

A.P.A. Format- 5th Ed.

In-Text Citations and the References Page

Updated 5/11

This handout answers some of the most common questions DeVry and CCN Addison students have about using the 5th edition of APA format, originally published in 2001. Please see the separate APA handout if you are using the newer version (6th edition, published in 2009). If you have questions that aren't answered here, please consult the following resources:

- The ASC (Room 221)
- Online at http://owl.english.purdue.edu/handouts/research/r_apaworking.html

I. Overview

APA documentation is a method for correctly acknowledging sources you include in your writing either as paraphrases, summaries, or direct quotations. It also enables you to tell your readers where to find your sources if they want to get more information on your topic themselves. It is not the only correct method for documentation; however, it is the acceptable format for documenting sources when writing in the social sciences, such as psychology and economics. It is also the method used in CCN courses. It is essential that you acknowledge your sources correctly using APA (or another appropriate format) to avoid plagiarism.

APA documentation consists of two parts:

- **In-text parenthetical citations** that follow quoted, paraphrased, or summarized material from sources and identify the source by stating the author's name and the year of publication. If the material is directly quoted, include the page numbers in the citation when available. Headings and/ or paragraph numbers should be used if page numbers are not available. **If you're using an electronic source, the URL should not appear in the text of your paper. The only place it should appear, if at all, is on the References page.**
- **A References page** that contains bibliographic information about each source cited in the paper. The References page is **double-spaced**, and the entries are arranged in **alphabetical order**. The first line of each entry is justified with the left margin, and the second and following lines are indented 5 spaces.

This handout gives you some brief advice about the format of each part of the documentation process.

II. In-Text Citations

In-text citations give the reader brief information about the source. They appear in parentheses in the text of your paper itself. They serve several purposes:

- 1) they make it clear to your readers which material is from sources and which is your own ideas and experience;
- 2) they identify which source the material came from;
- 3) they give enough information for the reader to go back to the References (bibliography) page to find the complete publication and/or access information on the source; and
- 4) they give the reader a clue about whether you quoted (used the author's exact words) or paraphrased/summarized (expressed the author's ideas in your own words and sentence structure) the material.

If You Are Quoting a Source Directly

If you're using the source's exact words, then you need to signal that in three ways:

- 1) An acknowledgement phrase (ex., According to, In a recent article, etc.) in the sentence itself to identify who's speaking;
- 2) Quotation marks at the beginning and end of the author's exact words to indicate these are someone else's words; and
- 3) Parentheses with year of publication, and the page (if it's a printed source or a PDF file) where you found the quote. These usually come after the author's name in the acknowledgement phrase. If it is an electronic source, no page numbers or paragraphs have to be given.

If no author is named, then use the title of the source. If you don't use the author's name in your sentence itself, then include it in the parentheses along with the year. In other words, you do not have to name the author again in the citation if you have already done so in your sentence.

EXAMPLE *The Encyclopedia of Psychology* defines creativity as "the application of past experiences or ideas in novel ways" (*Creativity*, 2003). Moreover, according to Leslie Owen Wilson (2003), who teaches a college course entitled "The Creative Teacher," creativity "is a messy process, ... a series of personal evolutionary steps, trial and error procedures."

If You Are Paraphrasing or Summarizing

If you're using the source's ideas, but explaining them in your own words and sentence structure, then you need to signal that by

- 1) Parentheses with the author's name and the year of publication. If no author is named, then use the title of the source. If you have searched for a publication date but are unable to find one, then put (n.d.). If you use the author's name in your sentence itself, then include only the page/paragraph number in parentheses.

Acknowledgement phrases (According to ...) in the sentence itself are optional.

EXAMPLE Experts say that creativity involves applying old knowledge or experiences to new contexts (*Creativity*, 2003). Moreover, they say people do not always come up with a creative idea right away; sometimes it involves many trials and errors (Wilson, 2003).

