This tip sheet is a guide—not the authoritative manual—based on the 6th edition of the APA style manual. If you do not know how to cite a particular item or you are citing an item not found in this handout, consult the most current edition of the *Publication Manual of the American Psychological Association.*

A copy of the manual is available in Reserves on the main (second) floor of the library.

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NOTE: Always ask your instructor which citation style to use and which edition of the relevant style guide to follow.

**IN-TEXT CITATION**

**Citation components**

**Author**
The author is the last name(s) of the individual(s) or the name of the organization which produced the work, regardless of format. Abbreviations for an organization can be included in parentheses, or square brackets within a parenthetical citation, the first time you cite the source, and used alone in later citations.

**Multiple authors**
When citing works with multiple authors, format their names as shown in the citation examples. Note that “and” is used when listing authors in text, while an ampersand “&” is used inside parentheses.

**Unknown authors**
If the work states that the author is “Anonymous” treat that as the author’s name. If an author is unknown, use the main title (without subtitle) to identify the work. Titles of books, periodicals, brochures and reports should be written in italics. Titles of articles or chapters should be enclosed in quotation marks.

**Date**
This is the year of publication or production of the work. If the publication year is unknown, use the abbreviation for no date, “n.d.”.

**Page or paragraph**
The page or paragraph numbers where the reference can be found should be included whenever possible, even when paraphrasing. For paginated works, use the formatting “p. #”, or “pp. #-#” for multiple pages.

For works without page numbers use “para. #” to denote paragraph numbers, and include section headings when available.

**Citation formatting**
If the author is not named in the text, all components of the citation will be in the parenthesized citation.

**Author unnamed, paraphrasing**
Studies show a result (Author, Date, p. #).

**Author unnamed, direct quote**
Studies show “quote” (Author, Date, p. #).

If the author’s name is mentioned in the same sentence as the citation, the date should immediately follow the author’s name, while the pages should be given after the quotation or paraphrased information.

**Author named, paraphrasing**
Author (Date) reports a result (p. #).

**Author named, direct quote**
Author (Date) states, “quote” (p. #).

When repeatedly using the same source in one paragraph, use the full citation for the first mention and use only the page number for subsequent citations.

**Citation examples**

**One author**
One author stated, “Students often had difficulty using APA style” (Jones, 1998, para. 9), but did not offer an explanation as to why. She claimed that citation guides can improve student citations (para. 12).

**Organization with abbreviation**

1st citation
The American Psychological Association (APA, 2010)

Subsequent citations
(American Psychological Association [APA], 2010)
Two authors
Include both names every time the work is cited.

A recent exploratory study uncovered several examples of this problem (Smith & Jones, n.d., p. 153).

Three to five authors
Include all authors for the first citation only; for additional citations cite the first author along with "et al."

1st citation
Olsen, Smith, Jones, and Hartholt (2007) proved that… (pp. 146-150).

Subsequent citations
Olsen et al. (2007) also showed that "academic writing occurs in universities" (p. 5).

Six or more authors
Cite the first author and follow with "et al."

Fleury et al. (2005) explained that… (p. 99).

No author
(The consequences of modernity, 1990).

This article will discuss some of the "failings of Anthony Giddens" ("Anthony Giddens as adversary of class analysis," 2007, para. 1).

Special cases

Lecture notes
A source that isn’t accessible to outsiders, like your lecture notes, is viewed as personal communication. Cite the source in-text but not on your reference list, with the lecturer’s name as the author.

… as explained in lecture by A. A. Author (personal communication, Month Day, Year).

(A. A. Author, personal communication, Month Day, Year)

Secondary sources
When possible, read the original text of a work before citing it. If you must cite a work that is quoted or paraphrased within another work, include only the work you read in the reference list. Name the original author in the text of your paper and cite the work you read.

… in Author’s work (as cited in Author, Year, p#)…

In Lu’s study (as cited in Banks & Dudgeon, 2008, pp. 245-246)…

REFERENCE LIST

Arrange all sources alphabetically by author’s last name in a reference list at the end of your essay or paper. Provide complete and consistent references including author, date, title, and the relevant publication information for the format of the work. Use double spacing with a hanging indent for all references unless your professor says otherwise.

