

APA 7th Edition (2020): Citations & Reference List

This handout summarizes key concepts you'll need to know when using APA Style for citations. For more detailed instructions and a greater variety of examples and scenarios, we recommend referring to the APA Publication Manual (2019) in book format or online (apastyle.apa.org), or the Purdue OWL (owl.purdue.edu).

In-Text Citations

Overview of In-Text Citations

- At minimum, APA format requires that you include the author's last name and the year of publication for any source that you reference in-text.
- If your paper is referring to a work as a whole or an idea from a work **without directly quoting** that work, only the author's last name and year of publication are required in the in-text reference.
 - **(Clark, 2016)**
- If you are **directly quoting** material from a source, the in-text reference should include a page number, if available, in addition to the author's last name and publication year.
 - **(Clark, 2016, p. 124)**
- Anything you reference within your paper must also be included in the reference list at the end of your paper.

In-Text Citations for Summary or Paraphrase

- When you paraphrase an idea from another work or summarize the general argument of an entire work, refer to the author and year of publication in your in-text citation.
 - **Janifer (2011)** argues that individuals working in APA style for the first time find difficulties understanding its quirks, despite whatever sense it makes to those who have had extensive practice.

In-Text Citations for Sources with a Single Author

- You may choose to introduce a quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. Include the page number, if available, inside parentheses following the quotation.
 - According to **Janifer (2011)**, "APA style has an internal logic that is often difficult for first-time users to recognize" (p. 303).
 - **Janifer (2011)** claims that "APA style has an internal logic" (p. 303), but how difficult is the style for students to understand and use effectively?
- You may also choose to leave the author's last name out of the signal phrase. In that case, place the author's last name, the year of publication, and the page number in parentheses after the quotation.
 - Prominent researchers in the field have argued that "APA style has an internal logic that is often difficult for first-time users to recognize" (**Janifer, 2011, p. 303**).

In-Text Citations for a Work by Multiple Authors

- For a work by two authors, name both authors each time you cite the work. When using a signal phrase, use the word "and" between the authors' name; when using parentheses, use an ampersand (&).
 - Studies by **Olsen and Tanner (1995)** show . . .
 - (**Olsen & Tanner, 1995**)
- For a source with three or more authors, use only the first author's last name, followed by the phrase "et al." (Latin for "and the rest").
 - **Graeble et al. (2007) demonstrated . . .**
 - (**Graeble et al., 2007**)
- However, if you are working with separate sources that would be confused with each other in this shortened form because they possess **the same first author AND the same year of publication**, the citation can include a few more author names in order to clear up the ambiguity.
 - (**Graeble, Paley, et al., 2007**)
 - (**Graeble, Weston, et al., 2007**)

In-Text Citations for Sources with No Known Author

- If the work does not have a listed author, you must cite the source by its title in the signal phrase. If the title is long, place only the first few identifying words within the parentheses. Titles of longer works like books and reports should be italicized, while titles of shorter works like articles, chapters, and web pages should be placed in quotation marks.
 - One such study was conducted on students' apprehension of APA style in comparison to other styles like MLA and Chicago ("**Evaluating APA,**" 2017).

In-Text Citations for Sources with an Organization as Author

- If the author is a group, organization, or a government agency, you should mention the organization in either the signal phrase or the parenthetical citation.
 - According to the **American Psychological Association (2019)**, . . .
- If you are referring to an organization commonly known by its abbreviation, you may provide that abbreviation in brackets after the first mention of the organization and, thereafter, you may use just the abbreviation.
 - First citation: (**American Psychological Association [APA], 2019**)
 - Second citation: (**APA, 2019**)

In-Text Citations for Two or More Works by One Author in Same Year

- When referencing two sources by the same author written in the same year, place lower-case letters (**a, b, c**) next to the year to order the entries in the reference list and in the in-text citations.
 - Research by Williams (**2010a**) illustrated that . . .

In-Text Citations for Two or More Works in the Same Parentheses

- When citing two or more sources that reference the same information, include the sources (author names and years of publication) in alphabetical order, separated by semi-colons.
 - (Abbas & Richter, 2014; Henley, 2012)

In-Text Citations for Personal Communication

- Your personal communications (e.g., emails, conversations, letters) must be identified by including the other person's name, date of contact, and the phrase "personal communication" within parentheses. However, **you should NOT include these in your reference list.**
 - (R. Schmidt, personal communication, January 16, 2020).
 - R. Schmidt claimed that many students neglect to properly evaluate the accuracy of the citations given to them by online citation generators (personal communication, January 16, 2020).

In-Text Citations for Indirect Sources

- When using a source that was cited in another source, name the original source in the signal phrase. The secondary source should be included in the parentheses and in the reference list.
 - Novak argued that . . . (as cited in Cleary, 2018, p. 87).
- It is preferable to try to find and use the original material, wherever feasible.

In-Text Citations for Electronic Sources

- Aim to cite an electronic document the same as any other document by including both author and year of publication in the signal phrase or parentheses.
 - Jones (2017) explained . . .
- When quoting from an electronic source that lacks page numbers, try to include information to help readers find the passage being cited. Use a heading or section name (abbreviated if it is long), a paragraph number, or a combination of these to guide the reader.
 - As suggested by Tennant (2006), . . . (Guidelines section, para. 3).
- Never include the page numbers of web pages that you print.