What about paraphrasing? Effective paraphrasing is more than simply changing a few words of the original source material. You must paraphrase appropriately to avoid plagiarism. You should always do the following when conducting your research:

- Choose your sources carefully. Make sure they are scholarly and that they will support your paper or project.
- Print and read your source material thoroughly. Take notes in the margins, highlight material you will likely cite, and cross out passages that do not apply to your paper or project. Be sure that you understand the material.
- When you are ready to paraphrase, turn over the source material and write what you understood from memory. In doing this, you are truly putting the source material into your own words and sentence structure—you are paraphrasing.
 - If you are unable to complete the previous step, you may not have understood the source material. Reread the source and try the paraphrasing strategy again. If you are still unable to complete this step, it may be because the source is not appropriate for your paper or project.
- Cite the source material appropriately in the text of your paper and on the References page. Use this packet as a guide, and seek help at the ASC if you need it.

III. The References (Bibliography) Page

The References (bibliography) page gives your readers the complete publication or access information to the sources you cited in your paper. References entries are arranged in alphabetical order according to the author's name, or if no author is named, by the title of the document.

The in-text citations in the preceding examples correspond to the entries in the sample Reference list below. Remember that your page should always be double-spaced.

EXAMPLE

References

Creativity. (2003). Retrieved June 24, 2003, from Jacksonville State University Encyclopedia of Psychology Web site: <http://tip.psychology.org/create.html>

Wilson, L. O. (2003). *On creativity*. Retrieved June 23, 2003, from University of Wisconsin-Stevens Point School of Education Web site: <http://www.uwsp.edu/education/lwilson/creativ/>

The information a reader needs to find and/or access the same information you used depends on the kind of source it is. For example, you access Internet information very differently from the way you get your hands on a book. The first step in completing the bibliography is to determine what kind of source you have. Once you determine that, follow the formula for citing it. The formulas for some common kinds of sources appear in the boxes below. Each formula is followed by an example.

References Page General Forms and Examples

Note: The numbers connected with each source refer to page numbers and items in the *Publications Manual of the American Psychological Association*, 5th ed.

Electronic Sources

Online Document with No Author and No Date [274: 77]

<i>Title of document.</i> (n. d.). Retrieved Month day, year, from URL
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GVU's 8th WWW user survey. (n. d.). Retrieved August 8, 2000, from

http://www.cc.gatech.edu/gvu/user_surveys/survey1997-10/

An Online Document Whose Author and Website Host are the Same [275: 80-81]

Name of Corporate Author, Sponsoring Organization or Institution. (Date of publication). <i>Title of the document.</i> Retrieved Month day, year, from URL
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DeVry, Inc. (2004, January 22). *DeVry University offers tips to students considering online*

education. Retrieved March 15, 2004, from <http://investor.devry.com/ireye/>

[ir_site.zhtml?ticker=DV&script=410&layout=0&item_id=487209](http://investor.devry.com/ireye/ir_site.zhtml?ticker=DV&script=410&layout=0&item_id=487209)

An Online Document Whose Author and Website Host are not the Same [274-275: 78-79]

Author's Last Name, First Initial. Second Initial. (Date of publication). <i>Title of the document.</i>

Retrieved Month day, year, from the Name of Website Sponsor Web site: URL

Darling, C. (2000, January 10). *A guide for writing research papers based on styles*

recommended by the American Psychological Association. Retrieved March 15, 2004,

from Capital Community College, Hartford, CT Web site: <http://webster.commnet.edu/>

[apa/apa_index.htm](http://webster.commnet.edu/apa/apa_index.htm)

An Article from a Library Database (EBSCO, Proquest, etc.) [279: 88]

Author's Last Name, First Initial. Second Initial. (Date of publication). Title of the article. *Title of the Magazine/Journal, Volume number*(Issue number if known), page numbers.
Retrieved Month day, year, from Name of the database.

