Research builds on existing information. When you use others’ work, you cite to show where it came from. In other words, give credit to the original authors of the information and let your readers know how to find the sources for themselves.

Note that this guide covers basic APA format. Some situations are not shown, and can be found in the Publication Manual of the American Psychological Association, 6th edition, apastyle.org, or on Purdue OWL’s APA page: bit.ly/1hsWXr6. Also, your teacher may have specific requirements for your assignment that you should follow (check the assignment description and/or course syllabus).

There are three main parts to APA citation:

1. **Using Others’ Work** When you use information that you got from someone else, it is important to avoid plagiarism—presenting someone else’s ideas as your own. There are two ways that you can include other people’s ideas and words in your paper without plagiarizing: quotation and paraphrasing.

2. **Citing in Text** When you include information from other sources in your paper, to show where it came from, you will insert a shortened citation immediately after the information you have quoted or paraphrased.

3. **Creating a References Page** An alphabetical list of the works that you cited in the body of your paper. The list should include all of the sources cited in the text of the paper and only those cited in the paper.

### Using Others’ Work

#### Quotation

You can use someone else’s exact words in your paper as long as you indicate that you’re quoting and give credit to the author. If the quoted text is 40 words or less, put it in quotation marks. If the quoted text is more than 40 words, put it in a separate paragraph (without quotation marks) and indent it by one half inch. Either way, you should introduce the quotation and indicate how the information relates to your paper. With quotes, you must also include the page number.

**Short Quotations (Up to 40 words)**

A large portion of the internet cannot be accessed through Google. In fact, no search engine “comes even close to indexing all the pages on the web” (Lucas, 2001, p. 28).

**Long Quotations (More than 40 words)**

One critic adeptly summarized the mainstreaming of the punk genre:

> For punk rock, the 1990s were a watershed and a nightmare. The mainstream commercial success in that decade of bands like Green Day, Rancid, and Blink 182 was unprecedented for a genre that survived the Reagan-Bush era on $3 concerts, indie labels, and the relatively limited broadcast range of college radio. (Matuala, 2007, p. 19)

This commercialization was simultaneously the rise and fall of punk.

### Paraphrasing

You can include someone else’s ideas in your paper by putting those ideas into your own words. This is called paraphrasing. Here are a few things to remember when paraphrasing:

- Restate the information using your own words and your own sentences.
  Never use the same sentence structure as the original author.

- Always cite the source of the paraphrased information with an in-text citation and list the source on your References page.

#### Original Text:

“The Internet meme is a vehicle for mass entertainment and social bonding, but its relation to humor is unequivocal” (Dynel, 2016, p. 663).

#### Paraphrase:

While memes have entertainment value and facilitate social bonds, they also contain an element of humor (Dynel, 2016).

### Citing in Text

The citations that appear in the text of your paper are called “in-text” citations. Since they are enclosed in parentheses, they are sometimes called "parenthetical" citations.

The citation directs the reader to that source’s entry on the References page of your paper. When paraphrasing, you only need to include the Author and Year in your citation. For direct quotes, include the Author, Year, and Page Number(s). For internet sites and other sources without specific page numbers, include the Author and Year. If the author is not given, use the first few words of the title (in quotation marks). If no year is given, you may use n.d. to indicate that a date was not listed.

**Work with listed author**

Grumpy Cat has been featured in a variety of media and merchandising, grossing over $100 million (Biedenharn, 2015).

**Work with listed author (Author Mentioned in Text)**

According to Biedenharn, Grumpy Cat has been featured in a variety of media and merchandising, grossing over $100 million (2015).

**Work with multiple listed authors (5 or fewer)**

The change will enable new collaborative relationships to emerge, so that the criminal justice system stays true to its commitment to honest and fair treatment for everyone (Berg, Csikszenmihalyi, & Nakamura, 2010).

**Work without listed author**

A similar study was done of students learning to format research papers (“Using APA,” 2001).

**Online Source (Does not have page numbers)**

Hinduism and its mythology are a mixture, resulting from centuries of cross-cultural integration (Naylor, 1998).

**Online Source (No listed author; no page numbers)**

In addition to its use for ADD and ADHD treatment, Adderall has been prescribed to treat patients with narcolepsy (“Adderall”).

Creating a References Page

Individual References

Listing your sources allows readers to look them up to learn more. The list at right shows examples.

Authors/Contributors: Start with the author or primary contributor, if known. If multiple authors are listed, leave them in the order in which they are listed on the source (even if it’s not alphabetical).

Date: List the date the source was published. If necessary, use “n.d.” to indicate “no date given.”

Titles/Publication Information: Each entry should include the title(s) of the source and information about its publication. If necessary, use “n.p.” for “no publisher given.”

Access Information: For online sources, you must include retrieval information. For websites, this is the page URL. For online journal articles, you will list the DOI, if one is assigned, as doi:xxxx, and if no DOI is assigned, you will list the URL of the journal’s homepage (you may need to do a web search to find it). Don’t add a period after any URL. Neither database information nor retrieval date is needed.

Page Setup

To create a References page, start a new page at the end of your paper. At the top of this page, type the word “References” and center it. Below this title, list the sources you referred to, in alphabetical order. Start each source on a new line, using a ½ inch hanging indent if the reference takes up more than one line. (A “hanging indent” means that the first line of the paragraph starts at the left margin, but all other lines are indented.) Also, your list should be double-spaced, but with no extra spaces in between references. Roberts Library has videos showing how to format your References page on YouTube:

- Microsoft Word: bit.ly/2ICrHxg
- Google Docs: bit.ly/2wIEedS

If you have questions, ask a librarian for help.

Book or eBook (APA manual, p. 202-203)


Article, Chapter, or Work in a Reference Book or Edited Collection (APA manual, p. 204)


Reference or Encyclopedia Article (APA manual, p. 203)
Author, A. (Year). Entry title. In A. Editor & B. Editor (Eds.), Title of encyclopedia (Vol. #, pp. #). Place of publication: Publisher.


Magazine Article (APA manual, p. 200)


Newspaper Article (APA manual, p. 200)


Academic Journal Article (APA manual, p. 198-199)


Web Page (APA manual, p. 187-192) (Second example below is for a page with no author)


Online Photograph, Illustration, or Image (not in APA manual, suggested format)


Reports (APA Manual, p. 205-206)
Author, A. (Year). Title (Report #). Location: Publisher.


Motion Picture (APA manual, p. 209)


Video (Documentary/Non-Motion Picture) (APA manual, p. 209)


Online Video (not in APA manual, suggested format)
Author. (Year, Month Day). Title of video [Video file]. Retrieved from http://specificURL