

## APA Guide for Crediting Sources

This handout refers to the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> ed.

### In-Text Citations:

An in-text (parenthetical) citation is found in parentheses throughout a paper every time writers use information that they did not already know and had to research. This applies to direct quotes as well as information that has been summarized or paraphrased. Direct quotations must provide a page number at the end of the sentence, while paraphrasing does not require page numbers. Using in-text citations gives readers useful information and helps them easily locate the full reference for the information on the Reference page.

#### Works with One Author

When the author's name is provided at the beginning of a sentence, it does not need to reappear in the parentheses. The year of publication is the only requirement inside the parentheses. Example of in-text citation:

Smith (2003) called for an "across-the-board tax increase" (p. 4).

If the author's name is not included within a sentence, it must appear in the citation. Here is an example:

An "across-the-board tax increase" was called for (Smith, 2003, p. 4).

Notice that a comma separates the author's last name, the year, and the page number. The period always goes after the citation. Either of these methods is correct and can be used in a paper.

**Reference List:** All sources used in a paper must be listed in alphabetical order on the last page of the paper. Do not alphabetize multiple authors of a single source; list as given.

#### Works with Two Authors

When information used in a paper comes from a source with two authors, always cite each name every time that source is cited in the paper. For example:

According to Locke and Jones (2016), the tax increase is due. Locke and Jones are optimistic.

If the authors' names are not used in the sentence, both names must be in each in-text citation:

They cite slow revenue from sales for several quarters (Locke and Jones, 2016).

**Reference List:** Give the last name of the first author, followed by a comma, the first name initials only, followed by a comma, and the second name in reverse order. Ex: Jones, N. and Wilke, B. R. (2009).

#### Works with Three to Five Authors

If the work has three to five authors, cite all authors the first time the reference is used. After that, include only the last name of the first author listed, followed by the words et al. (period included) within the paragraph.

Howe, Best, Dahlgren, and Graham (2017) claim the "need for tax reform" (p. 87). Their stand directly conflicts with the city council's recommendation. To strengthen their claim, Howe et al. provide a study of comparable cities to illustrate.

Each new paragraph requires the author or authors' names and year to be repeated for the first use, but the year can be omitted for the rest of the citations within that paragraph.

To avoid confusion when using research from two different authors named Howe, use the authors' initials in the sentence. Ex: J. Howe (2016) and M. R. Howe (2017) wrote several studies on this issue.

If using two sources by an author named Howe, use part of the title like this: (Howe, "Tax Laws," 2017). Remember that titles, such as articles that are a part of a larger work, are placed in quotation marks while the title of whole work is italicized. Ex: The article "Tax Laws" is included in M. R. Howe's *Basic Tax Guide*.

If quoting two separate works from multiple authors, they can be cited by the last names in order until they are no longer identical. Examples: (Howe, Best, Dahlgren, et al., 2017) and (Howe, Best, Williams, et al., 2015)

### Reference List:

Include all names of three to five authors in reverse order on the Reference list.

Ex: Jones, N. S., Wilke, B. R., Smythe, R. P., Abernathy, M. and Dockert, C. J. (2009).

#### Works with Six or More Authors

Always cite only the first author's last name followed by et al. in the text.

#### **Reference List:**

List only the first six authors by name, followed by three ellipses and the last name.

Ex: Jones, N. S., Wilke, B. R., Sunh, R. P., Albee, M., Dockert, C. J., Halper, T. V. . . . Anson, G. T. (2009).

#### Works with Corporate or Group Authors

When a group serves as the author, the name of the group should be spelled out the first time it is referenced in a paper. When applicable, abbreviations may be used when the group is mentioned after the first reference. When using an abbreviation, include the abbreviation in parentheses after it has been spelled out the first time:

Trinity College (TC, 2017) will be offering a class on nutrition this fall. TC will open registration for this class on Monday.

You can also cite using this method: A class on nutrition will be offered this fall (Trinity College [TC], 2017).

#### **Reference List:**

If the author and the publisher are the same, use the institute or organization as the author, and simply use the word Author as the publisher. Ex: Trinity College (2017). New class list. *Student Handbook*, Author, 18-20.

Always use the full name on the reference page.

#### Works with No Authors or Anonymous Authors

If a work has no author, use the first two or three words of the source's title and the year:

Dogs entered into national level shows must have all documentation paperwork up-to-date by Wednesday. ("Wikihow: National Competition," 2017).

Keep in mind that shorter works should be in quotation marks. Longer works should be italicized.

If the author is listed as anonymous, use that as the author's name in the parentheses:

"Social media is contagious" (Anonymous, 2004, p. 23).

#### **Reference List:**

Only list as *anonymous* any source that states that designation for the author. Alphabetize Anonymous as any other author name. Ex: Anonymous (2004).

#### Two or More Separate Works by Different Authors

When citing several different sources from several different people within the same sentence, list them in alphabetical order by the first author's last name. After listing all the names from the first source, add a semicolon before listing the names for the second source:

Several grants awarded to researchers to study the long range effects of global warming have been thoroughly documented (Decker & Knowles, 2017; Sullivan, 2009).

**Reference List:** list both names separately and alphabetically in the reference list. If multiple authors are given, use the guidelines given above for each entry.