APA Citation Quick Guide

In-text Citations

- Citations are one of the most important components of APA style writing.
- In-text citations prevent plagiarism by giving credit to the original author of an idea.
- Include an in-text citation in each sentence that contains information from a resource.

The Format

Use the author or organization name and the year of publication format:
(Smith, 2018) or (American Red Cross, 2018).

Cite information at the end of a sentence (Holmes & Watson, 2015).

or at the beginning of a sentence by using a signal phrase
According to Holmes and Watson (2015),…

Note that you use “&” at the end of a sentence, but “and” at the beginning of a sentence.

If the source does not have a publication date (copyright dates at the bottom of the website do not count!), use n.d. in place of the year:
(American Red Cross, n.d.)

For direct quotes, use a page number or paragraph number
If citing one page
(Smith, 2018, p. 3).
(Smith, 2018, para. 2).

If citing more than one page
(Smith, 2018, pp. 10-25).

Multiple Authors

One or Two authors
Always mention the author(s):
(Smith & Jones, 2018).

Three to Five authors
List all authors the first time:
(Smith, Jones, & Rand, 2018).
Use et al. on every citation thereafter:
(Smith et al., 2018).

Six or more authors
Use et al. every time:
(Smith et al., 2018).

Special Cases

Abbreviations
If the organization can be abbreviated, introduce an acronym in your first citation:
(University of Southern California [USC], 2018.)

Websites
When citing a website, do not include the URL; often the publishing organization will be used:
(Purdue Online Writing Lab, n.d.).

Citing two works within same sentence
If citing two works within the same sentence, separate them with a semi-colon.
Alphabetize by name of first author:
(Purdue Online Writing Lab, n.d.; Smith, 2018.)

Indirect sources
When citing a source that has quoted another source, name the original source within the sentence and cite the overall source at the end of the sentence.
Hackman and Oldham argue that people enjoy jobs more when they must utilize a variety of skills (as cited in van der Meer & Wielers, 2011.)

Interviews, emails, and personal communication
(A. Author, personal communication, Month day, year).

If the person you were communicating with is mentioned in the text, include only (personal communication, month day, year).
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References Page

- The references page gives the reader more full publication information to make it easy to find the source.
- Each source you cite in-text should have a corresponding entry on the references page, except for personal communications.

Alphabetize by Last Name
Names are inverted – last name first, then first initial. The first line of each entry is not indented but any subsequent line is indented. This is called a hanging indent.


Common References

Books
Author, A. (Year). Title of work: Capital letter after colon. Location: Publisher.

Chapter in an Edited Book
Author of Chapter. (Year). Title of chapter. In Editor’s Names (Eds.) Title of book, (p. 8). Location: Publisher.

Brochures/Pamphlets
Not every brochure or pamphlet will have every piece of information. Give the most complete reference possible:

Journal Articles
Author, A., & Author, B. (Year). Title of article. Title of Periodical with Major Words Capitalized, volume(issue), page #. doi:00.0000/0000/0000

Newspaper Articles

Websites
Author, A. or Organization. (Date of publication or n.d. for “no date”). Title of document. Retrieved from URL

Government Documents
Government Department or Organization. (Year). Title of document (DHHS Publication No. ADM 90-1679). City, State: Publisher

Further Reading
http://libguides.usc.edu/APA-citation-style
http://blog.apastyle.org/