

APA Guide for Crediting Sources

This handout refers to the *Publication Manual of the American Psychological Association*, 7th ed.

In-Text Citations:

An in-text (parenthetical) citation is found in parentheses throughout a paper every time writers use information that they did not already know and had to research. This applies to direct quotes as well as information that has been summarized or paraphrased. Direct quotations must provide a page number at the end of the sentence, while paraphrasing does not require page numbers. Using in-text citations gives readers useful information and helps them easily locate the full reference for the information on the Reference page.

Works with One or Two Author(s)

When the author's name is provided at the beginning of a sentence, it does not need to reappear in the parentheses. The year of publication is the only requirement inside the parentheses. Example of in-text citation:

Smith (2003) called for an "across-the-board tax increase" (p. 4).

If the author's name is not included within a sentence, it must appear in the citation. Here is an example:

An "across-the-board tax increase" was called for (Smith, 2003, p. 4).

Notice that a comma separates the author's last name, the year, and the page number. The period always goes after the citation. Either of these methods is correct and can be used in a paper.

When information used in a paper comes from a source with two authors, always cite each name separated by the word "and" every time that source is cited in the paper. For example:

According to Locke and Jones (2016), the tax increase is due. Locke and Jones are optimistic.

If the authors' names are not used in the sentence, both names must be in each in-text citation, separated by an ampersand (&):

They cite slow revenue from sales for several quarters (Locke & Jones, 2016).

Reference List Author Format: All sources used in a paper must be listed in alphabetical order on the last page of the paper. For sources with one author, list the author's last name followed by a comma and the author's initials followed by periods, with one space between initials. For sources with two authors, give the last name of the first author followed by a comma, the initials of the first author followed by periods, an ampersand, and the second author's last name followed by a comma and the initials of the second author followed by periods. Do not alphabetize multiple authors of a single source; list as given. Ex: Jones, N. and Wilke, B. R.

Works with Three or More Authors

If the work has three or more authors, cite only the name of the first author followed by the words et al. (period included) within the paragraph, unless doing so creates ambiguity. If this is the case, add only as many authors as needed to eliminate ambiguity.

Howe et al. (2017) claim the "need for tax reform" (p. 87). Their stand directly conflicts with the city council's recommendation. To strengthen their claim, Howe et al. provide a study of comparable cities to illustrate.

Each new paragraph requires the author or authors' names and year to be repeated for the first use, but the year can be omitted for the rest of the citations within that paragraph.

If quoting two separate works from multiple authors, they can be cited by the last names in order until they are no longer identical. Examples: (Howe, Best, Dahlgren, et al., 2017) and (Howe, Best, Williams, et al., 2015)

Reference List Author Format:

Include all names of three to twenty authors in standard APA format (last name, initials, periods) on the Reference list. Ex: Jones, N. S., Wilke, B. R., Smythe, R. P., Abernathy, M. and Dockert, C. J. (2009).

For works with 21 or more authors, include the names of the first 19 authors, an ellipsis (but no ampersand) and the final author's name in standard APA format.

Reference List Author Format:

List only the first authors by name, followed by three ellipses and the last name.

Ex: Jones, N. S., Wilke, B. R., Sunh, R. P., Albee, M., Dockert, C. J., Halper, T. V. . . . Anson, G. T. (2009).

Works with Corporate or Group Authors

When a group serves as the author, the name of the group should be spelled out the first time it is referenced in a paper. When applicable, abbreviations may be used when the group is mentioned after the first reference. When using an abbreviation, include the abbreviation in parentheses after it has been spelled out the first time:

Trinity College (TC, 2017) will be offering a class on nutrition this fall. TC will open registration for this class on Monday.

You can also cite using this method: A class on nutrition will be offered this fall (Trinity College [TC], 2017).

Reference List:

If the author and the publisher are the same, use the institute or organization as the author, and simply use the word Author as the publisher. Ex: Trinity College (2017). New class list. *Student Handbook*, Author, 18-20.

Always use the full name on the reference page.

Works with No Authors or Anonymous Authors

If a work has no author, use the first two or three words of the source's title and the year:

Dogs entered into national level shows must have all documentation paperwork up-to-date by Wednesday. ("Wikihow: National Competition," 2017).

"Social media is contagious" (Anonymous, 2004, p. 23).

Keep in mind that shorter works should be in quotation marks. Longer works should be italicized.

If the author is listed as anonymous, use that as the author's name in the parentheses:

Reference List:

Only list as *anonymous* any source that states that designation for the author. Alphabetize Anonymous as any other author name. Ex: Anonymous (2004).

Two or More Separate Works by Different Authors

When citing several different sources from several different people within the same sentence, list them in alphabetical order by the first author's last name. After listing all the names from the first source, add a semicolon before listing the names for the second source:

Several grants awarded to researchers to study the long range effects of global warming have been thoroughly documented (Decker & Knowles, 2017; Sullivan, 2009).

Reference List: list both names separately and alphabetically in the reference list. If multiple authors are given, use the guidelines given above for each entry.