APA References
Northampton Community College
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Examples taken from the
and the NCC Library APA Handout.
Citing Your Sources

• Tells the reader (your instructor) where you found your information

• Is required by most instructors at NCC

• Gives credit back to the original authors

Not Citing Your Sources

• Is plagiarism

• Is a form of academic dishonesty

• Can bring severe penalties, including:
  o Failing your assignment
  o Failing your course
  o Failing out of NCC
As You Research

• Keep careful notes of your sources

• Make printouts or copies of articles or book chapters

• Make sure you collect publication information for each source:
  o Author(s)
  o Chapter title or Article title
  o Book title or Journal/Magazine title
  o Date of publication
  o Publisher and place of publication
  o Page numbers
When to Cite a Source in Your Research Paper

• Always when you quote directly

• When the information is not common knowledge

• Whenever you paraphrase or summarize an author’s words

Try to avoid saying, “Well, I already know a lot about this subject. I don’t need any sources.” That may be true, but the point of a research paper is to **gather knowledge from subject experts**: people who have been trained in a certain field, worked in a certain field, and have advanced degrees (master’s or doctorate). You’re still learning!
What is the References page?

Similar to a Works Cited page in an MLA paper, the References page of an APA paper is a complete list of all the research sources that were used as in-text citations in your research paper. The References Page must have an entry for each in-text citation you used.
• Continue with formatting used throughout the paper:
  • Include the running head
  • Double space, Times New Roman font 12-point
  • One-inch margins
  • Use one space after punctuation

• Center the word References at the top of the page.

• Arrange sources alphabetically by author’s last name.
  • If author has more than one source, arrange by year, with earliest first.
  • If there is no author, alphabetize based on the first word in the entry (not counting a, an, or the).

• Each entry should have a hanging indent, where the second line and anything after is indented half an inch to the right.


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Formatting a Hanging Indent in Microsoft Word

1) Highlight the citation entry.
2) Right click and select Paragraph.
3) Select “Hanging” under the Special option.
Example: Book

Author’s last name, F. M. (Year of publication). *Title of work*. Publisher City, State: Publisher name.
Example:
Print Magazine

Author’s last name, F. M. (Year, Month, Day).

Title of article. Title of Magazine,

Volume(Issue), pages.
Example:
Newspaper

Author’s last name, F. M. (Year, Month, Day).

Title of article. *Title of Newspaper*, pp. xx-xx.
Example:
Scholarly Article with DOI*

Author’s last name, F. M. (Year). Title of article. *Title of Journal, Volume*(Issue), pages. doi: xx-xxxxxxxxxxxx

* A DOI, the Digital Object Identifier number, is an unique number, assigned to every journal article.
Example:
Scholarly Article without DOI, from a library database*


*The name of the database is not required, but the beginning part of the database’s web address (up to the .com) can be added to reflect which database was used to find the article.
Example: Website

Author’s last name, F. M. (Date of publication). Title of document. Retrieved from http://address.com
Citing Other Sources

Visit the APA Handout for examples of other types of sources, including:

- Personal interviews/communication
- Online videos
- DVDs
- E-books
- And more!

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