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Purpose
When you use the words or ideas of others, or state facts that are not common knowledge, you must give credit to the source of the information in order to give your reader the means to examine the information's context. You do this by citing your sources and providing references so the reader can find them. The purpose of this document is to provide you with basic guidelines and examples for citing a wide variety of sources using APA style. This resource will help clarify the relationship between APA style in-text citations and references while providing an assortment of examples from the types of resources you are likely to encounter during your academic career. This by no means covers every situation and nuance of preparing a manuscript but should provide essential basic information. The final authority for APA style remains the Publication Manual of the American Psychological Association, 6th Edition. Additional resources can be found at their website, http://www.apastyle.org/.

Understanding Citations and References
When using APA style, you attribute words or ideas to their original author in two steps.

1) The in-text citation appears in the body of your writing and provides a signal to the reader that you are influenced by the words, ideas, or facts presented by another author.

2) The in-text citation points to a more detailed reference included on the References page located at the end of your paper or document. This reference provides the necessary information for the reader to locate the resource.

Throughout your paper, you may have several in-text citations that refer to the same resource. You do not need to include multiple references for the same source on the References page.
Creating APA-Style In-Text Citations

There are several ways to create in-text citations depending on how you write the words and ideas of another author in your paper. Whatever form your citation takes, you will want to include author, date, and sometimes place. This means, the author’s last name, the year the work was published, and in many instances the page, paragraph, or chapter where it can be found.

Direct Quotations

While direct quotations should generally be avoided, there are times when they are necessary as when analyzing literature. When a quotation is fewer than 40 words, it can appear within a normal paragraph.

Quotation with a Signal Phrase

Often the best approach is to alert the reader with a signal phrase to introduce a quotation.

It is good to heed the advice of Tolkien (1937) when he said, “Never laugh at live dragons” (p. 243).

Quotation without a Signal Phrase

The in-text citation without the signal phrase for the same quotation might look like this:

When confronted with a superior force, the wise course is to “never laugh at live dragons” (Tolkien, 1937, p. 243).

Quotation from a Secondary Source

You may want to use a quotation, such as one from a historical figure that is found in another (secondary) source.

In an 1802 letter to a committee of the Danbury Baptist Association, Jefferson expressed his thoughts regarding the role of government toward religion and coined the phrase, “a wall of separation between Church and State” (as cited in Koch & Peden, 1944, p. 332).

References

Block Quotations

When a quotation is longer than 40 words, it is set off from a normal paragraph using an indented block quotation.

President Jefferson expressed his understanding of the First Amendment to the US Constitution regarding the role of government toward religion in an 1802 letter to a committee of the Danbury Baptist Association:

I contemplate with sovereign reverence that act of the whole American people which declared that their legislature should “make no law respecting an establishment of religion, or prohibiting the free exercise thereof,” thus building a wall of separation between Church and State. (as cited in Koch & Peden, 1944, p. 332)

That wall of separation has been subject to various interpretations in modern...

Paraphrasing

It is almost always better in academic writing to put the ideas of another author in your own words in order to improve the flow of your paper and to show that you have synthesized the material in your own mind. Because you are still borrowing ideas from another, you must use an in-text citation in conjunction with a reference.

In an 1802 letter to a committee of constituents in Connecticut, President Jefferson demonstrated that the wording of the First Amendment clearly prohibits the Federal government from either officially institutionalizing a particular religion or interfering with the practice of any religion (Koch & Peden, 1944).

Summarizing

When you summarize a substantial section of a text, you write one or two paragraphs to convey the author’s main points. Remember, you are creating a condensed version of what the author has said. Therefore, a summary, unlike a paraphrase, should be much shorter than the original. Use an in-text citation in a summarization as you would in a paraphrase.
Formatting References
The format for creating an APA style reference on your References page follows a general pattern which includes punctuation and the use of italics. There are nuances to creating references depending on where you find the information, be it a book, a journal, a website, etc. On the following page, you will see examples of references for the types of resources you are likely to encounter in the academic setting. You can see some of the features of an APA reference in the example below of a book with one author.


Making a Hanging Indent in Microsoft Word
References that stretch to two lines require a hanging indent.

- Set your cursor anywhere within the reference.
- Move the arrow pointer over the Hanging Indent sliding marker on the ruler at the top of the page. Click and drag it to the right ½ inch.

- You can also use the Paragraph dialog box in Microsoft (MS) Word (Paragraph > Indents and Spacing > Indentation > Special > Hanging > By > 0.5") to create the hanging indent.

Reference Formatting Tips
- Like the rest of your APA-style paper, references should be double spaced.
- Use 12 point, Times New Roman font.
- Remember, the goal is for a reader to be able to find your sources of information.
Citing Sources in Discussion Posts

Many of your assignments take the form of posts to discussion threads. Even though discussion threads may tend to be a little less formal than papers you submit, citing sources is still an essential element of avoiding plagiarism and maximizing your grade. The difference between citing sources in a paper versus a discussion response is that in a discussion, you will put your reference at the bottom of your post.

