APA Reference & In-text Citation Examples


Books .............................................................................................................................................. 4

Single author ................................................................................................................................ 4

Two authors................................................................................................................................ 4

Three to five authors....................................................................................................................... 4

Six authors or more .......................................................................................................................... 4

No author .................................................................................................................................... 4

Organization as author .................................................................................................................. 5

Editor considered Author .............................................................................................................. 5

Author and Translator ................................................................................................................... 5

Edition .......................................................................................................................................... 5

Book from a set (several volumes)................................................................................................. 5

Chapter or essay in a collection .................................................................................................... 6

Government publication .................................................................................................................. 6

E-books .......................................................................................................................................... 6

Articles ........................................................................................................................................... 7

Scholarly Journal ............................................................................................................................. 7

Magazine ..................................................................................................................................... 7

Newspaper ................................................................................................................................... 8

Internet-only journal ....................................................................................................................... 9

Electronic magazine (e-zine) ......................................................................................................... 9

Library Databases .......................................................................................................................... 10

ABI/INFORM Complete & other ProQuest databases ............................................................... 10

Academic OneFile & other Gale/InfoTrac databases .................................................................. 10

ACM Digital Library ...................................................................................................................... 10

A-Z (World Trade Press) .............................................................................................................. 10

Business & Company Resource Center ....................................................................................... 11
Campus Research (Westlaw) ................................................................. 11
Checkpoint (RIA) .................................................................................. 11
Chronicle of Higher Education .............................................................. 11
CINAHL ............................................................................................. 11
CQ Researcher ................................................................................... 12
CREDOrference .................................................................................. 12
E-books from EBSCOhost ................................................................. 12
ERIC .................................................................................................... 12
Films on Demand ............................................................................ 13
Gale Virtual Reference Library .......................................................... 13
IBISWorld .......................................................................................... 13
Issues and Controversies .................................................................... 14
InfoTrac Newsstand ........................................................................... 14
Mergent Online .................................................................................. 14
MyiLibrary ....................................................................................... 14
OmniFile Full Text Select ................................................................... 14
Opposing Viewpoints in Context ......................................................... 15
ReferenceUSA .................................................................................... 15
RIA Checkpoint ................................................................................ 15
Salem Press Resources ..................................................................... 15
ScienceDirect ..................................................................................... 16
Stat!ref .............................................................................................. 16
Today’s Science ................................................................................. 16
Wall Street Journal .......................................................................... 16
Westlaw ............................................................................................ 16
Web / Internet Documents ............................................................... 17
Individual pages ................................................................................ 17
Chapter or a section ........................................................................... 18
Document from an academic website ............................................. 18
By item type ..................................................................................... 19
Annual/Corporate/Company Report ................................................ 19
Article obtained via Interlibrary Loan.................................................................19
Article with DOI......................................................................................................19
Blogs/Wikis ...............................................................................................................19
Brochure/pamphlet .................................................................................................19
Class/Course Documents.........................................................................................20
Conference Paper ....................................................................................................21
Discussion forums ....................................................................................................21
Dissertations / Theses..............................................................................................21
Electronic mailing lists and listserv .................................................................22
Encyclopedias and dictionaries ............................................................................23
Film ..........................................................................................................................24
Government Document .........................................................................................24
Images .....................................................................................................................24
Interviews ................................................................................................................25
Keynote Address .....................................................................................................25
Library Documents .................................................................................................25
Personal Communication .......................................................................................25
Podcasts - audio and video ....................................................................................26
Reports ....................................................................................................................26
Sound Recording ....................................................................................................27
Television Program ................................................................................................27
YouTube ...............................................................................................................27
Working Paper / In press.........................................................................................28
Books

**Single author**

*In-text:* Paraphrase: (Waller, 2011). *Quotation:* (Waller, 2011, pp. 74-75).

