



APA 7th Edition Quick Reference Guide

This handout provides an overview of when to use APA documentation and how to create in-text citations and references pages. For complete APA information, consult <https://apastyle.apa.org/>.

APA Style In-Text Citations

Use an in-text citation every time you include information from a source in your own writing. This includes direct quotes, paraphrases, and summarized passages.

Standard In-text Citations

A standard APA in-text citation includes three parts in parenthesis:

- The author(s) last name,
- The year of publication,
- The specific part of the source that the information came from, which is usually the page number, but can be a paragraph number, table number, video time stamp, or chapter

The examples below illustrate using an in-text citation with and without the author's name appearing to introduce the work:

- The essay ends by extending an invitation to the reader, saying "Please join me" (Sand, 2010, p. 31).
- The essay ends with an invitation to the reader when Sand (2010) writes, "Please join me" (p. 31).

Exceptions to Standard Citations

Sometimes you will not use a source that only has one author or a source that has a page number. Note the examples below that illustrate how to handle these exceptions.

- A source with 2 authors: (Smith & Johnson, 2017).
- A source with 3 or more authors: (Taylor et al., 2020, p. 75)
- For a source with no author, use the first couple words of the article's title: ("Two Men," 2017).
- For a source with no date, use "n.d.": (Wright, n.d.)

APA References Pages

Your APA references page should be the last page of your document and should be completely on its own page. Any sources cited in the text must also be entered on your references page. The in-text citation will correspond with the first word(s) of the corresponding references entry.

Here are some tips for formatting your document:

- Begin the page with the heading References centered. Do not underline, bold, italicize, or increase the font size on this heading
- Use a hanging indent for each entry. This means all the lines except for the first should be indented by 5 spaces and double space the entire page
- Alphabetize the entries by the first word
- A note about titles:
 - Titles of shorter works, like article titles, should not be italicized, and only first word of the title, the first word of the subtitle (if applicable), and proper nouns should be capitalized
 - Titles of long works, like books or magazines, should be italicized and verbs and nouns should be capitalized. Do not capitalize adjectives, adverbs, pronouns, and all words of four letters or more

What a References Page Entry Contains

Each entry on your references page should contain these basic elements: author, date, title, and source. Consider the following questions:

- Author: Who is responsible for the work?
- Date: When was the work published?
- Title: What is the work called?
- Source: Where can I retrieve this work?

Examples

Book

Limón, A. (2018). *The Carrying*. Milkweed Editions.

Page on a Website

National Park Service. (2020, August 24). *Great American outdoors act*. US Department of the Interior.

<https://www.nps.gov/subjects/legal/great-american-outdoors-act.html>

Newspaper or Magazine Article Retrieved from the Web

Krishna, P. (2020, August 20). How to save restaurants. *The New York Times*.

<https://www.nytimes.com/2020/09/10/opinion/restaurants-indoor-dining.html>

Article Retrieved from a Database (NOTE: This includes a permalink. You can include the DOI instead if available.)

Cubberley, F. (2015, Spring). The reality of free community college tuition. *Journal of College Admission*, 227, 21–23.

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