

# Guidelines for citing the most common types of document used by pupils in a bibliographic reference list according to the American Psychological Association style guide, (6th edition, 2009.)<sup>1</sup>

Dp Biblioteca Colegio de San Francisco de Paula, October 2011. Revised Jan. 2015

The APA style guide tells you how to make in-text citations as well as how to write your reference list.

## General considerations for the reference list

- References should be in alphabetical order, according to the first letter of the author's surname. If there is no author, the reference begins with the title.
- Works by the same author are listed chronologically (earliest published work first).
- If you can't find the date of a work put (s.d.) where s.d. means "*sine data*", latin for "no date"

## How to cite the most used documents in a reference list using APA style.

### Basic rules for complete books (printed and electronic)

Surname, A. A. (Year). *Title*. City: Publisher.

Surname, A. A. (Year). *Title*. Retrieved day, year from <http://www.xxxxxx.xxx>

Surname, A. A. (Ed.). (Year). *Title*. City: Publisher.

#### Book with author(s)

Reference list example	In-text example
Osorio, F. (2006). <i>Violencia en las escuelas: un análisis desde la subjetividad</i> . México D.F: Ediciones Novedades Educativas.	(Osorio, 2006)

#### Electronic book

Reference list example	In-text example
Altamira, R.. (1919). <i>Libro de máximas y reflexiones</i> . [Biblioteca Virtual Cervantes]. Retrieved 19 January 2015 from <a href="http://www.cervantesvirtual.com/nd/ark:/59851/bmcgj1c2">http://www.cervantesvirtual.com/nd/ark:/59851/bmcgj1c2</a>	(Altamira, 1919)

### Basic rules for electronic sources (webpages, blogs etc.)

Give as much information as possible. Put additional information in brackets after the title. **Remember that you should always evaluate the validity of any online sources you use in your work.**

Author, A. A., & Author, B. B. (year, month, day). Title of document. Retrieved month, day, year from <http://webaddress>

Reference list example	In-text example
Nelson, K. (2015, February). "Geography for Kids: Spain." [Ducksters. Technological Solutions, Inc. (TSI)]. Retrieved 2 February 2015 from <a href="http://www.ducksters.com/geography/country/spain.php">http://www.ducksters.com/geography/country/spain.php</a> .	(Nelson, 2015)

#### Blog Post

After the title of the post, indicate in square brackets what type of information it is and write the name of the blog and the URL. The titles of online communities such as blogs, forums and news groups are not written in italics. If the name of the author is not disclosed, use the username.

Reference list example	In-text example
J. Dean. (2008, May 7). When the self emerges: Is that me in the mirror? [Blog Post]. Retrieved 26 January 2015 from <a href="http://www.spring.org.uk/2008/05/when-self-emerges-is-that-me-in-mirror.php">http://www.spring.org.uk/2008/05/when-self-emerges-is-that-me-in-mirror.php</a>	(Dean, 2008)

#### Videos

In the case of all videos, give as much information as possible such as the producer and director since they are useful for its identification. For youtube videos use the screen name of the author if you don't know his name. Otherwise put the screen name on brackets.

Video Reference list example	In-text example
C.G.P. Grey. (2013, July 2). <i>The European Union Explained</i> [Video file]. Retrieved 19 January 2015 from <a href="https://www.youtube.com/watch?v=O37yJBFRfg">https://www.youtube.com/watch?v=O37yJBFRfg</a>	(C.G. Grey, 2013, min. 2:21)
Green, J. [vlogbrothers] (2014, August 26). <i>Food Is Weird: Understanding Agriculture in the Developing World</i> . [Video file]. Retrieved 2 February 2015 from <a href="https://www.youtube.com/watch?v=Tynfe-kaPMg">https://www.youtube.com/watch?v=Tynfe-kaPMg</a>	(Green, 2014, min. 1)

<sup>1</sup> Note: It is the responsibility of the pupil to consult the in the library for more information should they use any other type of document not mentioned in these guidelines. For work in Spanish follow the guidelines available in Spanish.