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**Two authors**


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**Three to five authors**

*In-text:* Paraphrase: Marquart, Olson, & Sorensen (1994) in first citation when a source has more than five authors; Marquart et al. (1994) in subsequent citations; *Quotation:* (Marquart, Olson, & Sorensen, 1994, p. 8). in first citation; (Marquart et al., 1994, p. 8). in subsequent citations.

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**Six authors or more**

*In-text:* Paraphrase: Roeder et al. (1967) in first citation per paragraph; Roeder et al. in second and later subsequent citations per paragraph. *Quotation:* (Roeder et al., 1967, pp. 24-25).

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**No author**

**Organization as author**


*In-text:*


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**Editor considered Author**


*In-text:*

Paraphrase: (Williams, 1997). Quotation: (Williams, 1997, p. 5).

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**Author and Translator**


*In-text:*


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**Edition**


*In-text:*


---

**Book from a set (several volumes)**


*In-text:*

Chapter or essay in a collection


Government publication


E-books
From library

Retrieved from eBooks on EBSCOhost.


From open web

Retrieved from Project Gutenberg: http://www.gutenberg.org/etext/6818

In-text: Paraphrase: (Seton, 1911). Quotation: (Seton, 1911, pp. 38-39).

Downloaded in an eReader

In-text: Paraphrase: (Yin, 2008). Quotation: (Yin, 2008, Location no. 257).
Articles

**Scholarly Journal**  
From library database


**From print copy: consecutive pagination** *(Issue number not necessary)*


**From print copy: Pagination by issue** *(Include issue number)*


**Magazine**  
From library database


**From print copy**  
With author and date

In-text: Paraphrase: (Stone, 1999). Quotation: (Stone, 1999, 825).

With author & date: inconsecutive pages


In-text: Paraphrase: (Frank, 1993). Quotation: (Frank, 1993, pp. 184, 193).

No author: start with the title


Newspaper
From library database
With author


No author: start with the title


From website
With author and date


In-text: Paraphrase: (Hilts, 1999). Quotation: (Hilts, 1999, para. 7).

No author: start with the title
Executive pay could add tension to talks: Base salaries rise as cuts sought. (2008, March 25).


**via commercial search engine**


**Editorial/Review**

**In-text:** Paraphrase: (Schillinger, 1999). Quotation: (Schillinger, 1999, p. 4).

**News service website**

**In-text:** Paraphrase: (Kirby, 1999). Quotation: (Kirby, 1999, para. 3).

**Newswire service**


**Internet-only journal**

**In-text:** Paraphrase: (Booth, 1997). Quotation: (Booth, 1997, para. 5).

**Electronic magazine (e-zine)**
Library Databases

**ABI/INFORM Complete & other ProQuest databases**

*In-text: Paraphrase: (Hunsaker, 2004). Quotation: (Hunsaker, 2004, p. 799).*

**Academic OneFile & other Gale/InfoTrac databases**

*In-text: Paraphrase: (Marino, 1999). Quotation: (Marino, 1999, p. 10).*

**ACM Digital Library**


**A-Z (World Trade Press)**
Presentation

*In-text: (NASA Global View Maps, 2000).*

**Individual Map**

*In-text:* (NASA Earth Observatory, 2004).

**Business & Company Resource Center**

*In-text:* Paraphrase: (Freeman, Hutchings & Chetty, 2012). Quotation: (Freeman, Hutchings & Chetty, 2012, para. 7).

**Campus Research (Westlaw)**


**Checkpoint (RIA)**


**Chronicle of Higher Education**

*In-text:* Paraphrase: (McCabe & Drinan, 1999). Quotation: (McCabe & Drinan, 1999, para. 3).

**CINAHL**
**In-text:** Paraphrase: (Leow, Drury, & Poon, 2010). Quotation: (Leow, Drury, & Poon, 2010, p. 346).

**CQ Researcher**


Retrieved from CQ Researcher database.

**In-text:** Paraphrase: (Hatch, 2003). Quotation: (Hatch, 2003, p. 530).

**CREDOreference Article**


Retrieved from CREDOreference database.

