Each source that you use in your paper must have two citations: an in-text citation and a reference page citation. Both citations refer to the same source. The in-text citation is abbreviated. The full citation for the source appears only on your reference page at the end.

In-Text Citations
Whether you use an author’s exact words (quotation) or put the information in your own words (summary), you must provide an in-text citation to the source you used.

In-Text Citation for a Quotation (Author’s Exact Words)
Original Text: (from Rachel Adele, The Media Against Women, 1999)
“Deaths from colon cancer occur twice as often in women as in men, but the media have made it seem that breast cancer is the number one killer of women.”

Direct Quote Used in Your Paper:
According to Adele (1999), "Deaths from colon cancer occur twice as often in women as in men, but the media have made it seem that breast cancer is the number one killer of women" (p. 12).

Please notice three things:

1. A signal phrase such as "According to ..." is always used to introduce a direct quote.
2. The author’s last name together with (1999) is an in-text citation and refers to the source listed alphabetically on the last page of your paper.
3. The period goes after the parenthesis at the end of the sentence.

In-Text Citation for a Summary (Your Own Words)
Original Text: (from Rachel Adele, The Media Against Women, 1999)
“Deaths from colon cancer occur twice as often in women as in men, but the media have made it seem that breast cancer is the number one killer of women.”

Your Words in Your Paper:
Although twice as many women die from colon cancer as men, the media choose to focus on breast cancer as the main threat to women (Adele, 1999, p. 12).
**Your Source is Not a Book? Not a Problem**
The example in-text citations above are for a book. Increasingly, today’s research papers include more electronic sources than print ones. No problem. Use the same principle: two citations for each source—an in-text citation and a reference page citation.

**Your Source Doesn’t List an Author? Not a Problem**
If the source you are using does not list an author, simply use the title of the source as a substitute. If the title is more than five words, abbreviate it.

**Last Page References**
Since you’re using APA, the last page of your paper is called--References. This word is centered on the last page that lists only the sources you used in your paper.

Citation machines and other software claim to automatically produce the format for in-text citations and entries on the “References” page. However, you must correctly identify the type of source (book, web site, magazine). After using any citation machine, be sure to check your citation for accuracy against the model formats listed at various web sites (see below).

**Automatic APA Citations**
Some of the software that automatically formats sources for in-text citations and your references page is free:

- [http://www.citationmachine.net](http://www.citationmachine.net)
  (Note: If you use a source from the school’s online library, you must always choose “Work from a subscription service” format).

  Here is a short instructional video on using the citationmachine.net:

Other free citation machines include:

- [http://www.studentabc.com/citation_machine](http://www.studentabc.com/citation_machine)
  (Note: If you use an article from the school’s online library, you must choose “Article from a database or subscription” format).

  (Note: If you use an article from the school’s online library, you must choose “yes” to the question “Was the resource found using a database?”

The best citation machine currently costs $34.95, but comes from the authority on APA style, the American Psychological Association.

- [http://www.apastyle.org/software](http://www.apastyle.org/software)
In the End
No single web site, citation machine or handbook contains a model format for every type of source you may find. Therefore it is important to keep in mind the basic components for any citation so that you can make informed choices about the source information you provide. The basic rule: More information is better than less. The goal of any citation is to help the reader evaluate the source and possibly to retrieve it, if he or she wishes. Your “References” page citations should contain the following basic elements in approximately this order:

- Author (or editor, translator, compiler in place of author)
- Publication date
- Title of work
- Title of Periodical or web site
- Volume/issue
- Pages
- Place of publication
- Publisher
- Access date
- Retrieval information

Blue = all sources
Purple = periodicals and web sites
Green = periodicals
Brown = books
Red = digital sources

If you are using a source that does not provide a piece of information for one of the slots, simply skip to the next. For example, if you are citing a source that does not list an author, your citation should begin with the title of the article.

Sample Citations
A variety of web sites provide citation formats for the various types of sources you will encounter. Some of the more popular are:

http://owl.english.purdue.edu/owl/resource/560/01/
http://www.dianahacker.com/resdoc/p04_co9_s1.html (in-text citations)
http://www.dianahacker.com/resdoc/p04_co9_s2.html (reference page citations)
http://www.apastyle.org/elecref.html (electronic sources only)

Common Citation Formats
Below is a chart containing some of the most common formats for in-text citations and Reference page citations.
# APA In-Text Citations

## Direct Quotation from a Source

A number of researchers agree with this assessment: "This is a seriously flawed study without merit" (Methasa, 1994, p. 22). **Place author, date and page number (if available) after quotation.**

## Summary of a Source

A third study (Millard, 1982) compared reaction times among the participants and noted an increase in errors.

When Millard (1982) compared reaction times among the participants, he noticed an increase in errors. **(Author given in text.)**

In 1982, Millard compared reaction times among the participants and noted an increase in errors. **(Author and date given in text.)**

## Summary of a Specific Part of a Source

One prominent researcher (Methasa, 1994, p. 22) agrees with the assessment of this study as scientifically invalid. **(In APA, a page, chapter or paragraph number is used only when you summarize a specific part of the source.)**

Gibbons (1991, chap. 12) reported that the study was invalid and did not include it in his work. **(Author given in text.)**

In 1998, Bartsen (Conclusion, para. 12) published a critique that found the study invalid and unworthy of inclusion. **(Author and date given in text.)**

## Two Authors

When Glock and Matthews (1999) reported on their findings, they were unaware of a similar study with contradictory data. **(Use “and” when author names are given in text.)**

When the findings were reported (Glock & Matthews, 1999), most researchers were unaware of a similar study with contradictory data. **(Use an ampersand symbol [&] when author names are in parentheses.)**

## Three, Four or Five Authors

Erickson, Mitters, Brown, and Keifer (1997) studied managers who were given no training. **(Include all authors (and date) the first time you cite a source with three, four or five authors.)**
Later, when Erickson et al. (1987) continued their study of these managers, a one-week training program was added. (For additional references to the work, use only the first author's name and et al.)

**Six or More Authors**

Mullins et al. (1989) noted no improvement in norms for participant scores. (For six or more authors, cite only the first author and et al. for all references.)

**Unknown Author**

One recent article ("When colors collide," 1987) indicated the rapid growth of this phenomenon. (When no author is given, use the first few words of the title and year.)

**Group Author**

However, the Veterans Administration (1992) agreed in its report to correct this deficiency. (Name of the group serves as the author.)

**E-mail or Personal Interview**

“I would never agree to an off-record FBI interview,” said one of the protesters who were arrested (M. Fitzsimmons, personal communication, March 29, 2007). (E-mails, personal letters, or personal interviews are cited only in-text and do not receive a citation on the “References” page.)

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**Reference Page Citations (Print)**

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