

# APA CITATION GUIDE

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This guide is designed to help you cite the sources of information used in your research projects. It is based on the 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association (2001)*. However, the guidelines presented here have been highly-simplified from the full, official APA style. If you need more information, please consult the full APA publication manual.

## Quoting and Paraphrasing

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All research papers contain information from other sources. When you use information that has been previously published by someone else, it is important that you avoid plagiarism – presenting someone else's ideas as your own. (Plagiarism is not just cheating; it is also stealing.) There are two ways that you can include other people's ideas and words in your paper without plagiarizing: paraphrasing and quotation.

### Paraphrasing

You can include information from other sources in your paper by **paraphrasing**, or putting those ideas and concepts into your own words. Here are a few things to remember when paraphrasing:

- You must restate the information using both your own words and your own sentences. (You should not use the same sentence structure as the original author. Your writing should show that you have a personal understanding of the ideas you are paraphrasing.)
- You must cite the source of the paraphrased information with in-text citation. Unless the source is a personal communication, you must also list the source on your References page. (Instructions for both in-text citations and reference lists are in the sections below.)

<b>Original Database Text:</b>	<b>Paraphrase:</b>
Your brain's work begins when it gathers the information you want to learn. It does this through your five senses. Most often, you see or hear the information you want to learn. Scientists call this part of the brain the sensory registers.	Sensory registers are the part of the brain that enable you to learn through your five senses. Usually this is done by seeing or hearing new information (Kay, 2005).

### Quotation

You can also use someone else's exact words in your paper; you just have to clearly indicate that the words are a quotation and give proper credit to the original author. This is very useful when the original author has phrased the idea in a powerful, clever, or unique way. However, be careful not to use too many quotations; the quotes you use should support your writing, not take the place of it.

If the quote is less than 40 words, just put quotation marks around it and include it in line with the rest of the paragraph. If the quote is 40 words or more, format it as a **block quote**: leave off the quotation marks, start the quote on a new line, and indent each line of the quote by ½ inch. After a block quote, you can switch back to using your own words by continuing your same paragraph on a new, un-indented line or by starting a new paragraph.

Whether you use an in-line quote or a block quote, you should provide some sort of 'lead in' to the quote. Basically, you just need to explain how it supports the point you are making in the paper. Also, you must give the source of the quote (including the page number) using parenthetical/in-text citation. Continue reading for examples of lead-ins, in-line quotes, block quotes, and in-text citations.

<b>Short Quotations (Less Than 40 Words):</b>
A large portion of the internet cannot be accessed through Google. In fact, no search engine "comes even close to indexing all the pages on the web" (Lucas, 2001, p. 28).

**Long Quotations (40 Words or More):**

Morrison (1998) uses specific details to draw the reader into the scene:

Three cars, say, a '53 Bel Air, green with cream-colored interior, license number 085 B, six cylinders, double molding on rear fender pontoon, Powerglide two-speed automatic transmission; and say a '49 Dodge Wayfarer, black, cracked rear window, fender skirts, fluid drive, checkerboard grille; and a '53 Oldsmobile with Arkansas plates. The drivers slow down, put their heads out the windows and holler. Their eyes crinkled in mischief the drove around the girls, making U-turns and K's, churning up grass seed in front of the houses, flushing cats in front of Ace's Grocery Store. Circling. (p. 12-13)

While the details of this passage are rich and accurate, they are not clichéd.

## In-Text Citation

When you include information from other sources in your paper, you must include a citation that tells where it came from. Since the citations appear in the text of your paper, they are called "in-text" citations. (Since they are in parentheses, they are also sometimes called "parenthetical" citations.)

- For paraphrased information, simply give the author's name and the year of publication in parenthesis.
- For quotations, give the author, year, and page number. If the source has no page numbers, but does include other type of divisions such as chapter names, paragraph numbers, or line numbers, use this instead. If the source has no divisions, just include author and year.
- If the source does not list an author, use the title (or the first few words of the title) instead.
- If the author is a group or an organization, list the full name of the organization (exactly as it appears on the References page) and the abbreviation the first time it appears in your paper in an in-text citation. In all subsequent in-text citation use only the abbreviation.
- **Personal communications** (conversations or emails) are cited only in the text, they are not listed on the reference page.

The purpose of the in-text citation is to connect each piece of information to its complete source citation on the References page at the end of your paper. Compare the examples below to the related examples in the [References Page](#) section on the following pages.

**Paraphrase**

Maracana, located in Rio de Janeiro, is the largest soccer stadium in the world (Luxner, 2005).

**Quote from a Source with Page Numbers**

At least one study has shown that "the genetic architecture of basal female mating discrimination is different from that of reinforced mating discrimination" (Ortiz-Barriontos, Counterman, & Noor, 2004, p. 2261).

**Quote from a Source with No Page Numbers**

As Gibbs & Soares have stated, "an influenza pandemic, by definition, occurs only when the influenza virus mutates into something dangerously unfamiliar to our immune systems and yet is able to jump from person to person through a sneeze, cough or touch" (2005).

**Quote from a Source with No Page Numbers & No Author Listed**

The logging of forest biomes has resulted in "hundreds of species of plants and animals disappearing from the planet on a daily basis" (*Forest biomes*, 2002).

**Source with an Organization as Author**

"Traumatic brain injury (TBI) ... occurs when a sudden trauma causes damage to the brain" (National Institute of Neurological Disorders and Stroke [NINDS], 2005). Such an injury could result from an automobile collision, a fall, or a sports accident. Any person who has suffered a blow to the head and is showing symptoms of more than mild TBI should be rushed to the hospital. While there are few cures for TBI, immediate medical attention can prevent further injuries (NINDS, 2005).

