APA STYLE CITATIONS

A Simple Overview

For more information visit
The Purdue Online Writing Lab (OWL)

BASIC RULES

- **Basic Rules**

- All lines **after** the first line of each entry in your reference list should be **indented** one-half inch from the left margin. This is called a **hanging indentation**.

- Authors' names are inverted (last name first); give the **last name** and **initials** for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.

- Reference list entries should be **alphabetized** by the **last name** of the first author of each work.

  - For multiple articles by the same author, or authors listed in the same order, list the entries in **chronological order**, from earliest to most recent.

BASIC RULES

- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
  - For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice.*
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works such as books and journals.

REFERENCE LIST CITATIONS PRINTED MATERIALS

- **Single Author**
- Last name first, followed by author initials.
  - Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.
- **Two Authors**
- List by their last names and initials. Use the ampersand (&) instead of "and."
  - Author, A.A. & Author, B.B. (Year of Publication). *Title of work.* Location: Publisher.
- **Three to Seven Authors**
- List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.
  - Author, A.A., Author, B.B. & Author, C.C. (Year of Publication). *Title of work.* Location: Publisher

BASIC FORM FOR REFERENCE LIST CITATIONS-ONLINE

- APA style dictates that authors are named **last name followed by initials**; **publication year** goes between **parentheses**, followed by a **period**. The title of the article is in sentence-case, meaning **only the first word and proper nouns in the title are capitalized**, followed by a **period**. You should include the date that **you found** the information, followed by the URL of the website from which you are retrieving the article.

  - Author, A. (date). Title of document. Retrieved October 9, 2013, from http://xxxxxxxxx

SOURCES OTHER THAN BOOKS AND WEBSITES

- Each type of source (online periodical, part of a website, etc.) has a specific format.
  - You **must** follow the guidelines APA Style
  - The OWL Purdue website outlines *everything* for you.
  - Apastyle.org is another great resource

IN-TEXT CITATIONS

- When using APA format, follow the author-date method of in-text citation. This means that the author's **last name** and the **year of publication** for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

DIRECT QUOTES

- If you are **directly quoting** from a work, you will need to include the **author, year of publication,** and the **page number** for the reference (preceded by "**p**."). Introduce the quotation with a **signal phrase** that includes the author's last name followed by the date of publication in parentheses.

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

- If the **author is not named** in a signal phrase, place the **author's last name, the year of publication**, and the **page number** (if the source is printed) in parentheses after the quotation.

  - Ex: She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.