



APA (American Psychological Association) Style Citation

American Psychological Association (APA) style is referred to as “the author-year style” because of its form at which cites the author followed by the year the work was published. APA has three areas of referencing: *in-text citation* (using parenthetical citation within your text to identify a quote, paraphrase, or summary); *content notes* (foot or end notes); and a *reference list* (the page that lists your sources bibliographical information).

In-text Citation: Refers to the means by which you introduce the source’s work and the technique for acknowledging the sources in your text.

In detail:

- *Parenthetical* refers to all the information that you put between the parentheses. This information in conjunction with the additional details you include in the reference page will provide your audience with a pathway to one original source (which is listed in the Reference Page).
 1. Use parenthetical in-text citations when you quote, summarize, or paraphrase from another writer’s works.
 - a) Requires author, year, p. for page, and the number. (Smith, 2010, p. 2).
 - b) Using the page number is optional for paraphrased material. (Smith, 2010).
 - c) Summarized material requires only the author and year. (Smith, 2010).
- Quotation marks “” are used for directly quoted materials and are followed by the parenthetical information followed by the period.
 1. Introduce the quoted material with a signal phrase that will include the author’s name followed by the year in parentheses. Smith (2010) claimed....
 2. Follow the close quotation mark with the parenthetical citation that will include the p. for page and the page number or *para.* for the paragraph. “the bank failed” (p. 13) or (para.14).
 3. Follow the closing parenthesis with a period.
 4. When you incorporate signal words or phrases to introduce the quote, summary, or paraphrase, use the past tense verb form.

Note: If you add or take away from the original quote, you must signal the audience by using brackets around the altered letter, word, or phrase. If the quoted material contains a spelling or grammatical error and the error may confuse your audience, follow the error with word *sic*, italicized and bracketed.

Basic elements of the in-text citation: All quoted, paraphrased, and summarized sourced material should follow a signal phrase. If you drop the quoted, paraphrased, or summarized material into your work without referencing the author either through his or her name and a signal phrase or by including the authors name in the parenthetical, you are plagiarizing.

- *Author’s last name* is placed in the parentheses at the end of the quote, paraphrase, or summary only if you have not mentioned him or her before the author’s material. Example:
“All humans, barring serious disorder, become members of one Discourse free, so to speak—their primary Discourse” (Gee, 2010, p. 173).

- *Year work was published* is placed in the parentheses at the end of the quote, paraphrase, or summary unless you use the author’s name to lead into the quote, paraphrase, or summary; in that event, you will put the date after the author’s name and enclose the date in parenthesis. Example: Gee (2010) wrote that unless there are biological reasons, all humans learn one discourse, which he labels their primary Discourse.
- *Page number or paragraph number follows the abbreviation “p”*. (p. 123) or if you are citing an unnumbered or electronic source, you will use the abbreviation for paragraph, para. (para.5). Note: *You will not include the page number or the paragraph number for summarized or paraphrased information.*

Parenthetical Information for quoting, paraphrasing, and summarizing:

- *Direct quote includes author’s last name, date published, p. for page, and the page number*
- *Paraphrase can either include the page or paragraph number in the same format as the direct quote, or you can leave the page number or paragraph number out.*
- *Summary includes author’s last name and year but not the page number.*

Table 1 Basic In-Text Citation

Citation	First use introducing the source’s work	Subsequent use introducing the source’s work	Parenthetical first usage (after the source’s work)	Parenthetical subsequent use (after the source’s work)
One work by one author	Smith (2012)	Smith (2012)	(Smith, 2012)	(Smith, 2012)
One work by two authors	Smith and Jones (2012)	Smith and Jones (2012)	(Smith & Jones, 2012)	(Smith & Jones, 2012)
One work by three authors	Smith, Jones, and Anderson (2012)	Smith et al. (2012)	(Smith, Jones, & Anderson, 2012)	(Smith et al., 2012)
One work by four authors	Smith, Jones, Anderson, and Farley (2012)	Smith et al. (2012)	(Smith, Jones, Anderson, & Farley, 2012)	(Smith et al., 2012)
One work by five authors	Smith, Jones, Anderson, Farley, and Matthews (2012)	Smith et al. (2012)	(Smith, Jones, Anderson, Farley, & Matthews, 2012)	(Smith et al., 2012)
One work by six or more authors	Smith et al. (2012)	Smith et al. (2012)	(Smith et al., 2012)	(Smith et al., 2012)
Groups identified through abbreviations	Food and Drug Administration (FDA, 2002)	FDA (2002)	(Food and Drug Administration [FDA], 2002)	(FDA, 2002)
Groups as authors (no abbreviations)	University of Arkansas (2003)	University of Arkansas (2003)	(University of Arkansas, 2003)	(University of Arkansas, 2003)



Anonymous or no author	First Few Words of the Title: on accounting ethics (“Ethical Responsibility,” 2001)	(“Ethical Responsibility,” 2001)	(“Ethical Responsibility,” 2001)	(“Ethical Responsibility,” 2001)
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(Publication Manual of the American Psychological Association, 2011, p. 177. Copyright 2010 by American Psychological Association.)

