

APA In-Text Citation Guide

- APA Style requires an author/date citation style in the text of your paper. The citations will refer the reader to a reference list, located at the end of your paper.
- In the text of your document, you should cite the author's last name and date of publication. Page numbers are only required if a direct quotation is used.
- Generally, citations are introduced with signal phrases that alert readers an outside source of information is being used. Parentheses can also be used to indicate the author's name and date of publication if not mentioned in the signal phrase.
- This is a very short introduction. For further help, please consult with a librarian by calling 415-442-7244 or email at: webster@ggu.edu.

Basic Forms for In-Text Citations

Summary / Paraphrase

If you are summarizing or paraphrasing another person's work, you must include a citation in your paper and an entry in your reference list. For assistance on paraphrasing, see the library webpage on [plagiarism](#).

Example #1 (with signal phrase):

According to Smith (2004), returning students do not take advantage of their library's services (p. 234).

Example #2 (without signal phrase):

Returning students fail to use their college library's services (Smith, 2004, p.234).

Short Quotation

A direct quotation, shorter than 40 words, follows the same pattern as the summary/paraphrase except quotation marks indicate the author's original words. The page number of the quotation should also be included (preceded by a "p." if placed in parentheses).

Example:

In her 2004 study, Smith noted, "Many students, returning to college after a lengthy absence, do not utilize all the services their academic library has to offer" (p.234).

Long Quotation

If your direct quotation is longer than 40 words, separate your quote into a free standing block, indented five spaces from the rest of your writing. Keep your spacing, font and text size the same as the rest of your writing.

Example:

In a subsequent paragraph, Smith (2004) acknowledges this problem:

Many students, returning to college after a lengthy absence, do not utilize all the services their academic library has to offer. This study shows that library outreach to this student population is critical for the academic library's continued success (p.234).

Author Variations

2 Authors	3-5 Authors	6 or more authors	Unknown author	Organization as Author
If a work has two authors, include both authors' last names in making the in-text citation.	Identify all the authors of the work in the signal phrase or parentheses for the first citation. In subsequent citations, simply list the first author's name followed by the phrase "et. al."	Do not list all the authors. Include the first author's last name, followed by the phrase "et. al."	If the author is unknown, use the title of the work in the signal phrase or give the first word or two of the title in the parenthetical citation.	If the author is an organization or government agency, use the name of the organization in your signal phrase or parenthetical citation.

Two or more works in the same parentheses

If your citation refers to two or more works, list the authors in your parenthetical citation according to their order in the reference list, separated by semi-colons.

Personal Communications (email, etc...)

Do not include personal communications in your reference list. Rather, cite memos, letters, e-mails, interviews (unpublished) in your in-text citations, labeling the type of communication and the exact date on which it occurred.

Indirect Source

When you use a source that was cited by another source, name the original source in your signal phrase and cite the secondary source in your reference list (only the source that you have seen or read should be included in your reference list). In the parenthetical citation, list the secondary source preceded by the phrase "as cited in." In the example, Jones is the original source and Goff is the secondary source. The article by Goff appears in the reference list.

Example:

Jones concluded that people consider librarians one of the more trusted professions in the United States (as cited in Goff, 2004, p.4).

Electronic Documents / Articles from a database

If possible, cite electronic documents just as you would cite non-electronic documents. However, electronic documents may have some unique features. Below are some of the typical issues.

Unknown Author

If no author is listed, use the title of the document in the signal phrase or parenthetical citation.

Unknown Date

If there is no date listed or the date is unknown, use the abbreviation "n.d." to indicate no date.

Unknown Page Numbers

Although APA requires page numbers for direct quotations and recommends them for paraphrases, many electronic sources lack actual page numbers. If this is the case, try to include information that will help point the reader to locate the particular place where your citation exists. If the document has paragraph numbers, use the abbreviation "para." If there are no paragraph numbers, use section headings and count the paragraph(s) to which you are referring.