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*Dare to know*

## APA Quick Citation Guide

### About APA Style

The American Psychological Association (APA) Style is commonly used when citing references within the “hard” sciences (e.g., astronomy, biology, chemistry, and physics) and the social sciences (e.g., anthropology, communications, economics, education, historiography, nursing, political science, psychology, and sociology). The following guide is based on the APA Manual (7th ed.), published in 2019. For more extensive rules and examples of the APA style, refer to the *Publication Manual of the American Psychological Association*, 7th ed. (RW BF76.7 .P83 2020, RW BF76.7 .P83 2020 c.2, RW BF76.7 .P83 2020 c.3) or visit the [APA Style website](#). You can also ask a librarian for assistance.

### Guidelines for Formatting Reference List

- Start the reference list on a new page after the text and before any tables, figures, and/or appendices, continuing the pagination from the body of the paper.
- Center the title of the page (**References**) an inch from the top of the paper.
- Use a hanging indent by aligning the start of each entry with the left margin. Indent any subsequent lines one-half inch (or five spaces).
- Double-space the list within and between entries.
- Arrange entries in alphabetical order by authors’ last names.
- Capitalize only the first word of the title, the first word of the subtitle, proper nouns, and nouns followed by numerals or letters.

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## LIBRARY

### Books

#### Book with One Author or Editor

##### General Format

In-Text Citation (Quotation)

(Author Surname, Year, page number)

In-Text Citation (Paraphrase)

(Author Surname, Year)

References

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. DOI or URL for eBooks.

##### Example

In-Text Citation (Quotation)

(Masterton, 2006, p. 652)

In-Text Citation (Paraphrase)

(Masterton, 2006)

References

Masterton, W. L. (2006). *Chemistry: Principles and reactions*. Thomson-Brooks/Cole.

#### Book with Two Authors or Editors

##### General Format

Citation

Subscripted Number

References

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Publisher. DOI or URL for eBooks.

##### Example

Citation

Sample sentence<sup>1</sup>

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References
Cesa-Bianchi, N., & Lugosi, G. (2006). <i>Prediction, learning, and games</i> . Cambridge University Press.

## Book with Three or More Authors

<b>General Format</b>
In-Text Citation (Quotation)
(Author Surname et al., Year, page number)
In-Text Citation (Paraphrase)
(Author Surname et al, Year)
References
Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). <i>Book title: Subtitle</i> . Publisher. DOI or URL for eBooks.
<b>Example</b>
In-Text Citation (Quotation)
(Bindler et al., 2017, p. 157)
In-Text Citation (Paraphrase)
(Harris et al., 2017)
References
Bindler, R. M., Ball, J., London, M. L., & Davidson, M. R. (2017). <i>Clinical skills manual for maternity and pediatric nursing</i> . Pearson.

## Chapters in an Edited Volume/Anthology

<b>General Format</b>
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)

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References
Author Surname, First Initial. Second Initial. (Year). Title of chapter. In Editor First Initial. Editor Second Initial. Editor Surname (Ed.), <i>Book title: Subtitle</i> (inclusive page numbers). Publisher. DOI or URL for eBooks.
<b>Example</b>
In-Text Citation (Quotation)
(Zhao, 2012, p. 27)
In-Text Citation (Paraphrase)
(Zhao, 2012)
References
Zhao, Y. (2012). American schools possess strengths other countries want to emulate. In J. Bartos (Ed.), <i>Do schools prepare students for a global economy?</i> (pp. 25-33).

<b>Entry in a Reference Work (e.g., Encyclopedia or Dictionary)</b>
<b>General Format</b>
In-Text Citation (Quotation)
(Author Surname, Year, page [if available] or section heading and/or paragraph number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year). Title of specific entry. In Editor First Initial. Editor Second Initial. Editor Surname (Ed.), <i>Book title: Subtitle</i> (edition, inclusive page numbers). Publisher. DOI or URL for eBook.
<b>Example</b>
In-Text Citation (Quotation)
(McKay, 2004, p. 466)
In-Text Citation (Paraphrase)
(McKay, 2004)
References

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McKay, D. (2004) Information theory. In R. L. Gregory (Ed.), *The Oxford companion to the mind* (2nd Ed., pp. 465-467). Oxford University Press.

