**OJC Guide to APA Style in References**

OJC students should follow the style developed by the American Psychological Association (APA) in their papers for citations and references. Citations are necessary when you use information from other sources in your papers. Citations are included in the paper. Each time a writer uses information from others, she must have a citation. The References page lists all the sources used in citations in the paper. It does not list sources that the writer read but did not use in the paper. A References page is not a Bibliography. A Bibliography lists all the information the writer read before writing the paper. The References page only lists sources cited in the paper.

The References page is the last page of a paper. It has the short title, all capital letters, in the upper left hand corner and the page number in the upper right hand corner. It follows the rules for margins and line spacing used on other pages. However, it has a different rule for indenting. The first line of each entry is not indented, but all the following lines for that entry are indented 1/2 inch (1.3 cm). This is called a “hanging indent.” Look at the examples that appear in the information below. Finally, be sure to list the References in alphabetical order (A-B-C, etc.) by the first word for each entry.

Note: • Author = Author’s family name. • I. = “Initials” of the Author’s Given Name.

For example: On a References page, for Tamara A. Swenson write: Swenson, T. A.
The correct way to write 千原哲郎 (Chihara Tetsuro) is: Chihara, T.

### Books (書籍)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Capitalize the first word of the title, the first word of the subtitle, and proper nouns.</td>
</tr>
<tr>
<td>Citation in paper: (Luther, 2001)</td>
</tr>
</tbody>
</table>

### Author Variations (著者)

2 Authors: If a book or article has two Authors, you need to list both names in the reference entry and in each citation.

|---|

© Osaka Jogakuin College, 1999–2011
Citation in paper: (Author#1 & Author#2, Year) (Widdows & Voller, 1996)

3-5 Authors: If there are three to five Authors, list all Authors in the reference entry. In the paper, all the authors are given in the first citation, but only the first author followed by the words “et al.” are given in the following citations. “Et al.” means “and others.”


Author#1, I., Author#2, I., Author#3, I., Author#4, I., & Author#5, I. (Year). Title of book: Subtitle of book. City: Publisher.
First citation in paper: (Author#1, Author#2, Author#3, Author#4, & Author #5, Year) (Eades, Eades, Nishiyama, & Yanase, 2000)
All other citations: (Author#1, et al., Year) (Eades, et al., 2000)

6+ Authors: If there are six or more Authors, list only the first five authors in the reference entry followed by et al. In the paper, write only the first author followed by “et al.” for every citation.

Author#1, I., Author#2, I., Author#3, I., Author#4, I., Author#5, I., et al. (Year). Title of book: Subtitle of book. City: Publisher.
Citation in paper: (Author#1, et al., Year)

Book in Japanese
(日本語の書籍)

The Japanese title page included this information:

单一民族話の起源
<br>
<日本人>の自画像の系譜
<br>
初版第1刷発行 1995年7月10日
<br>
初版第19刷発行 2005年8月10日
<br>
著者 小熊 英二
<br>
発行者 堀江 洪
<br>
発行所 株式会社 新曜社
<br>
〒101-0051 東京都千代田区神田神明町2-10
The References page needs to have this information:


Citation in paper: (Oguma, 1995)

Follow the same format as citing a book in English, but be sure to use Romanized script (romaji) and translate the title into English. Put the English translation of the title inside brackets [ ] after the Japanese title. Only the Japanese title is italicized or underlined.

Even though the book was reprinted in 2005, it is still the first edition (初版), so the year of publication is the year of the original copyright, which was 1995.

**Article in an edited book**
(編集された書籍の章)


Citation in paper: (Jamail, 2006)

**Article from an edited book in Japanese**
(編集された書籍の章―日本語)


Citation in paper: (Ono, 1998).
Article in a book, originally published elsewhere in the same language
(編集された書籍における英語以外の記事)


Citation in paper: (Rubenstein, 1955/1982)

This citation indicates when the information was originally published and where you read it.

Translated books (Translated into English)
(書籍の英語への翻訳)


Citation in paper: (Oguma, 1996/2002)

The original year of publication is given first. This citation will indicate when it was originally published and where you read the information.

Translated book into Japanese
(書籍の日本語への翻訳)

When you use a book that has been translated into Japanese, this must be clear in the citation and on the References page.


Citation in paper: (Chomsky & Barsamian, 2001/2003)

In the citation, the original year of publication is given first, followed by the year the Japanese translation of the book was published: (Author, Year#1/Year#2)

Be sure to check the book carefully to find the correct spelling of the
author’s name. This should appear someplace near the beginning or the end of the book. Don’t use Romanized katakana. Writing チョムスキー as “Chomusuki-” is incorrect.

**Article from a journal** (学術雑誌の章)


Article’s author, I. (Year). Title of article. *Title of Journal, Volume number*(Issue), page#-page#.

Citation in paper: (Luther, 2002)

Some journals or magazines do not have an issue number or a volume number. Include the information you have.

**Article from a Japanese journal** (日本語の学術雑誌の章)


Citation in paper: (Nomura, 2006)

If the journal has an official name in English, use that name. For example, the Japanese journal called 学術月報 has the English name Japanese Scientific Monthly also on its front cover. This is the name used in the reference entry. When a journal only has a Japanese name, use that name in Romanized script.

**Article from a magazine, with an author** (一般雑誌論文)


Article’s author, I. (Year, Month day). Title of article. *Name of Magazine, Volume#, page#-page#.

