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:


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)

APA Formatting Tips
A quick guide to basic 6th ed. APA formatting

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:


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

Flush Left, Boldface, Uppercase and Lowercase Heading

Indented, boldface, lowercase paragraph heading ending with a period.

Indented, boldface, italicized, lowercase paragraph heading ending with a period.

Indented, italicized, lowercase paragraph heading, ending in a period.

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.

Table 1

Imaginary Table Title for Imaginary Data

This is your table.