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Library Guide APA In-Text Citations

(Citing in the body of your paper)

Remember: You must document whenever you quote, paraphrase, summarize or use any idea, fact or statistic from another source unless the information is considered common knowledge for you and your audience. APA documentation consists of two parts: In-Text Citations & a References List.

This guide is meant to offer a brief overview of APA Documentation. If your sources or questions are not covered in this guide, consult *The Publication Manual of the American Psychological Association* (5th edition) located on Closed Reserve or in the Reference section (REF 808.06 P976) or check out the APA website at <http://www.apastyle.org>.

In-Text Citations

When using any source, you must credit the author(s). APA uses the author/date style which requires the following information:

1. The author's last name
2. The publication date—For monthly publications (June 2006), for Weekly or Daily publications (2006, June 4), for items with no date use (n.d.)
3. The page number preceded by p. or pp. if you are quoting or paraphrasing. Page numbers are not required for summarizations. Page numbers may not be available for some online sources. In those instances, use paragraph numbers or section headings—see 3.39 in the *Publication Manual*.

There are a number of ways to incorporate this required information. You can include the author's name and date into the sentence:

Bauer (2005) showed that a "federal agent's job is never done" (p.5). or
In 2005, Bauer showed that a "federal agent's job is never done" (p.5).

Or you may place the author's last name, comma and year of publication in parentheses at the end of the sentence:

A close look at the life of a federal agent shows that his or hers
job is "never done" (Bauer, 2005, p.5).

Most books, journals and materials are cited using the above format, but there are some exceptions:

Multiple Authors (3.95)

Things to know: When you use the author's names in your sentence, use "and" to connect the last two, but when citing in parentheses, use "&". Under certain circumstances, you may need to use "et.al." which means "and others."

- o 2 authors – Cite both authors each time you reference the work.
- o 3-5 authors – Cite all the authors the first time you refer to the work, but for subsequent references use the first author's last name followed by et. al.
- o 6 or more authors – Cite only the first author's last name followed by et.al.

Email/Letters (3.102)

For any personal correspondence, cite the work only in the body of the paper. Do not list it on the References page.

J. Seinfeld asserts that we can actually make a lot out of nothing(personal communication, June 1, 2006).

Interviews/Lectures/Phone Conversations (3.102)

Cite the items only in the body of the paper, not on the References page.

During the discussion, the instructor noted that plagiarism was a
"real concern" (class lecture, April 13, 2004).

No Author/Anonymous (3.97)

For works without an author, use the first few words of the Reference list entry (usually the title) and the year. When an author is designated as "anonymous," use Anonymous and the date.

Quotes Within a Source (4.16 B 22)

When one of your sources uses quotes from someone else and you want to use them, you have two main choices:

1. Clarify in the parenthetical citation

Browning writes "A man's reach should exceed his grasp" (as cited in Williams, 1975, p. 201).

2. Clarify in your sentence or signal phrase

Williams quotes one of Browning's most famous lines: "A man's reach should exceed his grasp" (1975, p. 201).

Although Browning is being quoted, you found the quote in a book by Williams, so the reference listing would look like this:

Williams, T. (1975). *Browning's poetry*. New York: HarperCollins.