

APA Style Guide
Quick Review Handout
(For help with the most common
In-text and Reference Page Citations)

NOTE: This handout reflects recent changes in APA format. Some instructors are still using the older APA Guidelines.

Common In-text Citations

Citing Journal Articles

I. Journal article written by one author is cited as follows: (author's last name, date)

Example

The writing scores of business students was compared to history students' writing scores (Jones, 2006).

II. Journal article written by multiple authors: (first author followed by et al. (no italics and with a period after "al"))

Example

Experts agree that much research in the area needs to be conducted (Davis et al., 2003).

III. Direct quote from an article is cited as follows: (author's last name, date, page number)

Example

"If students are to gallop into the 21st century, technology is the horse they will be riding" (Schmidt, 2008, p. 1).

IV. If electronic sources (articles) are used, the paraphrased citation should contain the author's name, and date the information was created or retrieved. If the author's name is not available, use the title of the article, if no title, use the name of the Web site (e.g. CNN.com).

Example

According to a recent news article, the culprit was not identified ("Thieves in the Night," CNN.com, 2008, n. p.).

When quoting or paraphrasing an Internet source, include the paragraph number (¶ 2) or n. p. (for no page) following the quote or paraphrase.

Example

According to a recent Internet article, "Employers often decide whether an applicant will fit in with their organization based on a first impression" ("FAQs about Your Professional Image," UoW Web site, 2008, ¶ 1).

Block Quotes

I. Block quotes or quotes of 40+ words do not require quotation marks but do require an in-text citation. Start a new line for the quote and indent all of the quote approximately ½ inch from the left margin. Double-space the entire quote.

Example

Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a *block quotation* on a new line, and indent the block about ½ in. (1.3 cm, or five spaces) from the left margin . . . (APA Editorial Style, 2001, p. 117).

Personal Communications

I. Personal communications need only be referenced in-text. No reference page citation is necessary. Use the initials and surname (last name) of the individual interviewed as well as the exact date of the communication.

Example

The country of Sweden is known for its potato-growing season (T. K. Jones, personal communication, April 8, 2008).

APA Reference Page

References are double-spaced, and a hanging indent is used.

I. Journal article > author name, date of publication, name of article, name of journal (*italics*), volume number (*italics* also), (no space after comma) issue number in (), and page number. Be sure to use an *en dash* (–) between page numbers, not a hyphen (-).

Example

Jones, A. B. (2006). Writing apprehension and writing competency. *Journal of Educational Research*, 72(1), 10.

II. Multiple authors > journal article

Example

Davis, L., Riley, M., & Fisher, D. (2003). Business students' perceptions of necessary skills. *NABTE Review, Business Education Forum*, 57(4), 18 – 21.

III. Electronic source > journal article > online version

Example

Cotton, K. (2002). Developing employability skills. [Electronic version]. *NW Regional Educational Laboratory*. Retrieved June 13, 2002, from <http://www.nwrel.org/scpd/sirs/8/c015.html>

IV. Electronic source > no author, use title of article, date written, Web site name (*italics*), date retrieved, URL

Example

South Carolina high court upholds tattoo ban. (2005, May) *Free Republic*. Retrieved May 9, 2006, from <http://www.freerepublic.com>

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Handout created by: Dr. Lajuan Davis; USM Department of Technology Education