*Always ask your professor if the sources you’ve chosen are appropriate, and if s/he has any special instructions or requirements for citation.

**General Rules**

- Unless your information was an original (to you) thought, or absolutely, without-doubt common sense that everyone will know, you need a citation. If you rearrange the words in a source, it is called paraphrasing. It is perfectly legal, as long as you still include a citation. **If you’re not sure if it needs a citation, include one anyhow.**

**Authors**

- Do NOT include the first and middle names of authors. Use only last names and initials.
- If the author is also the publisher, use the word Author as the name of the publisher.

**Dates**

- For books and journal articles, use only the year, even if a more specific date is available (2012).
- Monthly or seasonal magazines use the year and month or season (2012, August); (2013, Spring).
- For newspapers, daily/weekly magazines, websites, and others, use Year, Month Day format (2012, August 15) where possible.

**Titles**

- Capitalize ONLY the first words of titles or subtitles (after the colon) and proper nouns (people’s names, cities, etc.) in the References list.
- Whole titles of books, journals, magazines, and other sources will be *italicized*.
- Titles of periodical articles, entries in reference works/anthologies, etc., will be put in “quotation marks” in-text, but will have no special punctuation or marks in the References list.
- Titles of books are not taken from the cover, but from the first printed page (title page) of the book.
- If the title starts with an article (A, An, The) include it in the title, but alphabetize by the second word in the References list.

**Abbreviations**

- DO NOT include business abbreviations (Co., Corp., Inc., Ltd.) in publisher names.
- DO NOT abbreviate group/agency names in the References list.
Page Numbers

- When citing page numbers for periodical articles, *only newspapers* include p., pp. in the References list.
- If the article has discontinuous pagination, separate page numbers with a comma. Discontinuous pagination means that an article starts on one page, skips a number of pages, and then continues pages later (A12, A16).

DOIs (Digital Object Identifiers) and URLs

- APA requires DOIs whenever possible to be listed for each electronic source in the References list. The DOI, if it is present, should be fairly obvious in your article (doi:10.1234/5678-91011.1213.14.15), and must be included in the citation (do not put a period after the doi). If the DOI is not present, APA requires that you include the URL for the homepage of the periodical or publisher. This means that you will have to do a web search for the periodical title or eBook publisher in order to find and include the homepage (even though that may not be where you got the article from). In these cases, you will include “Retrieved from http://www.journalhomepage.com” or “Retrieved from http://www.bookpublisherhomepage.com” in place of the DOI. See examples on pages 4, 6, 7, & 8.

**Parenthetical (In-Text) Citations**

- The general rule for parenthetical citations is that you want to lead the reader (usually your professor) to the entry for that source in your References list. So, if the full citation begins with the author(s), that is what you will put in parentheses, along with year of publication. You will also include page numbers for direct quotations.
- If you paraphrase (or rearrange the words of the author) in your paper, you will still give a citation for the source with or without a page number. Page numbers are not required for paraphrased information (unless otherwise indicated by your professor), but they are always helpful for the reader. See specific examples for parenthetical citations listed with their full citations, with additional examples appearing at the end.
- The period should always go AFTER the parentheses, in order to make it clear that the citation belongs with the sentence, except in the case of block-style quotations (of 40 words or more).
- There is a comma between the author or title, year, and page number in-text (Dumuhosky, 2013, p. 2).
- If your in-text citation includes a title (for a work with no author, for example), capitalize all major words.

There are two common ways to cite a work in the text. One is listing the author/title and page numbers in the parentheses at the end of the sentence:

“Citation is fun” (Dumuhosky, 2013, p. 3).
Dumuhosky (2013) insists that “citation is fun” (3).

OR

In a 2013 article, Dumuhosky says “citation is fun” (3).

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**Citing Books**

1. One Author
2. Two or Seven Authors
3. Edited Book
4. Work in an Anthology
5. Group/Agency as Publisher
6. General Encyclopedia
7. Specialized Encyclopedia

Basic format for book citation:
Author Last Name, Author First Initial. (Year of Publication). Title of book. Place of Publication: Name of Publisher.

1. One Author
Print:

In-text: “Before news of Isabella’s death reached England, Catherine marked the Christmas festivities with an extended visit to Court” (Starkey, 2003, p. 116).

Online:

2. Two to Seven Authors

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This book was accessed through one of the library's databases, but is cited with the publisher's URL.
**Print:**


**In-text:** Fawcett and Evans (2013) state that “because there is so much variations in the experiences of trainees, we present each competency with three levels of risk to you as a student: low, medium, and high” (p. 4).

**OR**
Trainees’ experiences differ so much, that three levels of risk were assigned to each competency (Fawcett & Evans, 2013, p. 4).

If you have a work with **three to five authors**, you **must list them all** in your first citation:

Customer service is very important to many people (Meuter, Ostrom, Roundtree, & Bitner, 200, p. 74).

Any **additional times they are cited**, only use the first author followed by *et al.*:

Customer service was studied by sending out surveys (Meuter et al., 200, p. 76).

**3. Edited Book**

**Print:**

**Online:**

**In-text:** “The first designation can be designated as broadly political” (Williams, Keene & Dermen, 2012, p. 4).

**4. Work in an Anthology**
This might be an essay, short story, poem, or chapter that appears in a book that has an editor.

**Print:**

In-text: Golton (2013) asserts that “most people carry a cell phone at all times” (p. 46).


5. Group/Agency as Publisher


In-text: According to the Committee for the Protection of Human Participants in Research ([CPHP], 1982)... Then, (CPHP, 1982, p. #) may be used at the end of any following sentences.


