In-text Documentation Format

Documentation in the text is given so the reader can locate the full citation for the quotation or paraphrase in the references list.

The basic in-text citation for a paraphrase includes the author(s) and date of publication. The author(s) and date appear either in the sentence itself (a signal phrase) or at the end of the sentence in parentheses (called parenthetical citation). For quotations, the author and date are normally included in the signal phrase and a page number is added at the end of the quotation. If no indication of length is given in the source itself, use paragraph numbers instead. See the APA manual for examples of two or more works by the same author, three or more authors, unknown author, etc.

FORMAT FOR PARAPHRASES

Basic in-text citation with author signal phrase
Signal phrase with author's last name (year), summary or paraphrase.

According to Franz and Light (2009), researchers concluded that funding for additional longitudinal studies was an objective worth pursuing.

Basic in-text citation with author's name in parentheses
Summary or paraphrase (author's last name, year).

Researchers concluded that funding for additional longitudinal studies was an objective worth pursuing (Franz & Light, 2009).

Personal communication
Person-to-person communications, such as interviews, letters, e-mail, etc., are documented by in-text citation only, using the initials and last name of the source, and date upon which the communication took place.

F. Moore (personal communication, January 4, 2009) has said that funding for the program will continue for at least another year.

Secondary source (source within a source)
Smith has noted several discrepancies in twin studies of the past (as cited in Ernst, 2009).

FORMAT FOR QUOTATIONS

Signal phrase including author's last name (year) “quotation” (page number (preceded by “p.”)).

According to Smith (2009), some researchers are now questioning the validity of twin studies of the past (p. 25) and so the controversy will continue.

(Note: For quotations of 40 or more words, use block format. See APA manual for details.

Book of quotations

References Format

General Formatting Tips:
A references list should be double spaced. Each citation in the list should be alphabetized by author. If no author, alphabetize by the first word of the title other than a, an, or the. Author names should follow this format: last name first, then a comma followed by the first initial of the first name and initials of succeeding names.

Single space after punctuation, including periods and colons. Capitalize only the first word of the titles and subtitles and all proper nouns. (Does not apply to periodical titles where all main words are capitalized.) Source titles such as book and periodical titles are italicized.

If no date can be found in the source, use (n.d.) in the citation. For sources within a source, cite only the secondary source, not the original source in the references list. For publication location, list city and two-letter state abbreviation. For cities outside of the U.S., use the city and country. If a DOI (digital object identifier) is available, it is normally included at the end of the citation. DOIs may be issued by scholarly publishers. DOIs which carry over onto the next line should be divided at the punctuation with the in-text documentation beginning on the subsequent line.

BOOKS

Book by a single author
Author’s name (last name, initial(s)) (year). Title of book. Place of publication: Publisher.


(Note: Only the first word of the title and subtitle are capitalized.)


(Note: This is an example of a printed book issued with a DOI)

Book by two to seven authors (Include all names.)
First author’s name (last name, initial(s)), other author’s name(s) (last name, initial(s)) (year). Title of book. Place of publication: Publisher.


Book by more than seven authors
(Note: The first six authors should be listed. Leave out any additional author’s names after the sixth author’s name except for the last author. Insert an ellipsis to indicate the missing authors.)

First author’s name (last name, initial(s)), next five author’s name(s) (last name, initial(s)), … last author’s name (last name, initial(s)) (year). Title of book. Place of publication: Publisher.


Book by a corporate author
(Note: When an organization is both the author and the publisher of a given work, give the publisher’s name as “Author.”)


Book by an unknown author
Title of book. (year). Place of publication: Publisher.


Government publication
Name of top level agency responsible for document, Sub-agencies, (year). Title of document (Edition number (if any)). Place of publication: Publisher.


Work in an anthology
Author(s) of selection (last name(s), initial(s)) (year). Title of selection. In Editor(s) (initial(s) then last name (Ed(s).), (year). Title of anthology (Vol. (volume number) (if applicable), pp. (page numbers) of selection). Place of publication: Publisher.


Entry in an encyclopedia or dictionary
Author(s) of entry (last name, initial(s)) (year). Entry heading or article title. In Editor(s) (initial(s) then last name (Ed(s).), (year). Title of encyclopedia or dictionary (Vol. (volume number), pp (page numbers)). Place of publication: Publisher.

(Note: Authors for individual articles are often acknowledged at the end of the article. For initials, locate author key.)

(Nota: If the article has no author, begin the reference with the article title and publication date.)