Shapiro, A. (1999). Privacy for sale: Peddling data on the internet. *Human Rights, 26*(1), 10-12. Retrieved August 8, 2000, from ArticleFirst database.

Note: For online library databases, leave off the URL at the end. These are subscription-specific databases, so you do not need to include the url in your References entry.

An Article from a Newspaper or Magazine Available Online [279: 89]

Author's Last Name, First Initial. Second Initial. (Year, Month day). Title of article. *Title of Newspaper or Magazine*. Retrieved Month day, year, from URL

Borland, J. (2000, July 3). Napster: Downloading music for free is legal. *CNET News*. Retrieved July 28, 2000, from <http://news.cnet.com>

An Article from a Journal Available Online [272: 72]

Author's Last Name, First Initial. Second Initial. (Year of publication). Title of article. *Title of Journal, Volume*(Issue, if known), page numbers. Retrieved Month day, year, from URL

Burdan, J. (2004). 'Walk with light': Guiding students through the conventions of literary analysis. *English Journal, 93*(4), 23-28. Retrieved March 15, 2004, from http://www.ncte.org/portal/30_view.asp?id=106724

A Government Publication Available Online [275: 80]

Name of Government Department or Agency. (Date of publication). *Title of the document.*

Retrieved Month day, year, from URL

United States Dept. of Education. (2003, November 6). *Seattle's public school students benefit from No Child Left Behind Act's flexibility.* Retrieved November 10, 2003, from <http://www.ed.gov/news/pressreleases/2003/11/11062003.html>

A Transcript of a TV or Radio Program Accessed through an Online Database [279: 88]

Author's Last Name, First Initial. Second Initial. (Year, Month day program aired). Title of the segment. *Title of the Program.* The Broadcasting Organization. Transcript retrieved Month day, year, from Name of the database.

Siegel, R. (2003, October 27). Commentary: Events in Iraq could ultimately determine the outcome of the 2004 presidential election. *All Things Considered.* National Public Radio. Transcript retrieved November 10, 2003, from EBSCO database.

An Online Film Review [265: 64 and 279: 89]

Reviewer's Last Name, First Initial. Second Initial. (Date of publication). Title of the review (if different from the name of the film reviewed). [Rev. of the motion picture *Title of film reviewed*]. *Source of Review.* Retrieved Month day, year, from URL

Ebert, R. (2001, December 19). [Review of the motion picture *Lord of the rings: The fellowship of the rings*]. *Chicago Sun Times Online.* Retrieved November 19, 2003, from <http://www.suntimes.com>

Print and Nonprint Sources

A Book with Two Authors [248: 23]

Author's Last Name, First Initial. Second Initial., & Author's Last Name, First Initial. Second Initial. (Year of publication). *Title of the book*. Place of publication: Publisher.

Metheny, N. M., & Snively, W. D. (1999). *Nurses' handbook of fluid balance*. Philadelphia: Lippincott.

Note: The state abbreviation can be included in the place of publication if given (ex. Springfield, MA: Merriam-Webster).

An Article in an Encyclopedia or Familiar Reference Book [254: 38]

Author's Last Name, First Initial. Second Initial (if given). (Year of publication). Title of the article. In *Title of the Reference Book* (Volume number, page numbers). Place of publication: Publisher.

Chaucer. (2002). In *The new encyclopaedia Britannica* (Vol. 15, pp. 745-748). Chicago: Encyclopaedia Britannica.

Note: The entry above has no author listed, so the title is in the author position.

An Article in a Scholarly Journal [240: 2]

Author's Last Name, First Initial. Second Initial. (Year of publication). Title of the article. *Title of the Journal*, Volume(Issue number, if known), page numbers.

Christie, J. S. (1993). Fathers and virgins: Garcia Marquez's Faulknerian chronicle of a death foretold. *Latin American Literary Review*, 13(3), 21-29.

An Article in a Magazine with No Author [241-242: 6]

Title of the article. (Year, Month day of publication). *Title of the Magazine*, volume number, page numbers.

