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Documenting Sources: APA Style – 7th Edition

You must document your sources anytime that you use information that is not your own. We have provided examples of the most commonly used sources below, but you may need to adapt your citations as needed, or refer to the *APA Manual* for more complicated sources. Check with your instructor for any variations.

IN-TEXT DOCUMENTATION FORMAT:

Format for Paraphrases:
In-text citation for a paraphrase does not require a page number.

Basic in-text narrative citation
Using population statistics as an example, Brown and Moore (2020) argue that homelessness is a condition vastly underestimated, particularly in large metropolitan areas.

Basic in-text parenthetical citation
Motivating students is of primary concern to today's teachers (Bender & Black, 2020).

Source with 3 or more authors
In this example, Jeffries is the first author: Jeffries et al. (2020) or (Jeffries et al., 2020)

Source with no author and no date
(**Note:** If the title is long, shorten it for the in-text citation. If the title is italicized in the reference, italicize it in-text. If the title is not italicized in the reference, use quotation marks around the title in-text.)
Interest in the use of subliminal advertising dates back several decades (*History*, n.d.).

Secondary source (source within a source)
(**Note:** Include date of publication of the original source if known. Narrative and parenthetical examples follow.)
Taylor (2011; as cited in Luna et al., 2019) has noted several discrepancies in twin studies of the past.
Twin studies of the past had several noted discrepancies (Taylor, 2011, as cited in Luna et al., 2019).

Personal communication
(**Note:** Personal communications such as interviews, e-mails, chats, texts, etc. are cited in-text only.)
F. Gutierrez (personal communication, April 30, 2020) has stated that funding for the program will continue.

Format for Quotations:
In-text citation for a quotation should include a **page number**, placed at the end of the quotation in parentheses. If the source does not include page numbers, as is the case with many electronic sources, then use section headings (if available) and count **paragraphs** from the heading. If no headings, count the paragraphs from the beginning of the document. Quotes from audiovisual works should include a **time stamp** for the beginning of the quotation in place of a page number.

Basic in-text citations for quotations
Martinez (2019) asserts that "a wide variety of physical and psychological disorders may be treated with hypnotherapy, provided the conditions are right" (p. 33), but other researchers disagree.

Music therapy can "improve quality of life" (Chun, 2020, Discussion section, para. 3).

"Body language is up for interpretation" (Zee, 2020, 3:45).

REFERENCES FORMAT:

General Formatting Tips:

- A **References** list should begin on a new page and be double-spaced. Each citation should be formatted with a hanging indent of half an inch.

- **Alphabetize** the references by the last name of the first author listed for each citation. If no author, alphabetize by the first word of the title other than **A**, **An**, or **The**.

- **Author names** should follow this format: last name first, then a comma followed by the first initial of the first name and initials of succeeding names. Include surnames and initials for up to **20 authors**, placing an ampersand (&) before the last author in the list. For sources with 21 or more authors, see the *APA Manual* or ask a librarian for help.

- **Titles and subtitles** are done in **sentence-style**, where only the following are capitalized: first word of the title, first word of the subtitle, and all proper nouns. Typical examples include: article titles, book titles, and individual webpage titles. **Periodical and website names** (refers to the source of a webpage) are done in **title case** with all main words capitalized.

- **Dates** for source types requiring a complete date of publication should **not** include any abbreviations. If no date can be found in a source, use (n.d.) in the citation.

- **References with the same author and same date** are alphabetized by title. In order to differentiate these items a lowercase letter is placed after the year in-text and in the references list (ex. 2020a, 2020b, etc.). For references with the same author and no date of publication, the format is slightly different (n.d.-a, n.d.-b, etc.).

- **When the author and publisher/website name are the same**, omit the publisher/website name from the reference to avoid repetition.

- **If a source has both a DOI and a URL**, include only the DOI, beginning with: **https://doi.org/**

- **A source found in a database without a DOI** (ex. magazine articles, most encyclopedias) **should be treated as a print source**, with only a few exceptions for original, exclusive content (ex. ERIC documents, company profiles in the Hoover's database).

- **A source found on a website without a DOI** should include a URL leading directly to the cited work.

- **Retrieval dates**:
  - **The majority of online sources do not include retrieval dates**. A retrieval date is included with a URL in only a few circumstances. Although most online sources can be updated, only those that are **designed to change over time and are not archived** will require a retrieval date.

  - Typical examples of items needing a retrieval date: a map generated by Google Maps, a Facebook page, the Census Bureau's population clock, an online dictionary on the open web that is continuously updated.

  - When needed, the retrieval date appears before the URL: **Retrieved July 1, 2020, from http://xxxx** and (n.d.) is used as the date of publication in the citation.

