signal phrase or give the first word or two of the title in the parentheses (see also item 6). (If an organization serves as the author, see item 7.)

The body's basal metabolic rate, or BMR, is a measure of its at-rest energy requirement ("Exercise," 2003).

***Unknown date***

When the date is unknown, use the abbreviation "n.d." (for "no date").

Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).

***No page numbers***

APA ordinarily requires page numbers for quotations, and it recommends them for summaries and paraphrases from long sources. When an electronic source lacks stable numbered pages, your citation should include information that will help readers locate the particular passage being cited.

If the source has numbered paragraphs, use the paragraph number preceded by the abbreviation “para.”: (Hall, 2008, para. 5). If the source contains headings, cite the appropriate heading in parentheses; you may also indicate the paragraph under the heading that you are referring to, even if the paragraphs are not numbered.

Hoppin and Taveras (2004) pointed out that several other medications were classified by the Drug Enforcement Administration as having the “potential for abuse” (Weight-Loss Drugs section, para. 6).

**NOTE:** Electronic files in portable document format (PDF) often have stable page numbers. For such sources, give the page number in the parenthetical citation.

**13. Indirect source** If you use a source that was cited in another source (a secondary source), name the original source in your signal phrase. List the secondary source in your reference list and include it in your parenthetical citation, preceded by the words “as cited in.” In the following example, Satcher is the original source, and Critser is the secondary source, given in the reference list.

Former surgeon general Dr. David Satcher described “a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness” (as cited in Critser, 2003, p. 4).

**14. Sacred or classical text** Identify the text, the version or edition you used, and the relevant part (chapter, verse, line). It is not necessary to include the source in the reference list.

Peace activists have long cited the biblical prophet’s vision of a world without war: “And they shall beat their swords into plowshares, and their spears into pruning hooks; nation shall not lift up sword against nation, neither shall they learn war any more” (Isaiah 2:4, Revised Standard Version).

## Directory to APA references (bibliographic entries)

### General guidelines for listing authors (print and online)

1. Single author, 10
2. Multiple authors, 10
3. Organization as author, 11
4. Unknown author, 11
5. Two or more works by the same author, 11
6. Two or more works by the same author in the same year, 11

### Articles in periodicals (print)

7. Article in a journal, 12
8. Article in a magazine, 12
9. Article in a newspaper, 12
10. Article with three to seven authors, 14
11. Article with eight or more authors, 14
12. Abstract of a journal article, 14
13. Letter to the editor, 14
14. Editorial or other unsigned article, 14
15. Newsletter article, 14
16. Review, 15

### Books (print)

17. Basic format for a book, 15
18. Book with an editor, 15
19. Book with an author and an editor, 16
20. Book with an author and a translator, 16
21. Edition other than the first, 16
22. Article or chapter in an edited book or an anthology, 16
23. Multivolume work, 18

24. Introduction, preface, foreword, or afterword, 18
25. Dictionary or other reference work, 18
26. Article in a reference work, 18
27. Republished book, 18
28. Book with a title in its title, 18
29. Sacred or classical text, 18

### Online sources

30. Article in an online journal, 19
31. Article in an online magazine, 19
32. Article in an online newspaper, 20
33. Article published only online, 20
34. Article from a database, 20
35. Abstract for an online article, 22
36. Online book, 22
37. Chapter in an online book, 22
38. Online reference work, 22
39. Document from a Web site, 23
40. Section in a Web document, 23
41. Document from a university Web site or government agency, 24
42. Article in an online newsletter, 24
43. Podcast, 24
44. Weblog (blog) post, 27
45. Online audio or video file, 27
46. Entry in a wiki, 27
47. Data set or graphic representation, 27
48. Conference hearing, 28
49. E-mail, 28
50. Online posting, 28



### Directory to APA references (bibliographic entries) (continued)

#### Other sources (including online versions)

- |   |   |
|---|---|
| 51. Dissertation from a database, 28                            | 59. Map or chart, 30                      |
| 52. Unpublished dissertation, 28                                | 60. Advertisement, 30                     |
| 53. Government document, 29                                     | 61. Published interview, 30               |
| 54. Report from a private organization, 29                      | 62. Lecture, speech, or address, 30       |
| 55. Legal source, 29  | 63. Work of art or photograph, 30         |
| 56. Conference proceedings, 29                                  | 64. Brochure, pamphlet, or fact sheet, 30 |
| 57. Paper presented at a meeting or symposium (unpublished), 29 | 65. Presentation slides, 30               |
| 58. Poster session at a conference, 29                          | 66. Film or video (motion picture), 31    |
|   | 67. Television program, 31                |
|   | 68. Sound recording, 32                   |
|   | 69. Computer software or video game, 32   |

## APA list of references

In APA style, the alphabetical list of works cited, which appears at the end of the paper, is titled “References.” For advice on preparing the reference list, see pages 35–36. For a sample reference list, see page 46.

