

# APA (7<sup>th</sup> EDITION) COMMON CITATIONS AND REFERENCES

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*Note. Many of the examples in this resource are fictional. Any similarities to real sources or names are coincidental.*



## What is APA?

The American Psychological Association (APA) established writing and documentation guidelines in 1929, so readers could easily understand the major points and findings in scientific research. Today, APA Style is used across the disciplines as a standard style for academic and professional writing. APA Style helps writers think critically, communicate clearly and precisely, and document sources ethically. This tutorial on APA citations and references follows the guidelines of the *Publication Manual of the American Psychological Association* seventh edition.



## What are Citations and References?

Citations and references are forms of documentation. We must document the ideas, theories, definitions, data, images, and other information in our writing that originated with other authors, researchers, and artists. For example, our work must include documentation when we quote, paraphrase, or summarize another's ideas or when using data from others' research. Documentation means including select information about a source "in text" and including additional bibliographic information about that source in a "reference list entry." In APA Style, for every retrievable source cited in text, there is a corresponding reference list entry with that retrieval information.



## Why Do We Document Sources?

Documentation is how we establish our credibility as researchers and writers. It is how we write ethically and with integrity. Writing often involves using the ideas, theories, definitions, data, and images of others in order to support or refute our theses. Documentation is how we give credit to others for their contributions to our work. Documenting sources also differentiates our original ideas from the source contributions and enables readers to locate the original source to learn more about it. Documenting sources with in-text citations and reference list entries also prevents plagiarism, which "is the act of presenting the words, ideas, or images of another as your own" (APA, 2020, p. 254).



## In-Text Citations

APA Style in-text citations use the *author-date system*. In this system, the citation identifies a source used in the "text" (the body of a piece of writing) by providing the source's author and the date of publication. Additional rules apply for in-text citations for varying source types and paraphrasing, but there are two primary types of in-text citations: **narrative** and **parenthetical**.

### Narrative Citations

In narrative citations, the author’s name is part of a sentence and usually appears in a **signal phrase** that introduces the quoted, paraphrased, or summarized information. The second part of the citation, the publication year, then appears in parentheses immediately following the author’s name. Here is an example of the **author-date** citation with a **signal phrase verb**:

Smith (2010) recognized that more online learning opportunities are needed to reach marginalized high school students and decrease the dropout rate.

When citing a quotation using a narrative citation, the author’s name is used in the sentence, the date is given in parentheses after the author’s name, and the specific part of the source where the quote appears such the page, paragraph, time stamp on a video, or bar on a graph goes in parentheses after the quote and before any punctuation. Here are two examples:

Smith (2010) stressed, “The importance of dedicated study time for online courses is crucial for student success” (p. 3).

In his TEDX Talk video, Mulvey (2013) said, “Time is too long. Space is too large” (6:18).

## Parenthetical Citations

In parenthetical citations, the author-date information goes after the **paraphrase** in parentheses.

Online learning opportunities are needed to reach marginalized high school students and decrease the dropout rate (Smith, 2010).

For a **quotation**, the parenthetical citation contains the author and date, and it also contains the specific part of the source such as the page or paragraph number or the timestamp of a video.

Many researchers have agreed: “Online education is a viable way to help working adults earn a college degree, but it is not for everyone” (Smith, 2010, p. 4).

## Author Names

An author may be an individual, multiple people, or a group such as an organization, company, or governmental agency. In an in-text citation, the format is to use the author or authors’ last names or the group author name. See [Missing Information](#) if a source does not specify an author.

**Individual Author:** (Hannah, 2000)

**Multiple Authors:** (Hannah & Lay, 2015); (Hannah, Lay, & Sleder, 2010) [\(See more examples\)](#)

**Group Author:** (Hannah and Lay Company, 2020)

The URL, which stands for University Reference Locator and is the web address for a source, is **not** part of an in-text citation except in the rare cases that the URL is also the author’s name such as Drugs.com: (Drugs.com, n.d.).

## Electronic Publications: Page Numbers

The in-text citation for a quotation includes the part of the source where the information is found. Page numbers are common in printed books and articles; however, for electronic sources without page numbers, you will need to provide another way for a reader to locate the original passage being quoted. The following options are acceptable:

- Paragraph number: (Mackenzie, 2018, para. 1).
- Heading or section name: (Mackenzie, 2018, Highlands section).
- Both section and paragraph: (Mackenzie, 2018, Highlands section, para. 1).