Books:

Basic format for books. See examples below for typical variations.

Author, A. A. (Year of publication). *Title of book: Capitalize first word of subtitle* (edition info). Publisher.

Book by one or two authors in print or in a library database, no DOI

Hook, L. A. (2020). *The digital divide: A brief history* (Rev. 2nd ed.). Tapestry Press.

> **Narrative citation**: Hook (2020)
> **Parenthetical citation**: (Hook, 2020)

Book by three to twenty authors in print or in a library database, no DOI

Wilson, Z., Branson, J., & Langley, M., Jr. (2020). *Teaching as a career: A lifelong journey.* Educational

Horizons.

> **Narrative citation**: Wilson et al. (2020)
> **Parenthetical citation**: (Wilson et al., 2020)

eBook found on a website (not in a library database), no DOI

Brauer, G., & Johnson, K. (2019). *Body and language: Intercultural learning through drama.* Greenwood.

http://www.greenwood.com/ebooks/baliltd

> **Narrative citation**: Brauer and Johnson (2019)
> **Parenthetical citation**: (Brauer & Johnson, 2019)

Work in an anthology in print or in a library database, with original publishing info

(**Note:** Items that have been published before appearing in an **anthology** are considered to be **republished**, so the original year of publication is added to the citation, if available. **Authored chapters** in an edited book that have been published before are considered to be **reprinted** and require more original publishing info added to the citation. See the *APA Manual* or ask a librarian for assistance.) **The example below is a viewpoint essay from the Opposing Viewpoints database.**

Henson, P. R. (2019). Food recalls: Do they work? In C. McCullough (Ed.), *Foodborne outbreaks* (pp.

282-292). Greenhouse Press. (Original work published 2017)

> **Narrative citation**: Henson (2017/2019)
> **Parenthetical citation**: (Henson, 2017/2019)

Entry in an encyclopedia or dictionary, in print or in a library database, no DOI

(**Note:** Many scholarly reference sources include articles that are signed by the author. Before you assume that the author is unknown, check the whole article carefully.)

Yee, W. (2020). Treating Parkinson's disease. In J. L. Longe (Ed.), *The Gale encyclopedia of medicine*

(6th ed., Vol. 7, pp. 389-392). Gale.

Narrative citation: Yee (2020)
Parenthetical citation: (Yee, 2020)

Journal, Magazine, and Newspaper Articles:

(**Note**: For **journal articles, use only the year of publication**, even if the source lists a more complete date. For all other periodical types, use a full date of publication, as applicable to the source.)

Basic format for articles. See examples below for typical variations.

Author, A. A. (Date of publication). Article title. *Periodical Title, volume*(issue), Page range (if given).

https://doi.org/xxxx (if applicable)

(**Note**: Articles found on the open web (not in a library database) without a DOI include the URL of the article.)

Journal article with three to twenty authors, in any format, with a DOI

Bean, K. E., Hughley, J., Jordan, R., & Kunsman, C. (2019). New techniques in patient care. *Journal of*

Holistic Nursing, 47(3), 25-33. https://doi.org/10.2102/50.holistic.041

Narrative citation: Bean et al. (2019)
Parenthetical citation: (Bean et al., 2019)

Journal article in print or in a library database, no DOI

Jackson, L. (2020). Football injuries: The latest treatments. *Sports Medicine, 9*(3), 44-56.

Narrative citation: Jackson (2020)
Parenthetical citation: (Jackson, 2020)

(**Note**: Journal articles found on the open web without a DOI include the URL of the article.)

Magazine or newspaper article in print or in a library database

Sun, Y. (2019, December 8). Corporate shakedown: Corruption in the marketplace. *Time, 163*(48), 12.

Narrative citation: Sun (2019)
Parenthetical citation: (Sun, 2019)

Magazine or newspaper article from the open web, with no author

Crisis in the classroom: What today's teachers are up against. (2019, May 7). *The New York Times*.

> http://www.nytimes.com/2019/05/07/crisis-in-the-classroom

> **Parenthetical citation**: ("Crisis," 2019)

(**Note:** When an article has an unknown author, then the article title precedes the date. Since the title is not italicized in the reference, use quotation marks around the title in-text. Long titles may be shortened for the in-text citation.)

