Overview of APA
The American Psychological Association (APA) established writing and reference guidelines in 1929 so readers could easily understand the major points and findings in social sciences research (APA, 2010). Today APA style is used by many disciplines, schools, and college-level writers as a standard for formatting and documenting sources in research projects. As of 2009, the most current Publication Manual of the American Psychological Association is the sixth edition, which is also the reference guide for all Kaplan University Writing Center APA resources.

What is Citation?
Citing sources or providing citation means to include select information about books or articles you read on a topic and that you use in your paper. Citation is required when quoting, paraphrasing, or using the ideas (artwork, photos, videos, etc.) or words of others. There are two main terms associated with citation: in-text citation and reference or full citation, both of which are explained in this tutorial.

Why Do We Cite?
The reasons you provide citations are to give proper credit for words, ideas, graphics, or other information you borrow from others and to help readers find sources you used in case they want to read more from those pieces for themselves.
In-text and Reference Page Citations

APA documentation style includes an in-text and reference list system. In the text, the author’s name, date, and page or paragraph number are included so readers can easily see when a source is being used. Additional rules apply for in-text citations for varying source types and paraphrasing.

The format for reference page citations depends on the source type, and it is important to refer to the official APA manual or Web site for proper formatting guidelines. Essentially, the reference citation includes enough information to allow readers to easily find the original source. Please see the sample references page in this document.

**In-text Citations: Signal Phrases and Parenthetical Citations**

An in-text citation can be included either as a signal phrase before the cited material or a parenthetical citation at the end of the cited material.

A **signal phrase** introduces quoted, paraphrased, or summarized information using the author’s name and publication year. Signal phrases are especially important when paraphrases are more than one sentence long because they show the reader where the paraphrase begins. Here is an example of a signal phrase citation for a paraphrase:

> Smith (2010) recognized that more online learning opportunities are needed to reach marginalized high school students and decrease the dropout rate.

An example of a signal phrase that introduces a quote is shown below.

> Smith (2010) stressed “the importance of dedicated study time for online courses is crucial for student success” (p. 3).

If a signal phrase is not used, a **parenthetical citation** is included after the paraphrased material, as shown below.

> Online learning opportunities are needed to reach marginalized high school students and decrease the dropout rate (Smith, 2010).

And for a quotation, the parenthetical citation would look like this example. Notice the citation below contains the page number because it refers to a quotation in a book, and the period for the sentence goes **after** the citation.

> Many researchers agree, “Online education is a viable way to help working adults earn a college degree, but it is not for everyone” (Smith, 2010, p. 4).

Sometimes the author’s name is not included, so the next thing to look for is a company or organization that is identified on the document. A **corporate author** refers to a sponsoring organization or company like National Geographic, Xerox, or a government agency. If there is no author and no corporate author, then use a shortened version of the title for the in-text citation. Both examples are shown below.

> Sometimes, the corporate author is a government agency, for example, the National Weather Service (2010, p. 3).

> Sometimes, the corporate author is a company, for example, Xerox (2010, p. 3).
Corporate Author

For a paraphrase  *(National Geographic, 2011)*

For a quotation *(National Geographic, 2011, p. 78)*

No author and no corporate author

For a paraphrase *(“Whales of the Atlantic,” 2010)*

For a quotation *(“Whales of the Atlantic,” 2010, p. 9)*

**Note on electronic publications:** Electronic publications follow the same rules as print publications for in-text citations with the following exception. The page number is replaced by the abbreviation para. (for paragraph) if you refer to an electronic publication that does not include pagination. In that case, name the heading of the section in which the paragraph was found and count the paragraphs to get to the one that contains your quote and include that number as in *(Introduction section, 2011, para. 6)*. Remember, if you paraphrase, then you do not need to include a page or paragraph number. **Never** use the URL for an in-text citation for a Web page as in *(www.webpage.com)*. **No, no, no!**

**Workshop Suggestions**

To understand paraphrasing more fully and to learn how to paraphrase accurately, view the following workshop recording link. (The following links will open a new browser window and play the workshop recording. They may take a minute or two to load.)

*Writing with Ease: Paraphrase and Summary*

To learn more about how to integrate information from research sources into your writing, view the following workshop:

*Writing with Ease: Quotes*

To learn more about the basics of APA citation, view the following workshop and .pdf:

*APA: The Easy Way, Basic Citation*
Reference Page Citations

In this part of the tutorial, you will find the general rules for a reference page. A sample reference page is included at the end of this document.