Basic Format for Quoting

Sources Written by One Author:

- The author’s name is included in a signal phrase and is followed by the year the work was published in parentheses.
- After the quote, you will include the page number in parentheses.

Example:

- According to Markel (2010), “copyright literally refers to a person’s right to copy the work that he or she has created” (p.25). The exception to the right to copy is when your created work was a part of work for hire; in that event, the work doesn’t belong to you but to the company that paid you.

Notes for the example:

1. The signal word “according” announces the author and his quote.
2. Following the author’s name is the year of the publication in parentheses—this is key for identifying which works on the source cited page this quote is from; it’s the one published in 2010.
3. At the end of the sentence, parentheses enclose the page number (p.25). Also significant is where the period is located; it is after the closing parentheses.
4. Immediately following the parenthetical citation, there is a comment about the quote...the author makes exception. This is an example of commenting on the source in some way.

In some of your structures, you may choose to place the **parenthetical in-text citation in the middle of the sentence.**

Example:

- Key to the “person’s right to copy the work” (Markel, 2010, p. 25) is the work made for hire law that prevents individuals who create intellectual property while working for a company from taking that work—although copyrighted—them.

In this example, there are significant points to note:

- The writer has used a quote of a few words within his or her own writing. Note the quoted section has quotation marks identifying it as quoted.
- Note where the parenthetical citation is located and the information inside the parenthetical citation.
- Because the author doesn’t mention Markel by a signal word or phrase, he or she must include Markel’s name in the parenthetical citation, the year the book was published, the indicator of page, and the page number.
- Note the commas after Markel and the year—this is important.
- Note p. 25—this is also important, so follow the exact formation.

- *Finally, there is no punctuation before or after the parenthetical citation—it is not necessary in this construction because it is embedded in the sentence structure.*

Block quotations are those quotes that are more than forty words. **They are set off not by quotation marks but by moving the entire quoted material in five to seven spaces from the left margin.** The parenthetical citation is placed after the end punctuation. Block quotations should be limited for those instances in which you cannot summarize or paraphrase adequately that information which you are quoting.

Example:

Markel (2010) noted the following:

However, if you work for IBM, you cannot simply copy information that you find on the Dell Web site and put it on the IBM site. Unless you obtain written permission from Dell to use its intellectual property, you will be infringing on Dell’s copyright. (p. 25)

In the block quotation above, note the following information:

- *The block quote requires a signal phrase. In the above example, the author introduces the quote by the phrase “Markel (2010) noted the following”: For a block quotation, follow the signal word or phrase with a colon.*
- *The entire quote is indented five to seven spaces.*
- *The quote ends with a period.*
- *The period is followed by the parenthetical information: p. for page number and the number 25 inside parentheses.*

Sources Written by Two Authors:

- Use both authors’ names separated by “and” if you are using their names as part of your signal phrase: Smith and Jones (2001) claimed that....
- If you are citing the authors in the parenthetical citation, you will put both names separated by an ampersand--&--in the parenthesis: (Smith & Jones, 2001, p. 21).

Example:

- In order for writers to establish their ethics, they “must seem to be intelligent, to be of good moral character, and to possess good will toward their audiences” (Crowley & Hawhee, 2009, p.201).

In the above example, note the following:

- *The quote isn’t framed by a signal word or phrase.*
- *Quotation marks surrounding the quote.*
- *Parenthetical contents: Parentheses—both authors’ names separated by an ampersand—comma—the year—comma—p. for page number— a period—the year—end parentheses— a period.*

Note another technique for writing using the same quote:

- *Crowley and Hawhee (2009) wrote that writers “must seem to be intelligent, to be of good moral character, and to possess good will toward their audiences” (p. 201).*

Sources Written by Three to Five Authors:

- The first time you use the source, name all of the authors with “and” coming in front of the last one. Smith, Jones, Roberts, and Bender (2001) concluded that the real problem is not the students but the school district. (This is a paraphrased source, so you will not include the page number.)
- If you refer to these authors again, you will use only the first author’s name and follow it with “et al.” Smith et al. (2001) wrote that “poorer school districts hire less qualified teachers, have less money for resources, and have fewer programs that inspire students” (p. 23). (This source is a direct quote, so you include the page number at the end.)

