

APA Citation Cheat-Sheet

Information from:

American Psychological Association. (2005). *Publication manual of the American Psychological Association*. Washington, DC: American Psychological Association.

What You Will Need

Here is a table of what you will need for every source consulted:

Books	Articles	Electronic Resources
Author(s) or Editor(s)	Author(s)	Same information as for Articles, plus Web Site Address (URL)
Title Publication Date	Title of Article Title of Journal / Magazine / Newspaper	
City of Publication Publisher	Volume & Issue Number Publication Date	Name of Database Name of Database Publisher
	Page Numbers	Date of Access

Write down this information for each source as you take notes during your research. This will help immensely when you are ready to write the paper.

In-Text Citation Format

When you are including a citation in the **body** of your paper, use the following format. Do **not** use this format for the citation list at the end of your paper.

- **Short Quotations** – Include the Author's last name, the year of publication, and the page number you are quoting from. Introduce the quotation with a phrase like “According to...” or “Smith says that...” and follow it with the year of publication in parentheses. Include the page number in parentheses after the quote.
- **Long Quotations** – For quotes longer than 40 words, start the quote on a new line and indent five spaces from the left margin for the duration of the quote. For this kind of quotation, you do not need quote marks as the indention serves as indication that this is a quote. Include the page number in parentheses after the quote.
- **Summaries and Paraphrases** – Introduce the paraphrase with “According to...” or “Smith says that...”. It is not necessary to include a page number, though you still can if you want to.

Examples:

According to Baker (2008), plagiarism “could result in a lower or failing grade and even in your expulsion from university.” (p. 3)

In his 2008 presentation, Baker states:

In essence, when you quote or paraphrase from somebody else's work without citing it, you are plagiarizing their work. Plagiarism is a serious matter, and could result in a lower or failing grade and even in your expulsion from university. Just rewording your work isn't enough to avoid plagiarism. Since you are still borrowing information heavily from another writer, you still need to include a citation. (p. 3)

Plagiarism could get you kicked out of school or make you fail your class. (Baker, 2008)

The Reference List

Formatting - Remember that your reference list, like your paper, should be double-spaced. Your references should use a hanging indent: That is, every line but the first in each reference should be indented. Sort your entries alphabetically by the authors' or editors' last names.

General Forms	Examples
BOOK	
Author, A. A. (1994). <i>Title of work</i> . Location: Publisher.	Dickson, D. N. (1984). <i>Business and its public</i> . New York: Wiley.
JOURNAL ARTICLE	
Author, A. A., Author, B. B. (1994). Title of article. <i>Title of Periodical</i> , #, ##-##.	Kent, M. L. (2008). Critical analysis of blogging in public relations.
BOOK CHAPTER OR ESSAY IN A COLLECTION	
Author, A. A. (1994). Title of chapter. In A. Editor, B. Editor (Eds.), <i>Title of book</i> (pp. ##-##) Location: Publisher.	Molleda, J., Zoch, L. (2006). Media Relations. In Botan, C. H., & Hazleton, V. (Eds.), <i>Public relations theory II</i> . (pp. 279-311)Mahwah, N.J.: Lawrence Erlbaum Associates.
ONLINE ARTICLE (FROM A DATABASE)	
Author, A. A., Author, B. B. (1994). Title of article. <i>Title of Periodical</i> , #, ##-##. Retrieved month day, year, from source.	Taylor, M., Perry, D.C. (2005). Diffusion of traditional and new media tactics in crisis communication. <i>Public Relations Review</i> , 31(2), 209-217. Retrieved 09-16-2008 from Elsevier Science Direct Database.
ONLINE DOCUMENT (E.G. WEBSITE)	
Author, A. A. (2000) <i>Title of work</i> . Retrieved month day, year, from source.	American Psychological Association. (2008) <i>ADHD: delay or deviation?</i> Retrieved 09-16-2008 from http://www.apa.org/monitor/feb08/adhd.html

APA Style Resources

- <http://owl.english.purdue.edu/owl/resource/560/01/> - APA Style Guide at the Purdue OWL
- <http://library.csudh.edu/info/guides/citesrc.shtml> – Citing Sources Guide at the CSUDH Library
- <http://www.apastyle.org/> - apastyle.org is the APA's official website for APA style
- <http://www.wisc.edu/writing/Handbook/DocAPA.html> – APA style guide at U. of Wisconsin