Information *borrowed* from a source, such as paraphrases, quotations, and summaries, must be clearly documented. The following information is according to the *Publication Manual of the American Psychological Association 6th Edition*.

**IN-TEXT CITATIONS**

Citing references in-text directs readers to the References page of the document so that they can retrieve and read more about the information or use the information in their own works. It also gives credit to whom the information is originally from to avoid plagiarism.

**Note:** If the name of the author is used in the sentence, include the date in parentheses immediately after the author’s name, thus, omitting the parenthetical citation at the end of the sentence. However, if the author’s name is not used in the sentence because a direct quote is used, add a parenthetical citation at the end of the sentence which includes the author’s last name and date. Direct quotes require specific page citation or paragraph number for non-paginated sources. If there is no author, use a short title of the works in quotations and the year.

All sources used must be cited in both the text and alphabetically in the References page with the exception of two kinds of sources: classical works and personal communications.

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*Note:* The examples below would normally be double-spaced. Depending on the type of source, titles may be italicized or in quotes.
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**Electronic source**

In addition to in-print source formats, include the paragraph number of the quote after the author or short title and year as page numbers are not usually present.

**Ex.** (Schuman, 2014, para. 6)

**Subsequent use of the author’s name in a paragraph**

After the first use of the author’s name and year, do not repeat the year again in the paragraph unless multiple studies are used and one study can be easily confused with another study.

**Two or more works by the same author**

In parentheses, order the works alphabetically and also order the year numerically.

**Ex.** Training materials are available (Department of Veterans Affairs, 2001, 2003)

**No author named in the sentence**

When no author is named in a sentence, include in parentheses a short title of the works in quotations along with the year, or mention the title of the works in the sentence followed by the year in parentheses.

**Ex.** . . . on free care (“Study Finds,” 2007)

**Ex.** . . . the book *College Bound Seniors* (2008)
One work with no author or anonymous author
When there is no author to give credit to, use the first few words of the title listed on the References page. Use double quotation marks around the title of an article, a chapter, or a web page, and italicize the title of a periodical, a book, a brochure, or a report. If the author is designated “anonymous,” cite the source using Anonymous as the name.
Ex. …water conservation (“Global Issues,” 2010)
Ex. …every year (Anonymous, 1996)

One work by multiple authors
When multiple authors are used, use the word and to join authors’ names in the text and an ampersand (&) to join authors’ names in a parenthetical reference.
Ex. According to Kersey and Masterson…
Ex. …encourage positivity (Kersey & Masterson, 2013)

Three, four, or five authors
First time referenced
List all authors’ surnames the first time they are referenced in the text followed by the year in parentheses.
Ex. …. (Stutsman, Kappes, & Harlow, 2012)

Second time referenced
List the first author’s surname and et al. with the year in parentheses.
Ex. …. (Stutsman et al., 2012)

Third time and subsequent references
Only use the first author’s surname and et al. in the text. Do not reference the year in the text or in a parenthetical reference at the end of the sentence.
Ex. As Stutsman et al. argue….

Six or more authors
List the first author’s surname and et al. (not italicized) followed with the year in parentheses.
Ex. (Armon et al., 2011)

Groups of Authors
A group of authors are, for example, corporations, associations, government agencies, and study groups. A general rule is to write out the name if it is not easily understandable. However, abbreviations are acceptable if the full name is introduced the first time used along with the abbreviated form of the name in brackets immediately following the name.
Ex. “…make a difference” (People for the Ethical Treatment of Animals [PETA], 2014)
Ex. “…a good home” (PETA, 2014)

Authors with the same surname
When there are two same surnames, use the first initial along with the surname for the first author every time even if the year is different.
Ex. We can see these facts in K. Sears (2012) and L. Sears (1996).

Shortening a reference and surnames with the same year
When the list of authors’ surnames and year shorten, they may end up matching one another and clarification is needed. Add as many authors’ surnames as necessary to clarify the references, and if more clarification is needed, add “a,” “b,” and so on behind each year in the text as well as the References page.
**Two or more works within the same parentheses**
When citing two or more works in the same parentheses, order them the same way they appear in the reference page, with author and year, separated by a semicolon.
Ex.  (Hacker & Sommers, 2010; Purcell, 1997)

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<table>
<thead>
<tr>
<th><strong>Work in an anthology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cite the specific work only, not the anthology or its editor.</td>
</tr>
<tr>
<td>Ex.  “I am fourteen,” writes Lorde (1979), “and my skin has betrayed me” (p. 1041).</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Entire work</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>List the author’s name and year in parentheses.</td>
</tr>
<tr>
<td>Ex.  (Steinbeck, 1947)</td>
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<table>
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<tr>
<th><strong>Specific page</strong></th>
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</thead>
<tbody>
<tr>
<td>List the author’s name, year, and page number in parentheses.</td>
</tr>
<tr>
<td>Ex.  (Hacker &amp; Sommers, 2010, p. 129)</td>
</tr>
</tbody>
</table>

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<table>
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<tr>
<th><strong>Electronic source</strong></th>
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</thead>
<tbody>
<tr>
<td>Include the paragraph number when page numbers are not present on the webpage.</td>
</tr>
<tr>
<td>Ex.  (Purcell, 1997, para. 4)</td>
</tr>
</tbody>
</table>

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<table>
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<tr>
<th><strong>Passage in a novel</strong></th>
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</thead>
<tbody>
<tr>
<td>Include information that directs readers to specific parts of the source. In parentheses, include the page, chapter, figure, table, or equation at the appropriate place in the text.</td>
</tr>
<tr>
<td>Ex.  (Steinbeck, 1939, p. 525)</td>
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</tbody>
</table>

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<tr>
<th><strong>Secondary sources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oftentimes your source will refer to another source. Whenever possible, locate the original source and cite directly from it in order to make sure you understand the context of the quote. If you do not locate the original source, cite only the source you found the information in, not the original source, and refer to it parenthetically in the following manner: (as cited in Author, Year). On the reference page, cite the source you found the information in.</td>
</tr>
<tr>
<td>Ex.  Psychologist Carl Rogers’ technique for improving student listening involves a student using their own words to restate a fellow student’s comment (as cited in Schiff, 1980).</td>
</tr>
</tbody>
</table>

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<table>
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<tr>
<th><strong>Bible</strong></th>
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</thead>
<tbody>
<tr>
<td>Identify the version used. Use the books, chapters, verses, lines, and cantos numbers with colons to identify the source. Since the numbers are used systematically across all editions, these numbers do not change whereas page numbers do change.</td>
</tr>
<tr>
<td>Ex.  1 Cor. 13:1 (Revised Standard Version)</td>
</tr>
<tr>
<td>Ex.  (Qur’an 5:3-4)</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Translated works</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the word trans. for very old works that have been translated, or if available, use both the original and translated dates.</td>
</tr>
<tr>
<td>Ex.  (Aristotle, trans. 1931)</td>
</tr>
<tr>
<td>Ex.  James (1890/1983)</td>
</tr>
</tbody>
</table>
REFERENCES PAGE
Like the Works Cited page in Modern Language Association (MLA) format, the References page in American Psychological Association (APA) format informs readers of the sources used in the works. Readers can retrieve and read more about the information or use the information in their own works.

Note: Start on a new page and center the title, “References.” On the next line after the title (double-space), begin the references used in your paper listing in alphabetical order. Use a hanging indent; the first line of each entry begins left-flush, and tab once on subsequent lines of the entry (see attached sample “References” page on page 11 for example). Alphabetize by the authors’ surnames, not first names. If no author name is found, alphabetize by the first word of the title. Omit the words A. An, or The in the beginning of titles because they are commonly used first words in titles and the next word is used to alphabetize the order. Also, do not include information in the “References” page such as classical works (Bible and Qur’an).

Use the following abbreviations and words when information is missing, or use brackets to define a form of works when applicable:

| No author | List the title of the work first |
| No date   | (n.d.). |
| No editor | include the word In before the book title |
| No page   | (n.p.). |
| [ ]       | Use brackets when defining a source, [Letter to the editor], [Abstract], [Brochure], etc. |

Print source
The general information needed to cite a source is the author’s name, date of publication, title of the works, and publication data. The order and the necessity of this information depends on the type of source being cited.

Author A. (year). Title of works. Title of Source, volume number (issue number), page number(s).

Electronic source
Cite the same as a print source but with more information. Add as much electronic information as needed to locate the source. For example, include a digital object identifier (DOI) or if there is no DOI, include the home page uniform resource locator (URL) of the source. Eliminate the underline. Check first with your instructor for APA citation guidelines because they may not require you to include electronic information.

| DOI       | doi:10.1007/s10755-008-9094-8 |

Author A. (year). Title of works. Title of Source, volume number(issue number), page number(s).

doi:xxxxxxxxxx

Author A. (year). Title of works. Title of Source, volume number(issue number), page number(s).