Sources Written by Six or More Authors:

- Every time you reference a source written by six or more authors, you will write the last name of the first author listed on the works and “et al.” and the year. Jones et al. (2008) claimed that the more resources a student has access to, the better he or she will perform in school.

Sources Written by Corporate or a Group:

- If the group or a corporation has a long name, the first time you reference it, you will spell it out and put the abbreviation in parentheses. The Federal Bureau of Investigation (FBI).
- After the first time of spelling the reference out, you will use only the abbreviation.

Anonymous Author:

- If you are referencing a work whose author is not identified, you will use the first few words of the title or article.
- If anonymous is listed as the author, use anonymous in the parenthetical citation. (Anonymous, 2010, p. 2).
- Titles of books are italicized.

Using Two or More Authors with the Same Last Name:

- If you are using two or more authors with the same last name, you must always include a first initial in your in-text citation so that your reader will distinguish one from the other.

Using Two or More Sources in one Parenthetical Citation:

- When more than one author has performed the same study or written the same information, list those authors in alphabetical order and separate them by a semicolon. (Allan, 2009; Bain, 2001; Smith, 2009).
- When you use works by the same author, you will list the author’s works in chronological order separated by a comma. (Lewis, 2001, 2008, 2012).

Using an Indirect Source:

- Indirect sources are sources that are quoted within another source’s work. Whenever possible, go to the original source.

Example:

Jim West wrote “that bridge is the largest bridge in the world (as cited in Smith, 2003, p. 12).

- The example above includes the original author Jim West plus the signal word wrote. □ Follow the signal word with the quote.
- The parenthetical citation will include “as cited in Smith, 2003, p. 12”.
 - a) “as cited in Smith” reveals that it is an indirect quote.

Personal Communication:

- If you use material from letters, electronic messages, telephone, interviews, or other personal communication in your text, cite it as follows: J. Smith (personal communication, Jan. 12, 2009) claimed that the reason for the confusion was the lack of open communication.
- Your reference page does not need to include entries from personal communications.
- Out of courtesy you should do the following: 1) Obtain permission from the person or persons; 2) Include a footnote or endnote that explains the context of the personal communication.

Electronic Document:

- Electronic documentation is cited like a print source. West and French (2003) argued for an increase in taxes to support education.
- For unknown date, use the abbreviation “n.d.” in place of the year. (Smith, n.d.).
- For an electronic document without a page number, use the page number for an electronic work formatted in a PDF, or follow with the paragraph number.

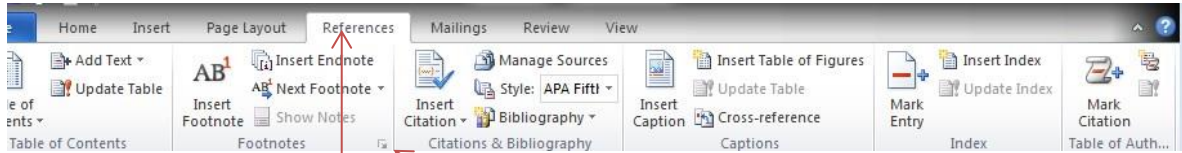
Table or Figures that You Reproduce in Your Text:

- Provide accurate labeling: Table for table, Figure for figure, Graph for graph, etc.
- Provide an informative heading.
- Below the graph, table, figure, photo, or other illustration, provide the information about its source: the web address or the book or journal publishing information.

Content Notes: Footnotes or Endnotes: these are meant to supplement your information but avoid long and complicated notes. They should convey only one idea, and it should not be so far removed from your text that it is taking your reader down a new path.

- Content notes can occur as footnotes at the bottom of the page, or they can be placed at the end of your work—also referred to as end notes.
 1. Offer further information about your text or the source’s text.
 2. Provide information about sources that you may not include on your reference page such as unpublished works, e-mails, interviews, or any other type of non-published works.
- Indicate content notes by following the below procedure on Microsoft Word:

- a) On the word where you want the footnote number to appear, move the cursor to menu. See the illustration below:



Left Click on the mouse while pointing at the tab titled *References*

Open the dialogue box by clicking on the *arrow in the right lower corner*

When the dialogue box opens, click on either *insert endnote* or *insert footnote*, depending upon which type you are going to use, and the type of number, either small Roman numerals or Arabic numbers.

