BARTON
L I B R A R Y

Dare to know

APA Quick Citation Guide

About APA Style
The American Psychological Association (APA) Style is commonly used when citing references within the "hard" sciences (e.g., astronomy, biology, chemistry, and physics) and the social sciences (e.g., anthropology, communications, economics, education, historiography, nursing, political science, psychology, and sociology). The following guide is based on the APA Manual (7th ed.), published in 2019. For more extensive rules and examples of the APA style, refer to the *Publication Manual of the American Psychological Association*, 7th ed. (RW BF76.7 .P83 2020, RW BF76.7 .P83 2020 c.2, RW BF76.7 .P83 2020 c.3) or visit the APA Style website. You can also ask a librarian for assistance.

Important Revisions to the 7th Edition
- ChatGPT uses calendar dates to differentiate versions. Other AI generative software may use other labeling conventions (e.g., Version 2.0).   - In the case of ChatGPT, provide the descriptor for the tool [Large language model].   - When the publisher name and the author name are the same, do not repeat the publisher name in the source element of the reference.   - If ChatGPT or other AI tools is employed during research, include this use in the introduction.   - As each ChatGPT response is unique, full-text ChatGPT responses may also be added to the essay as an appendix.   Because of rapid developments in Artificial Intelligence (AI) and generative AI technologies, these guidelines may be updated periodically. Visit the APA Style Bog for the most recent updates.

Guidelines for Formatting Reference List

- Start the reference list on a new page after the text and before any tables, figures, and/or appendices, continuing the pagination from the body of the paper.
- Center the title of the page (**References**) an inch from the top of the paper.
- Use a hanging indent by aligning the start of each entry with the left margin. Indent any subsequent lines one-half inch (or five spaces).
- Double-space the list within and between entries.
- Arrange entries in alphabetical order by authors' last names.
- Capitalize only the first word of the title, the first word of the subtitle, proper nouns, and nouns followed by numerals or letters.

Books

Book with One Author or Editor

General Format
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. DOI or URL for eBooks.
Example
In-Text Citation (Quotation)
(Masterton, 2006, p. 652)
In-Text Citation (Paraphrase)
(Masterton, 2006)

References
Masterton, W. L. (2006). *Chemistry: Principles and reactions*. Thomson-Brooks/Cole.

Book with Two Authors or Editors
General Format
Citation
Subscripted Number
References
Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Publisher. DOI or URL for eBooks.
Example
Citation
Sample sentence[1]
References
Cesa-Bianchi, N., & Lugosi, G. (2006). *Prediction, learning, and games*. Cambridge University Press.

Book with Three or More Authors
General Format
In-Text Citation (Quotation)
(Author Surname et al., Year, page number)
In-Text Citation (Paraphrase)
(Author Surname et al, Year)
References
Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Publisher. DOI or URL for eBooks.
Example
In-Text Citation (Quotation)
(Bindler et al., 2017, p. 157)

In-Text Citation (Paraphrase)
(Harris et al., 2017)
References
Bindler, R. M., Ball, J., London, M. L., & Davidson, M. R. (2017). *Clinical skills manual for maternity and pediatric nursing*. Pearson.

Chapters in an Edited Volume/Anthology
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year). Title of chapter. In Editor First Initial. Editor Second Initial. Editor Surname (Ed.), *Book title: Subtitle* (inclusive page numbers). Publisher. DOI or URL for eBooks.
Example
In-Text Citation (Quotation)
(Zhao, 2012, p. 27)
In-Text Citation (Paraphrase)
(Zhao, 2012)
References
Zhao, Y. (2012). American schools possess strengths other countries want to emulate. In J. Bartos (Ed.), *Do schools prepare students for a global economy?* (pp. 25-33).

Entry in a Reference Work (e.g., Encyclopedia or Dictionary)
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page [if available] or section heading and/or paragraph number)
In-Text Citation (Paraphrase)

(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year). Title of specific entry. In Editor First Initial. Editor Second Initial. Editor Surname (Ed.), *Book title: Subtitle* (edition, inclusive page numbers). Publisher. DOI or URL for eBook.
Example
In-Text Citation (Quotation)
(McKay, 2004, p. 466)
In-Text Citation (Paraphrase)
(McKay, 2004)
References
McKay, D. (2004) Information theory. In R. L. Gregory (Ed.), *The Oxford companion to the mind* (2nd Ed., pp. 465-467). Oxford University Press.

