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 [icon] 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 [icon]

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/

Library

APA CITATION
QUICK GUIDE

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REFERENCE PAGE

This is a separate page at the end of your paper.

- Each citation in the paper must be listed on the Reference page and likewise, each listing on this page must be quoted or paraphrased in the paper.
- Alphabetize the list by last name(s) of the author (or editor); if a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.
- Title of this page should be centered and labeled References without bolding or underlining.
- All text is double-spaced, just like the rest of the paper.
- Each separate citation should be hanging. To do so, highlight the entire citation, right-click on the highlighted text, click paragraph, under *special*, choose *hanging*.

CITING A BOOK

Basic format:
Author, A. A. (Year of publication). Title of work with first letter only capitalized: Subtitle with only first letter capitalized. Location: Publisher.

Example:
Houghton, P. M. & Houghton, T. J. (2015). APA: The easy way. Flint, Mich.: Baker College.

CITING A MAGAZINE / JOURNAL

Basic Format:
Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of periodical*, volume#(issue#), pages.

Example:
Eksi, G. (2012). Peer review versus teacher feedback in process writing: How effective?. *International Journal of Applied Educational Studies*, *13*(1), 33-48.

CITING A WEBSITE

Basic Format:
Author, A. A., & Author B. B. (Date of publication). Title of document or page. Retrieved from http:\\web.address

Example:
Angeli, E.A., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A.I. (2016). Retrieved from http://someaddress.com/full/url

CITING A WEBSITE WITH NO AUTHOR

Basic Format:
Title of webpage page. (Date). Retrieved from http:\\web.address

Example:
What causes Alzheimer's disease? (2014). Retrieved from http://memorystudy.org/alzheimers_causes.htm

CITING A WEBSITE WITH NO DATE

Basic Format:
Author, A. (n.d). Title of webpage page. Retrieved from http:\\web.address

Example:
Archer, D. (n.d). Exploring nonverbal communication Retrieved from http://nonverbal.ucsc.edu

CITING AN INTERVIEW OR E-MAIL

APA does not require you cite personal communications (interviews you've conducted, e-mail messages, etc.) in your reference list. Instead, give an in-text citation only.

Basic Format of In-Text Citation:
(B.Grossman, personal communication, June 15, 2017).

Another example of In-Text Citation:
B. Grossman also claimed that many of his students had difficulties with APA style (personal communication, June 15, 2017).

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:
Linhares, A., & Brum, P. (2013). Understanding our understanding of strategic scenarios: What role do chunks play? *Cognitive Science*, *31*(6), 989-1007.
http://dx.doi.org/doi:10.1080/03640210701703725

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:
Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.