Reference citations, also called full citations, appear on a separate page at the end of an essay or other type of paper that uses outside sources. The following rules apply to the formatting for the reference page. For specifics on how to format different source types, refer to the next section, Most Common Citations.

Reference page citations are

- listed on a separate page at the end of your paper;
- double-spaced (no additional space is needed between citations);
- not numbered or bulleted;
- alphabetized according to the author’s last name (if a title is used because no author’s name is given, use the first significant word in the title). Therefore, if the title begins with the words A, An, or The, alphabetize using the next word in the title. (Example: The title *The Whales of the Atlantic Ocean* would be alphabetized using the letter “w” even though the first word is “The” because “Whales” is the first significant word in the title.);
- formatted using a hanging indent where the first line of the citation is against the left margin and subsequent lines of the citation are indented a half inch. See the sample reference page for an example of this.

DOI - Digital Object Identifiers

A DOI provides a persistent and reliable link to a resource. A DOI is a unique string of numbers and letters included as part of a reference citation whenever it is available. It will look something like this: 10.5539/ass.v8n7p40

Additional citation examples using DOIs can be found in the Most Common Citation section.
Most Common Citations

This next section of the tutorial provides you with in-text and reference page citation formatting for the most common types of sources students use in their academic papers. We cannot possibly cover every source type. For more obscure types of citations, you may have to refer to the official APA Web site (www.apastyle.org) and post a query on its blog. Please note, there are instances where the APA Manual is not specific, so we must infer format based on other information in the APA Manual.

<table>
<thead>
<tr>
<th>Blog posts</th>
<th>Journal articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (print)</td>
<td>Newspapers</td>
</tr>
<tr>
<td>Books (e-Books)</td>
<td>Podcasts</td>
</tr>
<tr>
<td>Corporate documents</td>
<td>PowerPoint slides</td>
</tr>
<tr>
<td>Discussion board posts</td>
<td>Songs</td>
</tr>
<tr>
<td>Government documents</td>
<td>Videos</td>
</tr>
<tr>
<td>Graphics</td>
<td>Web pages</td>
</tr>
<tr>
<td>Interviews</td>
<td>As Cited In (secondary sources)</td>
</tr>
<tr>
<td><strong>Missing citation information</strong></td>
<td>(no author, no date, no place of publication)</td>
</tr>
<tr>
<td><strong>Author Issues</strong></td>
<td>(multiple authors and authors with the same surname)</td>
</tr>
</tbody>
</table>

**Blog Posts**

**In-text citation for a quotation**

(Wayne, 2010, para. 4)

or

Wayne (2010) complains about this situation on her blog when she says, “workdays should be only six hours per day, not eight” (para. 4).

**In-text citation for a paraphrase**

(Wayne, 2010)

or

Wayne (2010) says the corporate workday should be two hours shorter than the traditional eight-hour work day.

**Reference page citation**

Author, A. A. (year, Month day). Title of blog post [Blog Post].
#### Books (Print)

<table>
<thead>
<tr>
<th>In-text citation for quotation</th>
<th>(Martinez, 2009, p. 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>Martinez (2009) said “the way to learn APA is to use a guide as a cross-reference” (p. 3).</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> The ending sentence punctuation goes after the citation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation for paraphrase</th>
<th>(Martinez, 2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>Martinez (2009) said APA does not need to be memorized.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference page citation</th>
<th>Author, A. A. (year of publication). <em>Title of work</em>. Location: Publisher.</th>
</tr>
</thead>
</table>

|------------------------------------------------|-------------------------------------------------------------------------|
Reference page citation for an edited book (like an anthology)

Editor, A. A. (Ed.). (year of publication). *Title of work*. Location: Publisher.


Reference page citation for a reference book

Editor, A. A. (Ed.). (year of publication). *Title of work*. Location: Publisher.


e-Books

In-text citation for a quotation

(Martinez, 2009, p. 3)

or

Martinez (2009) said “the way to learn APA is to use a guide as a cross-reference” (p. 3).

If there are no page numbers in the e-book, include enough information for the reader to locate the quotation.

(Martinez, 2009, Chapter 2, 1 section, para. 4).

In-text citation for a paraphrase

(Martinez, 2009)

or

Martinez (2009) said that APA does not need to be memorized.
### Reference page citation of electronic-only book

Author, A. A. (year of publication). *Title of work*. Retrieved from URL


### Reference page citation of an electronic version of a print book

Author, A. A. (year of publication). *Title of work* [Version description]. Retrieved from URL


### Reference page citation for an eBook with a DOI

Author, A. A. (year of publication). *Title of work*. doi: xxxxx


---

### Corporate Documents

Corporate documents can be sources like technical reports, company reports, or brochures.