Periodicals

Journal Article with One Author
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume Number*(issue number), inclusive page numbers. DOI or URL, if applicable.
Example
In-Text Citation (Quotation)
(Mancosu, 2021, p. 25)
In-Text Citation (Paraphrase)

(Mancosu, 2021)
References
Mancosu, P. (2021). Logic and biology: The correspondence between Alfred Tarski and Joseph H. Woodger. *Journal of Humanistic Mathematics, 11*(2), 18-105.

Journal Article with Two Authors
General Format
In-Text Citation (Quotation)
(Author Surname & Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname & Author Surname, Year)
References
Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume number*(issue number), inclusive page numbers. DOI or URL, if applicable.
Example
In-Text Citation (Quotation)
(Bossio & Nelson, 2021, p. 1382)
In-Text Citation (Paraphrase)
(Bossio & Nelson, 2021)
References
Bossio, D., & Nelson J. L. (2021). Reconsidering innovation: Situating and evaluating change in journalism. *Journalism Studies, 22*(11), 1377-1381.

Journal Article with Three or More Authors
General Format
In-Text Citation (Quotation)
(Author Surname et al., Year, page number)
In-Text Citation (Paraphrase)
(Author Surname et al., Year)

References
Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume number*(issue number), inclusive page numbers. DOI or URL, if applicable.
Example
In-Text Citation (Quotation)
(Pereira, et al., 2020, p. 769)
In-Text Citation (Paraphrase)
(Pereira et al., 2020)
References
Pereira, V., Temouri, Y., & Patel, C. (2020). Exploring the role and importance of human capital in resilient high performing organizations: Evidence from business clusters. *Applied Psychology: An International Review, 69*(3), 769-804. DOI: 10.1111/apps.12204.

Magazine Article with One Author
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year, Month Day). Article title: Subtitle. *Magazine Title, Volume Number*(issue number), inclusive page numbers. DOI or URL, if applicable.
Example
In-Text Citation (Quotation)
(Gara, 2021, p. 88)
In-Text Citation (Paraphrase)
(Gara, 2021)
References

Gara, A. (2021, August/September). The last computer tycoon. *Forbes, 204*(4), 86-92.

Article in a Newspaper
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Author Surname, First Initial. Second Initial. (Year, Month Day). Article title: Subtitle. *Newspaper Title,* inclusive page numbers or section/column. URL, if applicable.
Example
In-Text Citation (Quotation)
(Hogg, 2021, p. 1)
In-Text Citation (Paraphrase)
(Hogg, 2021)
References
Hogg, D. (2021, May 39). A final resting place: Rush Center sailor who died at Pearl Harbor laid to rest just before Memorial Day. *Great Bend Tribune*. https://www.gbtribune.com/news/local-news/rush-center-sailor-who-died-pearl-harbor-laid-rest-just-memorial-day/.

Websites

Basic Website
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page [if available] or section heading/paragraph number)
In-Text Citation (Paraphrase)

(Author Surname, Year)
References
Personal or Corporate Author. (Last update or publication date; if unknown, use n.d.). *Title of specific webpage*. Site name. URL of specific webpage.
Example
In-Text Citation (Quotation)
(American Anthropological Association, 2021, para. 2)
In-Text Citation (Paraphrase)
(American Anthropological Association, 2021)
References
American Anthropological Association. (2021, October 13). *Stay informed*. American Anthropological Association. https://www.americananthro.org/StayInformed/ NewsDetail.aspx?ItemNumber=28190.

Government Publication from a Website
General Format
In-Text Citation (Quotation)
(Government Author, Year, page or paragraph number [if available])
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Name of Government Agency. (Year). *Title of document: Subtitle* (Report No. xxx [if available]). URL of specific document.
Example
In-Text Citation (Quotation)
(Library of Congress, 2020, p. 28)
In-Text Citation (Paraphrase)
(Library of Congress, 2020)
References

Library of Congress. (2020). *Annual report of the Librarian of Congress for the fiscal year ending September 30, 2020.* https://www.loc.gov/static/portals/about/reports-and-budgets/documents/annual-reports/fy2020.pdf.

