APA Citation Style

A PowerPoint Guide by Clay Chiarelott, Coordinator of the Writing Center at Mercy College of Ohio

Why Cite

- To give credit to the source and author of information.
- To avoid plagiarism.
  - "The key element of this principle is that authors do not present the work of another as if it were their own work" (APA, 2010, p. 16).
  - Click Here for more about how to avoid plagiarism.
- To add credibility to your research.
- To provide sources for the reader to trace if he/she is interested in reading more about the topic or double-checking your research.

How to Cite

- Sources are cited at least twice in every document:
  1. In-Text: The source is first cited in abbreviated form (author-date format) in the sentence or sentences that use information from the source
  2. References: The source is fully cited at the end of the paper with all the necessary information in the correct order (who, when, what, where).
- **Reciprocity**: "Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text" (APA, 2010, p. 174).

Direct vs. Indirect In-Text Citations

- In-text citations are required any time you use information from a source, including both indirect and direct citations.

  ◦ **Indirect citations (paraphrases):** Require the author's or authors' name(s) and the year. Paraphrases must be in your own words, although the information/meaning stays the same. DO NOT simply find synonyms for a few words.

  ◦ **Direct citations (quotes)**: Require the author's or authors' name(s), the year, *and* the page number. Also, quotation marks indicate these are exact words—any changes within quotation marks is misquoting and is a form of academic dishonesty.

In-text Citations

- APA is sometimes called *Author-Date* format because those are the two most important pieces of information and the way the sources are cited in text.
- **Narrative format**: the author(s) name is part of the narrative of the sentence, and appears somewhere in the middle of the sentence.
  - e.g. Chiarelott (2012) stated narrative format is when the name(s) of the author(s) are included as part of the sentence.
- **Parenthetical format**: the author(s) and date come at the very end of the sentence in parentheses and are not part of the narrative of the sentence.
  - e.g. Parenthetical format is not part of the narrative of the sentence (Chiarelott, 2012).

Basic In-Text Citation Styles

Type of citation	Narrative, 1st citation	Narrative, subsequent citations	Parenthetical, 1st citation	Parenthetical, subsequent citations
One author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
Two authors	Walker and Allen (2007)	Walker and Allen (2007)	(Walker & Allen, 2007)	(Walker & Allen, 2007)
Three to five authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
Six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (with abbreviations)	American Psychological Association (APA, 2010)	APA (2010)	(American Psychological Association [APA], 2010)	(APA, 2010)
Groups (no abbreviations)	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Adapted from APA, 2010, p.

Reference Page

- Format: Who. (When). What. Where.
  - <u>Who</u>: The author.
  - <u>When</u>: The date.
  - <u>What</u>: The title(s).
  - <u>Where</u>: Publication location.
- All sources follow this general format in this order.
- Reference entries are formatted with <u>hanging indents</u>.
- References are listed in alphabetical order.

Who

- This addresses the question of who the authority is, i.e. who authored the text.

  ◦ The author can be a person, multiple people, or a group entity (e.g. corporation, governmental department, etc.).

- The authors of the text are listed in the same order as they are on the source, last name first, followed by first and middle initials.

- Each author is separated by commas with the ampersand (&) sign before the final author's name.

- For a group entity as an author, write the full name of the entity followed by the abbreviation in parentheses if there is one.

- No titles (e.g. Dr.) or degrees (e.g. BSN) included.

(When)

- This is the date the source was published.
- The year is the most important piece of information about the date and is listed first.
  - If there is a month and day of publication, include those after the year
  - e.g. (2012) or (2012, November) or (2012, November 12)
- If there is no date listed, use the abbreviation (n.d.) in place of the year.

What

- "What" refers to the titles of the source.
- The titles are listed in order of the specific source first (e.g. article or chapter title) followed by the title of the larger source in which the specific chapter or article is found (e.g. the book or journal title).
  - **Article or chapter titles**: No quotation marks, no italics, sentence case capitalization (Capitalize only the first word of the title, subtitle, and proper nouns while the rest of the title is lowercase)
  - **Book, dissertation, presentation, and report titles**: Italics and sentence case.
  - **Journal titles**: Italics and title case (all words except prepositions capitalized)
- As a rule of thumb, the title of the "whole" is in italics while the title of the "part" is not in italics.
- If the source is a certain edition, place the edition number and the abbreviation ed. in parentheses after the title but before the period See the reference slide for an example

Where

- The "where" of the source depends on the type of source, but basically represents where exactly the source is published.
- Journals
  - Print: volume(issue), pages.
  - Electronic: volume(issue), pages. URL or DOI address.

  What is this?

- Books
  - Print: City, ST: Publisher.
  - Electronic: add DOI or URL address after Publisher.
  - Note: If the Publisher and the Author are the same, put the actual name as the author and instead of writing it again as the publisher, simply write the word "Author" as the publisher.
- Websites
  - Retrieved from URL address.

Unique cases

- **No author**: If there is no author of a source, the title of the article takes its place.
  - References: Article title. (2012). ...rest of citation....
  - In-text: ("Article title," 2012)
  - Caution: Having no author suggests a source lacks *authority*, so it is probably not a very good source.
- **No date**: use the abbreviation (n.d.) in place of the year.
- **Atypical source**: If the source is not found in the APA manual, try to fit it into the "Who. (When). What. Where" format and give a generic descriptor of the type of source in brackets following the title of the source.
  - Chiarelott, C. J. (2012). *APA citation style* [Electronic presentation slides]. Retrieved from http://www.mercycollege.edu.
  - Other examples: [Brochure], [Computer software], [Demographic map], [CD], [DVD], [Letter to the editor], etc.
- **Legal Cases**: Follow Bluebook citation.

Additional Questions?

- Contact the Mercy College Writing Center Coordinator, Clay Chiarelott:
  - Phone: 419-251-1479
  - Email: Clayton.chiarelott@mercycollege.edu
- Mercy College APA Sources:
  - APA Guidelines
  - Sample Paper in APA Style
- External Resources:
  - APA Style Blog
  - Purdue Online Writing Lab (OWL)

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.