For audiovisual works, provide the time stamp of when the quoted words begin: (Mulvey, 2013, 6:18).



## Reference List Entries

A reference list entry should be provided for each source cited in text. Reference list entries have four elements: author, date, title, and source. The “source” here is the publication where the information was published such as a website, book, or periodical. Each element of the reference answers a question:

- **Author:** Who is responsible for this work?
- **Date:** When was this work published?
- **Title:** What is this work called?
- **Source:** Where can I retrieve this work?

Reference entries and in-text citations correspond: The author or title given in the in-text citation is the first element of the reference entry. Example reference entries are provided in the [Common Citations and References](#) section of this resource. The following formatting requirements apply to the reference list:

- Label the reference list **References** in bold font, centered at the top of the page.
- Double-space all reference list entries. Also use double spacing within entries. Do not use additional spacing between entries.
- Reference entries are not numbered or bulleted.
- Use a hanging indent for all references, so the first line of the entry is against the left margin and subsequent lines of the entry are indented 0.5 in.
- Alphabetize the entries according to the author’s last name. If the entry does not include an author, begin the entry with the title followed by the year in parentheses, and alphabetize according to the first significant word of the title. If the title begins with the words “A,” “An,” or “The,” alphabetize using the next word in the title. Example: The title *The Whales in the Ocean* would be alphabetized using the letter “W” because “Whales”

is the first significant word.

### DOIs (Digital Object Identifiers) and URLs (Uniform Resource Locators)

Resources available online have URLs, which are web links, or DOIs, which are unique strings of numbers that provide persistent and reliable links to resources. Here are some basic guidelines for URLs and DOIs in reference entries:

- If a source has a DOI, include it in the reference entry. Some print texts also have DOIs. The DOI is often given near the copyright information at the beginning of a text.
- Present DOIs and URLs as hyperlinks in the reference entry. Hyperlinks begin <http://> or <https://>. DOIs will begin <https://doi.org/>. It is acceptable to use the [shortDOI® Service](#) to shorten long DOIs and an URL shortening service such as <https://bitly.com/> to shorten URLs.
- All hyperlinks should be live and may appear using the automatic formatting of the word processing program (for example in blue font and underlined), or they may appear in standard black font without an underline, but papers read online should have clickable, live links.
- Do **not** include additional words before the hyperlink such as “Retrieved from” or “DOI.”
  - *Exception:* If a characteristic of the source is that it is updated regularly, such a [reference book with a group author \(dictionary, encyclopedia, thesaurus\)](#) or a [Facebook page](#), a retrieval date would provide valuable information to a reader who tries to locate your source and sees different content. In the reference, include the date you accessed the source in the following format:

[Retrieved Month day, Year, from URL.](#)



## Common Citations and References

### Articles

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Jensen, 2010, p. 5)	Jensen (2010) stated, “The results of this global warming study are skewed to present a problem that has political pull” (p. 5).
In-Text Citation for a Paraphrase	(Jensen, 2010)	Jensen (2010) believes the results are misconstrued to support a political agenda.

Reference for a  
blog article

Author, A. A. (Year, Month day). Title of article. *Blog Title*. URL  
Wayne, J. M. (2010, January 3). Finding balance. *Health for Life*.  
<http://wayne.blogger.com/longdays>

Reference for an  
editorial article

Author, A. A. (Year). Title of article [Editorial]. *Periodical Title*,  
*volume(issue)*, pages. DOI or URL  
Michaels, J. C. (2020). The seeds of change [Editorial]. *Nutrition*  
*Today*, 10(4). 2-3. <https://doi.org/10.1199/001043456787654>

Reference for a  
journal article  
with a non-  
database URL

Author, A. A. (Year). Title of article. *Journal Title*,  
*volume(issue)*, pages. URL  
Jones, L. (1990). How to eat and stay slim. *Journal of Healthy*  
*Living*, 4(3), 120. <http://journalofhealthyliving.org>

Reference for a  
journal article  
without a DOI  
from a database  
or in print

Author, A. A. (Year). Title of article. *Journal Title*, *volume(issue)*,  
pages.  
Shultz, L. (2012). The traveling contractor. *Urban Living*, 3(4), 1-15.  
**Note.** Do not include the database name or URL.

