

HOW TO GUIDE:

Putting APA References in Alphabetical Order

Author Surname	Same Surname Different First Names	Several Works by Same Author
Ring, A. A. Ring, J. Ringing, A. B.	Lopez, G. Lopez, J.	Hayman, D. (2001). Hayman, D. (2005).
Tip: Nothing precedes something. That's why you place Ring before Ringing.	Tip: Alphabetize by author's first names. G comes before J in the alphabet.	Tip: Place same author in order by publication date, from oldest to newest.

Single Author vs. Multiple Authors	Author Prefixes	Mc and Mac
Hayman, D. (2001). Hayman, D., & Forrest, R. (1999).	De Vries, A. Duncan, D.	MacDonald, R. McDonald, A. J.
Tip: Single authors go first. Even when the publication date of the multi-author work is earlier.	Tip: If the prefix is part of a surname, use it for alphabetizing.	Tip: Based on the first two letters of the last names, 'Ma' comes before 'Mc'.

Group Authors from Organization	Apostrophes in Surnames	No Author (Use Title of Work)
American Medical Association Central Intelligence Agency	Damner, J. D'Arcy, A.	Coating, M. The code of warfare Top 100 nursing schools Top 10 business programs
Tip: Title of organization is spelled out in full. For example, do not use the acronym AMA or CIA.	Tip: Ignore spaces, apostrophes, and capitals, 'Dam' comes before 'DAr'.	Tip: Use the title of the work instead of the author. Ignore the words 'A', 'An', and 'The'.