Citing Sources in the American Psychological Association Style

Your Full Name

Rasmussen College

COURSE#: Course Title

Instructor's Name

Assignment Due Date

Title Tip:
Position the title and other title page information in the center of the upper half of the page.

The title should concisely summarize the topic of the paper.

The title should be in both upper and lower case and be centered and **bolded**. A double-spaced blank line appears between the title and your name, institutional affiliation (Rasmussen College), the course number and course title, your professor's name, and the assignment due date.

Paper Formatting Tips:
All parts of the paper should:
- have 1-inch margins
- be double-spaced
- use only normal double spacing after paragraphs (no extra spaces)
- Choose one of the following fonts:
  Times New Roman, 12 pt.
  Calibri, 11 pt.
  Arial, 11 pt.
  Lucida Sans Unicode, 10 pt.
  Georgia, 11 pt.
  *Computer Modern, 10 pt.

  *Not available in Word

Abstract
Sometimes APA papers begin with an abstract that summarizes the paper in 150 to 250 words. If an abstract is required, place it on page two and begin the paper on page three.

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A basic paper consists of an introduction, body, and conclusion. The introductory paragraph introduces the topic, typically summarizes the main points, and ends with a thesis statement. A thesis statement clearly identifies the topic being discussed, includes the points discussed in the paper, and is written for a specific audience. The body of the paper should address each of the main points and include personal insights or conclusions. Each of the points should be supported by facts, statistics, or examples. When using outside information, include both an in-text citation and a matching entry in the references list that gives credit to the original author(s) of the idea. Information from outside sources can be integrated into the paper using paraphrases, summaries, or direct quotes. This paper explains in detail the many types of in-text citations and the importance of creating them using correct APA formatting.

Types of In-Text Citations for Paraphrases and Summaries

In-text citations are shortened versions of the information in the references section and are designed to be minimally disruptive to the flow of the paper. That is why in-text citations typically include only the last name(s) of the author(s) and the year of publication. In-text citations are used when paraphrasing, summarizing, or otherwise putting information found during research into your own words. The first two in-text citations in this paper are examples of how to utilize in-text citations when paraphrasing or summarizing. The first citation appears at the end of the next sentence. To create a citation of this type, place last name(s) of the author(s), a comma, and the year of publication at the end of the sentence (Mitchell, 2009). Notice the comma and space after the author's last name and notice that the period for the sentence is after the final parenthesis.

The second citation in this paper includes the author's name as part of the sentence, which helps to vary writing style. Notice that when this happens, only the year of publication is placed in parentheses. According to Robins (2009), once a citation like this is included, subsequent citations may

use just the author without the date when the author is part of the sentence. Robins notes to be sure the reader will not be confused with another author cited elsewhere in the paper. Remember, if the author's name is in parentheses, it must always include the date.

Types of In-Text Citations for Direct Quotes

A second situation when an in-text citation is needed is when the exact words from a source, known as a direct quote, are used. Direct quotes need to be enclosed in quotation marks. The next sentence contains a direct quote. APA requires that direct quotations are "indicated by quotation marks around the copied words" (Miller et al., 2017, p. 27). Notice that this type of citation is different than the in-text citations for paraphrases and summaries. It includes the page number where the quotation can be located. A quotation from a web page should include the paragraph number if there are no page numbers. APA uses the abbreviation *p.* for page and *para.* for paragraph, and there is a space between the *p.* or *para.* and the actual page or paragraph number.

In-text citation for a quote includes author, date, and the page number.

In-Text Citations for Sources with Multiple and Group Authors

In-text citations created for a resource with two authors include both authors' names separated with the ampersand sign (&), not the word *and*. Here is an example of how an end-of-sentence or parenthetical citation will look for a paraphrase from a source with two authors: (Kirszner & Mandel, 2016). It is important to remember that when authors are cited as part of a sentence, rather than in parentheses, they should be connected with the word *and*, not *&*. This type of in-text citation, a narrative in-text citation, will look like the following: Kirszner and Mandel (2016) note that "proper documentation of appropriate sources lends . . . credibility to you as a writer and enhances your argument" (p. 197).

This is an example of a **narrative** in-text citation. Notice that authors' names are part of the sentence and the word "and" is spelled out. The year of publication appears in parentheses following the authors' names.

The in-text citation for resources that have three or more authors includes the first author's name followed by the abbreviation *et al.* and the year of publication (Bowers-Abbott, 2019). For

example, the in-text citation for a book by Tusting, McCulloch, Bhatt, Hamilton, and Barton would be:

(Tusting et al., 2019).

In-text citations for sources with three or more authors includes the first author's last name followed by the words et al. (note the period) comma and date of publication.

Some resources have a group author. The in-text citation for a group author follows the same

author-date pattern. An in-text citation for a group author looks like this: (Cleveland Clinic, 2018).