Once you click on the type and formation of numbering, you can begin typing at the bottom of the page or the end of the document.

3. *Indent the first line* of each note five spaces, *double space the content* information, and align the second line of a new entry to the left.

Note: Content notes should not be used to provide information that you do not have in the body of your work. If you have used a source or written briefly about an idea and you think by expanding that idea within your text will change the focus of your paper, rethink even mentioning it. Too many distractions from your work will distract the reader. Content notes are good for explanation or for noting something of interest about the author or to point to more information about the author.

The References Page Entries: This information provides the reader with the information for finding your borrowed information should he or she want to go to the source.

References are presented in alphabetical order. The list will include only those sources which you have used in your work; however, there are times when you will create a bibliography, which lists everything that you have read. And, in some cases you may be required to produce an annotated bibliography. For information about an annotated bibliography, refer to the resource Annotated Bibliography.

Formation of the References Page:

- Start your References on a separate page from your paper.
- Center the title of that page which will be titled References.
- The title of the page should not be in bold font, nor should it be a different style or size font.
- Double space all entries.
- Hanging Indent Formation—the first line of an entry aligns on the left and the following lines of that entry are indented five spaces.
- Alphabetical Order by the last name of the author.
 1. If more than one author has the same last name, you will organize those authors in order of the letter of their first name.
 2. If two or more works are by the same author, list them chronologically by the year the works were published.

3. If two or more works by the same author were published in the same year, then you will use the first word of the title, except “a”, “an”, or “the,” to organize the works in those orders and place an “a” and “b” next to the date to signify the order.
 4. For works with no listed authors or editors, put the works in order by the first word in the title, except if there is an “a”, “an”, or “the”.
- Italicize all book titles and subtitles and periodicals. Article titles are neither italicized nor marked with quotation marks.
 - Use capital letters for titles of books; for periodicals, capitalize the major words.
 - Publication Information: This information provides your reader with the place a work was published and the year.
 1. Books require the list of the city where the book was published and the country or postal abbreviation of the state followed by a colon. After the colon you will include the publisher’s name—leave out Inc., Co., or Publishers.
 2. Periodicals or journals require that you follow the title of the periodical with a comma, italicize the volume number, the issue number in parentheses and follow with a comma and the inclusive page numbers.
 3. For newspaper articles or articles or chapters in a book, include the abbreviation p. (page) or pp. (pages) before the page numbers.
 - If your source doesn’t fit into any of the categories, find a category in which there are similarities and design your entry by the closest category. You may need to use more than one category.

Listing the author:

- a) One Author: Begin the listing by the author’s last name followed by a comma, first name’s initial followed by a period. Then come parentheses enclosing the publishing year. Smith, J. (2011).
- b) Multiple Authors: Last name of the first author on the publication followed with a comma, first and middle initial followed by a comma, ampersand, second author’s last name, initials, and the date in parentheses. Smith, J.E., & Jones, A.E. (2010).
- c) For more than six authors, after the first six, follow with an ellipsis, a comma, an ampersand, and then the last author’s last name, comma, and his initials, followed by the parenthetical. Adams, C.E., Smith, D.A., Jones, A.B., Gray, B.C., West, E.T., Mainyard, R.O...., & Young, O.P. (1987).
- d) Corporate or group author. Federal Bureau of Statistics. (2001).
- e) Unknown author—use the work’s title. Book titles are italicized, but periodicals are not italicized nor enclosed in quotation marks.
- f) Two or more works by the same author are listed chronologically.
- g) Two or more works by the same author published in the same year will be listed alphabetically by title, and assigned lower case “a” “b” “c” after the year.

Books: Basic Formation: Begin with the author’s last name, initials, the publication year, the title (italicized). City of publication followed by a colon, Publication Company’s name.

- One Author:

Gee, J.P. (2008). *Social linguistics and literacies: Ideology in discourses*. New York: Rutledge.

- Two or More Authors:

Lauer, J.M. & Asher, J.W. (1988). *Composition research: Empirical designs*. New York: Oxford University Press.

- Corporate or Group Author:

Center for Disease Control (CDC). (2001). *Why require immunizations*. Washington, DC: USA Government.

- Editor:

Delpit, L. (Ed.). (2002). *The skin that we speak*. New York: The New Press.

