

Writing Citations According to APA

This handout summarizes the main points a student at Cambridge College will need to write in-text and reference citations for research papers including the Capstone, ILP, and IRP. The information is based on the Publication Manual of the American Psychological Association (6th Edition). A copy of this handout may be found on the Cambridge College website (Library/Writing Help).

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Writing a Research Paper

The process of writing a research paper includes reading what others have written on the topic. Students must include discussion of what other scholars have said in their own papers. This may be done as a summary, a paraphrase, or a quotation. However,

because these are not the student's own thoughts or words, credit must be given to the authors who developed the thoughts and wrote the words: this is referred to as "citing the author." If the student does not give appropriate credit to the author, the student can be accused of plagiarism, a very serious offense.

What is a "citation"?

When a writer uses facts, information, ideas, or quotations from someone else's writing, the writer must tell the readers where this information came from. This is called a "citation." "Cite" is the verb for giving the citation.

It is extremely important that the writer gather the information needed for citations as he/she uses the publication! Do not plan on going back to the source "later" for the details needed for a citation.

Record the following information for each source document:

- title of document
- author's name (if given) as well as editor's name (if given)
- date of publication (this is not the date of retrieval from the internet for online documents)
- publisher and place of publication (for a book)
- name of periodical or newspaper in which the article was found, plus the date of the publication, its volume number, issue number, and page numbers of the article
- URL (http address) for articles from the internet
- DOI – Digital Object Identifier (if one has been assigned to an electronic source)

Sometimes it is best to copy pages of the document on which this information is located so that the information will be readily available for the writing of both in-text and References citations.

What is APA style?

There are a number of styles for preparing manuscripts, which include the instructions for writing citations. For example, both the American Psychological Society (APA) and the Modern Language Association (MLA) have prepared guidelines; The Chicago Manual of Style (CMS), 16th ed., is also a standard.

The standard usually used at Cambridge College is the APA style, which is the standard for academic papers in the social sciences such as psychology and education. In an APA style paper, the citation is given twice in the paper: in the body of the text and on a separate page titled References.

The "in-text" citation

This is located within the body of the paper and gives enough information for a reader to find the publication on the References page of the document. Information in the in-text

citation includes the author's name, date of publication, and—if the cited material is a quotation—the page number.

The citation in the References section

- APA uses the title “References” for the pages of complete publishing information for all in-text citations in the paper. The References page is near the end of the paper; only the Appendix (if the paper has one) goes after it.
- The reference citation for books includes the author's name, date of publication, name of the book, and publishing information. There are slight differences, however, between citations for books, articles from print sources such as periodicals and newspapers, and documents retrieved from the internet. These differences in citing are addressed in this handout.
- “References” only include information for sources cited in the text. (A “bibliography” is a list of every book and article the writer looked at whether an in-text citation is included in the paper or not).

Writing an in-text citation

In-text citations include:

Author's last name

Year of publication

Page number or paragraph number (for quotations)

Author's Last Name

1. General guidelines:

- Give only the author's last name in the in-text citation.
- The author's name may be included as part of the sentence or after the sentence in parentheses.

2. If the author's name is included in the sentence:

- Always use the past tense or present perfect tense to introduce the summary, paraphrase, or quote:

As Green (1994) stated, “if children were fed adequately at home, schools would not need lunch programs” (p. 25).

3. If the author's name is included in parentheses after the sentence:

- Separate the author's name from the date of publication with a comma and one space. (Green, 1994)
- If the citation is for a quotation, separate the date of publication from the page number with a comma and one space. (Green, 1994, p. 25)

- Note that the final punctuation for the sentence goes after the closing parenthesis.

As one expert stated, “if children were fed adequately at home, schools would not need lunch programs” (Green, 1994, p. 25).

4. Citing a quotation which has 40 or more words:

- The above examples are for quotations less than 40 words long. If a quotation has 40 or more words, it must be written as a block quote using the “long quote” form.
- Set the quote off in a block by starting a new line and indenting five spaces from the left margin.
- The quote must still be introduced as a quote, such as:
As Romain (1998) stated:
- No quotation marks are used.
- Double space the entire quotation.
- End the last sentence with appropriate punctuation.
- Put the page number in parentheses right after the long quote.
- Do not put a period after the parentheses.