World-renowned author and professor Ludwig von Eghead once confessed: “The most traumatic element of my college education was trying to figure out how to correctly cite my sources” (Doe, 2014, p. 78). If an eminent academic like von Eghead can be intimidated by citing sources, imagine the trepidation the rest of us feel when confronted with this aspect of our research assignments.

Reference:

Citing Sources in Presentation Software

Some assignments may require you to create a Microsoft PowerPoint presentation or other type of media. The formatting of in-text citations in the text content or under media on a slide remains the same as in other written materials. Placement of the full references, however, can vary from the bottom of a page to a separate page at the end. Adding full references at the bottom of a slide might make the slide too crowded. In that case, you would add a separate References slide(s) at the end of the presentation. Be sure to verify instructions for placing references before submitting an assignment.

Citing Sources in Oral Presentations

While delivering a speech, you should mention an author and work when you are borrowing words, images, or ideas. If you are creating visual aids or providing a written version of your speech, you should use APA-style in-text citations and references.

Electronic Resource? Look for a DOI.
DOI stands for Digital Object Identifier and is used for electronically published content. It is a unique alphanumeric string assigned by a publisher to identify a resource and provide a persistent Internet link. If you use a DOI in a reference, you do not need to include the publisher and location, or "Retrieved from url”. To find a DOI that is not listed for your digital resource, you can search for one using http://www.crossref.org/.
APA-Style Reference Examples

Here you can see an assortment of examples to help you create correct references for your own writing. You can find more comprehensive guidance in the Publication Manual of the American Psychological Association, 6th Edition. Additional resources can be found at their website, http://www.apastyle.org/. Textbooks for some courses may also contain helpful information about writing according to APA style.

What is meant by “sentence case”?  
Sentence case means that the only words capitalized are the first word of a title and the first word following a colon (:) or em dash (—); terminal punctuation such as a period (.) or question mark (?); as well as any proper nouns. You may be accustomed to capitalizing all of the key words in a title (title case), but when formatting references in APA style, book titles and the titles of journal articles are written in sentence case. Notice that the names of journals and magazines remain in title case.

Electronic Books (e-Books)

Author’s last name, First initial. Title of book in italics with sentence casing. (Year of publication).


When available, a DOI (Digital Object Identifier) is used. A DOI eliminates the need for publisher information or to write “Retrieved from url.” Use lower case (doi:) in your reference.

e-Text with two authors, an edition number, and accessed through VitalSource Bookshelf
This is typical for most digital textbooks used in the online classroom.

e-Text with a single author and no DOI available
Books (print)

Author's last name, First initial. Title of book in italics with sentence casing. (Year of publication). City of publisher, Publisher. Abbreviated state (or country if out of U.S.) of publisher:


Book with a single author


Book with two authors


Book with edition number


Book with three–five authors and edition number The first in-text citation would be (Maimon, Peritz, & Yancey, 2006). After that it would be (Maimon et al., 2006).


Book with publisher as author The publisher’s name at the end of the reference appears as “Author”.

Edited book with revised edition

Chapter or article in an edited book or collection of works (Note: pages included in book references are only used for edited compilations or reference books.)

Chapter from edited book Pages included in book references are only used for edited compilations or reference books.

Reprinted work in an anthology The in-text citation for this double-dated reference would be (Anderson, 2010/2014)

Instructor’s edition
Articles in Journals and Magazines (Online)

**Author's last name, First initial.**


**Article with DOI (Digital Object Identifier)**


**Article with no DOI using url**


**Press Release from a database with publisher as author** When a database is used in an online library search, include the home page for the source rather than a database such as ProQuest.


**When to use [brackets]**

If it is not clear what type of resource is being referenced, you can clarify it using brackets following the title as in the example above.

**Article with three to five authors and a DOI**

Article without a byline (author) The title moves into the author position.

Article with Anonymous author “Anonymous” is only used when it is specifically listed as the author, not when there is no byline included.

Article with three to five authors and a DOI

Articles in Journals and Magazines (Print) Applies to paper versions of magazines or journals. Use DOIs if they are listed with articles.

Article with two authors Use “&” between them.

Article with more than seven authors For the reference, include the first six and…the last author. (Include the ellipses …) In-text citation would be (Kessler et al., 2006).
Article in monthly publication

Article with colon in title Use sentence case.

Web Articles
This section is important because you may be asked to research articles related to current events, using a general web search (non-library based).

According to the Centers for Disease Control and Prevention (2011), “We focus on improving car and booster seat and seat belt use and reducing impaired driving, and helping groups at risk: child passengers, teen drivers, and older adult drivers” (para. 2).


