“A word on citation software: While there are plenty of programs that format notes for all bibliographic styles, but they save time at the cost of understanding the style. Additionally, the software also varies in quality, increasing the chance that notes in your paper are incorrect. Always review the citations for accuracy” (Turabian 2007, p. 140).

In Text Citations : The Basics

See pp. 174 - 179 in the APA Style Manual

- The author and publication year of a source must by cited in the text of your paper. One or both of these elements may be in parentheses, depending on the situation.
- In all cases, whenever you cite something in-text, you must include the full citation in the reference list at the end of the paper.
- Whenever multiple elements are in the parentheses, separate them with commas. Any punctuation that the sentence requires goes outside the parentheses. Here are some examples of correct in-text citations for paraphrasing:
  - Kessler (2003) found that among epidemiological samples...
  - Early onset results in a more persistent severe course (Kessler, 2003).
  - In 2003, Kessler’s study of epidemiological samples showed that...
- If you cite a specific part of a source, with or without direct quotations, the citation requires the page number, with p. or pp. before the number. Examples:
  - Rogers (1961) has identified genuineness and transparency as two important elements of a helping relationship (p. 37).
  - Through brain scans of live chimpanzees, researchers have found that, as with humans, “the language controlling...” (Begley, 1998, p. 57).
- If you use a direct quotation, and the material is online or otherwise without pagination, first use the author and date format as your would with regular written sources. Then, use the paragraph number, if available, with the abbreviation para. If neither page nor paragraph numbers are available, cite the heading and the number of the paragraph following the heading to direct the reader to the location of the material. If necessary, shorten the heading or leave it out. (See pages 171-172 of the APA Style Manual). Examples:
  - Basu and Jones (2007) went so far as to suggest the need for “regulation in cyber space” (para. 4).
  - In their study, Verbent, Pernot, and Smeets (2008) found that “the level of perceived disability... less by their physical condition” (Discussion section, para. 1).
  - “Empirical studies have found mixed results on the efficacy of labels ... changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted”).
References
See pp. 193 - 224 in the APA Style Manual

- The heading (centered, no italics/bold/underline) on the page of sources should be References.
- Double space the entire list, both between and within entries (this will not be done on this handout).
- Arrange entries alphabetically by the last name of the first author of each work. If no author is given, start with the first significant word in the title.
- In dates, include as much of the date as is provided - (year, month day) if possible, or (year, month), or (year).
- In titles of articles and books (but not journal titles), capitalize only the first word of the title, the first word of the subtitle, and proper names.
- Each entry starts at the left margin. If there is more than one line, each subsequent line should be indented one half inch (“hanging indent” in the Paragraph menu of Microsoft Word).
- You should include Digital Object Identifier (DOI) information, when provided, in the standard citation format for all electronic documents - articles, books, or websites.
  - A DOI is a unique alphanumeric string assigned to each article available electronically to identify its content and provide a persistent link to its location online, since URLs can change.
  - Use the DOI in whichever format it is provided with the articles. Examples: doi:10.1108/03090560710821161 or http://dx.doi.org/10.1016/j.appdev/2012.05.005
- Read below for citation examples from or based on the 6th edition of the Publication Manual of the American Psychological Association.

Basic Rules for Reference Pages

- All lines after the first line of each reference entry should be indented one-half inch from the left margin; a hanging indentation.
- Authors are listed last name first, then first initial.
- Reference lists must be alphabetized by the last name of the first author of each work.
- If you are citing multiple works by the same author, list them chronologically (earliest to most recent).
- The journal title must be written out in full.
- Maintain capitalization and punctuation that is used by the journal in its title. For example:
  - ReCALL not RECALL
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
Citing Books

- **Basic formats for a print book citation:**
  
  Author, A. A. (date). *Title of work*. Location: Publisher.

  Editor, A. A. (Ed.). (date). *Title of work*. Location: Publisher.

- **Entire book, print version, one to seven authors:**
  

- **Book chapter, print version:**
  

- **Entry in an encyclopedia:**
  

- **Government document:**
  

- **Electronically-retrieved books:**
  
  Author, A.A. (date). *Title of work*. [E-reader version, if applicable]. Retrieved from [http://web_address](http://web_address)

- **Electronic book (available online):**
  

- **Electronic Book (purchased):**
  

- **Book chapter, electronic book version:**
  

- **Entry in an online encyclopedia or dictionary:**
  
Periodicals

For more information about citing articles retrieved from electronic sources, see pp. 187-192 of the Publication Manual.

➢ **Basic format for an article citation:**


**Journal article with DOI, one to seven authors:**


**Journal article, available online with no DOI:**

*Include the URL of the journal homepage, not the article itself*


**Journal article with DOI, more than seven authors:**

*Include first six authors, an ellipses, and the last author*


**Journal article in print:**


**Journal article from a database:**

*Include a DOI if there is one present*


*If there is no DOI, include the homepage for the journal- even if you found the article in a database.*


**Magazine article:**


Bristol Community College Libraries
508.678.2811
http://bristolcc.edu/academics/libraryservices/

Attleboro (x.3745), Fall River (x. 2108), New Bedford (x.4009)
Newspaper article:

Other Common Sources
Give the retrieval date after the word “Retrieved” only if the content of the source is likely to change (e.g., wikis).

- Basic format for a nonperiodical web document:

- Basic web page:

- Blog post:

- Online video or audio file:

- Multipage document created by an agency or organization, no date:

- Personal Communications:
  *Personal communications may be private letters, memos, some electronic communications, personal interviews, telephone conversations and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Use in text citations only.

  T.K. Lutes (personal communication, April 18, 2001)
  (V.-G. Nguyen, personal communication, September 28, 1998)

- Wikis: