How to Cite using APA

This guide provides examples of the APA style as found in the Publication Manual of the American Psychological Association, 5th edition. (REF Closed BF76.7.P83 2001)

For additional assistance, please consult with a Reference Librarian.

Works Cited Listing

The APA style is an alphabetic listing of sources used in your term paper or report. Each entry includes the following: author, year of publication, title, and publishing data. Each entry must be double-spaced and have a hanging indent.

Books

Book documentation may contain some or all of the following elements: Author(s) or Editor(s), Date of publication, Chapter Title, Book title (Italicized), Page Numbers, and Publication Information.

Single Author

Two to Six Authors
Invert all authors’ last names and initials. Complete the entry as for any other book or journal.

Seven or more authors
If a book contains seven or more authors, list the first six (6) authors’ as indicated in the example above for two to six authors and abbreviate the remaining authors as et al.

Editor

Society, Institution, or Association as author

Book Chapter
Government Documents

ERIC Documents

Articles
Article documentation may contain any or all of the following elements: Author(s), Date of Publication, Article Title, Periodical Title, and Publication Information.

Scholarly Journal

Magazine article

Articles in Weekly Publications

Daily Newspaper Article, No Author

Internet/Electronic Texts
When documenting internet/electronic resources, as a minimum you should provide a document title or description, a date (either the date of publication or the date of retrieval), and an address (URL). If possible, document the author. It is extremely important that the URL is correct. If it is not readers will not be able to locate the source, thus reducing the credibility of your paper.

Article in an Internet-Only Journal

Online Database

Internet Sources - No Date

Electronic Book (E-Book)
Daily Newspaper Article Retrieved on the Internet


In-text Parenthetical Citations

Parenthetical references are used in place of footnotes and endnotes. They direct the reader to a specific page in a book, journal, magazine, or other source. They provide the exact source of a quote without breaking the chain of thought in your paper. They increase the validity of your work, by informing the reader of sources you have drawn upon whether you are paraphrasing or including a direct quote. The APA format keys parenthetical citations to the references which appear at the end of your paper in complete APA format.

Parenthetical Reference Rules

1. When making an in-text reference, a comma must be placed between the author’s name and the date of the publication.

   One marketing study (Smith, 2002) shows the need to focus on users, clients and customers.

2. Do not include the author’s name and date if they are listed in text from which you are quoting.

   In Smith’s 2002 marketing study…

3. References at the end of a sentence go inside the last punctuation mark.

   The marketing model in the digital age focuses on the type of customer (Smith, 2002).

4. When including a direct quotation include the page number as well as the author’s last name and the date of publication.

   Many businessmen have found that “the real value of marketing is to ensure the survival and growth of the company” (Smith, 2002, p. 52).

5. If the quote includes the author’s name, give the year of the publication immediately after the author’s name, even if the page number falls at a different place in the quote.

   Smith (2002) stated that for many businessmen “the real value of marketing is to ensure the survival and growth of the company” (p. 52).

6. The first time you make a parenthetical reference from a work with two to five authors, all the author’s last names must be used.

   Portfolio management (Smith, Jones, & Black, 2002) is recommended as an effective tool in the management of marketing plans.

   If you make reference to the work in another part of your paper, you may put the last name of the first author followed by et al.

   There are many models of portfolio management (Smith et al, 2002).

7. If you quote from a book which is currently in press, do not give the year of the book. Instead use the phrase “in press”.

   “Anything can be marketed: products, services, organizations, people, places, social issues” (Black, in press).

8. If you use multiple works by the same author in the same year, assign letters to distinguish them (a, b, c, and so on) in your reference page and in any parenthetical references.

   The design of marketing plans is now a concern to all businessmen regardless of the department in which they work (Smith, 2002a, p15).
9. If you cite more than one source in the same sentence place them in alphabetical order according to the authors’ last name. Separate the sources with a semi-colon.

A solid marketing plan must therefore include accountants, sales people, product designers, and the advertising department (Black, 2000, p.198; Smith, 2002, p. 26).

10. For electronic sources which do not have a page number, list the paragraph number.

Field trials for cocker spaniels began in the United States in 1924 (American Kennel Club, 1992, para. 5).

11. If you have two different authors with the same last name, you must include the first initial of the author’s first name within the parentheses.

Marketing strategies are used by people from all walks of life from the President to grocery stores to sports stars (A. Green, 2003).

12. If you cite a corporate author, the author’s complete name must be listed in the parenthetical reference. If a simple abbreviation is possible you should include in brackets followed by the corporate name.

“In the 1980s most doctors learned through apprenticeships, and many did not attend medical school” (American Medical Association [AMA], 1993).

If you cite the same corporate author more than once, you may use only the abbreviation in subsequent parenthetical references.

13 Personal letters, telephone calls, and other materials which the reader can not retrieve are not listed in the Reference page, they are cited within the text of the paper.

Joe Smith (telephone call, January10, 2003) confirmed the importance of combining marketing strategies.

Remember parenthetical references take the place of footnotes and/or endnotes. Therefore, all authors cited in the text of your paper must appear in your reference list.

If you have any further questions, please consult a Reference Librarian.