

APA REFERENCING AND CITATIONS GUIDE

A quick guide to APA citations and references

This quick reference should not be used as a style guide; it is only a reference tool to be used in conjunction with the most recent version of the APA style guide, indicated below:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. <http://www.apastyle.org/pubmanual.html>

PARENTHETICAL CITATIONS

- Parenthetical, or in-text, citations are important to use when you use information that you would not know on your own, or ideas and words that are not originally yours.
- Cite sources of information when you paraphrase content or quote the source.
- Citations require you to use the author's last name and the year of publication—this information corresponds to the full citation on your reference page.

RULES

- Always cite author's last name and date.
- Always place the year after the last name.
- Separate author and year in parentheses by using commas: (Gonzalez, 1999).
- If you have more than one source referenced in parentheses, use semicolons to separate the citations: (Carter, 2001; Gonzalez & McHenry, 2000).
- The period always goes after the parentheses.
- Place quotes around phrases (3+ words) or sentences that are not your own.

FORMS OF REFERENCING

- Quoting (Author's last name, Year, p. #).
 - Direct or exact transcription of text
 - If you've literally or figuratively cut and paste something from the original text into your paper, it needs quotation marks around it and this type of in-text citation.
- Summary (Author's last name, Year).
 - Overview of an entire work
- Paraphrase (Author's last name, Year, p. #).
 - Translation of the text
 - If you've taken the original author's ideas or words and written them in your own words, you've paraphrased it. Use this type of in-text citation.

DIFFERENT TYPES OF AUTHORS (APA 6TH EDITION PUBLICATION MANUAL, P. 177)

Authors can be any of the following:

- Journal Article with multiple authors (up to five)
 - (Kernis, Cornell, Sun, Berry, & Harrow, 1993, p. 15)
 - If quoting the same article by the same authors later in the paper: (Kernis et al., 1993, p. 20)
- Journal Article with six or more authors
 - (Harris et al., 2001)
- Journal Article with an unknown author
 - Use the Article Title: ("Using APA," 2001)
- Organization
 - Use the title of the organization: (American Psychological Association, 2000)

CITATION SHORT-CUTS

- If quoting or paraphrasing someone else's work, ideas, etc.
 - Include author name, year, and page number
 - (Kernis, Cornell, Sun, Berry, & Harrow, 1993, p. 15)
 - ("Using APA," 2001, p. 4)
- If summarizing a body of work:
 - Include the author's name and year
 - (Harris et al., 2001)
 - (American Psychological Association, 2000)
 - When summarizing multiple similar bodies of work:
 - Include the author's name and year of publication for both works
 - Separate the references with a semi-colon within the same parentheses
 - (Livingstone & Scholtz, 2006; Wihak & Hall, 2011)
- If you name the author at the beginning of the sentence:
 - Include the year of the publication after the author's name.
 - If a specific page is referenced, include it at the end of the sentence.
 - Harris et al. (2001) stated that students study better during warmer weather (p. 256).
 - In his book, Jefferson (1956) argues that "men and women are unable to cohabitate in a college setting" (p. 34).
 - According to the American Psychological Association (2000), margins on properly formatted papers should be a uniform 1-inch all around (p. 64).
- Always place the period after the parentheses.

BLOCK OR LONG QUOTATIONS (APA 6TH EDITION, PP. 92 & 171)

- Long or block quotes are quotes with more than 40 words
- Always start on a new line when incorporating a long quote
- Indent the left-margin by 5 spaces
- Double space the quote
- Include your in-text citation at the end of the quote
- Citations go after the period at the end of a long quote

- Jones's (1998) study found the following:
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

REFERENCE LIST - FORMATTING

- Begins on a new page
- Appears at the end of the paper
- Page title must be References
 - Centered
 - Top of page
 - No quotation marks
 - No underlining, boldface, or italics
- All references must use a hanging indentation
 - The first line of the reference is not indented
 - Any lines after the first line a single reference must be indented 5 spaces on the left-side.

REFERENCE LIST – RULES

- All information in parenthetical citations must match the corresponding reference on the reference page, and vice versa.
- Alphabetize all references.
- Use proper capitalization.
- References for various source types will be formatted differently when compared to other source types. Some different source types include:
 - Books
 - Periodicals
 - Electronic Sources
 - Non-Print Sources

WHEN IN DOUBT, REFER TO:

Purdue OWL (<http://owl.english.purdue.edu/owl/>)

NoodleTools (<http://www.noodletools.com>)

The 6th edition of the APA Manual

APA FORMATTING TIPS

A quick guide to basic 6th ed. APA formatting

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HEADINGS AND SUBHEADINGS (P. 62)

Guidelines are provided for up to five levels of headings/subheadings, identified as follows:

- Centered, Boldface, Uppercase and Lowercase Heading** ← **Level 1**
- Flush Left, Boldface, Uppercase and Lowercase Heading** ← **Level 2**
- Indented, boldface, lowercase paragraph heading ending with a period.** ← **Level 3**
- Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** ← **Level 4**
- Indented, italicized, lowercase paragraph heading, ending in a period.*** ← **Level 5**

If your document has only 1 (level of) heading, use Level 1.

If your document has 2 (levels of) headings, use Level 1 (first) and Level 2 (next).

3 (levels of) headings, use Level 1 (first) and Level 2 (next), and Level 3 (last).

4 (levels of) headings, use Level 1-4 in that order.

5 (levels of) headings, use Level 1-5 in that order.

FIGURES (PP. 150-167)

Figures include all types of illustrations (i.e., graphs, maps, charts, photographs, drawings, etc.). A figure title/caption is simply titled “Figure” and appears flush left below the figure, followed by an Arabic numeral and period, all in italics (see example below). The title/caption and/or legend (a concise explanation of symbols used in a figure) appear after the figure label, flush left and double-spaced. For example:

THIS IS YOUR FIGURE.

Figure 1. Title/caption and/or legend here that relates to the figure above..

TABLES (PP. 128-150)

All tables should appear as close as possible to corresponding text. Type “Table” above the corresponding table, flush left, followed by an Arabic numeral. A title/caption should appear flush left on the next line, title cased, italicized, and double-spaced. For example:

Table 1

Imaginary Table Title for Imaginary Data

THIS IS YOUR TABLE.