Reference for a  
print or online  
journal article  
with a DOI

Author, A. A. (Year). Title of article. *Journal Title*, *volume(issue)*,  
pages. DOI  
West, B. I. (2019). A study of decisions. *Academics Journal*, 5(10), 152-  
155. <https://doi.org/12345678910>

Reference for a  
magazine  
article online or  
in print

Author, A. A. (Year, Month day). Title of article. *Periodical Title*, pages.  
URL if online  
Godwit, F. L. (2008, August 12). Epic journey of the Bar-Tail. *Birding*  
*Magazine*, 8(1), 11-19. <http://bit.ly.bar-tail-journey>  
Goldfinch, G. B. (2020, January 28). Bird migration: Tracking radar  
hampered by weather. *The New Yorker*. 12-13.  
**Note.** Magazines published in regular issues may have volume and  
issue numbers. Include the volume and issue if available in the  
format *Title, Volume Number(Issue)*.

Reference for a newspaper article in print

Author, A. A. (Year, Month day). Article title. *Newspaper Title*, pages.

Fuller, C. (2009, August 17). Mismanagement of valley waterways causes havoc. *The Clovis Herald*, A3-A4.

Reference for a newspaper article online

Author, A. A. (Year, Month day). Title of article. *Newspaper Title*. URL

Brooks, D. (2008, December 27). Mental health issues raise concerns. *New Brunswick Times*.  
<http://www.newbrunswicktimes.com>



### Audio Works

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Clements, 2011, 00:54)	Clements (2011) said in his podcast, "To be terrific, you must be specific" (00:54).
In-Text Citation for a Paraphrase	(Clements, 2011)	Clements (2011) said in his podcast that precise wording is key to writing well.
Reference for a podcast	<p>Host, H. H. (Host). (Year, Month day). <i>Title of work</i> [Description]. Publisher or Department Name, University Name. URL</p> <p>Clements, K. (Host). (2020). <i>Understanding documentation</i> [Audio podcast]. Academic Success Center, Purdue Global. <a href="https://bit.ly/understandingdocumentation">https://bit.ly/understandingdocumentation</a></p> <p><i>Note.</i> Omit missing elements from the reference entry such as the Month and day in this example.</p>	
Reference for a song or track	<p>Artist, A. A. (Year). Title of song. On <i>Title of album</i>. Label. URL (if available)</p> <p>Callaghan, M. J. (2015). The depths of rain. On <i>Bitter wind</i>. TC Artists.</p>	

Reference for a  
speech audio  
recording

Presenter, P. P. (Year, Month day). *Title of speech* [Speech audio recording]. Production Company or Site Name. URL

Kennedy, J. F. (1961). *Presidential inaugural address* [Speech audio recording]. American Rhetoric. <https://www.americanrhetoric.com/speeches/jfkinaugural.htm>



## Books

	Parenthetical	Narrative Citations
In-Text Citation for a Quotation	(Martinez, 2009, p. 3)	Martinez (2009) said, "The way to learn APA is to use a guide as a cross-reference" (p. 3).
In-Text Citation for a Paraphrase	(Martinez, 2009)	Martinez (2009) said APA does not need to be memorized.
Reference for a book with an author, print or electronic	Author, A. A. (Year). <i>Title of work</i> . Publisher. DOI (if it has one) or URL (if it is an e-book without a DOI)	Martinez, D. L. (2009). <i>Writing with humor</i> (2 <sup>nd</sup> ed.). A1 Press. <a href="http://doi.org/10.1036/0091393733">http://doi.org/10.1036/0091393733</a>  <i>Note.</i> Print books may also have DOIs. Include the DOI if available.
Reference for a book with an editor, print or electronic	Editor, E. E. (Ed.). (Year). <i>Title of work</i> . Publisher. DOI (if it has one) or URL (if it is an e-book without a DOI)	Sexton, A. S. (Ed.). (2017). <i>Transformational webinars</i> . Simon and Schuster. <a href="https://doi.org/10.132323232325">https://doi.org/10.132323232325</a>
Reference for a chapter in a book with an editor	Author, A. A. & Author, B. B. (Year). Title of chapter. In E. E. Editor, F. F. Editor, & G. G. Editor (Eds.), <i>Title of book</i> (X ed., Vol. X, pages. Publisher.	Boone, J. A. & Cairns, C. A. (2008). Writer's block demystified. In K. Clements, M. L. Pickle, & L. V. Hanson (Eds.), <i>Writers write right</i> (3 <sup>rd</sup> ed., pp. 23-37). Genius Press.  <i>Note.</i> Omit missing elements from the reference entry, such as the volume number in the above example.

