Did you know that in APA format there are only four parts of every reference? Here is how to provide the information for each part.

**First Position: Author**

- Do you have one or more individuals listed as author?  
  - Yes: Format: Author's Last Name, First Initial, Middle Initial  
  - No: Is this from a government site or business site?  
    - Yes: You have a corporate author. Use the government agency or company’s name in the author position.  
    - No: Substitute title for author.

**Second Position: Publication Date**

- Do you have a publication date?  
  - Yes: Format: (Year, Month Day)  
  - No: Format: (n.d.)

**Third Position: Title**

- Do you have a title to the article or book?  
  - Yes: Format: Title of document. Only first word of title and proper nouns are capitalized.  

**Fourth Position: Retrieval**

- What is the source of this information?  
  - Book: City, State (Post office abbreviation): Publisher.  
  - Internet: Use the complete URL for the exact location where the information can be found. Format: Retrieved from http://www.xxxxx  
  - Do you have a DOI (Digital Object Identifier)?  
    - Yes: Format: doi:xxxxx  
    - No: Do you have one or more individuals listed as author?  
      - Yes: Format: Author’s Last Name, Year  
      - No: In text citation for all references: (Author’s last Name, Year)

**Example of reference in APA format (retrieved from internet):**  
Author. (Year, Month Day). Title of article. Retrieved from http://www.xxxx

**Example of reference in APA format (retrieved from a book):**  
Author. (Year, Month Day). Title of article. City, ST. Publisher.

Created by Louise Xifo a.k.a. “Professor X”