



Center for Academic Development

CAD Student Resources

Basic Rules for In-text Citation (APA style)

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In-Text Citation¹

This handout is based on the rules set out in the publication manual (fifth edition) of the American Psychological Association (APA). It is not intended to replace the APA manual. When in doubt consult the APA publication manual and your professor. The library call number is:

Ref
BF 76.7
P83
2001

The American Psychological Association (APA) format follows an “author-date” style of in-text citation. When using this style, the author's last name and the year of publication for the source material appears in the text. Every source used in the paper, direct quotation, paraphrase, summary or translation must be cited in the text of the paper and listed in the References. A complete reference listing for each source cited in-text (except personal communication) is listed in the “References” at the end of the paper. Failure to do so will result in the charge of “plagiarism” which will have serious consequences to an academic career.

Paraphrase

Paraphrase is used when you take the ideas from another author's work but put the ideas in your own words.

One author

Examples

Owens (2001) found students weak in study skills.

In a recent investigation of study skills it was found that students are weak in study skills (Owens, 2001).

In 2001, Owens found students to be weak in study skills.

Two authors

Examples

Owens and Kerr (2001) investigated the role of notetaking on grades...

In a recent investigation of notetaking on grades (Owens and Kerr, 2001), .

In 2001, Owens and Kerr investigated the role of notetaking on grades...

¹ The in-text citations listed in this handout are fictitious.

Three to six authors

Examples

Owens, Rathbun, and Kerr (2002) discovered real problems in time management across the university...

Wyrzten, Owens, Rathbun, and Kerr (2002) argue that time management is the most...

If there is a second in-text citation of the same authors use the first author's surname and "et al."

Examples

Owens et al.(2002) also found that these time management problems...

Wyrzten et al.(2002) further argue that time management...

More than six authors

If there are more than six authors of the source material cite only the first surname and "et al." For example if your authors were: Burgess, Owens, Kerr, Rathbun, Wyrzten, Mittan and Henderson use the following in-text citation

Example

Burgess et al.(2002) argue that the Center for Academic Development and Study Skills ...

Groups as authors

Some source materials are written by a team of authors who act as a group. This commonly occurs in governmental publications, newspapers and magazines. In this case, use the name of the group as the author. For a first citation write out the complete name of the group and the acronym in brackets.

Examples

The Center for Academic Development and Study Skills (CADS) has completed a number of investigations into student study habits. These studies (2000)...

A number of investigations into student study habits (The Center for Academic Development and Study Skills [CADS], 2000) show...

If there is a second in-text citation of the same group use the acronym as the author.

Example

These investigations further show (CADS 2000) the need...

Secondary Source

You may want to use information that is cited in an article or book that you have found. Ideally, you would find the original source. However, if you cannot, you should cite the source in the text, "as cited in...". For example, if you read a paper by Hardcastle (2002), and in that paper he refers to an article by Rathbun (2001) you would cite this as follows:

Example

Rathbun (as cited in Hardcastle, 2002) recommends teaching academic skills intensively before students enter their areas of concentration.

In the reference list, you would include a reference for Hardcastle (2002), but not for Rathbun because that is the source that you read.

No author

If there is no author to cite (as in a web page) use an abbreviated version of the title of the page in quotation marks to substitute for the name of the author.

Examples

In a similar investigation of students study skills, ... ("Using Study Skills," 2001).

No date

If there is no date to cite use "n.d." (for "no date")

Example

Mittan (n.d.) argues that study skills can be taught.

In his seminal study, Mittan (n.d.) argues that study skills can be taught.

No author, no date, and no page numbers

If you are citing a work that has no author, no date, and no page numbers you should be asking yourself about the credibility of the source.

If you still decide to the source, use 1) the title of the page, in quotation marks, for the name of the author; 2) the abbreviation "n.d." for the date; 3) and use paragraph numbers (if available) or leave out any reference to pages.

Example

In a groundbreaking study of study skills in Morocco ("University Study Skills," n.d.), it was reported that...

Personal communication

If the source was, for example a professor, and came from an interview or discussion with the individual you use "personal communication" as the in-text citation. Personal communication is not listed in the "References".

Example

Study skills it has been argued (Hardcastle, personal communication) can be taught...

Quotations

Direct quotes are used when you take another author's ideas and exact words for use in your own paper.

Short Quotes

Short quotes (fewer than 40 words) are enclosed in double quotation marks. In addition to the author and date of publication a page number must be included in the in-text citation.

Examples

She stated, "Students often have difficulty using appropriate study skills," (Kerr, 2002, p. 199), but she did not offer an explanation as to why.

According to Kerr (2002), "Students often had difficulty using appropriate study skills," (p. 199).

Kerr (2002) argued "Students often had difficulty using appropriate study skills," (p. 199); what implications does this have for faculty?

Long Quotes

Quotations longer than 40 words are placed in a block of text. The block quotation starts on a new line, indented five spaces from the left margin. The entire quotation is indented. Maintain double-spacing throughout. The page number should come after the closing punctuation mark.

Example

Rathbun's 2002 study found the following:

Students often have difficulty using appropriate study skills, especially in their first year in an undergraduate program. This difficulty could be attributed to the fact that many students have not been properly trained in these skills at the middle or high school level. It could also be due to the fact that many students have never been challenged academically to the point where efficient study skills were needed. (p. 99)