#### In-text citation for a quotation

(Fun & Healthy Foods, Inc., 2009, p. 3)

or

Fun & Healthy Foods, Inc. (2009) claims “the average weight of Americans is increasing by 3% each year” (p. 3).

**Notes:** If no individual author is listed on a company document, use the company name in place of the author. If an individual author is listed, then use the regular format: (Author, date, p. #).

#### In-text citation for a paraphrase

(Fun & Healthy Foods, Inc., 2009)

or

Fun & Healthy Foods, Inc. (2009) claims that Americans are steadily increasing in weight gain.
<table>
<thead>
<tr>
<th>Reference page citation for a corporate report</th>
</tr>
</thead>
</table>
| Name of Corporation. (year of publication). *Title of report*  
  (publication number if available). Retrieved from URL |

**Example:**


<table>
<thead>
<tr>
<th>Reference page citation for a print brochure</th>
</tr>
</thead>
</table>
| Name of Corporation. (year of publication). *Title of brochure*  
  [Brochure]. Location: Author. |

**Example:**


**Note:** Notice the corporation's name is the author of the text and the word “Author” is used after the city of publication because the corporation is also the publisher.

<table>
<thead>
<tr>
<th>Reference page citation for an electronic brochure</th>
</tr>
</thead>
</table>
| Name of Corporation. (year of publication). *Title of brochure*  
  [Brochure]. Retrieved from URL |

**Example:**


[Back to Most Common Citations]

[Back to TOC]
## Discussion Board Posts

<table>
<thead>
<tr>
<th>In-text citation for a quotation</th>
<th>(Sullivan, 2011, para. 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Sullivan (2011) stated “Discussion boards are a great place for online students to learn from one another because so much professional and personal experience is shared” (para. 3).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation for a paraphrase</th>
<th>(Sullivan, 2011)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Sullivan (2011) believes that students can learn from each other based on the types of experiences shared on discussion boards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference page citation</th>
<th>Author, A. A. (year of publication, Month day). Re: Title of the discussion post [Online forum comment]. Retrieved from URL where discussion board resides</th>
</tr>
</thead>
</table>

Back to TOC

Back to Most Common Citations
## Government Documents

<table>
<thead>
<tr>
<th>In-text citation for a quotation</th>
<th>If an individual author is shown on the report, use the author’s last name as you would for other in-text citations, as in (Gibson, 2012, p. 3). If there is no individual author, use the name of the government agency, as in (U.S. Department of Energy, 2012, p. 75).</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citation for a paraphrase</td>
<td>If an individual author is shown on the report, use the author’s last name as you would for other in-text citations, as in (Gibson, 2012). If there is no individual author, use the name of the government agency, as in (U.S. Department of Energy, 2012).</td>
</tr>
</tbody>
</table>


*Back to Most Common Citations TOC*  
*Back to TOC*
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.dod.gov/guidebooks/civilserviceUK">http://www.dod.gov/guidebooks/civilserviceUK</a></td>
</tr>
<tr>
<td>Reference page citation for a government print pamphlet or brochure</td>
<td>Name of Agency. (year of publication). <em>Title of brochure</em> [Brochure]. Location: Author.</td>
</tr>
<tr>
<td></td>
<td>Note: The author is the name of the agency.</td>
</tr>
<tr>
<td>Reference page citation for a government online pamphlet or brochure</td>
<td>Name of Agency. (year of publication). <em>Title of brochure</em> [Brochure]. Retrieved from Agency name Web site URL</td>
</tr>
</tbody>
</table>

**Back to Most Common Citations TOC**  
**Back to TOC**
## Interviews

<table>
<thead>
<tr>
<th>In-text citation for a quotation or paraphrase</th>
<th>D. L. Martinez (personal communication, March 5, 2011) or (D. L. Martinez, personal communication, March 5, 2011)</th>
</tr>
</thead>
</table>

### No reference page citation

Because interviews are not retrievable, they do not appear on the references page. The only citation is an in-text citation.

---

## Journal Articles

| In-text citation for a quotation | (Jensen, 2010, p. 5) or Jensen (2010) stated, “the results of this global warming study are skewed to present a particular problem that has political pull at this time” (p. 5). |

**Note:** If no individual author(s) is provided, use a shortened version of the title enclosed in quotation marks (“Immigration Rules,” 2009, p. 7).