Reference for an entry in a reference book with a group author (dictionary, encyclopedia, thesaurus)

Group Author. (Year, Month day). Entry title. In *Title of source*. Retrieved Month day, year, from URL

Merriam-Webster. (n.d.). Diaspora. In *Merriam-Webster.com dictionary*. Retrieved February 28, 2020, from <https://www.merriam-webster.com/dictionary/diaspora>

*Note.* Use “n.d.” for “no date” for entries that are continuously updated. Provide a retrieval date before the URL when the site is continuously updated and does not provide a permanent, archived link (as in a [Wikipedia](#) entry reference).

Reference for a volume in a multivolume work or a book in a series

Author, A. A. & Author, B. B. (Year). *Title of work* (Vol. X). Publisher. DOI (if it has one) or URL (if it is an e-book without a DOI)

Breiter, A. L. & Pickle, M. A. (1999). *Writer’s block demystified* (Vol. 1). Hachette Book Group. <https://doi.org/10.1324444463232325>

Author, A. A. & Author, B. B. (Year). *Title* (X ed.). Publisher. DOI (if it has one) or URL (if it is an e-book without a DOI)

Mason, R. J. & Schram, B. L. (2016). *Restaurant management* (5<sup>th</sup> ed.). Randolph Press. <https://doi.org/10.132444456782325>

Reference for a Wikipedia entry

Entry title. (Year, Month day). In *Wikipedia*. URL

Diaspora. (2020, February 28). In *Wikipedia*. <https://bit.ly/wiki-diaspora>

*Note.* Wikipedia entries have permanent, archived links. On the Wiki page, select “View History” then the time and date of the version you used. The link in the address bar will be an archived link to that version.



## Classroom Discussions and Course Resources

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Sullivan, 2011, para. 3)	Sullivan (2011) said, “Discussions help students learn from each other’s professional experience” (para. 3).

In-Text Citation for a Paraphrase (Sullivan, 2011) Sullivan (2011) believes peer-to-peer learning results from engaging in discussion forums.

Reference for a classroom discussion or resource Author, A. A. (Year, Month day). *Title or content of the post up to the first 20 words*. Site Name. URL or Retrieved Date, from URL

Sullivan, M. (2011, January 5). *Prewriting feedback reflection*. CM107 Unit 3 Discussion 1. Retrieved January 29, 2020, from <https://purdueglobal.brightspace.com/d2l/le/40068/discussions>

Purdue Global. (n.d.) *Learning outcomes and assessment UG*. Course Resources. Retrieved January 29, 2020, from <https://purdueglobal.brightspace.com/d2l/le/content>

*Note.* Use a reference list entry for internal sources only when the intended reader, can access the source. Otherwise, cite internal sources that require a login to access as a [personal communication](#).)

*Note.* Include the retrieval date when a source is updated regularly and may appear different to a reader who accesses it on a different date.



## Personal Communications

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation or Paraphrase	(D. L. Martinez, personal communication, March 5, 2011)	D. L. Martinez (personal communication, March 5, 2011) said, . . .
No reference entry	Works only accessible to an internal group that are not retrievable by other readers of your paper such as interviews, emails, text messages, conversations, memos, and lectures do not appear in a reference entry on the references page. These sources require an in-text citation only.	



## Reports

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	<p>(Energy Efficiency and Renewable Energy Office [EERE], 2019, <i>Supplementary Information</i>, para. 5).</p> <p>Enclose in brackets the abbreviation of a group author name first mentioned in parentheses.</p> <p>(EERE, 2019, <i>Supplementary Information</i>, para. 5).</p>	<p>The Energy Efficiency and Renewable Energy Office (EERE, 2019) reported, "The cost for propane is derived from its price relative to that of heating oil" (<i>Supplementary Information</i>, para. 5).</p> <p><i>Note.</i> Abbreviate a group author if it is well-known and after using the full name one time in the text.</p> <p>When page numbers are not given, use the part of the source that would help a reader locate the quote such as the section heading and paragraph in this example.</p>
In-Text Citation for a Paraphrase	<p>(Energy Efficiency and Renewable Energy Office [EERE], 2019).</p>	<p>The EERE (2019) based the cost of propane on the cost of oil.</p>
Reference for a government report	<p>Author, A. A. &amp; Author, B. B. (Year). <i>Title of report</i> (Report No. XXX if available). Publisher. DOI or URL</p> <p>Burrows, M. J. &amp; Peter, E. (2020). <i>What world post-COVID-19? Three scenarios</i>. Atlantic Council. <a href="https://atlanticcouncil.org/wp-content/uploads/2020/04/What-World-Post-COVID-19.pdf">https://atlanticcouncil.org/wp-content/uploads/2020/04/What-World-Post-COVID-19.pdf</a></p> <p>Energy Efficiency and Renewable Energy Office. (2019). <i>Energy conservation program for consumer products: Representative average unit costs of energy</i> [Notice] (Report No. 2019-04245). U.S. Department of Energy. <a href="https://www.regulations.gov/document?D=EERE_FRDOC_0001-1398">https://www.regulations.gov/document?D=EERE_FRDOC_0001-1398</a></p> <p><i>Note.</i> If the author and publisher are the same, omit the publisher element from the entry.</p>	

