Conant Library Guide:  
Citing Sources Using APA Style

General Information  
This APA citation style guide is based on the *Publication Manual of the American Psychological Association*, 6th edition, 2009. For additional information please refer to this publication. A copy is on reserve at the main desk in Conant Library. Pay particular attention to journal articles and the use of doi (digital object identifier).

There are several important reasons to cite sources including 1) to attribute ideas and information from other sources, and 2) to help the reader easily locate the original source of ideas and information.

In citing sources it is vital to include both a Reference List at the end of a paper and citations within the text of the paper (i.e. in-text citations). All items in the Reference List must be cited within the paper and all items cited in the text must be in the Reference List.

General Rules
- All text should be double spaced.
- Authors' names should be inverted (last name first), and names should consist of last name and initials.
- Capitalize only the first word of an article title and subtitle, as well as proper nouns.
- Journal titles should not be abbreviated.
- The Reference List should be placed at the end of the paper.
- All items in the Reference List should be double spaced within and between entries.
- All items should be alphabetized according to the last name of the first author. Sources without authors should be alphabetized within the Reference List according to the first word of the article title.

Index of Formats:

Online Articles and Other Internet Sources:
- Document from an Internet Site  
- Video, Audio and Images from the Web  
- Article from a Library Database  
- Company/Industry Profile from Library Database  
- An Online Book (eBook) from NetLibrary or eBrary

Articles in Print
- Article in a Print Scholarly Journal  
- Article in a Print Newspaper  
- Article in a Print Magazine

Books in Print
- Book with a Single Author  
- Book with Multiple Authors or Editors  
- Reference Book  
- Article in a Reference Book  
- Anthology or Compilation  
- Work in an Anthology or Compilation

Other Sources
- Television Program  
- Sound Recording  
- Film or Video Recording  
- Interview (email, phone, or in person)

Example of Reference (Works Cited) Page
In-Text Citing of Sources
Document from an Internet Site

Examples of Reference List Entries:

An internet site with personal author and publication day & year:
Last name, first and middle name initials. (Year, month day posted). Title of posting. Retrieved month day, year from http://...


An internet site with corporate author and publication day & year:
Corporate Name. (Year, month day posted). Title of posting. Retrieved month day, year from http://...


An internet site with no publication date. The "n.d." is the abbreviation for no date.:
Last name, first and middle name initials. (n.d.). Title of posting. Retrieved month day, year from http://...


An internet site with no author and only the year of publication:
Title of posting. (Year published) Retrieved from month day, year from http://...


An internet article based on a print source, with multiple authors:
First author's last name, first and middle name initials., second author's last name, first and middle name initials., & third author's last name, first and middle name initials., (Year, month day posted). Title of posting. [electronic version]. Name of Print Source Italicized, volume number italicized, the page range.


Examples of In-Text Citations:
An internet site with a personal author and an exact publication date: (Richer, 2005, July 26)
An internet site with a corporate author and an exact publication date: (Human Rights Watch, 2005, July 8)
An internet site with no publication date. The "n.d." is the abbreviation for no date.: (Janson, n.d.)
An internet site with no author and a year-only publication date: (Baseball fans, 2004)
An internet article based on a print source, with multiple authors: (Bar-Ilan, Peritz, & Wolman, 2005)
**Video, Audio and Images from the Web**

**Video and Audio on the Web**
Name of creator (if known). (Date of publication, if known). Title of the video/music. [Description of format (e.g. Video file, Sound file]. Retrieved from (provide url).

Example:

**Image from the Web**
Name of artist/creator (if known). (Year of publication if known). Title/Brief description of image. Retrieved date, from (provide url).

Example:

**Article from a Library Database**

APA is now emphasizing using the DOI (Digital Object Identifier) when referencing articles. Unlike URLs which may change over time, the DOI is unique to an individual work. Note: Not all publishers participate in the DOI initiative. An article may or may not have a DOI assigned. DOIs can usually be found either near the top of the first page of an article or at the end. Below are examples articles with and without a DOI. It is also possible to locate an article's DOI by going to http://crossref.org/guestquery/ and entering an article's title, journal title, date of publication, etc. If a DOI has not been assigned to a journal article that was accessed online, the URL of the journal home page should be given. A retrieval date and database name or no longer needed.

