Documenting Sources: APA Style

You must document your sources anytime that you use information that is not your own. We have provided examples of the most commonly used sources below, but you may need to adapt your citations as needed, or refer to the APA Manual for more complicated sources.

IN-TEXT DOCUMENTATION FORMAT

Note: In-text citation for a paraphrase does not typically include a page number. In-text citation for a quotation should include a page number. Most electronic sources do not include page numbers from the original print version. If the source provides either page or paragraph numbers, place them at the end of the quotation in parentheses. If paragraphs are not numbered, then use section headings (an abbreviated form of a long heading is permissible) and count your paragraph number from the heading. If no headings, count the paragraph number from the beginning of the document.

Format for Paraphrases

Basic in-text citation with author signal phrase
Using population statistics as an example, Smith and Ernst (2016) argue that homelessness is a condition vastly underestimated, particularly in large metropolitan areas.

Basic in-text citation with author/authors’ name/s in parentheses (3 – 5 authors)
First reference to the source:
Motivating students is of primary concern to many of today’s teachers (Bender, Anders, & Black, 2014).

Subsequent references to the source:
(Bender et al., 2014)

Source with no author and no date
(Note: Use the first few words of the title. Use quotation marks around article titles. Italicize titles of books and Web sites.) Interest in the use of subliminal advertising dates back several decades (History, n.d.).

Secondary source (source within a source) (secondary source with 6 or more authors)
Taylor has noted several discrepancies in twin studies of the past (as cited in Thomas et al., 2013).

Personal communication
(Note: Person-to-person communications such as interviews, e-mail, etc. are cited in-text only.)
F. Moore (personal communication, April 30, 2017) has stated that funding for the program will continue.

Format for Quotations

Basic in-text citation with author signal phrase
Martinez (2016) asserts that “a wide variety of physical and psychological disorders may be treated with hypnotherapy, provided the conditions are right” (p. 33), but other researchers disagree.
REFERENCES FORMAT

General Formatting Tips

A references list should begin on a new page and be double-spaced. Each entry/citation in the list should be alphabetized by the last name of the first author listed. If no author, alphabetize by the first word of the title other than A, An, or The. Author names should follow this format: last name first, then a comma followed by the first initial of the first name and initials of succeeding names. Capitalize only the first word of titles and subtitles and all proper nouns except periodical titles where all main words are capitalized.

For up to seven authors, use an ampersand between the last two authors. For example, Lewis, N., Light, W. A., & Brown, J. for three authors. See below for more than seven authors.

When citing a complete date, do not abbreviate months. If no date can be found in the source, use (n.d.) in the citation. If a date range, like 2015-2017, is given, use the range.

Books

Basic format for books. See examples below for typical variations.

Author, A. A. (Year of publication). Title of work: Capitalize first word of subtitle (edition info). Place of publication: Publisher.

Book by a single author


eBook (Example for two to seven authors)

(Note: For books retrieved from the library’s databases (ex. Ebook Central) use the book publisher’s homepage URL in the retrieval statement. For books retrieved from open Web collections (ex. Google Books) use the homepage URL of the collection. For other books, use the entire URL if of a reasonable length.)


Book by more than seven authors


Work in an anthology


Taneytown, VT: Jones.
Entry in an encyclopedia or dictionary


Journal, Magazine, and Newspaper Articles

Journals, magazines, and newspapers are treated differently in APA style. Decide which type of source you have and then follow the appropriate example below.

Electronic versions of journals and magazines (except PDF versions) rarely show page numbers. Use the starting page number listed in the citation if that is the case. Otherwise, use no number at all.

Insert a DOI (digital object identifier) if available. If a DOI cannot be located, use “Retrieved from” and the periodical homepage URL. Long DOIs may be divided before a punctuation mark.

Basic format for articles. See examples below for typical variations.

Author, A. A. (Date of publication). Article title. Periodical Title, volume(issue), Beginning page or page range (if given). doi (if available) or Retrieved from periodical homepage URL

Journal article with more than 7 authors with a DOI

(Note: The first six authors should be listed. Leave out any additional author’s names except for the last author. Insert an ellipsis to indicate the missing authors.)


(Note: A DOI may also look like this: doi: 10.2102/50.holistic.nursing.041 or begin with: https://doi.org/)

(Note: If no DOI is available use the periodical homepage URL in a retrieval statement. If you can’t locate the periodical homepage, contact the Library Reference Desk for help.)

Magazine article from a database or accessed directly with no author


(Note: When an article has an unknown author, as in this example, then the article title precedes the date.)

Newspaper article from a database or accessed directly with no author

Online Database Content

Gale Virtual Reference Library (article in a reference source)
(Note: Many scholarly reference sources include articles that are signed by the author. Before you assume that the author is unknown, check the whole article carefully.)

Hoover’s Online (business profile)

General Web Sites
(Note: Due to variations in the way in which the APA Manual is interpreted, a Web site document title can appear as plain text or be italicized. Either style is correct, but maintain consistency throughout the references list.)
(Note: If the sponsorship is not obvious from either the author or the URL, the sponsor must be indicated as part of the retrieval statement.)

Web site with author

Organizational Web site with no personal author

Government Web site with no personal author and no date

Blackboard

Material created by instructor
Instructor, A. (Year, Semester). Title of material [Format]. Retrieved from Carroll Community College Blackboard course page.
Material from authors other than instructor


(Note: Cite the correct format for the source using as much information as available.)

Misc Sources

ERIC Documents

(Note: ERIC documents are treated as archival material and are an exception to databases.)


Streaming Video


Images

Creator of image (if known). (Year). Title [In brackets if made up] [Medium]. Retrieved from URL


(Note: This is an example with an unknown creator.)

Presentations at Conferences or Meetings


Personal and Electronic Communication

E-mail and other personal communications such as interviews are not included in the references list and are only cited in-text. Only archived messages are included in the references list.
Archived message posted to an online group

Author, A. (Year, Month day). Re: Title of post [message identifier, if provided]. Retrieved from URL


This handout adapted from:


(L:\Bibliographic Formats\APA2017PrintElectronicStyle eb & wm) Revised July 7, 2017