Reference for an issue brief Author, A. A. & Author, B. B. (Year). *Title of brief* [Issue brief] or (Issue Brief No. XXX if available) Publisher. DOI or URL

Salas, R. N., Knappenberger, P., & Hess, J. (2018). *2018 Lancet countdown on health and climate change brief for the United States of America* [Issue brief]. Lancet Countdown. <https://bit.ly/2018Lancet>



## Social Media

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation or paraphrase	(Hughes, 2020)  (PG Academic Success Center, n.d.)	Hughes (2020) posted, "Support local businesses first! 🥰 #takeouttuesday."  <i>Note.</i> When quoting, include any emojis or hashtags and use the same spelling as the original post even if the spelling is incorrect.  PG Academic Success Center (n.d.) has on its Twitter profile that "Tutors are available throughout the week to assist and support Purdue Global students with their course work."
Reference for a post or page on Facebook and others	Author, A. A. or Name of Group [Username]. (Year, Month day). <i>Content up to the first 20 words</i> [Description of audiovisuals such as Thumbnail with link attached, Video, or Infographic] [Type of post, for example Status update, Poll, Story, or Facebook page]. Site Name. URL or Retrieved Month XX, Year from URL if the page (Timeline, Album, Home ...) is regularly updated  APA Style [APAStyle]. (2020, March 16). <i>For an #APAStyle reference to a webpage, although there may seem to be no individual authors, the author is very</i> [Thumb-nail with link attached] [Status update]. Facebook. <a href="https://bit.ly/facebook-apastyle">https://bit.ly/facebook-apastyle</a>  Purdue University Global [PurdueGlobal]. (n.d.). <i>Home</i> [Facebook page]. Facebook. Retrieved May 4, 2020 from <a href="https://www.facebook.com/PurdueGlobal/">https://www.facebook.com/PurdueGlobal/</a>	

Reference for  
a post on  
Twitter and  
Instagram

Author, A. A. [@username] or Group [@username]. (Year, Month day). *Content up to the first 20 words* [Description of audiovisuals such as an Infographic] [Type of Post]. [Site Name](#). URL or Retrieved Month XX, Year from URL if an Instagram Highlight—a story featured on the Instagram profile

PG Academic Success Center [@PurdueGlobalASC]. (2020, March 23). *Action plans for online learners: New video series* [Thumbnail with link attached] [Tweet]. [Twitter](#). <https://bit.ly/actionplansontwitter>

Purdue University Global [@purdueglobal]. (n.d.). *Study break* [Highlight]. [Instagram](#). Retrieved April 20, 2020 from <https://www.instagram.com/stories/highlights/18021688519263190/>

Reference for  
online forums

Author, A. A. [Username] or Name of Group [Username]. (Year, Month XX). *Content of the post up to the first 20 words* [Type of post]. [Site Name](#). URL or Retrieved Month XX, Year from URL if referencing a page that is regularly updated.

National Aeronautics and Space Administration [nasa]. (2020, March 17). *We are the NASA and university scientists who study exoplanets, the weird and wonderful planets beyond our solar system* [Online forum post]. [Reddit](#). [https://reddit.com/r/space/comments/g35wtm/we\\_are\\_the\\_nasa\\_and\\_university\\_scientists\\_who/](https://reddit.com/r/space/comments/g35wtm/we_are_the_nasa_and_university_scientists_who/)



## Videos (Films and Recorded Webinars)

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Lessard, 2016, as cited in Michigan DNR, 2016, 0:27)  Include the year of the primary source, 2016 in this example, only if available).	Rebecca Lessard, Founder/Director of Wings of Wonder, (2016, as cited in Michigan DNR, 2016) said, “The mission here is really about education” (0:27).  See the <a href="#">Primary Sources</a> section for more about the “as cited in” format.

