**IN-TEXT CITATIONS**
Always include an in-text citation after the quoted material, so your Instructor knows which source belongs with a quote.

**Format:** “Last name, year published, page*”.
* If there are no page numbers use paragraph numbers if applicable. Example: (Jones, 2012, para. 4)

**AUTHOR NAMED IN PARENTHESES**
She stated, “Students often had difficulty using APA style” (Jones, 2012, p. 6), but she did not offer an explanation as to why.

**AUTHOR NAMED IN A SIGNAL PHRASE**
Jones (2012) stated, “Students often had difficulty using APA style” (p. 6).

**AUTHOR UNKNOWN**
Mention the work’s title or give the first word or two of the title in the parenthetical citation. (“Television,” 2002).

**ORGANIZATION AS AUTHOR**
Name the organization in the signal phrase or in the parenthetical citation the first time you cite the source. (Henry J. Kaiser Family Foundation, 2004, p. 1).

**LONG QUOTES**
Quotations longer than 40 words need to be set apart from the rest of the text and do not get quotation marks. The quote should be in a new paragraph and indented. (Hit the “Tab” once). Double spacing still applies. When the quote is complete, put the in-text citation after the long quote as you would any other quote. If you start a new paragraph, use regular margins.

**PAPER FORMAT**
Unless your instructor gives you other instructions, set up your paper with the following guidelines:
- Double-spaced on standard paper. Under the paragraph section in the Home tab in Word. Click on Select 2.0.
- 1 inch margins on all sides
- 12pt. Font
- APA style requires past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (2012) found... or Jones (2012) has found...

**WANT TO LEARN MORE ABOUT CITING?**
All examples shown and other examples for APA citation, 6th edition, can be found in the official Publication Manual of the American Psychological Association available on the library website gotoltc.edu/library.

Don’t forget: LTC Databases cite sources for you! Majority of LTC’s databases create an APA citation.

Look for the “Cite” button.

Access the databases by typing this URL in your web browser: gotoltc.edu/library

**TO ACCESS DATABASES OFF-CAMPUS**
USERNAME: Student ID#
PASSWORD: Campus Computer password

The APA Style: 2010 Update is on the library webpage: http://www.gotoltc.edu/community/on-our-campus/library/research-help/ > Citing Sources
This document also has a helpful sample paper and Reference page example (PDF pages 40 - 50).

**EXTERNAL RESOURCES**
The Purdue OWL: Online Writing Lab is an excellent resource for more specific and technical APA questions and guidelines. http://owl.english.purdue.edu/owl/resource/560/01/

LAKESHORE TECHNICAL COLLEGE
gotoltc.edu • 1.888.GO TO LTC
1290 North Avenue • Cleveland WI
HLC Accredited hlcommission.org

Updated July 2017
CITING A WEBSITE
Basic Format:

Example:

CITING A WEBSITE WITH NO AUTHOR
Basic Format:
Title of webpage page. (Date). Retrieved from http://web.address

Example:

CITING A WEBSITE WITH NO DATE
Basic Format:

Example:

CITING A SOURCE WITHIN A SOURCE
Scenario:
You read a 2013 article by Linhares and Brum that cites an earlier article, by Frederick. You want to cite part of Frederick's article, but you haven’t read Frederick's article itself.

Example Reference entry:

Your Reference list will contain the article you read, by Linhares and Brum. Your Reference list will NOT contain a citation for Frederick's article.

In-Text Citation:
Frederick's study (as cited in Linhares & Brum, 2013) found that...

Your in-text citation gives credit to Frederick and shows the source in which you found Frederick's ideas.

CITING A MOTION PICTURE
Basic Format:
Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

Example: