

## APA Citation Style

This guide is designed to *get you started* with or *refresh your memory* about the APA citation style. For more information, please consult the official source—the *Publication Manual of the American Psychological Association*, 6th ed. (2010) (commonly called the “APA Manual”)—which is available in the library at: **Rosen Reference BF76.7 .P83 2010**. Please keep in mind that APA guidelines are intended for articles published in scientific journals. You may need to check with your professor for applying these guidelines to your class papers.

### Citing Sources in the Text

- APA style recommends that you use **parenthetical references** (notes that appear in parentheses) throughout the text of your paper, along with a **References** list at the end of your paper. There are several rules to keep in mind when creating your **parenthetical references**. For example:
  - Parenthetical references generally follow the format: (Author, Date). For instance:  
 Some industry experts feel the cruise industry is still recovering (Lee, 2003).  
 All survey respondents rated interpersonal skills highly (Koenig, Watson, & Ziff, 2001).
  - If you cite a *specific part* of a source (such as when you use a direct quote), you must also indicate the page, chapter, figure, table, section, etc., from which you took the information:  
 “Hotel occupancy rates in Orlando rose 2.1% last year” (Butler, 2003, p. 72).  
 “Hospitality is the fastest-growing industry” (Smith, 2000, Conclusion section, para. 1)
  - If the name of the authors appears in the narrative, then you need not repeat it in the reference:  
Hall (1999) discovered a correlation between sleep deprivation and job performance (p. 38).
  - If a work has no author, cite the first few words of the reference list entry, putting quotes around article or chapter titles and italicizing periodical, book, brochure, or report titles:  
 Most theme park workers lack adequate health care benefits (“Recent Study Finds,” 2004).  
 Site selection is only one of many important factors (*Convention Tourism*, 2002, p. 49)
  - If a work has no date, use the abbreviation n.d.:  
 “Malt beverage output in the United States is at an all-time high” (Beer Institute, n.d., Production section, para. 3).

### Formatting the References List

- Start the reference list on a new page, with the word **References** in the top center of the page.
- Arrange the items alphabetically by author (if no author is given, then start with the title).
- **Double-space** the lines of each entry, and double-space between entries.
- Use a “hanging indent” (indent the second and following lines) for entries longer than one line.
- Do not spell out an author’s first or middle name: Shock, P.J. (**not** Shock, Patti J.).
- In titles of books, articles, websites, and other major works, only the first words of the title and subtitle are capitalized (except proper nouns, which are still always capitalized): *Conferences and conventions: A global industry*. However, significant words in the titles of journals, magazines, & newspapers **are** capitalized: *Journal of Hospitality and Tourism Research*.

## References List Examples – Selected Common Source Types

### JOURNAL OR MAGAZINE ARTICLE

#### **Print version:**

- General Form:  
Last, F.M. (Date). Article title. *Journal Title*, volume(number), pages.
- Example:  
Monteson, P.A., & Singer, J. (2004). Marketing a resort-based spa. *Journal of Vacation Marketing*, 10(2), 282-288.

#### **Electronic versions**

APA style calls for the use of a **Digital Object Identifier (DOI)** when citing *electronic versions of scholarly articles*. The **DOI** is an alpha-numeric code used to assign a persistent link to the article.

- DOIs do not apply to trade, magazine, or newspaper articles.
- When a DOI is present, you should include it at the end of your APA reference for the article.
- DOI numbers are complex, so it is recommended that you copy and paste them into citations.
- You can retrieve an article or its abstract at [www.crossref.org](http://www.crossref.org) or [www.doi.org](http://www.doi.org) by typing the known DOI in the DOI resolver.

#### **Electronic version – accessed through a library database, DOI assigned**

- General Form: *Follow print form*, then add doi: unique identifier
- Example:  
Stokes, R. (2008). Tourism strategy making: Insights to the events tourism domain. *Tourism Management*, 29(2), 252-262. doi:10.1016/j.tourman.2007.03.014

#### **Electronic version – accessed through a library database, no DOI assigned**

- General Form: *Follow print form, then add:* Retrieved from URL of journal or magazine home page.
- Example:  
Thorn, B. (2008, November). Restaurants face fresh competition from supermarket meals. *Nation's Restaurant News*, 42(44), 64. Retrieved from <http://www.nrn.com/index.aspx>
- Note: APA guidelines state it is unnecessary to include database information; instead, provide the home page URL of the journal or magazine. You will have to do a web search to find this information. You may want to check with your professor about this guideline.

