This tip sheet is a guide—not the authoritative 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 Publication Manual of the American Psychological Association.

A copy of the manual is available at the Research Help Desk on the main (second) floor of the library. Call No. BF76.7 .P83 2010 c.4

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

IN-TEXT CITATION

One author: cite the last name, followed by the year of the publication and the page number at the end of the sentence.

Citing a summary or paraphrasing:
A recent exploratory study (Smith, 2000) uncovered several samples of this phenomenon (p. 200).

With the author’s name in the sentence: Smith (2000) found several examples of this phenomenon (p. 200).

Note: If the author is not named in a single phrase, place the author’s last name, the year of publication, and the page number in parentheses after the quotation.

She stated, “Students often had difficulty using APA style” (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Two authors: both names must be cited every time the reference occurs.

A recent exploratory study (Smith & Jones, 2001) uncovered several examples of this problem (p. 153).

Three to five authors: cite all authors for the first reference only; for additional references cite the first author along with “et al.” and the year.

1st citation:
Olsen, Smith, Jones & Hartholt (2007) proved that... (p. 146).

Subsequent citations:
Olsen et al. (2007) also stated that... (p. 150).

Six or more authors: Only the first author is required along with et al. and the year.

Citing a summary or paraphrase:
Fleury et al. (2005) explained that... (p. 99).

Organization as author (including government documents): identify the group in the text or in parentheses, similar to an author, with the date.

In an updated style guide (American Psychological Association, 2010), all authors... (p. 202).

If the organization has a familiar abbreviation, you may include it in square brackets the first time you cite the source and use the abbreviation alone in later citations.

1st citation:
(American Psychological Association [APA], 2010)

Subsequent citations:
(APA, 2010)

No author: cite the title or main title followed by the year. Titles of books, periodicals, brochures and reports should be written in italics. Titles of articles or chapters should be enclosed in quotation marks.

Books:
(The consequences of modernity, 1990).

Articles:
(“Anthony Giddens as adversary of class analysis,” 2007).

Repeated use of the same source
Use the page number alone for immediately subsequent citations within the same paragraph.

Unknown date
(Knowles, n.d.).

Thesis
See “One author”.

Website
Cite similarly to “One author,” using the website creator/editor as the author. If it is difficult to find an
author, consider citing the work within the sentence, using the terms “hypertext,” “online,” or “website.”

Direct quotes
Include the page number within the brackets, after the date.

“These examples led to a positive correlation” (Smith, 2000, p. 8).

Olsen, Smith, Jones & Hartholt proved that “academic writing occurs in universities” (2007, p. 5).

If there are no page numbers, provide the paragraph number or paragraph heading instead.

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

REFERENCE LIST

Cite all of your sources alphabetically in a reference list at the end of your essay or paper. Provide complete and consistent references.

Note: In the title of a publication, only the first word and proper nouns are capitalized.

BOOKS IN PRINT

One author
Format
Author (last name, initial[s]). (Date of publication). Title. Place of publication: Name of publisher.


Two authors
Format
First author (last name, initial[s]), & second author (last name, initial[s]). (Date of publication). Title. Place of publication: Name of publisher.


Three to seven authors
Format
First author (last name, initial[s]), second author (last name, initial[s]), and third to fifth author(s) (last name, initial[s]). (Date of publication). Title. Place of publication: Name of publisher.


Note: for more than seven authors, list the first six followed by three dots and the last author’s name.

Edited book
Format
Editor(s) (last name, initial[s]). (Ed[s].). (Date of publication). Title. Place of publication: Name of publisher.


Chapter in edited book
Author (last name, initial[s]). (Date of publication). Title of chapter or essay. In (Editor of book: initial[s]), last name, Title of book (page numbers of the chapter or essay being cited). Place of publication: publisher.


ONLINE BOOKS (E-BOOKS)

Format
Author (last name, initial[s]). (Date of publication). Title. [electronic edition if applicable] Retrieved from URL.


Notes:
• Use home page URL where available to avoid nonworking URLs.
• For books from a library-style website such as Google Books, don’t include the URL.

ENCYCLOPEDIA ARTICLES

Format (print)
Article title. (Date). In Title of the encyclopedia (Edition). Place of publication: Name of publisher.


