

APA Reference Sheet (7th Edition)

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APA Citation Style

APA citation style is primarily used in the social and behavioral sciences such as psychology, economics, political science, anthropology, etc. What makes APA style unique from other citation styles is that there is **greater emphasis on publication date**. The date is placed prominently in the in-text citation and listed immediately after the author's name on the reference list.

In the fields where APA style is used, research is constantly evolving, meaning **when the research was published is very important, sometimes more important than what it says**. For example, if you were writing a paper about computers, you would find very different information if you used material from 20 years ago versus within the last 5 years. Other styles that place less emphasis on dates, such as MLA, find that classic texts, like *Jane Eyre*, or contemporary texts, like *Harry Potter*, won't change even hundreds of years after their initial publication.

Additionally, APA style is used to reference and document sources to provide proper credit and attribution to original authors and their works. Academic work is seen as ownership, much like owning a car. If you were to borrow a car you would have to ask for permission or give credit to the car owner. Using APA style allows you to offer credit, avoiding pitfalls such as plagiarism and academic dishonesty. This reference sheet will provide an overview of the reference list and in-text citations. For more complete information, be sure to examine the *Publication Manual of the American Psychological Association*, 7th edition.

Common Reference Entries for Print Sources

Books

Book with One Author

Last Name, First Initial. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

Scigliano, E. (2002). *Love, war, and circuses: The age-old relationship between elephants and humans*. Houghton Mifflin.

Book with Two to Twenty Authors

List all authors by last name and first initial in the order in which they appear. Each author's name should be separated by a comma. The last author's name should have an ampersand (&) before it.

Skott-Myhre, K., Weima, K., & Gibbs, H. (2012). *Writing the family: Women, auto-ethnography, and family work*. Sense Publishers.

Book with Twenty or More Authors

When you have twenty or more authors, list the first 19 authors' names. Then include an ellipsis in place of the remaining authors. You will end the authors by listing the final name without an ampersand. You will never have more than 20 names in a reference citation.

Targaryen, D., Snow, J., Stark, A., Clegane, G., Lannister, C., Lannister, T., Stark, S., Stark, E., Drogo, K., Baratheon, J., Clegane, S., Greyjoy, T., Baelish, P., Lannister, J., Bolton, R., Martell, O., Stark, B., Tyrell, M., Stark, R.,... Varys, L. (2019). *Game of Thrones rocks: A story of Game of Thrones' rocks*. Same Center Publishing.

Book with No Author or Editor

List the title of the book before the year. Only use “Anonymous” if the author is listed as “Anonymous.”

New American Standard Bible. (1997). Foundation Press.

Chapter in an Edited Collection

Author of chapter. (Year of publication). Title of chapter. In Name(s) of editor(s) (Eds.). *Title of book* (edition (ed.)), page numbers) Publisher.

Fahy, K. (2016). One topic, different rhetoric. In D. Gierdowski, P. Colby, C. Krieg, W. Lloyd, & M. Reed (Eds.), *Intertexts: A collection of student writing* (3rd ed., pp. 86-91). Fountainhead.

Common Reference Entries for Electronic or Digital Sources

Scholarly Journal Article with DOI

Author(s). (Year of publication). Title of article. *Title of Journal*, volume(issue), page numbers. Full DOI

Azocar, M. J., & Ferree, M. M. (2016). Engendering the sociology of expertise. *Sociology Compass*, 10(12), 1079-1089. <https://doi.org/10.1111/soc4.12438>

Scholarly Journal Article without DOI

APA 7th edition no longer requires “Retrieved from” unless a retrieval date is needed.

Hoffmann, A. A., & Sgrò, C. M. (2011). Climate change and evolutionary adaptation. *Nature*, 470(7335), 7-12. <https://proxying.lib.ncsu.edu/index.php/login?url=https://search.proquest.com/docview/855200411?accountid=12725>

Magazine Article Found Online

Note that volume, issue, and page number(s) may not be available in online versions like in the example below.

