APA Quick Guide

In-Text Citation Format

- Citations indicate the source of your evidence/information—a key component of research.
- You must cite each evidence/information sentence at the end in parentheses, at the beginning, or midway, after evidence and before your own analysis.
- Paraphrasing source material is most always preferable to direct quotation.

Paraphrased Information Citation—Last Name, Date

**One Author/Organization:** Carr (2012) reported that... **Or cite at the end of the sentence inside parentheses** (Carr, 2012).

► **POINT:** If no publication date appears (typical of websites), use n.d. For example, (American Red Cross, n.d.)

**Two Authors:** Gurman and Kniskern (2014) found... **Or cite at the end of the sentence inside parentheses** (Gurman, & Kniskern, 2014). **Include both authors for every citation.**

► **POINT:** Use the “&” inside parentheses, but use “and” outside parentheses.

**Three, Four, or Five Authors:** List all authors in first citation: Almeida, Dolan-Del Vecchio, and Parker (2008) assert that... **If the first citation comes at the end of the sentence, include all authors** (Almeida, Dolan-Del Vecchio, & Parker, 2008). **However—list only the first author + “et al.” in subsequent citations:** Almeida et al. (2008) also claimed that... **Or cite inside parentheses at the end of the sentence:** (Almeida et al., 2008).

**Six or Seven Authors:** Lock et al. (2010) established... **Or cite at the end of the sentence inside parentheses** (Lock et al., 2010). **At six or more names, use only the first for in-text citing.**

**Organization/Groups (readily identified through abbreviation) as authors:** According to the National Institute of Mental Health (NIMH, 2003)... **Or cite at the end of the sentence inside parentheses** (National Institute of Mental Health [NIMH], 2003) **and thereafter:** (NIMH, 2003).

**Groups (no abbreviation) as authors:** University of Southern California (2010) **or** (University of Southern California, 2010).

Citing Direct Quotation

For a direct quotation, include a page number or paragraph number. If citing one page:

(Smith, 2018, p. 3) **or** if there is no page number, which is typical on websites (Smith, 2018, para. 2). **If citing multiple pages:** (Smith, 2018, pp. 10-25).

**Remember:** Paraphrasing source material earns more credit, as this indicates your grasp of the information more effectively, raising your credibility. It also keeps the ‘voice’ of the paper as your own. Interjecting too many direct quotes with different writing styles can break up the flow and make the paper sound choppy.
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In-text Special Cases & Tips

Abbreviations / Initialisms / Acronyms
If the organization can be abbreviated, introduce an acronym in your first citation: (University of Southern California [USC], 2018.) Every subsequent citation can just be (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.)
Here, van der Meer and Wielers (2011) in their text—the overall source you are citing—have used Hackman and Oldham.

Citing Interviews, emails, and personal communication
(A. Author, personal communication, Month day, year). Note: the month, day and year is the date you received the communication.
If the person you were communicating with is mentioned by name in your sentence, cite like this: (personal communication, month day, year). —Personal communication citation does not appear on References

Newspaper articles with no author given
Use the title of the article in quotation marks and the year for the in-text citation, for example: (“2 Tunnels Found”, 2014)

Citing social media—APA Style Blog
https://blog.apastyle.org/apastyle/2013/10/how-to-cite-social-media-in-apa-style.html
The APA Style Blog provides answers to every citation situation!

IMPORTANT: How often do I cite?
Remember: one citation at the end of a string of sentences or a paragraph DOES NOT "cover" the entire paragraph. —Cite a source the first time it is used in each paragraph. —Every subsequent sentence in the paragraph that uses information from this same source must contain either a signal phrase or a citation clearly indicating the information’s origin. —Note: always use a citation (even if you also use a signal phrase) every time you directly quote material.
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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—Double-Spaced

Author names are inverted – last name first, then first initial(s). The first line of each entry is aligned left, but any subsequent line of the reference is indented .05”. This is called a “hanging indent.”

Common References—Format w/ Examples

Books
Author, A. 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.86-109). 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:10.0000/0000/0000

Newspaper Articles

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

Government Documents
Government Department or Organization. (Year). Title of document (DHHS Publication No. ADM 90-1679). City, State: Publisher
Use this resource: https://libraries.indiana.edu/guide-citing-us-government-publications

URLs
- Include a retrieval date if the source material has no date. → Do not add a period at the end of the URL.
- A URL does not belong in an in text-citation. Ever. → Anything retrieved online MUST have a link. The only exception would be a journal retrieved from a subscription database such as ProQuest.

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