APA Reference List: Guidelines & Format

Guidelines for Different Numbers and Types of Authors

- For a work with **one author**, place the author's last name first, followed by their initials with periods and a space between initials.
 - Estudillo, A. J. (2021). Self-reported face recognition abilities for own and other-race faces. *Journal of Criminal Psychology*, 11(2), 105-115. <http://dx.doi.org/10.1108/JCP-06-2020-0025>
- For a work with **two authors**, use an ampersand (&) instead of the word "and."
 - Vaughn, S., & Fletcher, J. M. (2020). Identifying and teaching students with significant reading problems. *American Educator*, 44(4), 4–40.
- For a work with **three to twenty authors**, use commas to separate author names and use an ampersand before the last author.
 - Shields, K., Atlas, K., Farber, J. S., & Lebet, R. (2021). Multisystem inflammatory syndrome in children: A review. *The American Journal of Nursing*. 121(5), 26-37. <https://doi.org/10.1097/01.NAJ.0000749756.12090.63>
- For a work by an **organization**, list the organization where you would usually list the author.
 - American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).
- For a work by an **unknown author** or with no credited author, move the title of the work to the beginning of the entry, followed by the date. Only use "Anonymous" as an author if the work itself lists the author as Anonymous.
 - *Merriam-Webster's collegiate dictionary* (11th ed.). (2019). Merriam-Webster.

Guidelines for Different Types of Sources

- **Book**
 - Author, A. A. (Year of publication). *Title of work: Capitalize first subtitle word*. Publisher.
 - Calfee, R. C., & Valencia, R. R. (2010). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.
- **Edited Book, No Author**
 - Editor, E. E. (Ed.). (Year of publication). *Title of work: Capitalize first subtitle word*. Publisher.
- **Edited Book with an Author or Authors**
 - Author, A. A. (Year of publication). *Title of work: Capitalize first subtitle word*. E. E. Editor (Ed.). Publisher.
- **Edition of a Book Other Than the First**
 - Author, A. A. (Year of publication). *Title of work: Capitalize first subtitle word* (1st/2nd/3rd ed.). Publisher.

- **Article or Chapter in an Edited Book**

- Author, A. A. (Year of publication). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. pages of chapter). Publisher.
- Pepa, L., & Harris, S. L. (2014). Autism spectrum disorders and the family. In M. Tincani & A. Bondy (Eds.), *Autism spectrum disorders in adolescents and adults* (pp. 24-43). Guilford Press.

- **Article in a Newspaper (Electronic)**

- Author, A. A. (Year, Month Day). Article title. *Newspaper title*. URL

- **Article in a Scholarly Journal (Electronic)**

- Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. DOI (or stable URL, if DOI unavailable)
- Eldor, L. (2021). Leading by doing: Does leading by example impact productivity and service quality? *Academy of Management Journal*, 64(2), 458–481.
<https://doi.org/10.5465/amj.2018.0706>

- **Report or Document from an Organization**

- Organization Name. (Year). *Title of report or document*. Publisher.

- **Webpage Articles or Documents (other than newspapers, journals, magazines)**

With author listed:

- Author, A. A. (Year, Month Day). *Title of page*. Site name. URL
- Mikkelson, D. (2014, March 31). *Bigfoot killed in San Antonio?* Snopes.
<https://www.snopes.com/fact-check/bigfoot-killed-in-san-antonio/>

With group/organization as author:

- Group/Organization Name. (Year, Month Day). *Title of page*. Site name (omit if same as group/organization name). URL
- Centers for Disease Control and Prevention. (2017, January 10). *Native Americans with diabetes*.
<https://www.cdc.gov/vitalsigns/aian-diabetes/index.html>

With no author listed:

- *Title of page*. (Year, Month Day). Site name. URL
- *How do I cite a source with no author in APA?* (n.d.). Scribbr.
<https://www.scribbr.com/frequently-asked-questions/apa-citation-no-author/>

For the above electronic sources: if no date is listed on the source, type (n.d.) in its place.

Sample Reference List

- A Reference page should be separate from the body of your essay. It should begin at the top line of a brand new page.
- Title is 'References,' **not** 'Bibliography' or 'Works Cited.'
- Center title on page. No bold, italics, or underline.
- Title and entries are the same font size (12 point).
- Double space throughout.
- Alphabetize entries.
- Indent every line after the first in each individual entry. (Look up how to create a *hanging indent*. Or, place cursor at end of first line, press 'Enter/Return' on keyboard, then press 'tab'. If entry extends beyond second line, place cursor at the beginning of every following line and press 'tab'.)

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Centers for Disease Control and Prevention. (2017, January 10). *Native Americans with diabetes*.
<https://www.cdc.gov/vitalsigns/aian-diabetes/index.html>

Eldor, L. (2021). Leading by doing: Does leading by example impact productivity and service quality?
Academy of Management Journal, 64(2), 458–481. <https://doi.org/10.5465/amj.2018.0706>

How do I cite a source with no author in APA? (n.d.). Scribbr. <https://www.scribbr.com/frequently-asked-questions/apa-citation-no-author/>

Mikkelson, D. (2014, March 31). *Bigfoot killed in San Antonio?* Snopes. <https://www.snopes.com/fact-check/bigfoot-killed-in-san-antonio>

Shields, K., Atlas, K., Farber, J. S., & Lebet, R. (2021). Multisystem inflammatory syndrome in children: A review. *The American Journal of Nursing*. 121(5), 26-37.
<https://doi.org/10.1097/01.NAJ.0000749756.12090.63>

Add page numbers
in the header

Double space and
center everything

**Homelessness Among Veterans:
Which Services Are Most Effective?**

Start title partway
down the page,
add an extra
double space after

Samantha Esposito
Dutchess Community College
BHS103: Social Problems in Today's World
Dr. Ephraim Mack
April 20, 2020

Author Name(s)
College Name
Course Name
Instructor
Due Date

Above is a visual example of a title page for students, as recommended by the APA. However, requirements may vary by instructor. As of the 7th edition of APA, running heads are no longer required for student papers. Page numbers are retained.