APA Citation Handout
7th Edition
Updated October 12, 2020

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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.

Contact the Learning Centers:
tutoring@northampton.edu
610-861-5517 (Bethlehem)
570-369-1820 (Monroe)

Contact the Libraries:
askthelibrarian@northampton.edu
610-861-5359 (Bethlehem)
570-369-1810 (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*, Seventh 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.
- Include the author, date and page # when using a direct 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 Ph.D. 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... Jones (2015, p. 42) claims that...</td>
</tr>
<tr>
<td>An online source with no page #s</td>
<td>(Johnson, 2014, para. 3) Use ‘para.’ for paragraph, and then insert the paragraph #</td>
</tr>
<tr>
<td>multiple authors</td>
<td>See the following chart</td>
</tr>
</tbody>
</table>
In-Text Citations for Multiple Authors (please see chart below)

<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:</td>
<td>Same as first</td>
</tr>
<tr>
<td></td>
<td>As Sullivan and Thomas (1998) said...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Names with in-text citation:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Sullivan &amp; Thomas, 1998)</td>
<td></td>
</tr>
<tr>
<td>3 or more</td>
<td>(Britton et al., 2013)</td>
<td>(Britton et al., 2013)</td>
</tr>
</tbody>
</table>

Works with no author, or anonymous author (8.14)
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 sources (8.6)
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 et al., 1996).

Personal communication (including letters, e-mail, and interviews) (8.9)
Do not add this information to your reference list. Use only in-text citations. 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, Middle initial if available. (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, Middle initial if available. (Publication date). <em>Continue with formatting for the type of source used...</em></td>
</tr>
<tr>
<td>3-20</td>
<td>Last names and initials for up to 20 authors should be provided in the reference list: last name, first initial, middle initial (when available), and an ampersand before the final author’s name:</td>
</tr>
<tr>
<td>21 or more</td>
<td>Last name and initials for first 19 authors. After the 19th author, insert an ellipsis (...) and end with the final listed author’s last name and initials. There should not be more than 20 authors listed.</td>
</tr>
</tbody>
</table>
**General Format:** (10.2, ex. 21)
Author’s Last Name, Initial of First Name, Middle Initial if available. (Publication date). *Title of book*. 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. Italicize the title.
- For separately authored 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** (10.2, ex. 32)

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

**Books by group, institutional, or corporate authors** (9.11)
Spell out the complete name of a group/institutional author in the reference list. (Date). *Title*. Publisher (When the author and publisher are the same, omit the publisher from the source element.)


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

**Entire Book with Editors** (10.2, ex.25)

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 (10.3, ex. 39)

Author’s name. (Date). Title of chapter or entry. In Editor’s Name (Ed.), Title of book (Vol. #, pp.#). Publisher.


In-text citation: (Haybron, 2008).

For an entry without an author (9.12)

Start with the article or chapter title.


In-text citation: (“Witchcraft trials,” 2003).

Articles in 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’s last name, Author first initial, Middle initial if avail. (Date). Article title. Periodical Title, Volume(Issue), pages.

Articles in Scholarly Journals (10.1, ex.3)


In-text citation: (Edmondson, 2002).

Articles in Magazines (10.1, ex. 3)


In-text citation: (Cortese, 1998).

Articles in Newspapers (10.1, ex.3)


In-text citation: (Haney, 1998).
# Audiovisual Media

## Single episode from television series (10.12, ex. 87)

Astrof, J. & Ottesen, P. (Writers), & Burrows, J. (Director). (1994, November 3). The one with the blackout (Season 1, Episode 7) [Television series episode]. In K. Bright, M. Kauffman, & D. Crane (Executive producers), Friends. Warner Bros. Entertainment, Inc.

In-text citations: (Astrof et al., 1994).

## Non-fiction film (documentary) (10.12, ex. 84)


In-text citations: (Thomas et al., 2006).

## Motion picture (feature film) (10.12, ex. 84)


In-text citations: (Bissell et al., 2012).

## TED Talk (10.12, ex. 88)


In-text citation: (Gates, 2020).

# Websites

Names of websites are included (unless it’s the same as the author). Webpage titles are *italicized*. The website URL no longer needs to start with “Retrieved from”, unless a specific retrieval date is required.

## Page from website (10.16, ex. 112)

Author(s). (Date of publication). *Title of document*. Website. Electronic address


In-text citation: (Hedges, 2020).
Page from Website (group author) (10.16, ex. 111)

National Alliance to End Homelessness. (2015, April 28). *We’re demystifying data on homelessness.* https://endhomelessness.org/were-demystifying-data-on-homelessness/

In-text citation: (National Alliance to End Homelessness, 2015).