What if there is no date associated with a resource?
Use (n.d.) where you would normally put a date in parentheses for the in-text citation as well as the reference.

Citing an Entity/Organization web article (no author)
Citing web articles (no author)

NZ measles outbreak spreads. (2011). Retrieved from


Article from a college resource website


Education website: http://disted.camosun.bc.ca/audio/audio.htm

**Online Course Content** (for quoting and paraphrasing content from online lectures in courses)


You must introduce the source of the information you are quoting or paraphrasing as being from a South University Online (SUO) course, then you can use “SUO” in parentheses. After the source of the content has been introduced as being from a South University Online (SUO) course, the associated in-text citation would look like this, (SUO, 2014).
Dissertations

Published dissertation retrieved through database

Published dissertation abstract found in a collection

Unpublished dissertation
Papers Presented at Conferences

Presented paper with DOI

Presented paper without identifier

Reports

Government report

Report submitted for an assignment
Report published and retrieved from a database The home page of the database is used only when the archival source for the resource cannot be found elsewhere.


Report with publisher as author


Presentations

Presentation with organization as author, no date, with url

Citing and Referencing Sacred and Classical Works

Classics are works that are hundreds or even thousands of years old, although there is no set definition for what makes a classic. For some, we may have the date of their original publication, while for others, we may only have the dates of later copies or translations. Here the classic epic poem, *The Divine Comedy*, is cited in the normal APA style as any other book.

```plaintext
Consider the following quotation in both a literal and figurative sense:
“Midway in our life’s journey I went astray from the straight road and woke to find myself alone in a dark wood (Alighieri, 1321/1954, p. 5).
```

References


Since *The Divine Comedy* is a classic with standard line numbering, however, it can also be cited without a reference on the References page.

```plaintext
Consider the following quotation from *The Divine Comedy* in both a literal and figurative sense: “Midway in our life’s journey I went astray from the straight road and woke to find myself alone in a dark wood” (Alighieri, 1321/ J. Ciardi, 1954, Inferno, I:1–3).
```

**How should book titles be written?**

When you are referring to book titles in your writing, they should generally appear in italics as in *The Divine Comedy*. Sacred texts, such as the Bible and the Qur’an, are not put in italics.
Classical ancient Greek and Roman works or religious texts, such as the Torah, Bible, and the Qur’an, often use a standard numbering system used in all translations. Works with standard numbering, when properly cited, do not need to be listed on the References page.

Callimachus was an ancient Greek who authored a work called *Hymns and Epigrams* in the 3rd Century BCE. Note the numbering used in the in-text citation in the example below (1.1.1.). In the numbering system for this book, the first number 1 lets us know it is a Hymn (Epigrams are 2). The second 1 refers to the Hymn number. In this case it is Hymn 1 to Zeus. The third 1 identifies the first line of the hymn.

The first citation includes the text version (Loeb Classics Library).

Alternatively, the date of the translation can be used.

Subsequent citations from the same translation only need the author, work, and location.

Citing the Bible

When citing from the Bible, it is necessary to include the translation you are using. You only need to include the translation the first time a citation is used unless you later quote from a different translation.

A Bible paraphrase cited in a signal phrase with translation at the end of a sentence.

Subsequent citations from the same translation do not include the translation.
Citing the Qur’an

Followers of Islam are restricted from eating pork (Qur’an 5:3).

The Qur’an 5:3 lists food that is restricted, such as "the flesh of swine."

Again, works with standard numbering, such as the Bible and Qur’an, do not need to be listed on the References page.
Frequently Asked Questions

What is meant by “sentence case”?

Sentence case means that the only words capitalized are the first word of a title and the first word following a colon (:) or em dash (—); terminal punctuation such as a period (.) or question mark (?); as well as any proper nouns. You may be accustomed to capitalizing all of the key words in a title (title case), but when formatting references in APA style, book titles and the titles of journal articles are written in sentence case. Notice that the names of journals and magazines remain in title case.

What is a DOI?

DOI stands for Digital Object Identifier and is used for electronically published content. It is a unique alphanumeric string assigned by a publisher to identify a resource and provide a persistent Internet link. If you use a DOI in a reference, you do not need to include the publisher and location, or “Retrieved from url”. To find a DOI that is not listed for your digital resource, you can search for one using http://www.crossref.org/.

When should I use [brackets] in a reference?

If it is not clear what type of resource is being referenced, you can clarify it using brackets. For example: [Online course], or [Press release], or [Pamphlet]. Always capitalize the first word.

What if there is no date associated with a resource?

Use (n.d.) where you would normally put a date in parentheses for the in-text citation as well as the reference.

How should book titles be written in the body of my paper?

When you are referring to book titles in your writing, they should generally appear in italics as in The Divine Comedy. Sacred texts, such as the Bible and the Qur’an, are not put in italics.