Alphabetize entries in the list of references by authors’ last names; if a work has no author, alphabetize it by its title. The first element of each entry is important because citations in the text of the paper refer to it and readers will be looking for it in the alphabetized list. The date of publication appears immediately after the first element of the citation.

In APA style, titles of books are italicized; titles of articles are neither italicized nor put in quotation marks. (For rules on capitalization of titles, see p. 33.)

### *General guidelines for listing authors (print and online)*

In APA style, all authors’ names are inverted (the last name comes first), and initials only are used for all first and middle names.

## NAME AND DATE CITED IN TEXT

Duncan (2008) has reported that . . .

## BEGINNING OF ENTRY IN THE LIST OF REFERENCES

Duncan, B. (2008).

## 1. Single author

author: last name  
+ initial(s)      year      title (book)

Egeland, J. (2008). *A billion lives: An eyewitness report from the frontlines of humanity*. New York, NY: Simon & Schuster.

place of publication      publisher

**2. Multiple authors** List up to seven authors by last names followed by initials. Use an ampersand (&) before the name of the last author. If there are more than seven authors, list the first six followed by three ellipsis dots and the last author's name. (See pp. 3–4 for citing works with multiple authors in your paper.)

### Two to seven authors

all authors:  
last name + initial(s)      year      title (book)      place of publication

Musick, M. A., & Wilson, J. (2007). *Volunteers: A social profile*. Bloomington: Indiana University Press.

publisher

all authors:  
last name + initial(s)      year

Diessner, R., Solom, R. C., Frost, N. K., Parsons, L., & Davidson, J. (2008). Engagement with beauty: Appreciating natural, artistic, and moral beauty.

title (article)

journal title      volume      page range

*The Journal of Psychology*, 142, 303-329.

### Eight or more authors

Mulvaney, S. A., Mudasiru, E., Schlundt, D. G., Baughman, C. L., Fleming, M., VanderWoude, A., . . . Rothman, R. (2008). Self-management in Type 2 diabetes: The adolescent perspective. *The Diabetes Educator*, 34, 118-127.

### 3. Organization as author

author:  
 organization name      year      title (book)  
 American Psychiatric Association. (1994). *Diagnostic and statistical manual of*  
 edition      place      organization as author  
 number      of publication      and publisher  
*mental disorders* (4th ed.). Washington, DC: Author.

If the publisher is not the same as the author, give the publisher's name as you would for any other source.

### 4. Unknown author

Begin the entry with the work's title.

title (book)      year      place of publication      publisher  
*New concise world atlas*. (2007). New York, NY: Oxford University Press.

title (article)      year + date (for weekly publication)      journal title      volume, issue      page range  
 Order in the jungle. (2008, March 15). *The Economist*, 386(8571), 83-85.

### 5. Two or more works by the same author

Use the author's name for all entries. List the entries by year, the earliest first.

Barry, P. (2007, December 8). Putting tumors on pause. *Science News*, 172, 365.

Barry, P. (2008, August 2). Finding the golden genes. *Science News*, 174, 16-21.

### 6. Two or more works by the same author in the same year

List the works alphabetically by title. In the parentheses, following the year add "a," "b," and so on. Use these same letters when giving the year in the in-text citation. (See also p. 35.)

Elkind, D. (2008a, Spring). Can we play? *Greater Good*, 4(4), 14-17.

Elkind, D. (2008b, June 27). The price of hurrying children [Web log message]. Retrieved from <http://blogs.psychologytoday.com/blog/digital-children>

### Articles in periodicals (print)

Periodicals include scholarly journals, magazines, and newspapers. For a journal or a magazine, give only the volume number if the publication is paginated continuously through each volume; give the volume and issue numbers if each issue of the volume begins on page 1. Italicize the volume number and put the issue number, not italicized, in parentheses.

For all periodicals, when an article appears on consecutive pages, provide the range of pages. When an article does not appear on consecutive pages, give all page numbers: A1, A17. (See also “Online sources” beginning on p. 19 for online articles and articles accessed through a library’s database.) For an illustrated citation of an article in a periodical, see page 13.

#### 7. Article in a journal

author: last name  
+ initial(s)      year      article title

Zhang, L.-F. (2008). Teachers’ styles of thinking: An exploratory study. *The Journal of Psychology*, 142, 37-55.

journal title      volume      page range

**8. Article in a magazine** Cite as a journal article, but give the year and the month for monthly magazines; add the day for weekly magazines.

McKibben, B. (2007, October). Carbon’s new math. *National Geographic*, 212(4), 32-37.