Retrieved from http://www.xxxxxxxxxx
BOOKS, REFERENCE BOOKS, AND BOOK CHAPTERS

Entire book, print version
Author, A. A. (year). *Title of work*. Location: Publisher.


Editor, A. A. (Ed.). (year). *Title of work*. Location: Publisher.


Electronic-only book (whole book)
Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. doi:xxxxx


Electronic-only book (chapter in a book)

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* [E-reader version, if applicable] (pp. xxx–xxx). doi:xxxxx


Chapter in a book
Author, A. A., & Author, A. A. (Year). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xx-xx). Location: Publisher.


Chapter in a volume in a series

No author named

*Title of work.* (Year). Location of Publication: Publisher.


**Anonymous author**

If anonymous is credited as the author, cite anonymous as if it were the name and follow the standard for the medium. The following example is for a printed book.


**Two or three authors**


**Four or more authors**


**Author with an editor**

Author, A. (Year). In A. Editor (Ed.), *Book title.* Location of Publication: Publisher.


**Essay, short story, poem, or another work within an anthology**

Author, A. (original work year). Title of work. In A. Editor (Ed.), *Title of anthology* (Vol. x or pp. xx-xx). Location of Publication: Publisher.


**Two or more works by the same author**

In the reference page, follow the citation conventions for the text type. Then list the works in order of the year of publication (earliest first). If the works by the author are in same year, list the works alphabetically and add a letter to the year. For the in-text citation, you will be citing the author’s last name and year of the work as standard.


Book with more than one volume
Editor, A. (Ed.). (Year). *Title of source* (Vols. x-x).


Introduction, preface, forward, or afterword
Author, A. (Year). Text type. In E. Editor (Ed.), *Title of Text* (pp. xx-xx). Place of Publication: Publisher.


Encyclopedia


Technical and Research Reports


Academic journal article (Note: Periodicals, except newspapers, do not use the pp. page abbreviation.)


Newspaper article (Note: if you viewed the article online, write Retrieved from URL instead of a page number)
Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*, p. xx.


Newspaper editorial
Author, A. (Year, Month Day). Title of article [Editorial]. *Title of Newspaper*, p. x.

**Letter to the editor**


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**Weekly, monthly, or bimonthly magazine**


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**Magazine article without an author**


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**ART, COMMUNICATION, MOVIES, MUSIC, RADIO, AND TELEVISION**

**Book or film review**
Author, A. (Year, Month Day). Title of review. [Review of the film *film name*, year]. *Title of Magazine, issue number*, p. x.


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**Work of art**
Artist, A. (Year). *Title of work* [medium]. Location: Museum.


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**Photograph**
*Title of photograph*. (Year). Title of gallery collection. Location: Museum.


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**Live performance of a play**

Lecture, speech, address, or reading
Follow the citation convention for the format in which you are accessing the speech. Your reference page will be citing the source, not necessarily the speech giver. You should refer to the person who is making the remarks within your text.


Interview from a radio or television program
Follow the citation convention for the format in which you are accessing the interview. The following example is of a radio interview accessed online.

Interviewee, A. (Year, Month Day). Title of interview [Interview]. Retrieved from http://xxxxx


Music recording
Writer, W. (Copyright year). Title of song [Recorded by A. Artist if different from writer]. On Title of album [Medium of recording: CD, record, digital download, etc.] Location: Label. (Date of recording if different from song copyright date).


Single episode from a television series or radio
Script Writer, A. (Writer), & Director, D. D. (Director). (Year). Title of episode [Television series episode]. In B. Producer (Producer), Series Title, location of origin: Studio or distributor.


Film
Director, A. A. (Director). (Year). Title of Film [Motion picture on DVD]. Country: Studio.


ONLINE SOURCES

Entire Internet site
If you are not citing a specific document from a website, it is appropriate to simply include the URL in a parenthetical in-text citation. Some instructors may still require a reference page entry.

Website Author (Year). Title of website. Retrieved from http://xxxxxxx

Source from an online service that a library subscribes to: SIRS, ProQuest, Infotrac, etc.


**Government site**


**Tweets**


**Blog post**


**YouTube video**
[Screenname]. (Year, Month Day). *Title of Video* [Video file]. Retrieved from http://xxxx


For more information about how to cite in APA style, go to the following website: http://www.apastyle.org/learn/quick-guide-on-references.aspx
Select “Quick Answers—References - APA Style.”

Information for this handout was adapted from the Sixth Edition of the *Publication Manual of the American Psychology Association*, the official APA Style Blog, and the Ohio State University Library Guide to APA.
References


doi:10.1007/s10755-008-9094-8


doi:10.1002/cc.55
