## CITATION AND REFERENCE GUIDE

### CITATIONS

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>First item in parentheses</th>
<th>Second item in parentheses</th>
<th>Third item in parentheses</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation</td>
<td>Author(s)' last name(s)</td>
<td>Year of publication</td>
<td>Page number or paragraph number of where quote was taken</td>
<td>(Smith, 2007, p. 123), (Smith, Brown, &amp; Jones, 2005, para. 4).</td>
</tr>
<tr>
<td>Paraphrase</td>
<td>Author(s)' last name(s)</td>
<td>Year of publication</td>
<td></td>
<td>(Smith, 2005). (Smith, Anderson, Jones, &amp; Brown, 2001).</td>
</tr>
<tr>
<td>Summarize</td>
<td>Author(s)' last name(s)</td>
<td>Year of publication</td>
<td></td>
<td>(Smith, 2005.) (Smith, Anderson, Jones, &amp; Brown, 2001.)</td>
</tr>
</tbody>
</table>

### Citations must be listed in the body of your papers.

3 items that have to be cited:

- Word-for-word quotations
- Paraphrased content - in your own words
- Summarized content - in your own words

For all research, the two most important things to included in every citation are:

- Author(s)' last name(s) (Johnson, Harris, Smith, Brown).
- Date of publication (2008).

If you are quoting material directly, then you must have a third item in the citation:

- Page number (p. 132).
- If there is no page number, then use a paragraph number (para. 9).

Order of citation:

- Always list author last name and then the date of publication. Use a comma to separate them. (Johnson, 2004).
- There are two ways of including information about your source:
  1. Directly in the sentence.
     - The author (year of publication) said that he believes...
     - Norm Johnson (1999) said that he believes... OR
     - Smith (2004) stated...
     - with quotation:
       

     Norm Johnson (1999) said, "I believe that adults should go back to school" (p. 132).

Rules to remember:

Quotation marks always have a beginning and end
Quotation marks occur BEFORE the citation
Periods are always AFTER the citation (p. 132).

2. At the end of a sentence with information enclosed in parentheses and followed by a period.
   - Research shows that...young (Author last name only, year)
   - Research shows that...young (Smith, 2005).
   - Period is always after the citation because the parentheses serve as part of the sentence to indicate research.

Exceptions to the rules:

- In absence of a date, write n.d. for no date (Smith, n.d.).
In absence of an author, show the title of the article (Psychology for Children, 2004). The only time Anonymous should be listed is IF it is in the byline (article says “By Anonymous”). Otherwise please use the title and the date.

**DO NOT:**

- Include first names or initials in the parentheses. (Brown, D, 2008)
- Include title IF there is an author. (Boyd & Ree, Adult Development 2007, p. 28)
- Mix up the order of the author and date (2005-Brown).
- Place quotation marks outside of the citation. “They (Roberts, 2008, p. 29)"

**Repeated Citation of Same Source in Same Paragraph:** In APA 6th Edition, if the name of an author appears as part of the narrative (i.e., in text) then the year follows in parentheses and it is not necessary to include the year again when the author's name is repeated in the narrative of the same paragraph and cannot be confused with any other citations in the same paragraph. But, any parenthetical references (i.e., the citation appears in parentheses) in the same paragraph should include the year.

In a recent study of reaction times, Walker (2000) found no interaction amongst variables in the cross-sectional data. Walker’s research supports the work of others studying similar variables (James & King, 2004; Salinger, 1999). However, interactions among variables were identified in the longitudinal data (Walker, 2000). However, if the full citation appears in parentheses first, subsequent citations should always present the year along with the author’s last name.

In a recent study of reaction times, there was no interaction amongst variables in the cross-sectional data (Walker, 2000). Walker’s (2000) research supports the work of others studying similar variables (James & King, 2004; Salinger, 1999). However, interactions among variables were identified in the longitudinal data (Walker, 2000).

### COMMON APA REFERENCE LIST FORMATS

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources with six or more authors in the references list, not in the text</td>
<td>For references with six or seven authors, list all of them in the reference citation. For references with eight or more authors, list the first six authors, then insert three ellipses, and add the last author's name. Example: Engberg, M., Dugan, J. P., Haworth, J., Williams, T., Kelly, B., Johnson, W., Tewart, S. (2009). Navigating the complexity of higher education preparation program administration. San Francisco, CA: Jossey-Bass.</td>
</tr>
<tr>
<td>Work discussed in an indirect (secondary source)</td>
<td>In the text, name the original work and provide a citation for the secondary source. Example: According to Erikson’s theory of development, the Generativity v. Stagnation phase occurs in middle adulthood (as cited in Witt &amp; Mossier, 2010). On the reference page, the entry should be for the source where the material was obtained, not the original source material.</td>
</tr>
</tbody>
</table>