While it is necessary to give attention to the adolescent who feels isolated, attention should focus equally on those who are at least partially responsible for the isolation. Recent research has focused on the attitude and behaviors of adolescent groups, specifically those of cliques. Cliques form for a variety of reasons, but Romain (1998) notes the safety is chief among them. Romain states:

Being cliquy can make the clique feel secure (because being part of a group is a kind of protection). Think about how wild dogs form packs in the wilderness, or how gangs hang out in the streets. Cliques aren’t as dangerous, but the idea is the same. They stick together because there’s safety in numbers. (p. 9)

5. Citing a summary or paraphrase:

- A citation for a summary or paraphrase is exactly the same as for a quotation except that the page number is not given. The following are examples of proper citation for a summary or paraphrase.

Romain (1998) suggested that people form cliques because they feel safer being part of a group.

One expert suggested that people form cliques because they feel safer being part of a group (Romain, 1998).

6. Two authors:

- Never change the order in which the authors' names appear.
- Write out the word "and" if the authors' names are included in the sentence:

As Green and Jones (1993) stated, "if children were fed adequately at home, schools would not need lunch programs" (p. 74).

- Use the ampersand ("&") between the names of the authors if they are not included in the sentence but noted in the citation:

As experts stated, "if children were fed adequately at home, schools would not need lunch programs" (Green & Jones, 1993, p. 74).

7. Three, four, or five authors:

- Never change the order in which the authors' names appear.
- Write all the authors' names the first time the reference occurs, using "and" when the names are included in the sentence but "&" when the names are in the citation:

Lett, Grant, Neville, Davis, and Koh (1997) suggested that "benzodiazepines could be useful in the treatment of anorexia nervosa" (p. 26).

Experts suggested that "benzodiazepines could be useful in the treatment of anorexia nervosa" (Lett, Grant, Neville, Davis, & Koh, 1997, p. 26).

- After fully citing three or more authors once (as detailed above), write only the surname of the first author followed by "et al." in subsequent in-text citations.
 - The words "et al." mean "and others" in Latin.
 - The words "et al." should not be italicized.
 - There should be a period after "al."

Lett et al. (1997) reported, "the mechanism by which benzodiazepines enhance eating is unclear" (p. 26).

- If the citation is given in parentheses after the sentence, there is a comma after the "al." before the date:

"The mechanism by which benzodiazepines enhance eating is unclear" (Lett et al., 1997, p. 26).

8. Six or more authors:

- Use only the surname of the first author and "et al." (Follow the guidelines above for the use of "et al.")

- For example, the citation for the book *The Snakes of Central and South America* (2nd ed.) by J. Miller, M. Richards, E. Harris, H. Wade, M. Hill, M. Lee, and A. Adams is always:

Miller et al. (1999) documented the continuing efficacy of the program.

Subsequent investigations documented the continuing efficacy of the program (Miller et al., 1999).

9. Group or organization as the author:

- In the first citation, write out the entire name of the group or organization. If the name is long, give an appropriate abbreviation for it in brackets immediately after the full name.

(National Institute of Mental Health [NIMH], 1977)

- In subsequent citations, use the abbreviation instead of the very long name.

(NIMH, 1977)

10. Publication with no author and no organization:

- Use the title of the publication in place of an author's name.
- Italicize the title of a book, periodical, brochure, or report.

(Times Atlas of the World, 1990)

- Enclose in double quotation marks the title of a chapter or the name of an article.

("After the Game Is Over," 1992)

- Note: the comma after the title (before the year) goes before the final quotation mark.

11. Personal, unpublished communication:

- For information such as a conversation, interview, memo, email, letter, or class notes (sources which are non-retrievable by someone else), give the first initials or first name as well as the credentials of the person:

R.L. Brown, a researcher on nutrition at Massachusetts General Hospital, stated that non-fat dairy products are unacceptable (personal communication, November 30, 1994).

- Note: Personal, unpublished communications are not listed in the References page because these sources cannot be retrieved.

12. Citing an author who was cited in someone else's paper:

- If you want to include in your paper a quote which another author included in his/her document, you must still give credit to the person who wrote the words.
- For example: you read a book by Green who quoted White. To quote White in your paper, you would write:

White (as cited in Green, 1994, p. 25) gave reasons for the benefits of a healthy breakfast, including “stamina, strength, and good health.”

