

Bracken Business Communications Clinic

APA Formatting and Capitalization Considerations

The format of your reference entries depends heavily on the type of source you are referencing. Specific examples are provided in the following pages; first, it is important to consider some consistencies in the formatting of APA reference entries.

APA reference entries contain:

- Authors' last names and first initials; e.g., Liotta, D.
- Publication date; e.g., (2016, February 11).
- Source Title and Publisher Name/Publication Source:
 - The title of the stand-alone (major) source should be in italics.
 - Format varies based on two factors:
 - independence of source (stand-alone or part of a greater whole)
 - location of title mention (in-text or on References list)

Formatting Source Titles In-Text and on the References List

Stand-Alone Source

Titles are *italicized* both in the text of your paper and on your References list.

e.g., book, e-book, periodicals, report [technical, government, etc.], dissertation, thesis, film, video, television series, podcast, YouTube video, artwork, map, music album, unpublished manuscript, etc.

NOTE:

Titles in the text of your paper are written in *title case*: All major words are capitalized.

Titles in your References list are written in *sentence case*: Only the first word, proper nouns, and words after a colon or em-dash are capitalized.

Used in the Text of Your Paper:

In *The Immortal Life of Henrietta Lacks*, Skloot (2010) explored...

Used on Your References List:

Book: Skloot, R. (2010). *The immortal life of Henrietta Lacks*. New York, NY: Random House.

Journal Article: Porter, M.E., & Kramer, M.R. (2011). Creating shared value. *Harvard Business Review*, 89(2), 62-77.

Source Is Part of a Greater Whole

Titles in sources that are part of a greater whole are NOT italicized. They are placed in double quotation marks only when used in in-text citations or the text of your paper.

e.g., journal article, book chapter or e-book chapter, newspaper or magazine article, blog post, television episode, webpage, tweet, Facebook update, encyclopedia entry, etc.

Used in the Text of Your Paper:

In his "Misbelief" blog post, Seth Godin (2017) stated...

Used on Your References List:

Godin, S. (2017, April 1). Misbelief [Blog post]. Retrieved from

http://sethgodin.typepad.com/seths_blog/2017/04/misbelief.html