**Example of Reference List Entry for a Journal Article with a DOI**
First author’s last name, first and middle name initials. & second author’s last name, first and middle name initials. (Year published). Title of article. *Title of Journal Italicized, volume number italicized, pages of article.* DOI


**Example of Reference List Entry for a Journal Article with no DOI**
First author’s last name, first and middle name initials. & second author’s last name, first and middle name initials. (Year published). Title of article. *Title of Journal Italicized, volume number italicized, pages of article.* Retrieved from [insert URL for publication's homepage].


**Example of In-Text Citation:** For direct quotes, paraphrases, etc. see page 9.
Company/Industry Profile from Library Database

Example of Reference List Entry:
Publisher. Year of Publication. Title of Profile [company profile]. Retrieved month day, year from [insert database].


An Online Book (eBook) from NetLibrary or eBrary

Example of Reference List Entry:
Author's last name, first and middle name initials. (Year published). Title of article. State Published: Publishing Company. Retrieved month day, year from [insert name] database.


Example of In-Text Citation: For direct quotes, paraphrases, etc. see page 9.

Article in a Print Scholarly Journal

Example of Reference List Entry:
Up to Six Authors:
First author's last name, first and middle name initials., second author's last name, first and middle name initials., [and continue format for following authors...]. (Year published). Title of article. Title of Journal Italicized, volume number italicized, pages of article.


Notes:
• If more than six authors, include up to six and end the list with "et al."
• If journal is not continuously paginated, include issue number in parenthesis following volume number.

Example of In-Text Citation: For direct quotes, paraphrases, etc. see page 9.

Article in a Print Newspaper

Example of Reference List Entry:
Newspaper article with no author:
Title of article. (Year, month day published). Title of Newspaper Italicized, page number.

Newspaper article with author:
Author's last name, first and middle name initials. (Year, month day published). Title of article. *Title of Newspaper Italicized, page number.*


Examples of In-Text Citations:
Newspaper article with no author: (Council honors Navy Seal, 2005)
Newspaper article with author: (Savage, 2005)

**Article in a Print Magazine**

Example of Reference List Entry:

Unsigned article:
Title of article. (Year, month day published). *Title of Magazine Italicized, volume number italicized*(issue number), page range.

Example: Meet the Napster: Shawn Fanning was 18 when he wrote the code that changed the world. His fate, and ours, is now in the court's hands. (2000, October 2). *Time,* 156(14), 60-62.

Article with author:
Author's last name, first and middle name initials. (Year, month day published). Title of article. *Title of Magazine Italicized, volume number italicized*(issue number), page range.


Example of In-Text Citation:

Magazine article with no author: (Meet the Napster, 2000, October 2)
Magazine article with author: (Swibel, 2005, June 6)

Note: If there is no author, use a key phrase from the title that clearly states which source the in-text citation is from.

**Book with a Single Author**

Example of Reference List Entry:
Author's last name, first and middle name initials. (Year published). Title of book. Publication City, Publisher State: Name of Publisher.


Examples of In-Text Citation: For direct quotes, paraphrases, etc. see page 9.
**Book with Multiple Authors**

**Example of Reference List Entry:**  
First author's last name, first and middle name initials. & second author's last name, first and middle name initials. (Year published). Title of book. Publisher City, Publisher State: Name of Publisher.


**Note:** If there are more than six authors, include all six and end with "et al" (meaning "and others").

**Example of In-Text Citation:** For direct quotes, paraphrases, etc. see page 9.

**Reference Book**

**Example of Reference List Entry:**  
First editor’s last name, first and middle name initials., second editor’s last name, first and middle name initials., third editor’s last name, first and middle name initials. (Eds.). (Year published). *Title of Book Italicized*. (Volume range italicized). Publication City, Publication State: Name of Publisher.


**Example of In-Text Citation:** For direct quotes, paraphrases, etc. see page 9.

**Article in a Reference Book**

**Example of Reference List Entry:**  
Author’s last name, first and middle name initials. (Year published). Title of article. In first editor’s first two initials and last name, second editor’s first two initials and last name, & third editor’s first two initials and last name (Eds.), *Title of Book Italicized* (page number range). Publication City, Publication State: Name of Publisher.