Green (1994) quotes White, who gives reasons for the benefits of a healthy breakfast, including “stamina, strength, and good health” (p. 25).

- If you never looked at White’s actual article, you cannot cite it. You can only cite Green’s article, in which she cited White.

Date of publication

13. General guidelines:

- If a quotation is being cited, put a comma after the date and leave one space before writing the page number(s).

Green claimed, “there are many superfoods” (1994, p. 22).

14. Date for a personal, unpublished communication:

- Provide the date that the conversation, interview, or email took place. If you are unsure of the exact date, use a date as close as possible.

R.L. Brown, a researcher on nutrition at Massachusetts General Hospital, stated that non-fat dairy products are unacceptable (personal communication, November 30, 1994)

15. The date includes a year, month, and day:

- The date includes the month and the year (or month, day, and year), however, only use the year in the in-text citation.

Lark claimed, “ADHD children are capable of achieving significant success in life” (1992, p. 3).

16. No date is given:

- Put “n.d.” for “no date”

Swallow noted, “anti-violence programs in college dormitories have decreased violence 45% in just one year” (n.d., Introduction, para. 3).

17. The document was retrieved from the internet:

- If you cannot find a date on a document that has been retrieved from the internet (an “online document”), do not put the date of retrieval. Write “n.d.” (no date) instead.

Page number

18. General guidelines:

- APA requires that a page number be included in the in-text citations for quotations.

Experts said, “The results are valid” (Green & Jones, 1993, p. 64).

However, some disagreed: “The results have not been substantiated” (Green, 1994, pp. 23-24).

- Be sure to put a space after the “p.” or “pp.” before the page number.

19. Online articles from a published source (such as a periodical):

- Look for indications of the original page numbers in the text. These might be found in parentheses or brackets.

20. Online articles without page numbers but with paragraph numbers:

- If no original page numbers are indicated, look for paragraph numbers. Indicate a paragraph number with the abbreviation “para” followed by a period, as in (author, para. 5).

Smith (2002) reported, “mass inoculation is supported by many people” (para. 5).

21. Online articles with no page or paragraph numbers:

- If no page or paragraph numbers are visible but there are subsection headings, indicate the heading and count to the paragraph that your citation refers to. For example,

“There is no treatment for smallpox which is the reason it is feared” (Smith, 2002, Guest Editorial section, para. 4).

22. Online articles with no page numbers or paragraph numbers:

- If there are no original page, paragraph numbers, or section headings, you do not need to provide page or paragraph numbers. The citation may be (author, year). For example,

“Numerous studies have documented the success of the program” (Lamont, 2002).

Writing a Reference Citation

Reference citations are written on the “References” page, which is located almost at the end of the research paper; only the part of the paper called the “Appendix” goes after it (although not all papers have an Appendix). A reference for each in-text citation (except personal communications such as conversations, interviews, memos, e-mails, letters, class notes, and other non-retrievable sources) must be included on the References page, giving complete publishing information for each.

23. General Guidelines for the References page:

- All sources, whether from a book, magazine article, or electronic media (internet documents), are integrated into one list.
- The entries are listed in alphabetical order by the authors’ last names.

- If you are citing more than one publication by the same author, list the publications by the year of publication with the one published the earliest listed first.
- Alphabetize group authors (government agencies or associations) by the first significant word of the name. Write out the full name; do not abbreviate the name in the references.
- If the document does not have an author, alphabetize it by the first significant word in the title.
- Double-space the entries. Do not skip extra spaces between items.
- The APA requires the “hanging indent” for each citation. In a hanging indent the first line of the citation is flush with the left margin; subsequent lines of the given citation are indented one tab.

Reference citations include:

Author’s name

Date of publication

Title of document (book, article in a periodical, chapter in an anthology, or an article retrieved from the internet)

Publication information

Author’s name

24. General guidelines:

- The author's name is inverted (the last name goes first).
- Do not spell out the author's first name and middle name: just use initials.
- Put a period after the name and leave one space before writing the date.

Lark, J. (1992, March 21). ADHD kids succeed. *Boston Globe*, pp. 3-4.

25. Two to seven authors:

- Give the surnames and initials for each, last name first. Separate the names with a comma and one space except for the last two names which should be separated with a comma, space, and ampersand (“&”).
- Never change the order of names. List them exactly the same way that they are listed in the publication.