## Periodicals

### Journal Article with One Author

#### General Format

In-Text Citation (Quotation)

(Author Surname, Year, page number)

In-Text Citation (Paraphrase)

(Author Surname, Year)

References

Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume Number*(issue number), inclusive page numbers. DOI or URL, if applicable.

#### Example

In-Text Citation (Quotation)

(Mancosu, 2021, p. 25)

In-Text Citation (Paraphrase)

(Mancosu, 2021)

References

Mancosu, P. (2021). Logic and biology: The correspondence between Alfred Tarski and Joseph H. Woodger. *Journal of Humanistic Mathematics, 11*(2), 18-105.

### Journal Article with Two Authors

#### General Format

In-Text Citation (Quotation)

(Author Surname & Author Surname, Year, page number)

In-Text Citation (Paraphrase)

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(Author Surname & Author Surname, Year)
<b>References</b>
Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. <i>Journal Title</i> , <i>Volume number</i> (issue number), inclusive page numbers. DOI or URL, if applicable.
<b>Example</b>
<b>In-Text Citation (Quotation)</b>
(Bossio & Nelson, 2021, p. 1382)
<b>In-Text Citation (Paraphrase)</b>
(Bossio & Nelson, 2021)
<b>References</b>
Bossio, D., & Nelson J. L. (2021). Reconsidering innovation: Situating and evaluating change in journalism. <i>Journalism Studies</i> , 22(11), 1377-1381.

<b>Journal Article with Three or More Authors</b>
<b>General Format</b>
<b>In-Text Citation (Quotation)</b>
(Author Surname et al., Year, page number)
<b>In-Text Citation (Paraphrase)</b>
(Author Surname et al., Year)
<b>References</b>
Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. <i>Journal Title</i> , <i>Volume number</i> (issue number), inclusive page numbers. DOI or URL, if applicable.
<b>Example</b>
<b>In-Text Citation (Quotation)</b>
(Pereira, et al., 2020, p. 769)
<b>In-Text Citation (Paraphrase)</b>
(Pereira et al., 2020)

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References
Pereira, V., Temouri, Y., & Patel, C. (2020). Exploring the role and importance of human capital in resilient high performing organizations: Evidence from business clusters. <i>Applied Psychology: An International Review</i> , 69(3), 769-804. DOI: 10.1111/apps.12204.

<b>Magazine Article with One Author</b>
<b>General Format</b>
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year, Month Day). Article title: Subtitle. <i>Magazine Title</i> , Volume Number(issue number), inclusive page numbers. DOI or URL, if applicable.
<b>Example</b>
In-Text Citation (Quotation)
(Gara, 2021, p. 88)
In-Text Citation (Paraphrase)
(Gara, 2021)
References
Gara, A. (2021, August/September). The last computer tycoon. <i>Forbes</i> , 204(4), 86-92.

<b>Article in a Newspaper</b>
<b>General Format</b>
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)

# BARTON LIBRARY

(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year, Month Day). Article title: Subtitle. <i>Newspaper Title</i> , inclusive page numbers or section/column. URL, if applicable.
<b>Example</b>
In-Text Citation (Quotation)
(Hogg, 2021, p. 1)
In-Text Citation (Paraphrase)
(Hogg, 2021)
References
Hogg, D. (2021, May 39). A final resting place: Rush Center sailor who died at Pearl Harbor laid to rest just before Memorial Day. <i>Great Bend Tribune</i> . <a href="https://www.gbtribune.com/news/local-news/rush-center-sailor-who-died-pearl-harbor-laid-rest-just-memorial-day/">https://www.gbtribune.com/news/local-news/rush-center-sailor-who-died-pearl-harbor-laid-rest-just-memorial-day/</a> .