A spokesperson for the Arizona Border Patrol said, “we have only so many rangers to guard hundreds of miles of border land; there are bound to be problems” (“Immigration Rules,” 2009, p. 7).

| In-text citation for a paraphrase | (Jensen, 2010) or Jensen (2010) believes the research results were fabricated to cater to a certain political agenda. |

**Note:** If no individual author(s) is provided, use a shortened version of the title enclosed in quotation marks as in (“Immigration Rules,” 2009).

Border Patrol has problems because there are too many miles to patrol and not enough rangers (“Immigration Rules,” 2009).
### Reference page citation for a print journal article with no doi

**Author, A. A.** *(date of publication).* Title of the article. *Journal Title, volume(issue), page numbers.*


### Reference page citation for an online journal article with no doi

**Author, A. A.** *(date of publication).* Title of article. *Journal Title, volume(issue), page numbers.*


**Note:** If known, give the journal home page after the page numbers as shown below. **Do not** reference the database from which the resource was retrieved.


### Reference page citation for a print journal article with a doi

**Author, A. A.** *(date of publication).* Title of the article. *Journal Title, volume(issue), page numbers.* doi: xxxx

### Newspapers

<table>
<thead>
<tr>
<th>In-text citation for a quotation</th>
<th>(Fuller, 2009, p. A-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Fuller (2009) reported that “over 10 million are affected by the poorly designed waterways in the valley” (p. A-3).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text citation for a paraphrase</th>
<th>(Fuller, 2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Fuller (2009) reported that the waterways in the valley cause flooding and the spread of disease among millions of people.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference page for a print newspaper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author, A.</strong> (year, Month day). Article title. <strong>Newspaper Title</strong>, pp. x-x.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference page for an online newspaper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author, A. A.</strong> (year, Month day). Title of the article. <strong>Newspaper Title</strong>. Retrieved from URL</td>
</tr>
</tbody>
</table>

**Note:** Give only the home page URL for the newspaper if there is a search engine available on that page. This helps avoid long URLs.
### Podcasts

**In-text citation for a quotation and a paraphrase**

(Clements, 2011)

or

Clements (2011) said in his podcast . . .

**Reference page citation**

Author, A. A. (Producer). (year, Month day). *Title of podcast* [Audio podcast]. Retrieved from URL


*Understanding citation* [Audio podcast]. Retrieved from http://goo.gl/xMtis

### PowerPoint Slides

*Note: There is no specific reference from APA on PowerPoint slides; this is the best information we can infer from other types of citations.*

**In-text citation for a quotation**

(Park, 2009, slide 9)

or

Park (2009) discussed this concept during her presentation: “all parties must be equally represented at all meetings” (slide 9).

**In-text citation for a paraphrase**

(Park, 2009)

or

Park (2009) says all members must be represented at all times.

**Reference page citation**


[Back to Most Common Citations TOC](#)  [Back to TOC](#)
### Songs

<table>
<thead>
<tr>
<th>In-text citation for a quotation or paraphrase</th>
<th>(Clements, 2011, track 10) or Clements (2011) sings about his love of Maine winters when he says . . .</th>
</tr>
</thead>
</table>

**Reference page citation**

Writer, A. A. *(copyright year).* Title of song *[Recorded by A. A. Artist if different from writer].* On *Title of the album* [Medium of recording: CD, record, cassette, etc.]

Location: Label. (date of recording if different from song copyright date)


### Videos

<table>
<thead>
<tr>
<th>In-text citation for a quotation or paraphrase</th>
<th>(Bragdon, 2010) or Bragdon (2008) shows how to build an amazing Lego mini launch . . .</th>
</tr>
</thead>
</table>

**Reference page citation**

Name of the producer [username if provided]. (Producer).

*(year, month day video uploaded).* *Title of the video* [DVD or YouTube video]. Available from URL


**Note:** If no name other than the user name is provided, use that name in place of the author name.
### Web Pages

**In-text citation for a quotation**

**(Smith, 2003, para. 27)**

or

**Smith (2003)** is sure that the only way to build a stable rifle is to “use the finest materials money can buy” (**para. 27**).

**Note:** If a Web page or electronic document does not have numbered pages, use the paragraph number in place of the page number. A section name may also be needed see page 3 above.