**Example of In-Text Citation:** For direct quotes, paraphrases, etc. see page 9.

**Anthology or Compilation**

**Example of Reference List Entry:**  
First editor’s last name, first and middle name initials. & second editor’s last name, first and middle name initials. (Eds.). (Year published). *Title of book Italicized*. (Volume number italicized or edition number). Publication City, Publication State: Name of Publisher.

Example of In-Text Citation: Cite individual articles and works from an anthology or compilation, rather than citing the entire work. See "Work in an Anthology or Compilation" below for examples.

Work in an Anthology or Compilation

Example of Reference List Entry:
Author's last name, first and middle name initials. (Year published). Title of article. In first editor’s first two initials and last name & second editor’s first two initials and last name (Eds.), Title of Book Italicized (page number range). Publication City, Publication State: Name of Publisher.


Example of In-Text Citation: (Nicholson, 1983)

Television Program

Examples of Reference List Entries:

A Television Broadcast:
Executive Producer's last name, first and middle name initials. (Executive Producer). (Year, month day of airing). Name of Television Broadcast Italicized [Television broadcast]. Country Published: TV Station.


A Television Series:
Producer's last name, first and middle name initials. (Producer). (Year of airing). Name of Television Series Italicized [Television series]. Country Published: TV Station.


An Individual Episode from a Television Series:
Writer’s last name, first and middle name initials (Writer) & Director’s last name, first and middle name initials (Director). (Year of airing). Title of episode [Television series episode]. In Producer’s first name initial, last name (Producer), Title of Series Italicized. Country Published: TV Station.


Examples of In-Text Citations:

A Television Broadcast: (Fagan, 2004, December 21)
A television series: (Ball, 2005)
An Individual episode from a Television Series: (Buck & Shackman, 2005)
Sound Recording

Example of Reference List Entry:
Name of artist. (Year published). Title of song. On CD Title Italicized [CD]. Country Published: Publisher.


Example of In-Text Citation: (Madonna, 1990)

Film or Video Recording

Example of Reference List Entry:
Director’s last name, first and middle name initials. (Director). (Year published). Movie Title Italicized. [Motion picture]. Country Published: Publisher.


Example of In-Text Citation: (Nolan, 2001)

Interviews

Interviews, in person, through email, or by phone are not included on the Reference list because these sources are not recoverable. Refer to these sources in the text only (first initial and last name of interviewee, type of communication, and the date of the interview.)

Example of In-Text Citation: (N. Archer, personal interview. October 11, 2009)

Please direct any comments, questions, or corrections to Conant Library Reference Department:

reference@nichols.edu

508.213.2222 (on campus dial x2222)

AIM: nicholslibrary
Example of a References Page

References


doi: 10.1177/0269881105058776
In-Text Citing of Sources

Use citations within the text to differentiate your own ideas from those of your sources.

**Note**: Any source cited in the text of your paper should be listed in the Reference List; Any source cited in your Reference List should have a citation in the text of your paper.

**Direct Quotes**

*Fewer than 40 words*: Use double quotation marks at beginning and end of quote and provide the **author**, **year**, and **specific page**. Examples:

- She stated, “Students often had difficulty using APA style” (Jones, 1998, p. 199), but she did not offer any explanation as to why.

- According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

- Jones (1998) found “Students often had difficulty using APA style” (p. 199); what implications does this have for teachers?

*40 words or more*: Omit quotation marks, start quotation on new line and indent ½ inch from the left-side margin. After the final punctuation mark, give the citation in parenthesis. Double space entire quote. Example:

Jones’s 1993 study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

*Omitting words from a direct quote*: Use 3 ellipsis points (…) within a sentence. Use 4 points, one to indicate end of sentence and then three more, to indicate any omission between two sentences.

*Adding emphasis* to a word or words in a quotation: italicize the words or phrases and immediately after add [italics added]

*No author*: Use a shortened version of the title of the source and put double quotation marks before and after. Ex. A similar study was done of students learning to format research papers (“Using APA,” 2001).

*Multiple authors*: Same as above but use only author’s last names. e.g. (Goethals, Piper, & Burns, 2004, p.23)

**Paraphrasing or referring to an idea from another work but NOT directly quoting**

Give **author’s last name** and **year of publication**. Examples:

Jones (1998) compared student performance...
In a recent study of student performance (Jones, 1998)...
In 1998, Jones compared student performance...