Lett, B. T., Grant, V. L., Neville, L. L., Davis, M. J., & Koh, M. T. (1997).

 Chlordiazepoxide counteracts activity-induced suppression of eating in rats.

Experimental & Clinical Psychopharmacology, 5(1), 24-27.

26. More than seven authors:

- List the first six as above. After the sixth author’s name, use an ellipses in place of the remaining author’s names, then provide the final name.
- Never change the order of names. List them exactly the same way that they are listed in the publication.

Miller, J., Richards, M., Harris, E., Wade, H., Hill, M., Aimes, S.,... Lee, M. (1999). *The snakes of Central and South America* (2nd ed.). New York: Horton.

27. No author given:

- Use the name of the organization if one is mentioned. Write out the name in full; do not abbreviate it.

National Institute of Mental Health. (1977). *Drug abuse in teenage populations*.
Rockville, MD.

28. No author or organization:

- If there is no author or organization, use the title of the publication.

Times atlas of the world. (1990). New York, NY: New York Times.

29. Article in an anthology (a book with articles by many authors):

- Put the author of the chapter cited in the author position.
- Put the editor's name and title of the book after the name of the chapter. The editor's name is not inverted: the first initial is before the last name. "Ed." for editor, enclosed in parentheses, follows the editor's name. If there are two editors, neither of their names would be inverted, and they would be joined by an ampersand ("&"); "Eds." in parentheses would follow the two names.

Green, J. & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York, NY: Bantam.

Date of publication

30. General guidelines:

- After the author's name, give in parentheses the year the document was copyrighted, or if unpublished, the year the work was produced.

Romain, T. (1998). *Cliques, phonies, & other baloney*. Minneapolis, MN: Free Spirit Publishing.

- Put a period after the date and leave one space before writing the title of the document.

31. The date includes a year, month, and day for periodicals:

- If a document has the month or month and day in addition to the year of publication, only include this additional information in the reference citation if

the document is a magazine, newspaper, or newsletter, or if the article is only available in an internet journal.

- Do not abbreviate the month.

Lark, J. (1992, March 21). ADHD kids succeed. *Boston Globe*, pp. 3-4.

32. No date is given:

- Write “n.d.” (for “no date”) in parentheses.

Swallow, H. (n.d.). *Anti-violence programs in college dormitories*. Retrieved from

<http://www.cit.indiana.edu/publications/papers/antivio.html>

33. General guidelines:

- Capitalize only the first word of the title, the first word after a colon, and any proper nouns.

Smith, J. (2002). Smallpox: Mass inoculation or targeted? *Journal of Pediatric Nursing*,

5(3). Retrieved from <http://jpn.org/articles.html>

- Put a period after the title and leave one space before writing the publication information.

34. Should the name of a book be italicized?

- If the document is a book, italicize or underline the name.

Romain, T. (1998). *Cliques, phonies, & other baloney*. Minneapolis, MN: Free Spirit.

- Do not italicize, underline, or enclose in quotation marks the title of a chapter in an anthology or an article from a journal or newspaper.

Green, J. & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic*

foods: An anthology (pp. 62-93). New York, NY: Bantam.

35. Should the title of an internet document be italicized?

- Yes, if the document only exists as a web page (i.e. it does not come from a database and has never been printed in any form of periodical).

Lead poisoning is a scam! (n.d.). Retrieved from <http://www.scamsforyou.com/lead.html>

- Yes, if the document is from a multi-section website, such as a university

Swallow, H. (n.d.). *Anti-violence programs in college dormitories*. Retrieved from

<http://www.cit.indiana.edu/publications/papers/antivio.html>

Publication information

36. Books:

- Give the publisher's location.
 - Give the city and state for United States publishers; use the two-letter United States Postal Service abbreviations for the state.
 - If two or more publisher locations are given, use the one listed first or, if specified, the location of the publisher's home office.
- Put a colon after the publisher's location.
- Give the publishing company's name. You may omit the words "Publishers," "Co.," and "Inc." Retain the words "Books" and "Press."

Green, J. & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York, NY: Bantam.

- Put a period after the name of the publisher.

Romain, T. (1998). *Cliques, phonies, & other baloney*. Minneapolis, MN: Free Spirit.