In-Text Citation for a Paraphrase (Lessard, 2016, as cited in Michigan DNR, 2016) Rebecca Lessard, Founder/Director of Wings of Wonder (2016, as cited in Michigan DNR, 2016) described the mission as one that teaches people to respect and appreciate raptors.

Reference for a film Director, D. D. (Director). (Year). *Title of work* [Film]. Production Company. URL if film is accessible by an URL  
Gondry, M. (Director). (2004). *Eternal sunshine of the spotless mind* [Film]. Anonymous Content.

Reference for a recorded webinar Instructor, I. I. (Year, Month day). *Title of work* [Webinar]. Publisher. URL  
Huston, T. (2020, March 17). *Critical thinking and writing* [Webinar]. Purdue Global Academic Success Center. <https://bit.ly/asc-criticalthinking>

Note. If the webinar is not retrievable at a link online, cite it as a [personal communication](#).

Reference for a YouTube video or other streaming video Artist, A. A. [username]. (Year, Month day). *Title* [Video]. Production Company, Label, or Site Name. URL  
Michigan Department of Natural Resources [MichiganDNR]. (2016, November 10). *Wings of Wonder: Raptor education, rehabilitation and research*. [Video]. YouTube. <https://youtu.be/m4jgfaxfo4k>



## Visual Works

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Park, 2015, slide 9)	During her presentation, Park (2015) stated, "All parties must be equally represented at all meetings" (slide 9).
In-Text Citation for a Paraphrase	(Park, 2015)	Park (2015) said representation of every member is important at meetings.

Using a photograph in your work that is not yours, is not in the [Public Domain](#), or that does not have a [Creative Commons](#) license that permits use, requires permission to use in addition to a copyright note. If you have permission to use the image or the image is licensed for sharing, include a copyright notice in text, underneath the image in a “general note.”

**Template and Examples for a Copyright Note for an Image:**

*Note.* From [or Adapted from] *Title of Image*, by A. Artist, Year (DOI or URL). Copyright year by Copyright Holder or [Creative Common License abbreviation](#) or In the public domain. Reprinted or Adapted with permission (if permission was sought and granted).

*Note.* Tiger lilies holding water droplets. From *Lilies After Rain*, by C. Cairns, 2015 (<https://flic.kr/p/vDHife>). CC BY 2.0.

Reference for a photograph

Artist, A. A. (Year). *Title* [Photograph]. Publisher or Site Name. URL

Cairns, C. (2015). *Lilies after rain*. [Photograph]. Flickr. <https://www.flickr.com/photos/scotlandcairns/19461114229/>

Reference for a PowerPoint or presentation slide

Instructor, I. I. (Year, Month day). *Title* [PowerPoint slides]. Production Company or Department Name, University Name. URL

Park, L. (2011). *Effective working teams* [PowerPoint slides]. Business Center, Purdue Global. <http://www.company.meetings/teams>



**Webpages and Websites**

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Smith & Jay, 2013, para. 10)  When page numbers are not given, use the section heading and/or paragraph number.	Smith and Jay (2013) are sure that the best way to “preserve nature is to plant native trees” (para. 10).

In-Text Citation  
for a Paraphrase

(Smith & Jay, 2013)

Smith and Jay (2013) believe the seeds of native trees are the key to environmental salvation.

(*Raising Roofs*, n.d.)

Use the title in text for a work without an author.

Following the county's affordable housing initiative, "Raising Roofs" (n.d.) reported 100 new homes have been built.

Reference for a website or webpage with an individual author

Author, A. A., & Author, B. B. (Year or Year, Month day if available). *Title of work*. Site Name. URL or Retrieved Month XX, Year from URL if website is regularly updated.

Smith, M., & Jay, J. (2013). *Growing a better forest*. Leelanau Trees. <http://www.leelanautrees/plant-native-trees.com>

Reference for a website or webpage with a group author such as an organization or company

Author. (Year, Month day). *Title of page*. Site Name (if different than Author name). URL or Retrieved Month XX, Year from URL if page is regularly updated.