Format (online)
Article title. (Date). In Title of the encyclopedia [edition date if available]. Retrieved from URL.
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PRINT ARTICLES

Cite articles with multiple authors like books with multiple authors.

Article in a journal with volumes
Format
Author (last name, initial[s]). (Date of publication). Article Title. Journal Title, Volume, pages.


Article in a journal with volumes and issues
Format
Author (last name, initial[s]). (Date of publication). Article Title. Journal Title, Volume(Issue), pages.


ONLINE JOURNAL ARTICLES

Format
Author(s) (last name, initial[s]). (Date of publication). Article Title. Journal Title, Volume, pages. doi: [if known] or Retrieved from URL.


Note: provide the same information as for a printed journal article and add a retrieval statement to identify the source. There are two kinds of retrieval statements:

1. DOI: A digital online identifier (DOI) is a permanent and unique combination of numbers and letters, assigned by the publisher of a work, which can be used to locate it wherever it is available online. Example:

   DOI: 10.1103/PhysRevD.15.2752

2. A URL. If the URL contains proxy.library.carleton.ca, remove this information.

OTHER ONLINE SOURCES

Internet document
Format
Author of site (last name, initial[s]). Title of document. (Date of publication). Title of site. Retrieved from originating institution [if known], originating department [if known], website or URL or DOI.


Blogs
Format
Author(s) (last name, initial[s]). (Date [year, month day]). Title of blog. Title of host website. Retrieved date, from URL.


Website
Format
Author(s) (last name, initial[s]). (Date of publication). Title of website. Retrieved date, from URL.


Notes:

• For internet documents with more than one web page, use the home or entry page URL link to the document. If the date is unavailable, use (n.d.) for no date.

• If the author of the article is not available, cite the document title.

OTHER SOURCES

Newspaper article
Format (print)
Author (last name, initial[s]). (Year, month and day of publication). Article Title. Journal Title, Volume, pages.

Note: provide the same information as for a newspaper article and add a retrieval statement to identify the source. There are two kinds of retrieval statements:

1. DOI: A digital online identifier (DOI) is a permanent and unique combination of numbers and letters, assigned by the publisher of a work, which can be used to locate it wherever it is available online. Example:

   DOI: 10.1103/PhysRevD.15.2752

2. A URL. If the URL contains proxy.library.carleton.ca, remove this information.

**Format (online)**

Author (last name, initial[s]). (Year, month and day of publication). Article Title. *Newspaper title*. Retrieved from URL.


**Note:** if there is no author, use the article title instead.


**Thesis**

**Format (print)**

Author. (Date). *Title* (doctoral or master’s thesis). Name of institution, location.


**Format (online)**

Author. (Date). *Title*. (doctoral or master’s thesis). Retrieved from Name of database. (Accession or Order no.)


**UNPUBLISHED DOCUMENTS**

**Lecture notes, handouts or coursepacks**

Format

Author (last name, initial[s]). (Date). Course name: course number. [Lecture notes]. City, country: university, department. [Retrieved from (if applicable)]


**Note:** put the format in square brackets after the title; add “retrieved from” (URL or Moodle) for online notes.

**Coursepack**

Cite coursepack materials as a chapter or article in an edited book. Your instructor is the editor, the bookstore is the publisher and the coursepack issue date is the publication date.

**Format (print or online)**

Editor(s) (last name, initial[s]). (Ed[s]). (Date). Chapter or article title [if applicable]. *Title of coursepack*. Place of publication: Name of publisher. Retrieved from URL [if applicable].


**Conference, symposium or meeting papers**

**Format (print or online)**

Author(s) (last name, initial[s]). (Date). *Title*. Unpublished paper presented at (name of conference), city. Retrieved from URL [if applicable].


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Telephone: 613-520-2600 ext. 1125
http://www2.carleton.ca/sasc/writing-tutorial-service/

**Research Help Desk**

Location: Main floor, MacOdrum Library
Telephone: 613-520-2735
www.library.carleton.ca

**RefWorks**

RefWorks stores citations and creates a bibliography. www.library.carleton.ca/services/refworks

**Purdue Online Writing Lab**

APA Citing and Formatting