A Writer's Companion to
AMERICAN PSYCHOLOGICAL ASSOCIATION (APA)

IN-TEXT CITATIONS

Based on the 6th edition, 2nd printing of the *Publication Manual of the American Psychological Association*.

Intended Uses and Disclaimers: Please note that consultants do not provide copyediting services for citation styles. Instead, this worksheet is intended to help prompt writers to learn for themselves how to work with citations appropriately. These are the basic rules for in-text citations; please be aware that there are other details (citing indirect sources, citing a source with multiple authors, etc.) that may require consultation with the APA handbook or your professor.

When to Cite:

Writers provide citations to create a "paper trail" for other scholars: the citations enable other scholars to find and read any source cited in the text. Always provide a citation for **quotations**, so that your readers can locate a quotation in the original source. You should also always provide a citation for **paraphrased** information--information that you found in your research that isn't common knowledge to your target audience—so that readers can locate that original source.

In-text Citations:

- **What goes in a parenthetical citation**?
  - The first information available for an entry on the References page (often, but not always, the **author's last name**) should be included in the in-text citation. NOTE: Parenthetical citations serve a cross-referencing purpose. Readers should be able to look at a parenthetical citation referring to "Smith" and then look up "Smith" on the alphabetical list of sources on the References page to see the full citation.
  - The **year of publication**
  - The **page number**. NOTE: Do NOT add page numbers for websites or html documents.
    - Use commas between these pieces of information; set off the page number with "p."
    - i.e., (Smith, 2007, p. 24)

- Provide the **year of publication** in any **parenthetical citation** that includes the author's name (NOTE: how to deal with the author's name *outside* of the parenthetical citation is discussed below). If the author's name is presented in multiple parenthetical citations in a single paragraph, provide the year of publication each time. Do not include the month of publication, even if that information is available.

- When you refer to the author's name OUTSIDE of a parenthetical citation, provide the year of publication **immediately** after the first relevant mention of the author's name **once per paragraph** (not more).

o i.e., Smith (2013) suggested tourists should see the fireworks (p. 2).

- Sources **without a year of publication** (such as some web sources) use the abbreviation, "**n.d**." to signal that "no date" is available.
  - o i.e., The Tallahassee summer crab festival, which began in 1973, is one of the city's most valued traditions (Smith, n.d.).

- Check *each* parenthetical citation in the body of the paper and make sure it's **matched** to a listing on the References page.

Working with Quotations In-Text:

- Quotations appear with **signal phrases** (i.e., all quotations should be embedded in a sentence of your own).

- The signal phrase should be in the **past tense** (i.e., "Lee noted…") or **present perfect tense** (i.e., "Lee has noted...").

- If you have **removed any words** from the quotation, mark that erasure with **ellipses** (. . .) to notify readers of the change.

- If you have inserted any words into the quotation, place brackets [ ] around the insertion to notify readers of those changes. Similarly, if you modify a portion of a word, place that modification in brackets (i.e., "notify[ing] readers of changes" is important).

- End-of-the sentence punctuation goes **after the final parenthesis** (unless it's a block quotation).

- If the quotation is longer than **forty words**, format it as a **block quotation**.

  - o In a block quotation, the **period** at the end of the sentence is placed **before** the parenthetical citation.

  - o No quotation marks are placed around block quotations; the indentation marks the lines as a quotation.

In the Body of the Paper:

- In the body of the paper any titles mentioned should be fully capitalized (except for prepositions, articles, and conjunctions).

- In the body of the paper, titles of shorter works (i.e., newspaper articles, chapter titles, journal article titles) should be placed in quotation marks.

- APA avoids using author's first names in the body of a paper (as well as the References page), in an attempt to avoid possible gender bias.