This guide provides information on how to reference the most common formats. For other works, consult the official APA Publication Manual. Some sources may not fit any of the formats given here or in the manual. Pick the most similar format and make adjustments as needed to ensure your research sources are recoverable to other readers.

Author
List authors in the order used in the work, using last names or family names followed by initial(s). Refer to "Print Publications – Books" in this guide for formatting of multiple authors or editors. If an author is unknown, move the title to the author position at the front of the reference, and use the title to alphabetize the work.

Date
Unless otherwise noted, only the year of publication or production is needed. If the date is unavailable, use the abbreviation (n.d.) for no date.

Title
In the title of a work only the first word and proper nouns are capitalized. All words in the title of a periodical (journal, newspaper, etc.) should be capitalized. Note in the examples when a title is italicized.

Print Publications

Books
One author
Author last name, A. A. (Year of publication). Title.

Place of publication: Name of publisher.


Two authors
Author last name, A. A., & Author last name, B. B. (Year of publication). Title. Place of publication: Name of publisher.

**Three to seven authors**
Author last name, A. A., Author last name, B. B., Author last name, C. C., & Author last name D. D. (Year of publication). Title. Place of publication: Name of publisher.


**More than seven authors**
List the first six authors, followed by an ellipsis (three dots) and the last author’s name.

**Edited books**
Editor last name, E. E. (Ed[s].) (Year of publication). Title. Place of publication: Name of publisher.


**Chapters in edited books**
Author last name, A. A. (Year of publication). Title of chapter or essay. In E. E. Editor last name (Ed.), Title of book (pp. #-#). Place of publication: Name of publisher.


**Journal articles**
The volume number for a journal must be included in the reference. Only include the issue number when pagination for the journal restarts at 1 with each issue.

Author last name, A. A. (Year of publication). Article title. Journal Title, Volume(Issue if applicable), pages.


**Newspaper articles**
Author last name, A. A. (Year, month and day of publication). Article title. Newspaper Title, Pages.


**Theses**
Author last name, A. A. (Year of production). Title (Doctoral or master’s thesis). Name of institution, location.


**Digital Publications**

**DOIs and URLs**
When possible, use a digital object identifier (DOI). The DOI is a permanent and unique combination of numbers and letters assigned by a publisher that can be used to locate a work online, even if it moves. In a reference, format the DOI as “doi:xxxx” where the numbers and letters of the DOI replace xxx. For example: doi:10.1103/PhysRevD.15.2752 In the reference “doi” is written in lower case letters.

If no DOI exists for a book or article, provide the home page URL of the book publisher or the journal. When referencing journal articles you may need to search the web for the journal title to find the home page. If a work cannot be located online through the publisher, give the URL for the home page of the website or database you used to access the work. **Never include the Carleton proxy (proxy.library.carleton.ca) in the URL.**

For other web references, provide the full URL. When

E-books
If an e-book is accessed using an e-reader (e.g. Kindle), identify which version of the book was used in square brackets after the title of the book, without italics. For example, Title [Kindle version]. When using a database like MyiLibrary or ebrary, the URL in the e-book reference should be the e-book database homepage.

Author last name, A. A. (Year of publication). Title [E-reader version if applicable]. DOI or URL.


Journal articles
The volume number for a journal must be included in the reference. Only include the issue number when pagination for the journal restarts at 1 with each issue.

Author last name, A. A. (Year of publication). Article title. Journal Title, Volume(Issue if applicable), pages. DOI or URL.


Websites
Author last name, A. A. (Year, month and day of publication). Title of website. DOI or URL.


Blogs
Author last name, A. A. (Year, month and day of publication). Title of blog. [Web log post]. DOI or URL.


Lecture slides and handouts from CULearn
Author last name, A. A. (Year of production). Title [File format]. Retrieved from CULearn.


NEED MORE HELP?

Citing your sources (Carleton Library site)
http://www.library.carleton.ca/help/citing-your-sources
The most recent copy of this guide is considered to be the PDF on the library’s website.

Research Help Desk
Location: Main (2nd) floor, MacOdrum Library
Telephone: 613-520-2735
www.library.carleton.ca – click on Research Help

Writing Tutorial Service
Location: RM 404, MacOdrum Library
Telephone: 613-520-2600, ext. 1125
http://carleton.ca/sasc/writing-tutorial-service/