#### 9. Article in a newspaper

author: last name      year + month + day  
+ initial(s)      (for daily publication)      article title

Svoboda, E. (2008, October 21). Deep in the rain forest, stalking the next pandemic. *The New York Times*, p. D5.

newspaper title      page number

## Citation at a glance | Article in a periodical (APA)

To cite an article in a print periodical in APA style, include the following elements:

- 1 Author
- 2 Year of publication
- 3 Title of article
- 4 Name of periodical
- 5 Volume number; issue number, if required (see p. 12)
- 6 Page numbers of article

The image shows two covers of the journal *Education Next*. The left cover is for the article "An Appeal to Authority" by David Whitman. The right cover is the table of contents for Volume 8, Number 4. Numbered callouts 1 through 6 point to specific elements on both covers: 1 points to the author's name, 2 to the year, 3 to the article title, 4 to the journal title, 5 to the volume and issue information, and 6 to the page number.

### REFERENCE LIST ENTRY FOR AN ARTICLE IN A PRINT PERIODICAL

Whitman, D. (2008). An appeal to authority: The new paternalism in urban schools. *Education Next*, 8(4), 53-58.

For variations on citing articles in print periodicals in APA style, see pages 12–15.



Give the year, month, and day for daily and weekly newspapers. Use “p.” or “pp.” before page numbers.

**10. Article with three to seven authors**

Ungar, M., Brown, M., Liebenberg, L., Othman, R., Kwong, W. M., Armstrong, M., & Gilgun, J. (2007). Unique pathways to resilience across cultures. *Adolescence, 42*, 287-310.

**11. Article with eight or more authors** List the first six authors followed by three ellipsis dots and the last author.

Krippner, G., Granovetter, M., Block, F., Biggart, N., Beamish, T., Hsing, Y., . . . O’Riain, S. (2004). Polanyi Symposium: A conversation on embeddedness. *Socio-Economic Review, 2*, 109-135.

**12. Abstract of a journal article**

Lahm, K. (2008). Inmate-on-inmate assault: A multilevel examination of prison violence [Abstract]. *Criminal Justice and Behavior, 35*(1), 120-137.

**13. Letter to the editor** Letters to the editor appear in journals, magazines, and newspapers. Follow the appropriate model (see items 7–9), and insert the words “Letter to the editor” in brackets after the title of the letter. If the letter has no title, use the bracketed words as the title.

Park, T. (2008, August). Defining the line [Letter to the editor]. *Scientific American, 299*(2), 10.

**14. Editorial or other unsigned article**

The global justice movement [Editorial]. (2005). *Multinational Monitor, 26*(7/8), 6.

**15. Newsletter article**

Setting the stage for remembering. (2006, September). *Mind, Mood, and Memory, 2*(9), 4-5.

**16. Review** Give the author and title of the review (if any) and, in brackets, the type of work, the title, and the author for a book or the year for a motion picture. If the review has no author or title, use the material in brackets as the title.

Applebaum, A. (2008, February 14). A movie that matters [Review of the motion picture *Katyn*, 2007]. *The New York Review of Books*, 55(2), 13-15.

Agents of change. (2008, February 2). [Review of the book *The power of unreasonable people: How social entrepreneurs create markets that change the world*, by J. Elkington & P. Hartigan]. *The Economist*, 386(8565), 94.

### Books (print)

Items 17–29 apply to print books. For online books, see items 36 and 37. For an illustrated citation of a print book, see page 17.

Take the information about a book from its title page and copyright page. If more than one place of publication is listed, use only the first. Give the city and state (abbreviated) for all US cities or the city and country (not abbreviated) for all non-US cities; also include the province for Canadian cities. Do not give a state if the publisher's name includes it (as in many university presses, for example).

### 17. Basic format for a book

author: last name + initial(s)      year of publication      book title

McKenzie, F. R. (2008). *Theory and practice with adolescents: An applied approach*.

place of publication      publisher

Chicago, IL: Lyceum Books.

### 18. Book with an editor

all editors: last name + initial(s)      year of publication      book title

Aronson, J., & Aronson, E. (Eds.). (2008). *Readings about the social animal*

edition number      place of publication      publisher

(10th ed.). New York, NY: Worth.

The abbreviation “Eds.” is for multiple editors. If the book has one editor, use “Ed.”

### 19. Book with an author and an editor

author: last name + initial(s)    year of publication    book title    name(s) of editor(s): in normal order

McLuhan, M. (2003). *Understanding me: Lectures and interviews* (S. McLuhan & D. Staine, Eds.). Toronto, Ontario, Canada: McClelland & Stewart.

place of publication (city, province, country)    publisher

The abbreviation “Eds.” is for multiple editors. If the book has one editor, use “Ed.”