- Second and above Editions:

Corbet, P.J. & Connors R.J. (1999). *Classical rhetoric for the modern student* (4th ed.). New York: Oxford University Press.

- Two or More Works by the Same Author: Note the date of the publication predicts the placement.

Gee, J.P. (1999). *Introduction to discourse analysis*. New York: Routledge.

Gee, J.P. (2008). *Social linguistics and literacies: Ideology in discourses*. New York: Routledge.

Reference Books or Book Chapters:

- Author's last name, First initial. (Year published). Title of chapter or entry. In name of editor (Eds), *Title of book* (page number from to). Location: Publisher.
- Stubbs, M. (2002). Some basic sociolinguistic concepts. In L. Delpit (Ed), *The skin that we speak*. (pp. 64-85). New York: The New Press.

Electronic version of a print book:

- Gee, J.P. (1999). *Introduction to discourse analysis*. Retrieved from <http://www.amazon.com/Am-Introduction-Discourse-analysis-ebook/dp/BOOOSESWC> *Periodicals/Journals:*

1. List all the last names first and only use initials of first and middle names.
2. Use a comma between multiple authors' names but put an ampersand (&) before the last author's name.
3. Place the date of publication in parentheses—for journals use only the year, for newspapers and magazines, use the year, a comma, and the month spelled out and the day of the month.
4. Article title without italics or enclosures with quotation marks.
5. Italicize the periodical's title and capitalize all major words.
6. Follow the periodical title with comma, the volume number (italicized) and the issue without spacing between the volume number and the issue. Put parentheses around the issue number.
7. Place the inclusive page numbers for the article—for newspapers provide a p. or pp. before the page number. End the citation with a period.

Articles in a Journal: If the publication has an issue, you include the issue in parentheses and italicize the number. If there is no issue number, you move from the volume to the inclusive pages.

Brannon, L. & Knoblauch, C.H. (1982). On Students' rights to their own texts: A model of teacher response. *College Composition and Communication*, 33(2), 157-166.

Articles in a Magazine:

Smith, J.D. (2004, January 10). Energizing the economy. *Economics by Day*, 12, 52-53.

Articles in a Newspaper:

Doe, J. (2009, May 5). The stocks crash. *Southwest Times*. p. 2.

Review:

Cartwright, J.P. (2003). [Review of the book *Before the ponderosa*]. *Journal of Western Art*, 56, 12-15.

Published and Unpublished Interview:

Published: Alberts, P. (1998, November). [Interview with James Doe]. *Southern Review*, pp. 2-19.

Unpublished: Because unpublished interviews are not verifiable, you should cite those in-text and include a foot note that will give the information.

Electronic Sources:

1. When possible, give the author's name.
2. Date published. If there is no date, use "n.d." to indicate no date"
3. Title is not italicized nor placed inside quotation marks.
4. Publication information—for online journals, newspapers, or databases, you will follow the same procedure as print, giving the title of the publication and other information.
5. Retrieval information provides the identification of the place where you found the information. If the source has a DOI (digital object identifier), you will include the number after the publication information. You are not required to provide the database name. Or, if you do not find the DOI, you will include the words, "Retrieved from" and provide the database name, and the document number provided by the database. If you retrieve the source from a web site, write "Retrieved from" and give the URL.
 - a) Using retrieval information is important because the unedited article may precede the edited article and you will need to make certain that your audience has the route to the article that you are citing: a URL (uniform resource locator) is one identifier that will provide your audience with the exact copy of the article that you used. The DOI is another means to provide specific information to provide the exact copy.

Article from an online periodical:

Davis, J.C. (2009, March 2). Following the yellow brick road. *Business Weekly*. Retrieved from <http://www.BusinessWeekly.com> .

Source from a Database:

Smith, J.P. (2001). World peace and the economy. *Journal of Economics*, 23(2), 2-9. Retrieved from Journal Storage JSTOR database (B369870).

Document from a Web Site:

Agresti, J.D. & Smith, R.K. (2010). Gun control facts. *Just Facts: a resource for independent thinker*. Retrieved from <http://www.justfacts.com/guncontrol.asp> *Technical and Research*

Reports:

This type of research may or may not be peer reviewed and is often referred to as “gray literature”. Follow the same formatting instructions for reports as you would a book.

Author’s last name, Initial. (date). *Title of work in Italics with the report number*. City or state: publisher.

If you have a source that we do not have listed, drop by the writing center and we will help you research the citation manuals to determine the best strategy.

All information obtained for this resource came from the *Publication Manual of the American Psychological Association* (2010) Sixth Edition.