



REFERENCE LIST FORMATTING & EXAMPLES

Leadership Development Events

The following Leadership Development Events require the submission of a complete reference list that conforms to the most current edition of the American Psychological Association (APA) Publication Manual: **Agricultural Issues, Demonstration, Junior High Public Speaking, Greenhand Public Speaking, and Prepared Public Speaking.**

See each contest's rules for reference requirements specific to the contest.

RESOURCES

This document is meant to serve as a quick reference on APA formatting and examples. Please refer to the following resources for more in-depth information and a wider variety of examples:

American Psychological Association (APA) Publication Manual

APA Style Reference Examples:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Purdue OWL APA Formatting and Style Guide:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

A resource for formatting - Citation Machine:

<https://www.citationmachine.net/>

REFERENCE LIST FORMATTING

All references or information sources (i.e., websites, essays, articles, reports, research papers, books, etc.) need to be listed together in one reference list on a page titled **References** or **Reference List**.

The reference list is arranged in alphabetical order of the authors' last names. If there is more than one work by the same author, order them by publication date - oldest to newest (e.g., a 2014 publication would appear before a 2018 publication).

The entire list should be double-spaced.

How to Double Space in Word:

<https://support.microsoft.com/en-us/office/double-space-the-lines-in-a-document-9c026fce-5231-4508-b236-5cd3a4953469>

How to Double Space in Google Docs:

<https://support.google.com/docs/answer/1663349?hl=en&co=GENIE.Platform%3DDesktop#zippy=%2Cchange-paragraph-spacing-and-alignment>

The first line of each reference is left justified, while all subsequent lines have a consistent hanging indent.

How to Format a Hanging Indent in Word and Google Docs:

<https://libguides.ccsu.edu/c.php?g=736245&p=6687403#:~:text=Hanging%20indents%20in%20Google%20Docs,-Use%20the%20following&text=Along%20the%20top%20menu%2C%20click,Click%20%22Apply.%22>

AUTHOR NAMES

Author names are listed starting with the last name followed by the initials of the first and middle name. Place a comma after the last name. Place a period after each initial in the first and middle name.

Author name: Lisa Eileen Johnson
Formatting: Johnson, L. E.

Single Author

Last name first, followed by initials.

McCrae, R. R. (1993). Moderated analyses of longitudinal personality stability. *Journal of Personality and Social Psychology*, 65(3), 577-585.

Two Authors

List by their last names and initials. Separate author names with a comma. Use the ampersand (&) instead of "and."

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, 113(1), 117-143. <http://dx.doi.org/10.1037/pspp0000096>

Three to Twenty Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand (&).

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

Group Authors

Group authors can include corporations, government agencies, organizations, etc. Be sure to give the full name of the group author in your reference list.

Bureau of International Organization Affairs. (2018). *U.S. contributions to international organizations, 2017* [Annual report]. U.S. Department of State. <https://www.state.gov/u-s-contributions-to-international-organizations/>

DATES

Dates are placed in parentheses, followed by a period. If there is no date provided, use "n.d."

(2019).
(2015, April 12).
(n.d.).

EXAMPLES BY TYPE OF SOURCE

INTERNET SOURCE WITH INDIVIDUAL AUTHOR(S)
Basic Format
Lastname, F. M., & Lastname, F. M. (Year, Month Date). <i>Title of page</i> . Site name. http://someurl
Example
Price, D. (2018, March 23). <i>Laziness does not exist</i> . Medium. https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01

INTERNET SOURCE WITH GROUP AUTHOR (ORGANIZATION/CORPORATION/AGENCY)
Basic Format
Agency or Organization Name. (Year, Month Date). <i>Title of page</i> . Site name. http://someurl
Example
Minnesota Department of Health. (n.d.). <i>Workplace wellness: Making good health a priority at work</i> . https://www.health.state.mn.us/communities/workwellness/index.html

SCHOLARLY JOURNAL ARTICLE FROM ONLINE SOURCE
Basic Format
Lastname, F. M., Lastname, F. M., & Lastname, F. M. (Year). Title of article: Subtitle. <i>Title of Periodical</i> , volume number(issue number), first page-last page. https://dx.doi.org/xx.xxx/yyyy
Example with DOI (Digital Object Identifier)
Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. <i>Psychology & Marketing</i> , 23(2), 161-180. https://doi.org/10.1002/mar.20105
Example without DOI (Digital Object Identifier)
Flachs, A. (2010). Food for thought: The social impact of community gardens in the Greater Cleveland Area. <i>Electronic Green Journal</i> , 1(30), 27-42. https://escholarship.org/uc/item/6bh7j4z4