In-Text Citations for Online Sources

Locating information for a paper may involve the use of the internet. Information can come

from a web page or it can come from an online source such as a library database. The in-text citation

for a web page will include the author and the date of publication. If there is no author, carefully check

the quality of the information to ensure it is good enough to use in an academic paper. If the

information is used, the in-text citation will begin with the title (the information that comes first in the

reference when there is no author) and will end with the date of publication (use *n.d.* if there is no

In-text citation for a web page with no author.

publication date available). Websites with no authors and long titles should be cited with the first few

words of their title within quotation marks ("Using Primary Sources," n.d.). Finally, note that the URL is

not used as part of the in-text citation.

If a direct quote from a web page is used, identify the paragraph number where the quote can

be found. The next sentence includes an example of this type of in-text citation for a web article.

Because online materials can potentially change URLs, APA states that "when a work has a DOI, the DOI

should always be used instead of the URL" (McAdoo, 2019, para. 3).

In-text citation for a quote from a website with one author. Citation includes paragraph number because it is a direct quote and the source does not have page numbers.

Special Situations and Exceptions to the Rules

If level two sub-headings are used, there must be at least two. They must also be left-aligned and bolded.

Indirect Quotes

When quoting a quote that someone else used, known as an indirect quote, the in-text citation

should refer to the source actually in hand. Do not include an in-text citation for the item that the

source used. In addition, be sure to acknowledge that the source quoted someone else. For example,

imagine having an article written by an author named John Klein. In the article, Klein quoted from

another source; for example, *The Chicago Manual of Style* (*CMS*). It is fine to use the quote from *CMS* without having the *CMS* ebook. Just quote Klein and the *CMS* in the following way: According to Klein (2011), APA's *Publication Manual* does not cover all issues. Specifically, APA's *Publication Manual* does not cover the spacing between single and double quotation marks. In cases such as these, Klein says to "follow *The Chicago Manual of Style*, which states 'no space need be added between the two except as a typographical nicety'" (Klein, 2011, p. 1). Notice that Klein's words are in double quotation marks and the words from *CMS* are in single quotation marks. Only Klein is in the references list at the end of the paper. *The Chicago Manual of Style* is not.

Block Quotes

Block quotes are used for any direct quotes that are 40 words or more. If such a long quotation is being used, introduce it and block indent the whole quotation. Block quotations do not have quotation marks surrounding them because the block indent tells the reader it is a quotation. An example of a block quote follows:

> If a quotation contains 40 words or more, treat it as a block quotation. Do not use quotation marks to enclose a block quotation. Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin…Double-space the entire block quotation; do not add extra space before or after it. Either (a) cite the source in parentheses after the quotation's final punctuation or (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the final punctuation. (American Psychological Association [APA], 2020, p.272)

Block quotes should be used sparingly. Do not use them as space fillers!

Personal Communications

Personal communications include information that is not retrievable, such as phone conversations, interviews, email, memos, and personal letters. Personal communications do not have a

corresponding entry in the references section. An example of a personal communication in-text citation might look like this: According to J. Harrington (personal communication, March 13, 2020), interviews included in papers need to be relevant.

Finally, the paper will normally end with a references list. The references list starts after the conclusion but on its own page. In it, provide complete information about each item that was cited in-text so readers can find it for their own use. Have at least one in-text citation in the paper for each item in the references section. If there is not a matching in-text citation in the text of the paper, make sure to either include one or remove the resource from the references list completely. Finally, each in-text citation must have a matching reference listing, except for personal communications; personal communications are referred to only within the text of the paper.

References Section Tips:
Note these features of the references section:
- The references list always begins on its own page at the end of the paper.
- The references list begins with the word References, which is centered and **bolded** at the top of the page.
- All sources are listed alphabetically by the first word in the reference entry (usually the author's last name).
- Hanging indents should be used so that the second and subsequent lines of the reference (if present) are indented.
- DOIs for journal articles should be used if they exist. You might find DOIs for articles listed in the database you found them in, on the articles themselves, or via the use of http://www.CrossRef.org. For more information, please see this FAQ: https://rasmussen.libanswers.com/faq/32489

All APA references are put together in the same way with the same information and in the same order:
- **Author**: Who created it? (author, artist, director, organization, etc.)
  - Note: Sometimes there is no author; in this case, the title goes in the author's place
- **Date**: When was it created/published? (publication or creation **date**)
- **Title**: What is it called?
- **Source information**: How can a reader access the source material?
  - Name of publishing company for books
  - Periodical title, volume, issue, and page numbers for journals
  - Periodical title, volume, issue, page numbers, and DOI for online journals (If no DOI, use library database permalink)
  - Periodical title, date, and page numbers for newspapers and magazines
  - Periodical title, date, page numbers, and DOI for online newspapers and magazines
  - Website name and URL or web address for web pages

After having a basic understanding of how reference items are put together, use the Rasmussen College Library's subscription to **NoodleTools** software or **APA Academic Writer** to prepare, format, export, and/or print the references section

Note: Microsoft Word 2019 reference formatting feature does NOT create correct APA 7th edition references.

For more information, see:
- APA 7th Edition Guide: https://guides.rasmussen.edu/apa
- APA Academic Writer: https://guides.rasmussen.edu/apawriter
- NoodleTools Guide: https://guides.rasmussen.edu/noodletools

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Provide surname and initials for up to 20 authors. If more than 20 authors, list the first 19, include an ellipses (…), and add last author.