Author(s). (Year of publication). Title of article. *Title of Magazine*, volume(issue), page numbers. URL

Jost, Colin. (2020, March 9). My high-school commute. *The New Yorker*, <https://www.newyorker.com/magazine/2020/03/16/my-high-school-commute>

Newspaper Article Found Online

Author(s). (Year, Month Day of publication). Title of article. *Title of Newspaper*, URL

Spuhler, R. (2020, March 6). In Las Vegas, the home-style pizza is an everything pie. *The New York Times*, <https://www.nytimes.com/2020/03/06/travel/las-vegas-pizza.html?action=click&module=Features&pgtype=Homepage>

Full Website

Author(s) or Group’s Name. (Year of publication). Site name. URL

National Oceanic and Atmospheric Administration. (2017). National Hurricane Center. <http://www.nhc.noaa.gov/>

Page from a Website with Author

Klosowski, T. (2014, February 6). *How to train your mind to think critically and form your own opinions*. Lifehacker. <https://lifehacker.com/how-to-train-your-mind-to-think-critically-and-form-you-1516998286>

Page from a Website with No Author or Year

At the very least, for internet sources cited on the reference page you should provide a year of publication. However, if you know the material is current or unchanging, you can cite this material with placeholders, such as *n.d.* for *no date*. If there is no author, check for a corporate author first. If there is also no corporate author, you will start with the title of the source.

Ionization Energy and Electron Affinity (n.d.). http://chemed.chem.purdue.edu/genchem/topicreview/bp/ch7/ie_ea.html

Other Sources

Published Interviews

Depending on where you retrieved the interview (academic journal, magazine, newspaper, YouTube, etc.), you want to make sure you followed the format for that type of source.

Pearl, N. (2005, May 16). *Interview: Nancy Pearl recommends some children's fantasy books*. NPR. <https://search.proquest.com/docview/189798591?pq-origsite=summon>

Personal Interviews

Since interviews provide data that cannot be retrieved or recovered by anyone else, interviews are only cited in in-text citations. Cite the material as a personal communication.

(J. Doe, personal communication, September 7, 2017).

Reference List

- Begin your reference list on a separate page from the rest of your essay. The reference list should also have a page number that is continuous in relation to the rest of the text. For example, if you had four pages of writing, the reference list would begin on page 5.
- Have the term References centered and **bolded** in the middle of the page above the citations. Do not italicize, underline, or use quotation marks.
- Double space all citations and do not put additional space between entries.
- All sources should have *hanging indents* for sources that have more than one line. This means you should include a one-half inch indent for all lines beyond the first. (See the examples above).
- Follow capitalization rules for books, chapters, articles, and webpages which state that only the first letter of the title, subtitle, and proper nouns should be capitalized. For more, see examples above as well as Reference List: Basic Rules on Purdue OWL.
- All your sources should be listed in alphabetical order from A-Z using the first letter of the first word to determine order.
 - If there is no author and you have to start with a title and the title starts with an article like “the,” “a,” and “an,” skip to the next word.
 - If you cite multiple works by the same author, use the author’s name for all entries and list the entries by year (earliest to latest publication date).
 - If the author appears as a sole author in one citation and the first author of a group, list

- the sole author entries first.
- References that have the same first author and different second or third author are arranged alphabetically by the last name of the second or third author.
 - If the author wrote more than one work in the same year, you will assign letters to the year. For example, (1996a) and (1996b).
 - Finally, if the source begins with a number use the first letter of that number when spelled out (ex: 5 = f, 10 = t), but don't change the numerical form.
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In-Text Citations

By using an in-text citation, you're giving credit to the authors for their ideas and showing your reader how to trace the source to the reference citations so that they can find the original source.

The **basic format** for in-text citations is (author's last name, year). Commas are necessary to separate the author's last name and the year. Consider the following example:

Researchers suggest that with the rise of social media there is a loss of personal intimacy (Burrik & Watts, 2015).

If the **author's name is already included in the text**, the date is placed in parenthesis next to the last name.

Clark and Smith (2010) note that social media can take a toll on jobs and possibly result in posts that can cost employees their position with the company.

You **can also integrate the author and year into your sentence**. New to APA 7th edition, if you have more than three authors, you will use the last name of the first author followed by *et al.*, which means *and others*. Note that this is ONLY for in-text citations.

In 2013, Bipps et al. conducted a survey and found that 60 percent of employees post on social media about work-related frustrations.

If you are **citing two or more works within the same sentence or parenthesis**, separate the citations with a semicolon. Authors should be ordered alphabetically in the same order they appear in the reference list.

As social media has evolved, bullying has also followed suit and now studies suggest that 60-80 percent of bullying now takes place in cyberspace (Ling and Kim 2016; Rollins 2015).

When **citing a direct quotation**, you will also need to make sure you include the page number.

Lopez (2017) found that today "over 75% of all internet users use social media" (p. 345).

Research has found that today "over 75% of all internet users use social media" (Lopez, 2017, p. 345).

If you have **multiple works by the same author** be sure to indicate the different years of the different works in the in-text citation. If you have **multiple works from the same author in the same year**, you will need to assign these works a letter in your reference list. You will then use those letters in your in-text citations to identify those sources. In all of these cases, the years will be separated by commas.

Goggin & Goggin (2013, 2015) found that LinkedIn is an important networking site for professionals who are seeking ways to build business connections and relationships, especially if you are new to the workforce.

Reed (2017a, 2017b) notes that there has been a significant shift for younger users away from Facebook and Twitter to platforms like Snapchat and Instagram.

If there is **no author on the reference list**, when citing in-text you can use a few words of the title or the whole title if it's short.

Surprisingly, “The Truth about Online Dating” (2016) has found that the online dating site with the most users is Badoo; OkCupid, Tinder, and eHarmony have about 100 million total users combined, but Badoo eclipses this number by tracking almost 300 million current users.

Finally, you may run across material that is important to your work but the source is already quoting the material from another author. This is called a secondary source. When **citing a secondary source**, it's better to inform the reader who the researcher is within the sentence. In the in-text citation you will use the term *as cited in* followed by the citation for the primary source.

Sebastian Bromstead has surveyed social media users and found that usage is split evenly between males and females, except Pinterest, which has a user base of 79 percent females and 21 percent males (as cited in Platt & Stewart, 2016).

A final note: when writing about an event that occurred in the past, be sure to use the past tense, such as “Clark noted” or “Smith’s research found.” For an event that is still ongoing, use the present perfect tense, like “Clark has noted” or “Smith’s research has found.” Finally, when providing results, use the present tense, such as “the results show” or “the experiment demonstrates.”

* Have more questions about in-text citations, such as how to integrate your quote into a sentence or how to use attributive phrases? See our handout *Quotations and Using Credible Sources*.

Formatting

General Formatting

Margins should be 1 inch on the top, bottom, and sides. The document should be double spaced, including the title and reference pages.

Title Page

Your title page, as with the rest of your paper, should be double spaced. The title page for APA is the first page of the paper and should include a page number in the upper right hand corner as well as your title, subtitle (if applicable), your name, the institution, course number/name, professor’s name, and the date. Title, subtitle, your name, the institution, course number/name, professor’s name, and the date should all be centered, and begin 3-4 double spaced lines from the top of the page. Your title should also be bolded. Keep in mind that together your title and subtitle should only be 12 words maximum. Your title page should look like the example on the next page. Though these are the requirements listed in APA 7th edition, you should be sure to refer to the syllabus, assignment, and instructor to ensure you are following the preferred format.

Running Head and Page Numbers

Under APA 7th edition guidelines, a running head is no longer required.

However, to insert the page number in the upper right hand corner, you can use the following instructions. In Microsoft Word you can insert a header by selecting “Insert” and find the tab labeled “Page Number.” Select “Top of Page” and “Plain Number 3.” In Google Docs, select “Insert” and about midway down the menu hover over “Page Number.” Select the upper left box, which will provide you with page numbers in the correct location.

1	2
<p>English Education: How to Be a Successful Student in College</p> <p>Susy Smart North Carolina State University ENG XXX: Course Name Dr. Jed I. Knight March 11, 2020</p>	<p>English Education: How to Be a Successful Student in College</p> <p>In college you will need many skills to be successful. Writing skills are one set of skills that are incredibly important as you make your way through college and transition into jobs and internships. As a college student, it’s important to learn what audience and purpose to attend to. This will help writers craft essays and documents that are interesting, informational, and persuasive. One way to ensure a piece is as</p>

Missing Information

- **No author:** Use the corporation’s name or publisher instead of the author. If there is no corporation or publisher, use the title of the work.
 - Examples: (The American Heritage College Dictionary, 2003) or (“The Truth about Online Dating,” 2016).
- **No date/year:** Substitute the date for the abbreviation n.d. for no date. See above “Page from a Website with No Author or Year” for an example of this in action.
- **No page numbers:** Include paragraph number instead using the abbreviation para. and begin your counting from the beginning of the source if paragraph numbers are not already included.

A Final Note about APA Style

While everything above is listed based on the guidelines of the 7th edition of the *Publication Manual of the American Psychological Association*, should your instructor require a different format, be sure to follow the guidelines provided by your instructor.

Works Consulted:

Publication Manual of the American Psychological Association (7th Edition) American Psychological Association;
Purdue University Online Writing Lab (<https://owl.purdue.edu/index.html>); University of New Hampshire Connors
Writing Center (<http://www.unh.edu/writing/cwc>)