

### A Few General Rules for References:

1. Indicate the beginning of the Reference Section with the title, References, centered on the top line of the first page following the end of the manuscript. Note that the title only has the first letter capitalized and is not underlined.
2. Double-space throughout. As is throughout the manuscript, the font should be a 12-point, standard font having serifs (e.g., Times New Roman). Margins should be at least 1" on each side.
3. Alphabetize the listing of references, beginning with the last name of the first author of a paper that is closest to the beginning of the alphabet (e.g., a reference with the first author, Brown would precede a reference with the first author, Smith).
4. After the first line of the reference, indent five spaces or 1 inch all lines of a reference.
5. Use only initials, followed by a period, of first and middle names of author(s).
6. Use the ampersand (&) not, and, to separate the names of the authors of a paper, chapter, or book.
7. Commas should separate each author's last name from his/her initials, and each author's name from the others'. A comma should precede the ampersand. Examples:  

Jahnke, J. J., Bower, R., & Davis, S.T.  
Davis, S. T., & Jahnke, J.J.
8. Following the name(s) of the author(s), the year of publication is enclosed in parentheses and followed by a period.
9. Capitalize only the first letter of the first word of a title of an article or a book. The only other word having a first letter that may be capitalized in the title of these publications is the word that follows a colon (:) in the title.
10. On the other hand, capitalize the first letter of each major word in the title of a journal! (Go figure?!?!?!?)
11. Titles of articles, books, chapters, and journals never have quote marks surrounding them, but they do end with a period.

12. Italicize the title and volume number of a journal or book.
13. Do not include the issue number, or the publication month or quarter of the journal.
14. When giving the page numbers following the volume number of a journal, do not use “pages”, “pp.”, or “p”. Merely indicate the first and last of the pages being reported (e.g., 224-270).
15. When citing a chapter in an edited text, follow the name of the chapter with where the chapter came from. You do it like this:

In H. L. Roediger & F. M. Craik (Eds.), *Varieties of memory and consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Note that here the abbreviation for “pages”--pp.--is included and that the publisher (Erlbaum) is preceded by the city and state where the book was published (here, Hillsdale, NJ).

**MORE TO FOLLOW! (Consult your APA-Manual, ALWAYS!)**