**In-text:** Paraphrase: (Wang, 2004). Quotation: (Wang, 2004, para. 9).

**Image**


**In-text:** (Max Planck, 2002).

**E-books from EBSCOhost**


Retrieved from eBooks on EBSCOhost.

**In-text:** Paraphrase: (Zeinert, 1997). Quotation: (Zeinert, 1997, p. 34).

**ERIC**


**In-text:** Paraphrase: (Breda, 1999). Quotation: (Breda, 1999, p. 45).
Films on Demand
Whole Movie


*In-text:* Paraphrase: (Films Media Group, 2006). *Quotation:* (Films Media Group, 2006, Segment title).

Segment of a Movie

*In-text:* Paraphrase: (Films Media Group, 1996).

Gale Virtual Reference Library
With author


No author


IBISWorld

**Issues and Controversies**

Author NOT identified; no date


Author NOT identified; with date


**InfoTrac Newsstand**


Retrieved from InfoTrac Newsstand database.


**Mergent Online**


**MyiLibrary**


In-text: Paraphrase: (Dul & Hak, 2008). Quotation: (Dul & Hak, 2008, p. 56).

**OmniFile Full Text Select**


Retrieved from OmniFile Full Text Select database.

Opposing Viewpoints in Context
Magazine Article


Reprint under a different title


ReferenceUSA

In-text: (Capital Manor, 2004).

RIA Checkpoint


Salem Press Resources

Retrieved from Salem History database.

In-text: Paraphrase: (Sexson, 2004). Quotation: (Sexson, 2004, para. 3).
ScienceDirect

In-text: Paraphrase: (Reiss, 2002). Quotation: (Reiss, 2002, p. 2).

Stat!ref

In-text: Paraphrase: (Edge, 2010). Quotation: (Edge, 2010, para. 7).

Today's Science


Wall Street Journal


Westlaw

Web / Internet Documents

**Individual pages**
Personal author; with date


*In-text*: Paraphrase: (Reiter, 2007). Quotation: (Reiter, 2007, para. 3).

No author; with date

(e.g. news commentary on an Internet news website)


No author; with date


Organization as author; with date


*In-text*: Paraphrase: (Center for Academic Integrity, 1999). Quotation: (Center for Academic Integrity, 1999, para. 8).

Organization as author; no date


Retrieved from

**In-text:** Paraphrase: (United States Sentencing Commission, n.d.). Quotation: (United States Sentencing Commission, n.d., Conclusion section, para. 1).

**Chapter or a section**


**In-text:** Paraphrase: (McKenzie, 2008). Quotation: (McKenzie, 2008, p. 67).

**Document from an academic website**

Retrieved from Ithaca College Library website:

http://www.ithaca.edu/library/training/think.html

**In-text:** Paraphrase: (Henderson, 2011). Quotation: (Henderson, 2001, Exercise: Peak Oil).
By item type

**Annual/Corporate/Company Report**
Electronic


**Print**


**Article obtained via Interlibrary Loan**

Cite as article from a print source.

**Article with DOI**

*In-text:* Paraphrase: Naidu, Sathyanarayana, Durgalakshmi, Malleswara Rao & Nagaratna (2010) in first citation per paragraph;
Naidu, et al. (2010) in first subsequent citation per paragraph;
Naidu et al. in second and later subsequent citations per paragraph.

**Blogs/Wikis** May not be accepted as scholarly sources

*In-text:* Paraphrase: (Shoemaker, 2006). Quotation: (Shoemaker, 2006, para. 4).

**Brochure/pamphlet**

Class/Course Documents Syllabus, Lecture Documents, Bb Discussions
Bb classroom: Course Syllabus

    Baker College Blackboard website: https://ol.baker.edu/


Bb classroom: Course Document

In-text: Paraphrase: (Baker College, 2008). Quotation: (Baker College, 2008, para. 3).