**In-text citation for a paraphrase**

**(Smith, 2003)**

or

**Smith (2003)** believes that money should be no object when one is building his or her own rifle.

**Reference page when individual author is provided**

**Author, A. A., & Author, B. B.** (**year of publication**). **Title of page.** Retrieved from **URL**


**Reference page when no individual author is given, but there is a corporate author or sponsoring organization**

**Sponsoring Organization.** (**year of publication**). **Title of page.** Retrieved from **URL**

<table>
<thead>
<tr>
<th>Reference page citation with no individual author or sponsoring organization</th>
<th>Title of the Web page. (copyright date or updated date at the bottom of the page). Retrieved from URL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reference page citation for online reference work with author</th>
<th>Author, A. A. (year of publication). Title of chapter. In A. Editor (Ed.), Title of book (pp. xx-xx). Retrieved from URL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reference page citation for online reference work with no author</th>
<th>Title of entry. (copyright date or most recently updated date at the bottom of the page). In A. A. Editor (Ed.), Title of reference work (ed., Vol.). Retrieved from URL.</th>
</tr>
</thead>
</table>


As Cited In This is used for quoting a secondary source.

In-text citation for a quotation Smith’s report (as cited in Bragdon, 2010) states, “obesity research indicates people need to drink more water” (p. 223).


Note – Whenever possible, locate the original source of the desired quote. If the original source is not available, use this “as cited in” method.

Missing Information

Sometimes there is missing information when compiling citation data; therefore, the following serves as guidance on how to handle those situations.

- **No Author vs. Anonymous.** Just because no author is provided for a source does not mean it is anonymous. The designation of “anonymous” in a citation is reserved for only those times when the original source lists the author as “anonymous.” If no author is provided, the next thing to look for is a sponsoring organization or corporate author. If there is no sponsoring organization or corporate author, then use a shortened version of the title.

- **No date.** If no date is provided on the original source, use n.d. in the date spot for both in-text and reference page citations. For example, an in-text citation would look like this: (Hendrix, n.d.).

- **No place of publication.** If no city or state or country is provided for the place of publication, use n.p. in the location spot of a reference page citation. For example:

Author Issues

Multiple Authors

Two authors
For in-text citations, cite both names every time as in the examples below.


For reference page citations, use both authors’ names, as shown below.


Note: The ampersand (&) is used between two authors in the text when their names are written are in parentheses. The ampersand (&) is also used with names on the reference page.

Three-five authors
Cite all authors the first time and then only the first author followed by et al. for in-text citations. (Et al. is a Latin abbreviation for “and others.”)

1st instance: (Martinez, Clements, & Rios, 2011) or Martinez, Clements, and Rios (2001) said . . .

2nd instance: (Martinez et al., 2001) or Martinez et al. (2011) stated . . .

For reference page citations, use all authors’ names separated by a comma.


Six or more authors
Cite only the first author followed by et al. for an in-text citation as shown below.

Clements et al. (2009) studied . . . or (Clements et al., 2009)

For a reference page citation, cite the first six author names. If there are more than six, use three spaced ellipsis points ( . . . ) after the sixth author and then cite the last author's name as shown in the original source.

Author, R. R.
Authors with the Same Surname

If you have two or more sources that have authors with the same surname, include the author’s first name initial in the in-text citation even if the date is different.

(D. Martinez, 2001; S. Martinez, 2003)


In the reference list, D. Martinez would be alphabetized before S. Martinez.

This is a sample list of references on a reference page

References


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Notes on this sample reference page:

- References are cited in full, on a separate page, the last page of the document (unless appendices follow).
- The word “References” is centered on the first line of the page.
- The citations are formatted using a “hanging indent” where the second line is indented under the first line in order to improve readability.
- Citations are double-spaced.
- Two or more works by the same author are alphabetized by publication date.
- References with the same first author and a different second author are alphabetized by the second author.
This is a sample APA title page

Renewing Cultural Considerations in Online Learning

Susie Student

Kaplan University

Notes on this sample title page:

- Remember, in the header, the title of the document follows the phrase: “Running head:”
- Use all capital letters in the title header.
- Place a page number at the top of the right-hand corner inside the header.
- Center the title left to right, but place it within the upper half of the page. This is followed by the student’s name and Kaplan University.
- Double-space the information on the title page.
- Always check with your instructor about additional information he or she requires on this page.
- Separate the title page from the rest of the document by using a page break. Note that the words “Running head” do not appear in the rest of the paper. See the example below.

This is a sample page of an essay.

Note the difference in the running head.

Introduction

Online learning is an ever more popular way to learn. There is easy access to online courses, and people from anywhere can take these courses at their convenience to reach their career goals.

**Note:** The examples in this resource are fictional, except for the *National Geographic* citations. For all other citations, any similarities to real sources or names are entirely coincidental.