National Geographic. (2011a). *Hybrid Cuban-American crocodiles on the rise*. <http://bit.ly/24ndK95>

National Geographic. (2011b). *Iceman's stomach sampled – filled with goat meat*. <http://bit.ly/1QAf58E>

*Note.* When using two or more sources with the same author and year, add lowercase letters after the year (2015a, 2015b, etc.). First alphabetize the references by author name and then by title to determine which is "a" and which is "b." Then also add the letters to the corresponding in-text citations. If the site name is the same as the author, omit the site name element from the reference.

Reference for a webpage with no individual or group author

*Title of page*. (Year, Month day or n.d. if a date isn't available). Site Name (if different than page name). URL or Retrieved Month XX, Year from URL if website is regularly updated.

*Raising roofs*. (n.d.). <http://www.raisingroofs.com>



## Missing Information

Sometimes there is missing information when formatting in-text citations and references. The following serves as guidance on how to handle those situations.

**Missing month and/or day; missing volume and/or issue number; other missing information from template of reference citation:** If a reference entry template shows to include information that is not available, omit the missing elements from the entry.

**No Author:** If a work does not specify an author, use the title in place of the author.

- For a paraphrase from an **article** with no author: (“Whales in the Ocean,” 2020)
- For a quotation from a **book** with no author: (*Plant-Based Cooking*, 2020, para. 9)
- The **reference list entry for an article** with no author begins with the title in sentence case (capitalizing the first word only and any proper nouns):

Whales in the ocean. (2020). *Ocean Life Magazine*. <https://www.oceanlife.com>

- The reference list entry for a **book, webpage, or other whole work** without an author begins with the title in sentence case and italics:

*Plant-based cooking*. (2020). <https://www.plant-basedcookingebook.com>

- Only use “Anonymous” as the author if the work specifically names the author as “Anonymous”: (Anonymous, n.d.).

**No date:** If no date is provided on the source, use n.d. in the date spot for both in-text citations and reference list entries. For example, an in-text citation would look like this: (Hendrix, n.d.).



## Primary Sources (“as cited in”)

Primary sources are original reports, findings, and research studies. Secondary sources are works that refer to primary sources and other secondary sources. If you are using a secondary source for your research, and it refers to another source or a primary source, whenever possible, locate the original source of the desired quote or paraphrase. If the original source is not available, use this “as cited in” method by citing the secondary source that you have while still attributing the quote in text to the original author or source.

	Parenthetical Citations	Narrative Citations
In-Text Citation for a Quotation	(Wright, 2012, as cited in Bragdon, 2013, p. 223).	Wright’s report (2012, as cited in Bragdon, 2013) showed that “obesity research indicates people need to drink more water” (p. 223).

In-Text Citation for a Paraphrase	(Wright, 2012, as cited in Bragdon, 2013).  <i>Note.</i> Omit primary source year if unknown.	Wright (2012, as cited in Bragdon, 2013) showed dehydration was a common problem for those with obesity.
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Reference for the secondary source	Bragdon, A. A. (2013). Obesity research. <i>Medical Journal</i> , 23(4), 223-227.  <i>Note.</i> Only list the source named after the “as cited in” phrase on the reference list.
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## Author Issues

### Multiple Authors

#### *Two Authors*

For in-text citations, cite both names every time:

(Rios & Pickle, 2010) or Rios and Pickle (2010) contend . . .

**Note.** The ampersand (&) is used between two authors when their names are written in parentheses but not when the names are written in the narrative of the sentence.

For reference list entries, cite both authors’ names (with the ampersand [&] between the names):

Rios, C. A. & Pickle, M. B. (2010). *Fun and easy APA*. Oxbow River Press.

#### *Three or More Authors*

For in-text citations, cite only the first author followed by et al.:

(Cairns et al., 2019) or Cairns et al. (2019) studied . . .

**Note.** Et al. is a Latin abbreviation for “and others.”

For a reference list entry, cite the first 20 author names. Use an ampersand (&) before the last author’s name:

Author, A. A., Author B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F.,  
Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author,  
M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S.,  
& Author, T. T.

For 21 or more authors, use three spaced ellipsis points ( . . . ) after the 19th author and then cite the last author’s name **without** an ampersand (&):

Author, A. A., Author B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F.,  
Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author,  
M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S.,  
. . . Author, W. W.

## Authors With the Same Surname

If you have two or more different sources that have authors with the same surname, include the author's first name initial in the in-text citation for the source used even if the date is different like this: (D. Martinez, 2001).

A narrative citation would look like this:

D. Martinez (2001) disagreed with S. Martinez (2003) in the findings . . .

In the reference list, D. Martinez would be alphabetized before S. Martinez.