#### **Electronic version – accessed through publisher's website, no DOI assigned**

- General Form: *Follow print form, then add:* Retrieved from home page URL of journal or magazine. If it is the final version of the article, there is no need to include a retrieval date.
- Example:  
Schoolfield, J. (2008, March). Desert oasis. *Funworld*, 24(3), 28-34. Retrieved from <http://www.iaapa.org/industry/funworld/>

BOOK**Print version:**

## • General Form:

Last, F.M. (Date). *Book title* (edition, if other than first). Place: Publisher.

## • Examples:

Parker, R.M., Jr. (2003). *Bordeaux: A consumer's guide to the world's finest wines* (4th rev. ed.).  
New York, NY: Simon & Schuster.

O'Halloran, R.M., Jarvis, K., & Allen-Chabot, A. (Eds.). (2006). *Cases in hospitality and tourism management*. Upper Saddle River, NJ: Pearson/Prentice Hall.

**Electronic version**

## • General Form:

Last, F.M. (Date). *Book title* (edition, if other than first). Retrieved from home page URL of the book  
OR name of database

## • Examples:

Jagels, M.G., & Coltman, M.M. (2004). *Hospitality management accounting* (8<sup>th</sup> ed.). Retrieved from  
the NetLibrary database.

Levitt, S.D., & Dubner, S.J. (2005). *Freakonomics: A rogue economist explores the hidden side of everything*. Retrieved from <http://books.google.com/books>

CHAPTER IN AN EDITED BOOK

## • General Form:

Last, F.M. (Date). Article or chapter title. In Editor(s), *Book title* (pages). Place: Publisher.

## • Example:

Whorton, J.C. (2000). Vegetarianism. In K.F. Kiple & K.C. Ornelas (Eds.), *Cambridge world history of food* (pp. 1553-1564). Cambridge, England: Cambridge University Press.

FILM / VIDEO / DVD

## • General Form:

Last, F.M. (Producer), & Last, F.M. (Writer/Director). (Year). Title of film [Motion picture].  
Place: Studio.

## • Examples:

Educational Institute of the American Hotel and Motel Association (Producer). (1997). *Supervisory skill builders: Leadership* [Motion picture]. East Lansing, MI: The Institute.

McCallum, R. (Producer), Lucas, G. (Director), & Lucas, G., Hales, J. (Writers). (2002). *Star wars II: Attack of the clones* [Motion picture]. Beverly Hills, CA: Twentieth Century Fox.

## WEBPAGE

- General Form:

Last, F.M. (Date). *Webpage title* [Document type, if other than a standard website]. Retrieved from URL

- Example:

Cope, J. (2003). *Towards a dynamic learning perspective of entrepreneurship* [White paper]. Retrieved from <http://www.lums.co.uk/publications/viewpdf/224/>

Many web documents do not provide as much information as the general form calls for. In such cases, omit the missing information and follow the general form as closely as possible. If the information on a webpage is undated or otherwise changeable, include the retrieval date:

Convention Industry Council. (2004). *CIC facts*. Retrieved August 21, 2009, from [http://www.conventionindustry.org/aboutcic/about\\_cic.htm](http://www.conventionindustry.org/aboutcic/about_cic.htm)

*How do we dwell in Orlando?* (n.d.). Retrieved August 21, 2009, from <http://pegasus.cc.ucf.edu/~janzb/life@ucf/dwellorlando.htm>

Entire websites (as opposed to specific documents or sections of the website) are not cited in the reference list, but are cited within text:

The Ritz Carlton website features panoramic images of their hotels ([http:// www.ritzcarlton.com](http://www.ritzcarlton.com)).

## INTERVIEW, TELEPHONE CONVERSATION, E-MAIL

Because they do not provide recoverable data, letters, interviews, telephone conversations, and emails are not included in the reference list. Cite these personal communications in the text only:

D.R. Dickson (personal communication, May 22, 2008) contended that ....

...attributed to tourism decline (A. Pizam, personal communication, April 1, 2008).

For more information about citing personal communications, see p. 179 of the APA Manual or speak with your professor.

## **For More Help**

To cite a source type not listed above, or for more examples and details about APA style, refer to the longer electronic version of this guide ([http://library.ucf.edu/rosen/guide\\_apa.asp](http://library.ucf.edu/rosen/guide_apa.asp)) or the *Publication Manual of the American Psychological Association*.