APA Citation Handout
Updated November 19, 2018

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REMEMBER:
Your professors have the final word about how they want to see citations formatted!

No online or computerized citation tool is perfect. It is up to you to check the accuracy of your citations before submitting research papers or other class assignments.

If you need help, call the Learning Center at
610-861-5517 (Bethlehem) or
570-369-1820 (Monroe).
APA format is the form of parenthetical (or end note) citation most used in science and social science classes, such as biology, psychology, sociology, and business. For a more complete treatment of this topic, please see the Publication Manual of the American Psychological Association, Sixth Edition (corrected and revised), or speak to a librarian or reading/writing tutor in the Learning Center.

**Handling quotes in the text:**
- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks (" ").
- Long quotations (more than 40 words) are block-indented one-half inch from the left margin. It is typed double-spaced with no quotation marks. Give citation information in parentheses ( ) after the last sentence in the block quotation, with no punctuation following the parentheses.
- If you have a quote within a short quote, enclose it in single quotation marks (’ ’).
- If you have a quote within a block quotation, enclose it in double quotation marks (" ").
- Ellipsis points (…) are used to indicate material omitted from the body of a quotation, but should not be used at the beginning or end of a quotation.

### In-Text Citations

Citations within the text of your paper refer the reader to an alphabetical reference list at the end of the paper. APA format uses the *author-date* method of citation. The author’s last name and the publication date are inserted at the appropriate point in the text, following the material cited. Suffixes such as PhD. or Jr. are not included.

**General Rules for In-Text Citation**

<table>
<thead>
<tr>
<th>What You’re Citing</th>
<th>In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The entire work</td>
<td>(Jones, 2015)</td>
</tr>
<tr>
<td>A specific page</td>
<td>(Jones, 2015, p. 42)</td>
</tr>
<tr>
<td>If you use the author’s name in the sentence</td>
<td>Jones (2015) claims that...</td>
</tr>
<tr>
<td></td>
<td>Jones (2015, p. 42) claims that...</td>
</tr>
<tr>
<td>An online source with no page #s</td>
<td>(Johnson, 2014, para. 3)</td>
</tr>
<tr>
<td></td>
<td>Use ‘para.’ for paragraph, and then</td>
</tr>
<tr>
<td></td>
<td>insert the paragraph #</td>
</tr>
<tr>
<td>Citing multiple authors</td>
<td>See the following chart</td>
</tr>
</tbody>
</table>
In-Text Citations for Multiple Authors

<table>
<thead>
<tr>
<th># of Authors</th>
<th>First In-Text Citation</th>
<th>Subsequent In-Text Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(Jones, 2015)</td>
<td>Same as first</td>
</tr>
<tr>
<td>2</td>
<td>Names in the sentence: As Sullivan and Thomas (1998) said...</td>
<td>Same as first</td>
</tr>
<tr>
<td></td>
<td>Names with in-text citation: (Sullivan &amp; Thomas, 1998)</td>
<td></td>
</tr>
<tr>
<td>3-5</td>
<td>(Britton, Thomas, &amp; Miller, 2013)</td>
<td>(Britton et al., 2013)</td>
</tr>
<tr>
<td>6 or more</td>
<td>(Greenway et al., 2011)</td>
<td>(Greenway et al., 2011)</td>
</tr>
</tbody>
</table>

Works with no author identified (6.15)
When a work has no identified author, cite the first two or three words of the reference list entry (usually the article or book title) followed by the year. Italicize the title of a periodical or book; use double quotation marks around the title of an article or chapter.

...as previously identified by the author (Language Use, 1991).
...article on language use (“World languages,” 1993).

Secondary resources (6.17)
When a work mentions another previously published work, acknowledge the author of the original work in your text, but give the source you are using in the reference list. Use the phrase “as cited in” for your in-text reference.

As Villa points out, “Perhaps the conflict seems so strong because the stakes are so low” (as cited in Affleck, Allen, & Della, 1996).

Personal communication (including letters, e-mail, and interviews) (6.20)
Do not add this information to your reference list. Cite the information in-text only. Give the initials as well as the surname of the communicator, and provide an exact date:

If you use the subject’s name in the sentence itself:
L. J. Smith (personal communication, September 20, 2015) said it was the best experience of her life.

If you do not use the subject’s name in the sentence:
The research shows a considerable improvement (A. N. Jones, personal communication, March 18, 2016).
# Reference List

## General Rules for Multiple Authors

<table>
<thead>
<tr>
<th># of Authors</th>
<th>Reference Citation Example: Book or Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Author’s Last Name, Initial of First Name. (Publication date). <em>Continue with formatting for the type of source used...</em></td>
</tr>
<tr>
<td>2</td>
<td>Author’s Last name, Initial of First Name &amp; Author’s Last name, Initial of First Name. (Publication date). <em>Continue with formatting for the type of source used...</em></td>
</tr>
<tr>
<td>3-7</td>
<td>Author, A. A, Author, B. B. &amp; Author C. C. [Authors’ names in the order in which they appear]. (Publication date). <em>Continue with formatting for the type of source used...</em></td>
</tr>
<tr>
<td>8 or more</td>
<td>List the first six authors, then insert three ellipsis points, and add the last author’s name.</td>
</tr>
</tbody>
</table>

## Books

**General Format:**
Author’s Last Name, Initial of First Name. (Publication date). *Title of book*. City, State of Publication: Publisher.