## Websites

<b>Basic Website</b>
<b>General Format</b>
In-Text Citation (Quotation)
(Author Surname, Year, page [if available] or section heading/paragraph number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Personal or Corporate Author. (Last update or publication date; if unknown, use n.d.). <i>Title of specific webpage</i> . Site name. URL of specific webpage.
<b>Example</b>
In-Text Citation (Quotation)

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(American Anthropological Association, 2021, para. 2)
<b>In-Text Citation (Paraphrase)</b>
(American Anthropological Association, 2021)
<b>References</b>
American Anthropological Association. (2021, October 13). <i>Stay informed</i> . American Anthropological Association. <a href="https://www.americananthro.org/StayInformed/NewsDetail.aspx?ItemNumber=28190">https://www.americananthro.org/StayInformed/NewsDetail.aspx?ItemNumber=28190</a> .

<b>Government Publication from a Website</b>
<b>General Format</b>
<b>In-Text Citation (Quotation)</b>
(Government Author, Year, page or paragraph number [if available])
<b>In-Text Citation (Paraphrase)</b>
(Author Surname, Year)
<b>References</b>
Name of Government Agency. (Year). <i>Title of document: Subtitle</i> (Report No. xxx [if available]). URL of specific document.
<b>Example</b>
<b>In-Text Citation (Quotation)</b>
(Library of Congress, 2020, p. 28)
<b>In-Text Citation (Paraphrase)</b>
(Library of Congress, 2020)
<b>References</b>
Library of Congress. (2020). <i>Annual report of the Librarian of Congress for the fiscal year ending September 30, 2020</i> . <a href="https://www.loc.gov/static/portals/about/reports-and-budgets/documents/annual-reports/fy2020.pdf">https://www.loc.gov/static/portals/about/reports-and-budgets/documents/annual-reports/fy2020.pdf</a> .

<b>Online Reference Work</b>
<b>General Format</b>

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In-Text Citation (Quotation)
(Author Surname, Year, page [if available] or section heading/paragraph number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Personal or Corporate Author. (Publication or last update date; if unknown, use n.d.). Title of specific entry. In <i>Name of Book</i> . URL of specific webpage.
<b>Example</b>
In-Text Citation (Quotation)
(Vogt, 2020, para. 4)
In-Text Citation (Paraphrase)
(Vogt, 2020)
References
Vogt, K. (2020). Seneca. In <i>Stanford Encyclopedia of Philosophy</i> . Retrieved November 5, 2021, from <a href="https://plato.stanford.edu/entries/seneca/">https://plato.stanford.edu/entries/seneca/</a> .

<b>Retrieval Dates</b>
<ul style="list-style-type: none"> <li>• Include a retrieval date with your citation if the website’s content is regularly updated and not archived.</li> </ul>

<b>In-text Citations</b>
In-text citations are used to direct the reader to the source listed in the reference page. The general format of an in-text citation is the author’s surname and the year of publication, placed in parenthesis, with a comma separating the two elements. Do not include suffixes and ensure the publication year matches the publication year in the reference list.
If the citation comes at the end of a sentence, place it before the end punctuation.
Example: None of the people in the sample group immediately saw the justification of time and expense involved in teaching ethics in organizations (Griffin, 2021).

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When the author's name is provided in the text, only the publication year is needed in the in-text citation.
Example: Griffin's research suggested the enhancement of business ethics in adults can be fulfilled by improving moral and ethical education for children (2021).
If the source has two authors, include both surnames in the in-text citation and separate with an ampersand.
Example: The two researchers acknowledged they needed additional interviews in order to develop better content strategy models (McDonald & Hurkhardt, 2021).
If the source has three or more authors, only list the first author's surname, followed by "et al."
Example: Statistical procedures were utilized in the early years of geography's theoretical and quantitative revolution (Johnston et al., 2020).
When the author of a source is an organization, use the organization's full name in the first citation, indicating the proper abbreviation in the citation in brackets. Use the abbreviation in subsequent citations.
Citation 1: According to PayScale's research of the 2016-2017 academic year, individuals with bachelor's degrees in philosophy tended to earn more over their lifetime than those with degrees in the other humanities fields (American Philosophical Association [APA], n.d.). Citation 2: Moreover, graduates possessing a bachelor of arts degree had a mean starting salary of \$43,427 (APA, n.d.).