

The Basics

- When using APA format, follow the **author–date** method of in-text citation: (Family name of the author, year).
- Name both authors in the signal phrase or in the parentheses **each time you cite the work**. Use **and** between the authors' names within the text and use **&** in the parentheses.

Example: Katzenbach **and** Smith (1993) discuss ...
(Katzenbach **&** Smith, 1993, pp. 45-46)

- It is recommended to add the page number when paraphrasing and summarizing. When quoting, adding it is a must..
- If there is no date, use n.d. in the in-text citation: (Smith, n.d.)
- If an electronic source lacks pages, use paragraphs to help readers find the information you are citing:
 - if numbered, use the number: (Hall, 2001, para. 5).

- if not numbered, use headings and specify the paragraph under that heading : According to Smith (1997), ... (Mind over Matter section, para. 6).
- All sources that are cited in the text must appear in the **reference list** at the end of the paper.

A work by one author

(Bolles, 2000, p.96)

A work by two authors

(Katzenbach & Smith, 1993, pp. 45-46)

A work by three to five authors

List **all the authors the first time** you cite the source: (Bradley, Beatty, & Perkins, 1974, p.70)

In **following citations**, only **use the first author's last name followed by "et al."** in the signal phrase or in parentheses: (Bradley et al., 1974)
Bradley et al. (1974) confirm

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A work by six or more authors

Use the **first author's name followed by et al.** in the signal phrase or in parentheses: Scully et al. (1974) admit...
(Scully et al., 1974, p. 89)

A work listed by title

Unless **Anonymous is used for the author**, in which case the in-text citation would be, for example, (Anonymous, 1954), cite the source by **its title in the signal phrase** or use **the first word or two in the parentheses**. Titles of books and reports are italicized or underlined (*The Last Two Million Years*, 1974); titles of articles, chapters, and web pages are in quotation marks: ("Using APA," 2001).

Citing indirect sources

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses:
Johnson argued that...(as cited in Smith, 2003, p. 102)

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Organization as an author

Mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source and include the abbreviation, if any, in brackets. Use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

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Two or more works in the same parentheses

Use alphabetical order and use a semicolon between them:
(Berndt, 2002; Harlow, 1983)

Authors with the same last name

Use first initials to prevent confusion:
(E. Johnson, 2011; L. Johnson, 1998)

Two or more works by the same author in the same year

Use lower-case letters (a, b, c) with the year to order the entries in the reference list: (Berndt, 1981a)

Note: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (1998) **found** or Jones (1998) **has found**...

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In-text Citations

APA Guidelines
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