**Rules for Books:**
- For titles of books in the reference list, capitalize only the first word of the title, the first word after a colon, and proper nouns.
- For works found in anthologies, include the page numbers of where your source is located in the book. Be sure to use the abbreviations “p.” or “pp.” before page numbers.
- Refer to the chart above for handling multiple authors in the References citation.
Other Book Examples:

**DSM-5: Specific section**


In-text citation: (American Psychiatric Association, 2013).

**Books by group, institutional, or corporate authors (7.03)**

Alphabetize group authors by the first significant word of the name. (date). *Title*. City, State: Publisher (When the author and publisher are the same, use the word “Author” as the name of the publisher).


In-text citation: (Springhouse Corporation, 2002).

**Entire Book with Editors**

Use the abbreviation “Ed.” (or “Eds.” for more than one editor) in parentheses.


In-text citation: (Duncan & Brooks-Gunn, 1997).

**Article or entry in a reference book / A chapter written by an author but book is edited by another person (7.02)**

Author’s name. (date). Title of chapter or entry. In Editor’s Name (Ed.), *Title of book* (Vol. #, pp.#). City, State: Publisher.


In-text citation: (Haybron, 2008).

**For an entry without a signed author**

Start with the article or chapter title.


In-text citation: (“Witchcraft trials,” 2003).
Print Journals, Magazines & Newspapers

- Titles of articles or documents are not italicized, and only the first word is Capitalized.
- Titles of journals and other periodicals are italicized, and all major words are Capitalized.
- Refer to the chart on page 4 for information on multiple authors in the References citation.

General Format:
Author last name, Author first initial. (Date). Article title. Periodical Title, Volume(Issue), pages.

Articles in Scholarly Journals
In-text citation: (Edmondson, 2002).

Articles in Magazines
In-text citation: (Cortese, 1998).

Articles in Newspapers
In-text citation: (Haney, 1998).

Single episode from television series
First in-text citation: (Astrof, Ottesen, & Burrows, 1994).
Subsequent citations: (Astrof et al., 1994).

Non-fiction Film (Documentary)
First in-text citation: (Thomas, McLaren, & Linklater, 2006).
Subsequent citations: (Thomas et al., 2006).

Motion Picture (Feature Film)
First in-text citation: (Bissell, Collins, Rosner-Meyer, & Ross, 2012).
Subsequent citations: (Bissell et al., 2012).
Names of websites, URLs of websites, and the date you retrieved the information are no longer necessary. APA suggests that this information be included only if it may be difficult to locate again. Your professor may ask that you include this information anyway. If that is their preference, add this to the end of the citation: Retrieved from http://...

**Page from website**
Author(s). (Date of Publication). Title of document. Retrieved from electronic address

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Date of Publication</th>
<th>Title of document</th>
<th>URL</th>
</tr>
</thead>
</table>

In-text citation: (Shiltz, 2002).

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Date of Publication</th>
<th>Title of document</th>
<th>URL</th>
</tr>
</thead>
</table>

In-text citation: ("Underwater laboratory study,” 2011, para. 3).

**Article from Online Journal** (found on the Internet, not a library database)
Author(s). (Year of Publication). Title of article. *Journal Title, Volume Number* (Issue Number), pages if available. Retrieved from electronic address

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Year of Publication</th>
<th>Title of article</th>
<th>Journal Title, Volume Number (Issue Number)</th>
<th>URL</th>
</tr>
</thead>
</table>

First in-text citation: (Royce, Gebelt, & Duff, 2003).
Subsequent citations: (Royce et al., 2003).

**Article from Online Magazine** (found on the Internet, not a library database)
Author(s). (Date of Publication). Title of article. *Title of Magazine, Volume Number* (Issue Number), page(s). Retrieved from electronic address

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Date of Publication</th>
<th>Title of article</th>
<th>Title of Magazine, Volume Number (Issue Number)</th>
<th>URL</th>
</tr>
</thead>
</table>

In-text citation: (Rauch, 2002).

**Blog Post**
Author(s). (Date of Publication). Title of article [Web log post]. Retrieved from URL

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Date of Publication</th>
<th>Title of article</th>
<th>URL</th>
</tr>
</thead>
</table>

In-text citation: (Grohol, 2009).
E-Book
Author(s). (Year of publication). Title [information about format or version if available]. DOI or
Retrieved from http://

In-text citation: (Schinraldi, 2001).