Article from Online Journal (found on the Internet, not a library database) (10.1, ex. 1)

Author(s). (Year of publication). Title of article. *Journal Title, Volume Number*(Issue Number), pages if available. DOI. (If the DOI is not available, use the URL.)


In-text citation: (Guanming & Chen, 2017).

Article from Online Magazine (found on the Internet, not a library database) (10.1, ex. 15)

Author(s). (Date of publication). Title of article. *Title of Magazine, Volume Number*(Issue Number), page(s). DOI. (If the DOI is not available, use the URL.)


In-text citation: (Cahan & O’Grady, 2020).

Example with URL: (10.1, ex. 15)


In-text citation: (Campbell, 2020).

Blog Post (10.1, ex. 17)


In-text citation: (Fishbein, 2020).

Ebook (10.2, ex. 20)

Author(s). (Year of publication). *Title*. Publisher. DOI if available.

**Ebook format, platform, or device (ex. Kindle) is not included in the reference.**


In-text citation: (Walsh, 2009).
U.S. Government Report (10.4, ex. 50)

YouTube Video (10.12 ex. 90)
In-text citation: (The Jimmy Dore Show, 2020).

Facebook Post (10.15, ex. 105)
In-text citation: (Gennari, 2020).

Instagram Photo or Video (10.15, ex. 107)
In-text citation: (Gennari, 2020).

Twitter Post (Tweet) (10.15, ex. 103)
Halper, K. [@kthalps]. (2020, February 23). Who is this totally unhinged person who doesn’t even realize she just shared a sick and sadistic fantasy [Tweet]. Twitter. https://twitter.com/kthalps/status/1231618658377572353
In-text citation: (Halper, 2020).
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:
  - 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.
- DOIs are formatted the same as URLs.
- 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.

**Bergey's Manual of Systematics of Archaea and Bacteria**


In-text citation: (Frederiksen, 2015).

**Bloom's Literature**


In-text citation (Rosenblum, 2012).

**CQ Researcher**


In-text citation: (Glazer, 2020).
Credo Reference
https://libprox.northampton.edu/login?url=https://search.credoreference.com/entry/conversqauq/muslims_arrived_in_america_400_years_ago_as_part_of_the_slave_trade_and_today_are_vastly_diverse/0?institutionId=4177
In-text citation: (Khan, 2018).

EBSCOhost (including APA PsycARTICLES, SocINDEX, and all other EBSCO databases)
In-text citation: (Post et al., 2020).

Facts on File
Issues and Controversies:
Climate change: Should the U.S. government take aggressive steps to combat climate change? (2019). Issues and Controversies.
In-text citation: (“Climate Change,” 2019).

Today’s Science:
In-text citation: (Hitchings, 2020).

World News Digest:
In-text citation: (Pang & Wu, 2020).

Films on Demand
In-text citation: (Films Media Group, 2014).
Gale Ebooks
In-text citation: (Steinberg & Caputo, 2016).

Health Reference Series
In-text citation: (Maharaja, 2018).

Hoovers
In-text citation: (Hoovers, 2020).

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

Opposing Viewpoints in Context
Viewpoint Essay:
In-text citation: (Palmer, 2008/2010).

Journal Article:
In-text citation: (Riley, 2009).
Newspaper Article:
In-text citation: (Molina, 2020).

ProQuest Central
In-text citation: (Astor et al., 2009).

PubMed Central
In-text citation: (Herzallah et al., 2019).

Salem Literature
In-text citation: (Giles, 2014).

Gale in Context
Preparing Your Research Paper

Paper format:
- The default setting in Microsoft Word for margins/headers works 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 one space.

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.

The running head is no longer required for student papers. Each page needs a page number, beginning with the title page as page 1.

Sample Title Page

Social Causes of Divorce

Sally L. Smith
Northampton Community College

PSYC 101: Psychology Basics

Dr. John Doe

July 7, 2020
Sample Abstract Page:
This is a new page containing a brief summary of your paper. It may be required by your instructor.

Abstract
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.

The body of your paper should begin on a new page.

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


https://doi.org/10.1002/9781118517383.wbecj056


https://doi-org.libprox.northampton.edu/10.1080/13504630.2017.1291092

https://statisticalatlas.com/place/Pennsylvania/Pittsburgh/Overview

**APA Resources**

APA Style.org-Official website for all things APA.
https://apastyle.apa.org/

Purdue OWL APA style guide
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

**The APA 7th edition Manual of Style is available in the reference collections of the NCC Libraries; both Monroe and Bethlehem campus locations.**