In-text: “Some individuals with sleepwalking also report episodes of eating during the night” (American Psychiatric Association [APA], 2013, “Diagnostic Features,” para. 2).
6. Article in a General Encyclopedia
You do not include the editor of a familiar reference work (Encyclopedia Britannica).

Print:

In-text: Indiana was occupied by the English after the French and Indian War concluded, according the terms of the treaty ending the war in 1763 (Carmeny & Sylvester, 2006).

When no author is listed:

In-text: The English portrait painter was very popular in the court of Charles I, but was supplanted by Anthony Van Dyck (“Janssen Van Ceulen,” 2006).

Online:

Note: To find author and other publication information, see the copyright notice (©) at the bottom of each online article.

7. Article in a Specialized Encyclopedia

Print:

In-text: On one hand, Baylis (1967) defines conscience as “the voice of God” (p. 190).

Online:
Citing library databases

Database Citations have TWO steps!

FIRST you cite the article itself.

SECOND you cite the access information: DOI (if available, this is preferable) OR URL for periodical/publisher.

1. Journal Article- Continuously Paginated
2. Journal Article- Separately Paginated
3. Newspaper Article
4. Magazine Article

1. Journal Article- Continuously Paginated

This article had more than five authors, which means the first six are listed with ellipses (...) followed by the last author.


doi: 10.1037/a0031437

**In-text:** The experiment “sought to examine the association between patient characteristics and adherence and competence ratings during treatment” (Boswell et al., 2013, p. 445).

**In-text for indirect quote:** Mayne and Ambrose (2002) tell us that “anger and hostility are widely recognized as difficult emotions to work with in therapy” (as cited in Boswell et al., 2013, p. 445).

If there is no doi:


2. Journal Article- Separately Paginated


**In-text:** (Becker, 2013, p. 201).
3. Newspaper Article


*When no author is available:*


**In-text:** Peanut butter prices doubled between the summer of 1990 and spring of 1991 (“Lunch without Peanut Butter,” 1991).

3. Magazine Article


**In-text for Authors with the same last name:** Include the first initial of each author.

(O. Edwards, 2006, p. 15)
(T. Edwards, 2013)

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**Citing Web and Other Resources**

1. Basic Website
2. Film
3. Online Video
4. Legal Materials
6. Article in a Web-based Magazine
7. Article in a Web-based Journal
8. Class Lecture/Notes
9. Personal Communication
1. Basic Website
   Page with author and dates given:

   When no author and no date are given:

   In-text: (“Hypoallergenic Dog Breeds,” n.d.)

   Map or chart online:

   Government/Large Organization Website

   In-text: Agricultural engineers have a mean salary of about $71,090 per year (U.S. Dept. of Labor, 2013).

2. Film/DVD

   In-text: Hornblow and Cukor (1944) create a claustrophobic mise en scene with rows of conjoined and over-decorated houses.

3. Online Video

In-text: In an 8 second video on YouTube, the entire Scientific Method is defined and exemplified (“The Scientific Method,” 2008).

4. Legal Materials

Court case:

In-text: Roe v. Wade (1973) OR (Roe v. Wade, 1973)

Statutes:


Citing the U.S. Constitution:
U.S. Const., amend. VIII.

U.S. Const., art. I § 8.

In-text: (U.S. Const., art. 1 § 8).

Note: All citation of the U.S. Constitution begin with U.S. Const., followed by an abbreviation of the part you cititin: amendment (amend.), article (art.), clause (cl.), preamble (pmbl.), or section (§). Articles and amendments are listed in Roman numerals (I, II, III) and sections and clauses are given Arabic numerals (1, 2, 3). If you are referring to a part of the Constitution that has been repealed or amended, include the year that happened in parentheses.

6. Article in a Web-based Magazine


7. Article in a Web-based Journal

8. Class Lecture/Notes

Rath, L. (2013). *Primary source materials* [Lecture].


9. Personal Communication

*Personal communications are not typically included in the References list, but simply given an in-text citation. Please ask your instructor if they have any special requirements or preferences in this instance.*

In-text: (M. Barrell, personal communication, January 4, 2014).

L. Emerson also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2013).

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**Long Quotations**

If a quotation is **more than 40 words** in your paper, use a block style quotation with the margins pushed in on both sides.

Vary (2013) informs us that:

> when *Clue* opened in theaters on Dec. 13, 1985, it was an unambiguous flop, ultimately grossing just $14.6 million (or $31.8 million adjusted for inflation). It was also massacred by most critics, many of whom were dismayed by the then unprecedented — and, for the time, scandalously crass — notion of basing a feature film on a popular family board game. “Fun, I must say, is in short supply,” sniffed Roger Ebert in the Chicago Sun-Times, while Janet Maslin of The New York Times bemoaned, “there is so little genuine wit to be found in *Clue.*” Not helping matters: those multiple endings. While they play back-to-back now on cable and home video, they were separated out for the movie’s theatrical
run — one theater had ending “A,” another ending “B,” and so forth — a marketing gimmick that became the most common target of critics’ scorn (para. 7).

**Using the same source several times in a row:**

In APA, it is preferred that you introduce your source within the text itself for the first time. If you do that, you can then leave off the year after the author’s name until you end the paragraph or series of sentences (whichever happens first) in which you are including the information. For example:

In 2013, Dumuhosky began work on a comprehensive document about the American Psychological Association style of citation (p. 3). Dumuhosky also began work on a similar document for MLA style at the same time. The hope, as stated by Dumuhosky, was to help students have an easily-understood, single source for their citation needs (p. 4). There is a further hope that if students need something that is not included, they will ask a librarian or writing tutor (Dumuhosky, 2013, p. 6).

**For More Information:**