U.S. Government Report
First in-text citation: (Bureau of Alcohol, Tobacco, and Firearms [ATF], 2002).
Subsequent citations: (ATF, 2002).

YouTube Video
Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs
In-text citation: (Norton, 2006).

Articles from Library Databases

Most of the library databases will create an APA citation for each article found. However, be sure to carefully check their suggested citation – they often contain errors!

- Names of databases, URLs of databases, and the date you retrieved the article are no longer necessary, but the examples in this NCC handout highlight database URLs as such:
  - Retrieved from http://www..., using the homepage address of the database. See following examples for more details.
- The updated guidelines for electronic sources state that the digital object identifier number (DOI) must be included if one is assigned. If a DOI is available, use it at the end of a citation. You will most likely find a DOI number on an article from a scholarly journal.
  - The DOI may also appear in the format of a URL, starting with: http://doi.org/... This is acceptable to use at the end of the citation as well.
- Titles of articles are not italicized, and only the first word, proper nouns, or the word after a colon (:) are Capitalized.
- Titles of journals and other periodicals are italicized, and all major words are Capitalized.
- Refer to the chart on page 4 for information on handling multiple authors in the References citation.
<table>
<thead>
<tr>
<th>Source</th>
<th>Author</th>
<th>Title</th>
<th>Date</th>
<th>URL</th>
<th>In-text Citation</th>
</tr>
</thead>
</table>
Gale Virtual Reference Library
In-text citation: (Steinberg, 2001).

Health Reference Series
In-text citation: (“Panic disorder,” 2017).

Hoover’s
In-text citation: (Hoover’s Inc., n.d.).

JSTOR
In-text citation: (Rozett, 1985).

Knovel
In-text citation: (Ayres, 1998).

Opposing Viewpoints in Context

Viewpoint Essay:
In-text citation: (Palmer, 2011).

Journal Article:
In-text citation: (Riley, 2009).
Newspaper Article:
In-text citation: (Epstein, 2005).

ProQuest
First in-text citation: (Astor, Benbenishty, & Estrada, 2009).
Subsequent citations: (Astor et al., 2009).

Pub Med Central
In-text citation: (Gillum & Obisesan, 2010).

Salem Press
In-text citation: (Jones, 2013).

Science, U.S. or World History in Context

Preparing Your Research Paper

Paper format:
- The default setting in Microsoft Word for margins and headers is perfect for typing an APA paper.
- Use Times New Roman font, 12-point font size.
- Use one-inch margins on all sides of the page.
- Double-space throughout the paper.
- Indent the first line of each paragraph one-half inch from the left margin.
- All terminal punctuation within the body of the paper (e.g., periods, question marks) is followed by two spaces. One space is used in reference citations, initials, abbreviations, and with commas, colons, and semicolons.
Begin your paper with a **title page**. Use double spacing on this page and throughout the rest of the paper. The title of the paper is typed in upper and lower case letters, centered on the page. Your name should appear next, centered on the page, with a middle initial. Follow with your institutional affiliation (meaning, NCC). Your instructor may require that you include the name of the class, the instructor’s name, and the date the paper is due, or other information.

Every page, including the title page, should have a running head. The **running head** (the title that you would like your paper to have, if it were to be published) is typed flush left at the top of the title page in the header and in all upper case letters (see sample below).

- On the title page, in the header, type: **Running head: TITLE.**
- On subsequent pages, *only* the title is needed, in all CAPS *(without “Running head” in front of it).* See following examples.

**Sample Title Page**

<table>
<thead>
<tr>
<th>Running head: SOCIAL CAUSES OF DIVORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Causes of Divorce</td>
</tr>
<tr>
<td>Sally L. Smith</td>
</tr>
<tr>
<td>Northampton Community College</td>
</tr>
</tbody>
</table>

**Sample Abstract Page:** This is a new page and contains a brief summary of your paper and may be required by your instructor.

<table>
<thead>
<tr>
<th>SOCIAL CAUSES OF DIVORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
</tr>
<tr>
<td>The rate of divorce continues to hold steady in the year 2016. Although it has become a normal way of life, there are many contributing factors to divorce. This paper will explore these specific causes, such as economics, childbearing, job stress, and more.</td>
</tr>
</tbody>
</table>

The **body** of your paper should begin on a new page. Be sure to use the running head at the top of every page, as well as page numbers if required by your professor. Follow their rules for paper setup.
The **Reference List** is at the end of your paper and begins on a separate page. It is the **alphabetical list of works cited in your paper**. Center the word “References” at the top of the page. Use double-spacing throughout the page. The first line of each entry is typed flush with the left-hand margin; the following lines are indented one-half inch. You can set your word processing program to format citations with a “hanging indent.” See the next two pages for an example of References pages.

References