Online Reference Work
General Format
In-Text Citation (Quotation)
(Author Surname, Year, page [if available] or section heading/paragraph number)
In-Text Citation (Paraphrase)
(Author Surname, Year)
References
Personal or Corporate Author. (Publication or last update date; if unknown, use n.d.). Title of specific entry. In *Name of Book*. URL of specific webpage.
Example
In-Text Citation (Quotation)
(Vogt, 2020, para. 4)
In-Text Citation (Paraphrase)
(Vogt, 2020)
References
Vogt, K. (2020). Seneca. In *Stanford Encyclopedia of Philosophy*. Retrieved November 5, 2021, from https://plato.stanford.edu/entries/seneca/.

Retrieval Dates
• Include a retrieval date with your citation if the website's content is regularly updated and not archived.

Citing Organizations
When the author of a source is an organization, use the organization's full name in the first citation, indicating the proper abbreviation in the citation in brackets. Use the abbreviation in subsequent citations.

- Citation 1: According to PayScale's research of the 2016-2017 academic year, individuals with bachelor's degrees in philosophy tended to earn more over their lifetime than those with degrees in the other humanities fields (American Philosophical Association [APA], n.d.).
- Citation 2: Moreover, graduates possessing a bachelor of arts degree had a mean starting salary of $43,427 (APA, n.d.).

Generative Artificial Intelligence
General Format
Parenthetical Citation
(Name of publisher, Year)
Narrative Citation
Name of publisher (Year)
References
Name of publisher. (Year). *Name of tool* (Version) [Descriptor for tool]. URL of specific webpage.
Example
Parenthetical Citation
(OpenAI, 2023)
Narrative Citation
OpenAI (2023)
References
OpenAI. (2023). *ChapGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/.

Disclosure Statement for Generative Artificial Intelligence Use
Important: Verify with the instructor that generative artificial intelligence can be used for the assignment. DO NOT use unless specific permission has been given.   Unless otherwise directed by the instructor, the inclusion of an AI Use Disclosure statement in the assignment is highly recommended. One potential location for the statement is after the body of the paper and before the reference list. Include in the statement the specific AI tool(s) used and one to three sentences on how they were applied. This kind of statement is recommended

any time AI-generated content is employed in the process of completing an assignment even if AI-generated content is not cited directly.

Example: I used ChatGPT to help create ideas for this assignment. I used the prompt "Act as if you are a community college student in the United States. Think of five ideas that could be used for an essay on the advantages and disadvantages of republics." One of the outputs was "The Role of Citizen Participation in a Republic – Analyze how voter engagement and civic responsibility impact the effectiveness of a republic, considering advantages like public accountability and disadvantages like voter apathy and misinformation." I revised the output into a thesis statement that steered the remainder of my paper.

In-text Citations

In-text citations are used to direct the reader to the source listed in the reference page. The general format of an in-text citation is the author's surname and the year of publication, placed in parenthesis, with a comma separating the two elements. Do not include suffixes and ensure the publication year matches the publication year in the reference list.

If the citation comes at the end of a sentence, place it before the end punctuation.

Example: None of the people in the sample group immediately saw the justification of time and expense involved in teaching ethics in organizations (Griffin, 2021).

When the author's name is provided in the text, only the publication year is needed in the in-text citation.

Example: Griffin's research suggested the enhancement of business ethics in adults can be fulfilled by improving moral and ethical education for children (2021).

If the source has two authors, include both surnames in the in-text citation and separate with an ampersand.

Example: The two researchers acknowledged they needed additional interviews in order to develop better content strategy models (McDonald & Hurkhardt, 2021).

If the source has three or more authors, only list the first author's surname, followed by "et al."

Example: Statistical procedures were utilized in the early years of geography's theoretical and quantitative revolution (Johnston et al., 2020).

When the author of a source is an organization, use the organization's full name in the first citation, indicating the proper abbreviation in the citation in brackets. Use the abbreviation in subsequent citations.

Citation 1: According to PayScale's research of the 2016-2017 academic year, individuals with bachelor's degrees in philosophy tended to earn more over their lifetime than those with degrees in the other humanities fields (American Philosophical Association [APA], n.d.).

Citation 2: Moreover, graduates possessing a bachelor of arts degree had a mean starting salary of $43,427 (APA, n.d.).