Bb classroom: Discussion Board Posts

    https://ol.baker.edu/

In-text: Paraphrase: (Smith, 2008). Quotation: (Smith, 2008, para. 2).

On-ground: Course syllabus


On-ground: Class handout


Lectures

In-text: Paraphrase: (Barron, 2005). Quotation: (Barron, 2005).

Presentations

**In-text:** Paraphrase: (Smith, 2003). Quotation: (Smith, 2003, slide 14).

**Conference Paper**

**In-text:** Paraphrase: (Bancroft & Lowe, 2006). Quotation: (Bancroft & Lowe, 2006, p. 15).

**Discussion forums** **May not be accepted as a scholarly source**

**In-text:** Paraphrase: (Simmons, 2000). Quotation: (Simmons, 2000, para. 4).

**Dissertations / Theses**
Dissertation: published, retrieved from a library database

**In-text:** Paraphrase: (Roi, 2006). Quotation: (Roi, 2006, p. 89).

Dissertation: published, obtained from UMI
Taylor, A. S. (1986). Dual career couples and geographic transfer: Executive's reaction to commuter marriage and attitude toward the move (Doctoral dissertation). (UMI No. AAT 8701827)

**In-text:** Paraphrase: (Taylor, 1986). Quotation: (Taylor, 1986, p. 89).

Dissertations - obtained from a university

**In-text:** Paraphrase: (Caprette, 2005). Quotation: (Caprette, 2005, p. 56).

Dissertation: published, obtained from PQDT (ProQuest Dissertations Theses) Open

**In-text:** Paraphrase: (Gayatri, 1986). Quotation: (Gayatri, 1986, p. 89).

**Dissertation: unpublished**


**In-text:** Paraphrase: (Pecore, 2004). Quotation: (Pecore, 2004, pp. 78-79).

**Master's thesis - published**


**In-text:** Paraphrase: (Copeland, 2008). Quotation: (Copeland, 2008, p. 88).

**Master's Thesis: unpublished, obtained from a university**


**In-text:** Paraphrase: (Myers, 2004). Quotation: (Myers, 2004, pp. 28-30).

**Electronic mailing lists and listserv** May not be accepted as a scholarly source


**In-text:** Paraphrase: (Hammond, 2000). Quotation: (Hammond, 2000, para. 4).
Encyclopedias and dictionaries
Library Database: with author


Library Database: no author


Library Database: no author, no date


Library - Print: with author, with date


Web - no author


Definition – Electronic; no author

Definition - Electronic: no author, no date


Quotations – from the web

In-text: (Wilson, 1919).

Film


Government Document


Images
with title (with Photographer name and date)

Images: with title (no photographer name or date)

Images: no title, photographer name or date

Interviews
Recorded, archived at a website:

America's Ballroom Challenge: Interview with the show's creator: Aida Moreno. (2009, February 9). Available at the PBS website:
http://www.pbs.org/wgbh/ballroomchallenge/interview.html

Personal: not archived

Cite only in the text. Use this format: (personal communication, Month Date, Year)

DO NOT INCLUDE IN REFERENCES

Keynote Address

In-text: Paraphrase: (Stein, 2003). Quotation: (Stein, 2003).

Library Documents
Handouts


Personal Communication

Cite only in the text. Use this format: (personal communication, Month Date, Year)

DO NOT INCLUDE IN REFERENCES
Podcasts - audio and video

Audio Podcast


In-text: Paraphrase: (Duchon, 2007). Quotation: (Duchon, 2007, chapter/section title).

Video Podcast


Reports

Technical or research report


Government report


**Sound Recording**

*In-text:* Paraphrase: (Bolton, 1975). *Quotation:* (Bolton, 1975, track number).

**Television Program**
**Single Program**

*In-text:* Paraphrase: (Safer, 1993). *Quotation:* (Safer, 1993, chapter/section title)

**Episode from a series**


**YouTube**
**Personal author**


**Organization as author**

*In-text: Paraphrase:* (Guéguen, in press).