**Personal Communication**

Dr. J. R. Thompson of the University of Tennessee confirmed by email that superconductors have tremendous potential for saving energy by improving the efficiency of electrical systems (personal communication, September 3, 2005).

# References Page

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The final part of APA citation is a page listing the **references**, the sources cited in the paper. The list includes all of the sources referenced in the text of the paper, except for personal communications. It should not include any sources that are not cited in your paper.

## Formatting the References Page

- Using your word processor, go to the end of your paper and insert a "page break." At the top of the new page, type the word "References" and center it.
- Below this title, type an entry for each source you cited in your paper. Don't include sources that are not cited in your paper.
- Each source should begin on a new line, and the first line of each entry starts at the left margin, while all other lines are indented by ½ inch. This is called a **hanging indent**. (Check your word processor's help file for easy instructions on creating hanging indents.)
- The references can be double-spaced or single spaced, but there should be at least one blank line between each
- Be sure to keep the list in alphabetical order.

## Creating Individual References

APA style can be complicated, but the examples below will help you determine what information to include and how to format it for each different source. Here are a few general rules to keep in mind:

- List authors by last name, then first initial. List editors by first initial then last name.
- When no author is listed, move the article or other title to the author position (to the left of the year of publication).
- For journal titles, capitalize the title just as it appears in the journal. For *all other titles* (journal *article* titles, reference articles, web pages, books, etc.) capitalize only the first word of the title, the first word of the subtitle, and any proper nouns.
- Online sources (those from research databases or web sites) are cited much like print sources, with the addition of a **retrieval statement**, a sentence that states when and how the information was accessed. See the sections below for more information.

### Print Sources

#### **Book**

Author. (Year). *Book title* (edition). City: Publisher.

Morrison, T. (1998). *Paradise*. New York: Alfred A. Knopf.

#### **Book (No Author Listed)**

*Book title* (edition). (Year). City: Publisher.

*Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). (2001). Washington, DC: American Psychological Association.

#### **Journal Article**

Author. (Year). Article title. *Journal Title*, *Volume* (Issue), Pages.

Luxner, L. (2005). Famous footsteps of a stadium. *Americas*, 57(5), 4-5.

#### **Section in a Book (Article, Essay, Chapter, etc.)**

Author. (Year). Article or chapter title. In Editor Name (Ed.), *Book title* (Volume, pages). City: Publisher.

Lucas, W. (2001). Search engines, relevancy, and the world wide web. In A.G. Chin (Ed.), *Text databases and document management: Theory and practice* (pp. 22-51). Hershey, PA: Idea Group Publishing.

## **Online Database Sources**

Cite information from online databases exactly like you would their print counterparts, but add a retrieval statement that includes the name of database, or a doi. (See doi example at the bottom of page.)

### **Article/Book from Database**

Author. (Year). Article title. *Journal Title, Volume* (Issue), Pages. Retrieved from name database.

Gibbs, W., & Soares, C. (2005). Preparing for a pandemic. *Scientific American*, 293(5), 44-54. Retrieved from the Academic Search Premier database.

Kaye, P. (2005). Learning. *The New Book of Knowledge*. Retrieved from the Grolier Online database.

## **Internet / Web Page Sources**

Citations for web pages are much like other sources:

- For journals, books, and reports accessed through the internet (but not through a subscription database), you begin the citation with the same elements as the print version.
- For normal web sites, begin the citation with the author, date of publication (or last update), and the title of the page.
- For both types, end the citation with a retrieval statement that includes the URL. Break long URLs after a slash or a period.
- If a Digital Object Identifier (DOI) is provided use it in place of the URL.
- See the examples below for the exact forms of the retrieval statement. Notice that there is no period after the URL or DOI.

TIP: You may omit any elements (author, date, etc.) that are not available. If the publication date is not given, use the abbreviation (n.d.). However, if a page fails to list more than one or two of these items, you should avoid using it as a scholarly resource.

### **Internet Web Site**

Author. (Date). *Page title*. Retrieved from URL

Spinks, A. (2005, July). *Library research: The information search process*. Retrieved from [http://andyspinks.com/researchprocess/library\\_research\\_printable.htm](http://andyspinks.com/researchprocess/library_research_printable.htm)

### **Internet Web Site (No Author)**

*Forest biomes*. (2002, January 22). Retrieved from [http://www.worldbiomes.com/biomes\\_forest.htm](http://www.worldbiomes.com/biomes_forest.htm)

### **Pamphlet/Report (with Organization as Author and No Date)**

National Aeronautics and Space Administration. (n.d.) *Space science*. Retrieved from [http://www.nasa.gov/pdf/1989main\\_spacescience.pdf](http://www.nasa.gov/pdf/1989main_spacescience.pdf)

### **Online-only Journal with no DOI assigned**

Ortiz-Barrientos, D., Counterman, B. A., & Noor, M. A. F. (2004). The genetics of speciation by reinforcement. *PLoS Biology* 2(12), 2256-2263. Retrieved from [http://biology.plosjournals.org/archive/1545-7885/2/12/pdf/10.1371\\_journal.pbio.0020416-S.pdf](http://biology.plosjournals.org/archive/1545-7885/2/12/pdf/10.1371_journal.pbio.0020416-S.pdf)

### **Online-only Journal with DOI assigned**

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12), 1245-1283. doi:10.1108/03090560710821161