## Same Author and Year

To tell references and in-text citations apart when the author and year are the same, add lowercase letters after the year (2011a, 2011b, etc.). On the references list, first list the references in alphabetical order by the authors' last names, then alphabetize the references by the title to determine which is "a" and which is "b."

Hood, R. M. (2011a). *Where do I place commas?* [Video]. YouTube.

<https://www.youtube.com/123comma>

Hood, R. M. (2011b). *The writing process* [Video]. YouTube. <http://www.youtube.com/abc-thewritingprocess>

Then, add the letters to the corresponding in-text citations: (Hood, 2011a) (Hood, 2011b).



## Sample Title Page

1

**Formatting a Paper in APA Style**

Susan C. Sutton  
Purdue University Global  
CM220: College Composition Two  
Dr. Cherry Bridge  
October 1, 2019

### Notes on this sample title page for student papers:

- In the header of the document at the right margin, insert the page number.
- In the upper half of the page, three to four lines down from the header, provide the title of the paper in **bold**, Title Case.
- Double-space the title page and entire paper, adding an additional double-spaced line between the title and the “byline”—author name.
- Provide the byline and related information in regular font. First provide the author’s name and affiliated university.
- Next, provide the course number and name (Course Number: Name), the professor for the course, and due date.
- Always check with your instructor about additional information required on this page.



## Sample Text (Body) Page

2

**Formatting Your Paper in APA Style**

The title of the paper goes on the first line under the header. Use a font that is clear to read such as the default font of the Word program: 11-point Calibri. Other common fonts are 11-point Arial or 12-point Times New Roman. Most importantly, use the same font throughout the paper. All lines in the paper are double-spaced. Use 1-in. (2.54-cm) margins on all sides.

Indent each new paragraph using the tab key or 0.5 in.; otherwise, all lines are aligned with the left margin and uneven on the right margin, so there is only one space between words. Use one space after ending punctuation marks.

When quoting a source, aim to integrate the quote in the narrative by identifying the author in a signal phrase such as Johnson (2020) stated, "Use quotes when paraphrasing would alter the intent or impact of the original author's words" (p. 22). Further integrate source information by following any quotes or paraphrases with some commentary, analysis, or further discussion that would help your reader understand the information's importance or relevance in your writing.

### Notes on this sample text (body) page for student papers:

- The font should be the same throughout the paper. Acceptable fonts are 11-point Calibri, 11-point Arial, 12-point Times New Roman, 10-point Lucida Sans Unicode, 11-point Georgia, or 10-point Computer Modern.
- Use 1-in. (2.54-cm) margins all around.
- The text should align with the left margin and be uneven along the right margin with one space between words and after punctuation.
- Double-space the entire paper without extra spacing between paragraphs.
- Indent the beginning of each paragraph 0.5 in., which is typically one click of the Tab key.



## Sample References List

3

**References**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.).  
<https://doi.org/10.1037/0000165-000>

American Psychological Association. (2020, March 19). *What's new in the seventh edition Publication Manual*. APA Style Blog.  
<https://apastyle.apa.org/blog/whats-new-7e>

Clements, K. (Host). (2020). APA reference list checklist [Audio podcast]. *Effective Writing Podcast Series*. Purdue Global Writing Center. <https://library.purdueglobal.edu/writingcenter/effectivewritingpodcastseries>

Purdue Global Academic Success Center. (n.d.). *Writing with integrity: Expectations for academic research and professional writing*. Academic Success Center: Welcome. <https://library.purdueglobal.edu/writingcenter/academicsuccesscenter>

Purdue Global Academic Success Center and Writing Center. (2020). *APA (7<sup>th</sup> edition) common citations and references*.  
<https://kuportal-a.akamaihd.net/ascmedia/wc/apacommoncitations.pdf>

### Notes on this sample references list for student papers:

- The references list begins on a new page at the end of the paper before any tables or appendices.
- The right margin of the header provides the page number, continued from the previous page.
- The word **References** is centered and bolded on the first line under the header.
- The references are formatted using a “hanging indent” where the second and subsequent lines are indented one half inch under the first line in order to improve readability.
- Double-space the reference list, including within a reference entry.
- Two or more works by the same author are ordered chronologically by publication date.
- References with the same first author and a different second author are alphabetized by the second author.

## Reference

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

*Psychological Association: The official guide to APA style* (7<sup>th</sup> ed.).

<https://doi.org/10.1037/0000165-000>