37. Article from a journal or newspaper:

- After the name of the article, give in italics the complete name of the journal or newspaper. Use title case. Put a comma and one space after the name of the journal or newspaper.

Lark, J. (1992, March 21). ADHD kids succeed. *Boston Globe*, pp. 3-4.

- If known, give the volume number of the journal, in italics, after the title of the journal. Put a comma and one space after the volume number if there is no issue number.

Smith, J. (1999). Nursing today. *Journal of Nursing*, 7, 181-183.

- If known, give the issue number of the journal in parentheses after the volume number. There is no space between the volume number and parenthesis. The issue number should not be italicized (or underlined). Put a comma after the issue number and leave one space before writing the page number(s).

Green, J. (1994). Superfoods? *Journal of Nutrition*, 14(5), 22-27.

- Give the page numbers for the article; do not use "p." or "pp." except for the pages in a newspaper or a chapter in an anthology. Be sure to leave a space after the "p." or "pp." before the page number. (Use a lower case letter "p" with a period after it ("p.") for an article which is no longer than one page; use lower case "pp" with a period after it ("pp.") for a multi-page article.)

Green, J. (1994, May). Superfoods? *Journal of Nutrition*, 14(5), 22-27.

Lark, J. (1992, March 21). ADHD kids succeed. *Boston Globe*, pp. 3-4.

- Put a period after the page number(s).

38. Chapter in an anthology:

- After the title of the chapter, write “In” and give the editor’s name, not inverted but with the first letter of the first name first and then the surname.
- Follow the editor’s name with “Ed.” in parentheses and then a comma and one space. Use “Eds.” if there is more than one editor.
- Next give the name of the book in italics, followed by the pages of the chapter in parentheses and a period and one space. Use “pp.” (for “pages”) before the page numbers.
- Lastly, give the city and state of publication followed by a colon and then the publishing company’s name followed by a period.

Green, J. & Jones, M. (1993). *Food and love*. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York, NY: Bantam.

39. Documents retrieved electronically:

- a. Article is based on a print source but retrieved from the internet (including articles retrieved from online databases such as ESBCO Host, Wilson, etc)
 - Give all information needed for the source as you would with a physical copy (see item 38 or other relevant item) but include the DOI number if one is assigned.

Smith, J. (1999). Nursing today. *Journal of Nursing*, 7, 181-183. doi:

10.1055/14622200410001676303

Note: APA previously required scholars to identify use of a database such as ESBCO Host when creating reference lists. This is no longer the case. APA recommends that scholars treat journal articles retrieved from an online journal as they would any other journal source. As always, give enough detailed information so that the reader can locate the source.

- b. Article is written specifically for an online journal
 - Treat the online publication as you would any other periodical but also include the retrieval information.
 - Do not put a period after the URL.
 - Do not include the retrieval date.

Whitehouse, C. (2011). Science vs. ideology: Psychologists fight back. *Monitor on Psychology*, 23(2). Retrieved from <http://www.apa.org/monitor>

- c. Article is only available as an internet web page (The article has not been identified as having originated in a print or online journal.)
- Give as much information as possible.
 - If no author can be found, use the organization as author.

Centers for Disease Control and Prevention. (2012). *CDC responds to earthquake, tsunami, and radiation release in Japan*. Retrieved from <http://blogs.cdc.gov/publichealthmatters/2011/03/cdc-responds-to-earthquake-tsunami-and-radiation-release-in-japan/>

- Include retrieval dates only if the source material may change over time (for example, Wiki pages)

Plagiarism. (n.d.). In *Wikipedia*. Retrieved August 10, 2004, from <http://en.wikipedia.org/wiki/Plagiarism>

APA Web Sites

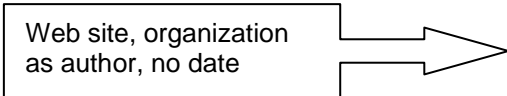
The following are websites for APA documentation:

- <http://apastyle.org>
- http://owl.english.purdue.edu/handouts/research/r_apa.html
- <http://www.wisc.edu/writing/Handbook/DocAPA.html>
- <http://www.dianahacker.com/writersref/resdoc.html>

Example of a “References” page

The following is an example of a References page with labels to show examples of the types of references that are included. Please note that References pages do not include the labels that are shown below:

Web site, organization
as author, no date



References pages do not include a page border.