What's a hoatzin? (1993, September 27). *Newsweek*, 342, 72-73.

A Newspaper Article [242-243: 10]

Author's Last Name, First Initial. Second Initial. (Year, Month day of publication). Title of the article. *Title of the Newspaper*, page numbers.

Huffstutter, P. J. (2000, May 31). Music rights get tangled on the web. *The Hartford Courant*, pp. A1, A7.

A Personal Interview [214: 3.102]

Acknowledge a personal interview or other personal communication in your text by identifying the person interviewed and the date of the interview. Do not include personal communication in the References page because it is information of limited circulation—that is, most readers will not have access to your personal sources. References pages should include only information that is widely available to everyone.

According to J. A. Hagemann (personal communication, March 12, 2004), ...

Film or Video Recording [266: 65]

Last Name and Initials of the primary contributors and their functions (director, writer, and/or producer). (Year of original release). *Title of the film*. [Motion picture]. Country of origin: Name of the movie studio. (Available from Name and address of distributor if the picture is of limited circulation).

Forman, M. (Director), & Keysey, K. (Writer). (1975). *One flew over the cuckoo's nest*.

[Motion picture]. United States: Warner Bros.

The next two pages give you an example of what a References page looks like.

References

- Borland, J. (2000, July 3). Napster: Downloading music for free is legal. *CNET News*. Retrieved July 28, 2000, from <http://news.cnet.com>
- Burdan, J. (2004). 'Walk with light': Guiding students through the conventions of literary analysis. *English Journal*, 93(4), 23-28. Retrieved March 15, 2004, from http://www.ncte.org/portal/30_view.asp?id=106724
- Chaucer. (2002). In *The new encyclopaedia Britannica* (Vol. 15, pp. 745-748). Chicago: Encyclopaedia Britannica.
- Christie, J. S. (1993). Fathers and virgins: Garcia Marquez's Faulknerian chronicle of a death foretold. *Latin American Literary Review*, 13(3), 21-29.
- Darling, C. (2000, January 10). *A guide for writing research papers based on styles recommended by the American Psychological Association*. Retrieved March 15, 2004, from Capital Community College, Hartford, CT Web site: http://webster.commnet.edu/apa/apa_index.htm
- DeVry, Inc. (2004, January 22). *DeVry University offers tips to students considering online education*. Retrieved March 15, 2004, from http://investor.devry.com/ireye/ir_site.zhtml?ticker=DV&script=410&layout=0&item_id=487209
- Ebert, R. (2001, December 19). [Review of the motion picture *Lord of the rings: The fellowship of the rings*]. *Chicago Sun Times Online*. Retrieved November 19, 2003, from <http://www.suntimes.com>
- Forman, M. (Director), & Keysey, K. (Writer). (1975). *One flew over the cuckoo's nest*. [Motion picture]. United States: Warner Bros.

- GVU's 8th WWW user survey*. (n. d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey1997-10/
- Huffstutter, P. J. (2000, May 31). Music rights get tangled on the web. *The Hartford Courant*, pp. A1, A7.
- Metheny, N. M., & Snively, W. D. (1999). *Nurses' handbook of fluid balance*. Philadelphia: Lippincott.
- Shapiro, A. (1999). Privacy for sale: Peddling data on the internet. *Human Rights*, 26(1), 10-12. Retrieved August 8, 2000, from ArticleFirst database.
- Siegel, R. (2003, October 27). Commentary: Events in Iraq could ultimately determine the outcome of the 2004 presidential election. *All Things Considered*. National Public Radio. Transcript retrieved November 10, 2003, from EBSCO database.
- United States Dept. of Education. (2003, November 6). *Seattle's public school students benefit from No Child Left Behind Act's flexibility*. Retrieved November 10, 2003, from <http://www.ed.gov/news/pressreleases/2003/11/11062003.html>
- What's a hoatzin? (1993, September 27). *Newsweek*, 342, 72-73.