APA Citation Guide
Brockport Citation Team
The College at Brockport

Author Note:
This is an attempt to join efforts in order to offer consistent citation support at The College at Brockport’s among multiple student support services, including Drake Memorial Library, The MetroCenter, and the Student Learning Center.
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General Rules

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.
- If there are more than seven (7) authors, list the first six (6) followed by ellipses (…) and the last author (as seen in Journal Articles, Example 1).

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.
- For websites or other information that may have been updated, use the date that is the closest to when you looked at it.

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.
- Titles of books, journals, magazines, and other complete sources will be in italics.
- 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 in the Reference list entry. The entry is alphabetized by the first non-article word of the title if there is no author.
- If the title ends with any punctuation other than a period, use that punctuation in your citation. See examples on page 9, under Magazine Article.

Abbreviations

- DO NOT include business abbreviations (Co., Corp., Inc., Ltd.) in publisher names.
- DO NOT abbreviate group-agency names in the References list. For an example of how to abbreviate a group-agency name in-text, see the Group/Agency as Author example on pages 7-8.

Page Numbers

- When citing page numbers for magazine or academic journal articles only include the numerals. 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).
• If there are no page numbers in a source, try to use section or paragraph numbers to specify where the information came from, when possible (as seen in the online Group/Agency as Author example on the bottom of page 6).

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 a 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.
• For basic websites, the whole URL is included, but for newspapers, magazines, and journals only give the publisher’s homepage.

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.

• 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, unless the quotation is 40 words or more (see “Long Quotations” on page 11).
• 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. If the title is four words or fewer, do not shorten it in-text (As seen in the Newspaper Article, Example 2).
• 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. (roughly translated to “and the rest”):
Customer service was studied by sending out surveys (Meuter et al., 200, p. 76).

There are two common ways to create and in-text, or parenthetical, citation in your paper. One is listing the author/title and page numbers in the parentheses at the end of the sentence:

1) “Citation is fun” (O’Sullivan, 2013, p. 3).

Or, introduce the author/title (and date) in the text itself and put the page number in parentheses at the end. This is called a signal phrase:

2) O’Sullivan (2013) insists that “citation is fun” (3).

**OR**

3) In a 2013 article, O’Sullivan claims “citation is fun” (3).

For readability, APA prefers the use of a signal phrase, as in the second and third examples above.
Citing Books *

*Note: e-version of a book follows the same formatting as their in-print counterparts, with the addition of a doi or publisher’s homepage at the end.

This section includes examples of each of the following kinds of sources:

- One Author
- Two to Seven Authors
- Edited Book
- Work in an Anthology
- Group/Agency as Publisher
- General Encyclopedia
- 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. Retrieved from statement or doi for e-book

**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, with no doi available

**Two to Seven Authors**

Print

*Example 1*

*Example 2*
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).

Edited Book
Print

Online, with no doi available

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

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


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

Group/Agency as Author
Print

In-text:

If a group/agency name is long or cumbersome, an abbreviation may be used. The first time you cite it, you write out the entire name in the text itself with an abbreviation
within square brackets within the parentheses. The abbreviation may then be used in place of the name in all later citations.

For example

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.

Online

*In-text:* “Some individuals with sleepwalking also report episodes of eating during the night” (American Psychiatric Association [APA], 2013, “Diagnostic Features,” para. 2).

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).

*Print when no author is listed*

Scholastic Library.

*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.

Article in a Specialized Encyclopedia
Print

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

Online
Citing Articles from Library Databases

**Database Citations have TWO steps!**

**FIRST** you cite the article itself.

**SECOND** you cite the access information: DOI or URL for periodical/publisher. A DOI is preferred if one is available (see General Rules on page 1).

- Journal Article
- Newspaper Article
- Magazine Article

**Basic format for a journal article**

Author Last Name, Author First Initial, & Second Author Last Name, First Initial. (Year of Publication). Title of article. *Title of Journal, Volume*(Issue), page numbers. If available list the doi

**Journal Article**

**Example 1**


**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).

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1 An indirect quote, or a quote within a quote, is when the source you looked at cited another source. If you would like to use information from an author whose work you did not read directly, you may do so. In this example, I did not read Mayne and Ambrose’s 2002 article. I read only the Boswell article from 2013. The APA would prefer that you cite only direct sources, but has provided this alternative for when that is impractical or impossible.
**Example 2, if there is no doi:**

**Example 3**

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

**Newspaper Article**

**Example 1**

Retrieved from www.thetimes.co.uk/

**Example 2, 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).

**Magazine Article**

**Example 1**

**Example 2**

**In-text for Authors with the same last name:** Include the first initial of each author.
(O. Edwards, 2006, p. 15)
(T. Edwards, 2013)
Citing Web and Other Resources

- Basic Website
- Film
- Online Video
- Legal Materials
- Article in a Web-based Magazine
- Article in a Web-based Journal
- Class Lecture/Notes
- Personal Communication

Basic Website

*Page with author and dates given*


*When no author and no date are given anywhere on the site:*


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).

Film/DVD

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

Online Video


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

Note: Moralapostel is the username of the person who posted the video. Only use this if there is no author or organization name available.

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 are citing: amendment (amend.), article (art.), clause (cl.), preamble (pmbl.), or section (§) - Insert menu, symbol, under “Special Characters” tab. 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.

Article in a Web-based Magazine

**Article in a Web-based Journal**


**Class Lecture/Notes**

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


**Personal Communication**

*This could be an email, a conversation, or a personal interview. 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 students had difficulties with APA style (personal communication, November 3, 2013).

**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, 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: