APA Style Quick-Guide


APA References Page

Below are a list of some of the most commonly used citation categories and examples of what information should be included in that citation, as well as how the information should be arranged. When you need to cite a source, follow these steps:

2. Collect the necessary information from your source. Sometimes this takes a bit of digging, especially with the online sources.
3. Arrange the vital information exactly as it appears in the examples, including all styles and punctuation.
4. Once you have all of your citations written, arrange them in alphabetical order depending on the first word in the citation on a “Reference List” page at very end of your paper.

BASIC FORMAT FOR A PRINT BOOK:
Author Last name, First initial. (Year of Publication). Title of book. City of Publication, State of publication initials: Publisher.

One author:

Multiple authors:

Book with multiple editions:

BASIC FORMAT FOR AN EDITED PRINT BOOK:

ELECTRONIC-ONLY BOOK:
Author Last name, First initial. (Year of publication, if available). Title of book. Retrieved from URL.


If the book is only available for purchase, write "Available from" in place of "Retrieved from."

ELECTRONIC VERSION OF PRINT BOOK

NOTE re. DOI: http://www.apastyle.org/learn/faqs/what-is-doi.aspx
ARTICLE IN AN ONLINE JOURNAL:
Author last name, first initial. (Date of publication). Title of article. Name of Periodical, Volume(issue number), Page number or range. doi or Retrieved from URL.


ARTICLE FROM LIBRARY DATABASE:
Author last name, first initial. (Year of Publication). Title of article. Title of Journal, Volume (Issue), page range. Retrieved from Title of the database or information service. Publisher or retrieval service.


If citing abstracts or reviews of an article from library database, include the word “Abstract” or “Review” in the citation before the title information (as shown in the example below):


WEB PAGE:
Author Last name, First initial. (Date of publication and/or last modification). Title of document. Title of site [if applicable]. Retrieved from URL


Note: if no author, start with name of the webpage:


CD-ROM:
Author Last name, First initial [if available] or name of vendor. (Year of publication). Title of article. Title of publication. Publication medium [CD-ROM]. City of publication: Publisher.


PERSONAL EMAIL:
Personal communications are not listed in the Reference List, because they do not provide recoverable data. They are cited in-text only in the following format:

(First initial Last name, personal communication, date)


If you mention the author in the sentence, you do not need to include the author in the citation:

T.K. Lutes claims that rumor of the president’s retirement is only hearsay (personal communication, April 18, 2001).
GRAPHICS, AUDIO, AND VIDEO FILES:

Motion picture:

Video:

Music recording:

PODCASTS:

BLOGS, NEWSGROUPS, MAILING LISTS, AND WIKIS (i.e. WIKIPEDIA ENTRIES):

Author Last name, First initial. (Year, Month Day of posting). Subject line of posting. Title of the Newsgroup. Message posted to URL


APA In-text citations

APA in-text citations require three pieces of information: the author’s last name, the year of publication, and the page number. There are two ways to format this information: with a signal phrase and without a signal phrase. APA recommends using a signal phrase more often to provide clarity.

A “signal phrase” introduces a quotation in order to help the reader understand why it is important and how it fits into the rest of the paper. In the first example below, “Villarreal maintains that…” is the signal phrase.

IF THE AUTHOR IS NAMED IN SIGNAL PHRASE:

If the author is named while introducing the quotation, then the year will follow the author’s name in parentheses, and only a page number is necessary in the citation at the end of the sentence. Remember that in APA, every time an author’s name is mentioned, the year of publication is mentioned as well. Put “p.” before the page number.

Quotation:
Villarreal (2004) maintains that “Sociological research on the structural origins of criminal violence has focused almost exclusively on urban settings” (p. 313).

Paraphrase:
According to Stark (1998), sociologists use samples when studying larger populations; they cannot only use techniques from field research (p. 91).

Note that the above source is paraphrased and not quoted. When paraphrasing specific information from a source, that source still must be cited within the paper and in the works cited list.

IF THE AUTHOR IS NOT NAMED IN SIGNAL PHRASE:

If the signal phrase does not mention the author, or if the sentence does not have a signal phrase, all three components will come at the end of the sentence in parentheses. Put commas between the parts, and put “p.” before the page number.
Quote:
It may be true that “humans will retain that culture which they believe is rewarding” (Stark, 1998, p. 240).

Paraphrase:
One hypothesis is that disputed property rights cause conflict and violence in agrarian communities (Villarreal, 2004, p. 318).

IF USING AN INTERNET OR ELECTRONIC SOURCE WITH NO AUTHOR OR PAGE NUMBER:

Author Unknown:
Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title.: (“New Child Vaccine,” 2001).

Page Number Unknown:
When the pages of a web source are fixed (as in PDF files), supply a page number. Although print-outs from websites sometimes show page numbers, APA recommends treating them as unpaginated and allows the omission of the page number. When the material does not include page numbers, you can include any of the following in the text to cite the quotation (from pp. 170–171 of the Publication Manual):

- A paragraph number, if provided; alternatively, you could count paragraphs down from the beginning of the document: (para. 2).
- An overarching heading plus a paragraph number within that section.
- An short title in quotation marks, in cases in which the heading is too unwieldy to cite in full.


Your text citation would include the title (or short title) “n.d.” for no date, and paragraph number, for example: (“Heuristic,” n.d., para. 1).

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