**20. Book with an author and a translator** After the title, name the translator, followed by “Trans.,” in parentheses. Add the original date of publication at the end of the entry.

Steinberg, M. D. (2003). *Voices of revolution, 1917* (M. Schwartz, Trans.). New Haven, CT: Yale University Press. (Original work published 2001)

### 21. Edition other than the first

O’Brien, J. A. (Ed.). (2006). *The production of reality: Essays and readings on social interaction* (4th ed.). Thousand Oaks, CA: Pine Forge Press.

### 22. Article or chapter in an edited book or an anthology

author of chapter: last name + initial(s)    year of publication    title of chapter

Denton, N. A. (2006). Segregation and discrimination in housing. In R. G. Bratt, M. E. Stone, & C. Hartman (Eds.), *A right to housing: Foundation of a new social agenda* (pp. 61-81). Philadelphia, PA: Temple University Press.

book editor(s): in normal order    book title

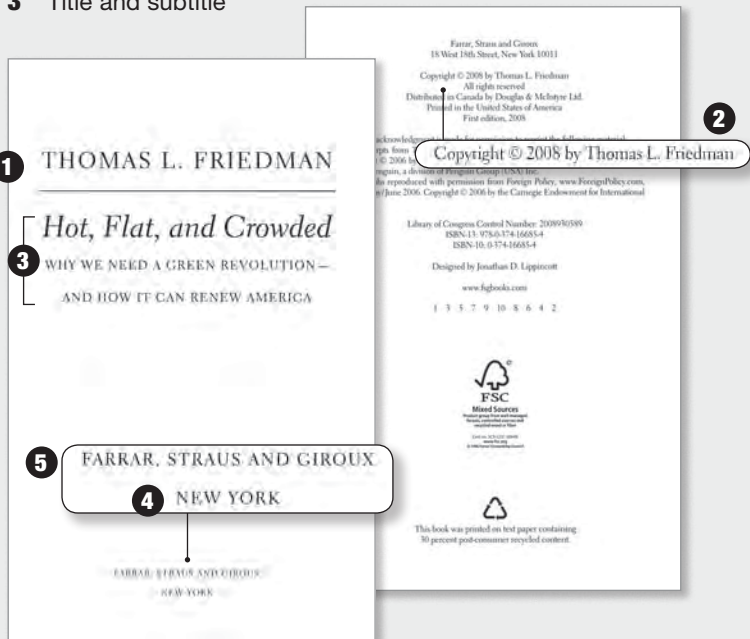
page range for chapter    place of publication    publisher

The abbreviation “Eds.” is for multiple editors. If the book has one editor, use “Ed.”

## Citation at a glance | Book (APA)

To cite a print book in APA style, include the following elements:

- |                              |                               |
|------------------------------|-------------------------------|
| <b>1</b> Author              | <b>4</b> Place of publication |
| <b>2</b> Year of publication | <b>5</b> Publisher            |
| <b>3</b> Title and subtitle  |                               |



1      2      3  
 Friedman, T. L. (2008). *Hot, flat, and crowded: Why we need a green revolution—*  
*And how it can renew America*. New York, NY: Farrar, Straus & Giroux.  
 4      5

For more on citing print books in APA style, see pages 15–18.

**23. Multivolume work** Give the number of volumes after the title.

Luo, J. (Ed.). (2005). *China today: An encyclopedia of life in the People's Republic* (Vols. 1-2). Westport, CT: Greenwood Press.

**24. Introduction, preface, foreword, or afterword**

Gore, A. (2000). Foreword. In B. Katz (Ed.), *Reflections on regionalism* (pp. ix-x). Washington, DC: Brookings Institution Press.

**25. Dictionary or other reference work**

Leong, F. T. L. (Ed.). (2008). *Encyclopedia of counseling* (Vols. 1-4). Thousand Oaks, CA: Sage.

**26. Article in a reference work**

Konijn, E. A. (2008). Affects and media exposure. In W. Donsbach (Ed.), *The international encyclopedia of communication* (Vol. 1, pp. 123-129). Malden, MA: Blackwell.

**27. Republished book**

Mailer, N. (2008). *Miami and the siege of Chicago: An informal history of the Republican and Democratic conventions of 1968*. New York, NY: New York Review Books. (Original work published 1968)

**28. Book with a title in its title** If the book title contains another book title or an article title, neither italicize the internal title nor place it in quotation marks.

Marcus, L. (Ed.). (1999). *Sigmund Freud's The interpretation of dreams: New interdisciplinary essays*. Manchester, England: Manchester University Press.

**29. Sacred or classical text** It is not necessary to list sacred works such as the Bible or the Qur'an or classical Greek and Roman works in your reference list. See item 14 on page 7 for how to cite these sources in the text of your paper.