



APA CITATIONS CHEAT SHEET

IN-TEXT CITATIONS

The purpose of in-text citations is to give authors' credit for their original ideas when you mention their ideas in your paper. In-text citations are used at the end of a sentence or phrase whenever you summarize, paraphrase, or directly quote information from a source in that sentence or phrase.

- ◆ Within a set of parentheses, put the author's last name.
- ◆ Put a comma and then the year of publication. If no publication date is listed, put "n.d.".
- ◆ When directly quoting a source, include the page number or paragraph number (if pages are not numbered) after another comma.
- ◆ If two authors are listed, use both last names with every in-text citation. If three or more authors are listed, list only the first author's last name followed by "et al.".
- ◆ If no author is listed, use a shortened title in normal upper- and lowercase instead. Use quotation marks around article titles and italicize book titles.
- ◆ Always put the period after the parentheses (unless block quoting).

Note: If you include the author's last name or the year of publication directly in the sentence, you do not need to include that same information in the parenthetical citation.

IN-TEXT CITATION EXAMPLES:

1. SINGLE AUTHOR WITH GIVEN DATE AND PAGE NUMBER (THREE VARIANTS):

"67% of college students struggle with proper citations" (Johnson, 2008, pp. 68-69).

OR According to Johnson, "67% of ... proper citations" (2008, pp. 68-69).

OR In 2008, Johnson found that "67% of ... proper citations" (pp. 68-69).

2. THREE AUTHORS WITH GIVEN DATE:

Overall, writing is a crucial life skill no matter a student's chosen field (Roberts et al., 2011).

3. WEBPAGE WITH NO AUTHOR OR DATE:

Students who sought the help of a tutor saw an average of 15% improvement in their essay scores ("College-Level Essays," n.d.).

REFERENCES

The purpose of a Reference list is to clearly lay out for the reader what sources you used for the paper. Readers should be able to easily locate sources on their own based on the information you give in the References. Organizing your References list properly also allows your readers to easily check between your in-text citations and the complete citations in your References while reading.

- ◆ Center “References” in bold at the top of a new page.
- ◆ When available, all references should include the author name(s), publication date, title of the work, and publication information.
- ◆ For digital sources, use hyperlinked DOIs and stable URLs whenever available.
- ◆ For **articles**, the general format is:
Author, A. A., Author B.B., & Author C. C. (year). Title of article. *Title of Periodical*, vol. number, pp-pp. <https://doi.org/xx.xxxxxx>
- ◆ For **webpages**, the general format is:
Author, A. A. (year, month day). Title of page. <https://www.url.com>
- ◆ For **books**, the general format is:
Author, A. A. (year). *Title of book*. Location: Publisher.
- ◆ Indent all lines of the citation after the first line. (The first line of a citation is not indented, but if the citation bleeds onto subsequent lines, all lines after the first are. This is called a hanging indent.)
- ◆ Alphabetize the citations from A-Z by the first word of the citation (usually the author’s last name).

Note: If working with sources in a database, you may find a “Cite” button which will bring up a list of the article’s citation in different formats. You may use the APA citation given here, but you are still responsible for making sure your citation is correct and complete.

REFERENCE LIST EXAMPLES:

1. JOURNAL ARTICLE WITH TWO AUTHORS:

Bigby, G. B. & Wells, J. R. (2017). Teaching composition in U.S. high schools. *English Nerds' Periodical*, 5, 150-156.
<https://doi.org/00.0101/0010>

2. WEB ARTICLE WITH NO AUTHOR AND NO DATE:

College-level essays: The bane of non-native speakers. (n.d.). <https://www.writingtutorsresource.com/full/url>

3. CHAPTER OF A PRINTED BOOK WITH ONE AUTHOR:

Johnson, D. K. (2008). Plagiarism in college. In P. Olivier and N. M. Lucas (Eds.), *The contemporary college classroom* (pp. 67 -84). Chicago, IL: Printing Press.

4. PRINTED BOOK WITH THREE AUTHORS:

Roberts, L. A., Donaldson, Y., & Weston, C. S. (2011). *The big book of statistics*. San Diego, CA: Cabaret Publishing.