Citation in paper: (Alter, 1994)
**Article from a magazine, no author**  
(一般雑誌論文,著者のない)

<table>
<thead>
<tr>
<th>Title of the article. (Date). Name of Magazine, Volume#, page#-page#. Citation in paper: (“Landscapes of repulsion,” 1992)</th>
</tr>
</thead>
</table>

**Article from a Japanese magazine, with an author**  
(日本語の一般雑誌論文)

<table>
<thead>
<tr>
<th>Author, I. (Year, Month day). Romanized title of article [English translation of title]. Romanized Name of Magazine, Volume#(Issue#), page#-page#. Citation in paper: (Money, 2006)</th>
</tr>
</thead>
</table>

**Article from a Japanese magazine, no author**  
(日本語の一般雑誌論文,著者のない)

<table>
<thead>
<tr>
<th>Romanized title of article [English translation of title]. (Year, Month day). Romanized Name of Magazine, Volume#(Issue#), page#-page#. Citation in paper: (“Nihon no diorama,” 1998)</th>
</tr>
</thead>
</table>

**Article in a newspaper, with author**  
(新聞記事)

<table>
<thead>
<tr>
<th>Article’s author, I. (Year, Month day). Title of article. Name of Newspaper, p. page#. Citation in paper: (Fackler, 2006)</th>
</tr>
</thead>
</table>

If the article is on one page, write only “p. XX.” If the article is more than one page long, write “pp. XX-XX.”
Article from a newspaper, no author
(新聞記事――著者のない)


Title of article (Year, Month day). Name of Newspaper, p. page#.

Citation in paper: (“Rebel became,” 2006)

Article from a Japanese newspaper, with an author
(日本語の新聞記事)


Author, I. (Year, Month day). Romanized title of article [English translation of title]. Romanized Title of Newspaper, p. page#.

Citation in paper: (Kawano, 2005)

Article from a Japanese newspaper, no author
(日本語の新聞記事――著者のない)


Romanized title of article [English translation of title]. (Year, Month Day). Romanized Title of Newspaper, p. page#.

Citation in paper: (“Sudan minzoku,” 2004)

Audio-visual sources (CD, Video, DVD, software, & other portable media)
(視聴覚メディア)

Provide as much information about the portable media as possible. There are many different types of media and many ways it is stored. Your APA guide has information about many types. Here are some common ones.

Movies (映画)


Director, I. (Dir.). (Year of Copyright). Title of movie: Subtitle [Motion picture, Medium of recording]. Country of Origin: Production
Company.
Citation in paper: (Jackson, 2001)

Recorded lectures or teaching materials (レクチャー)


Lecturer/Speaker/Editor, I. (Lecture, Speech, or Ed.) (Year). Title of recorded media. Title of series [Medium of recording]. City: Company.
Citation in paper: (Dalton, 2000)


When you cannot find a person responsible, like an editor or publisher, use the company name in the Author position:
Citation in paper: (Compton’s New Media, 2004)

Music recordings (音楽録音)


SongWriter, I. (Year of Copyright). Title of song [Recorded by if artist different from song writer]. On *Title of album* [Medium of recording]. City: Company.
Citation in paper: (Young, 2006)

Internet sources (電子メディア)

With any source, give the reader as much information as possible so that they can find the source if they want to learn more. With online information, include the web address (URL). If you are using a Wikipedia site, you must also include the date you found the information (retrieval date) (an example of the format is “Retrieved February 14, 2011 from site”).
URL = http://address.of.the.web.site
Basic form for Internet sources


Author, I. (Year, Month day Posted). Title of article. In EditorName, I. (Ed.), Name of web site. Sponsor of web site. Retrieved from URL Citation in paper: (Amnesty International, 2006)

Long URL Address

When the internet URL address is too long to fit your paper, add in a space after a slash (/) or before a hyphen (-). For example, the following URL is too long:


This Reference would appear incorrect on a References page. In this case, you should add a space after “www.” so it will be on only one line. It will then look like this:


Citation in paper: (Ellington, 1999)

Government, NGO (政治機関, 民間組織)


Reports often do not have authors, so write the name of the government organization, NGO, or business first.
First citation in paper: (National Institute of Mental Health [NIMH], 2002).
All other citations: (NIMH, 2002)

When the name of an organization has a common abbreviation, it can be abbreviated in the citation. If the organization does not have a standard abbreviation, include the entire name for each citation.


Citations in paper: (WorldWatch Institute, 1998)
(Amnesty International, 2006)

*Articles in Japanese from the internet*


Everything is written in Romanized script. If the name of the organization or group has an accepted English translation, you only need to use this name. All titles or names of groups must be translated. The translation appears in brackets [ ].

Citation in paper: (Ministry of Foreign Affairs, 1997)

*Missing author / Missing date of posting*

For internet articles without an author, list the organization that sponsors that page as the author.


Full Name of Sponsor of Web Site. (Date of posting). Title of article.
Name of web site. Retrieved from URL.
When the date of posting is missing, write (n.d.)


Citations in paper: (Anti-Sweatshop Labor League, 2005)
(Ministry of Agriculture, n.d.)

**Wikipedia or changing website**


February 5, 2011 is the day that the student found the information on the website. Citation in paper: (Child labour, 2011)

**Other sources with missing information (usually brochures):**

No date: When you cannot find a date on a pamphlet or brochure you want to cite, use (n.d.).
No place: When you cannot find a city or place of publication, use N. p.
No publisher: When you cannot find a publisher, use n. p.

Include as much information as you can find. When a group or organization produced the brochure, list it in the Author position. Then, write “Author” in the publisher position.


Citation in paper: (American Cancer Society, n.d.)

**Useful reference book for APA in Japanese**

The OJC library has useful reference books for APA in Japanese.

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