General Websites:

Individual webpage on a website, with author

Davies-Barnett, A. (2020, June). *Psychology of gender.* Gender Research Institute. http://www.gri.org/

> gender.html

> **Narrative citation**: Davies-Barnett (2020)
> **Parenthetical citation**: (Davies-Barnett, 2020)

Individual webpage on an organizational website, with no personal author

Council for the Study of Anxiety Disorders. (2019). *Treatment of anxiety disorders.* http://www.csad.org/

> disorders/treatment.html

> **Narrative citation**: Council for the Study of Anxiety Disorders (CSAD, 2019)
> **Parenthetical citation**: (Council for the Study of Anxiety Disorders [CSAD], 2019)
> **Subsequent citations**: CSAD (2019)   or   (CSAD, 2019)

(**Note**: When the author and website name are the same, omit the website name from the citation. If the group author is known by an acronym, define it the first time it is cited in-text, either in the narrative or parenthetically. Thereafter, the acronym is used for all in-text citations.)

Individual webpage on a government agency website, with no personal author and no date

Occupational Safety and Health Administration. (n.d.). *Reducing health hazards at work.* U.S. Department

> of Labor. http://www.osha.gov/officialpublications/health_work.html

> **Narrative citation**: Occupational Safety and Health Administration (OSHA, n.d.)
> **Parenthetical citation**: (Occupational Safety and Health Administration [OSHA], n.d.)
> **Subsequent citations**: OSHA (n.d.)   or   (OSHA, n.d.)

(**Note**: The government agency responsible for the webpage is considered to be the author. The names of any parent agencies are included in the website name area of the citation, but the authoring agency is omitted to reduce repetition. If a government agency is known by an acronym, define it the first time it is cited in-text, either in the narrative or parenthetically. Thereafter, the acronym is used for all in-text citations.)

Canvas:

Material created by instructor

Instructor, A. (Year). *Title of material* [Format]. Carroll Community College Canvas. Canvas login page

URL

Davis, J. (2020). *The range of personality types: Human diversity* [Lecture notes]. Carroll Community

College Canvas. https://www.carrollcc.edu/canvaslogin

Narrative citation: Davis (2020)
Parenthetical citation: (Davis, 2020)

Material from authors other than instructor

(**Note**: The *APA Manual* does not show how to handle items that are posted on an instructor's Canvas page when the instructor is not the author.

Cite the correct format for the type of source, using as much information as available. In general, most of the outside sources posted will not need Canvas information at the end of the citation. Typical examples include: links to webpages, a link to an article in one of the library's databases, scanned pages from a book, etc.

An example of something that would need Canvas info added to the citation would be a source that is highly unique and very difficult to obtain anywhere else, like a handout an instructor picked up at a meeting and then posted it to their Canvas page.)

Misc Sources:

Occupational Outlook Handbook

Bureau of Labor Statistics. (2020, June 3). Environmental engineers. In *Occupational outlook handbook*.

U.S. Department of Labor. https://www.bls.gov/ooh/architecture-and-engineering/environmental-

engineers.htm

Narrative citation: Bureau of Labor Statistics (BLS, 2020)
Parenthetical citation: (Bureau of Labor Statistics [BLS], 2020)
Subsequent citations: BLS (2020)   or   (BLS, 2020)

(**Note**: The government agency responsible for the source is considered to be the author. The names of any parent agencies are included in the website name area of the citation, but the authoring agency is omitted to reduce repetition. If a government agency is known by an acronym, define it the first time it is cited in-text, either in the narrative or parenthetically. Thereafter, the acronym is used for all in-text citations.)

Hoovers (business profile), no author

Taylor Confectionaries [Company profile]. (n.d.). *D & B Hoovers*. Retrieved June 7, 2020, from

http://www.mergentonline.com/hoovers

Parenthetical citation: ("Taylor Confectionaries," n.d.)

(**Note**: This company profile is original content written specifically for the Hoovers database. An optional descriptor is included in order to clarify the source type. The database name (italicized because this source is formatted like a periodical article), and URL of the login screen, are included in the citation. This source is also designed to be continuously updated with newer stock prices and other financials, so a date of retrieval is used and (n.d.) represents the date of publication.)

(**Note:** When an item has an unknown author, then the article title precedes the date. Since the title is not italicized in the reference, use quotation marks around the title in-text.)

ERIC documents

Douglass, J. (2020). *Motivating the reluctant learner* (ED341178). ERIC. https://files.eric.ed.gov/fulltext/

ED341178.pdf

Narrative citation: Douglass (2020)
Parenthetical citation: (Douglass, 2020)

(**Note**: ERIC Documents are considered to be works of limited circulation originating from the ERIC database. The assigned document number follows the title in the format shown, and the database name is included in plain text because this type of source is formatted like a report found on a website. The URL leading directly to the document on the open web is included.)

Films on Demand and other film databases

Newton Media (Producer). (2019). *Transgender health issues* [Film]. Films on Demand.

http://fod.infobase.com/PortalPlaylists.aspx?aid=20324

Narrative citation: Newton Media (2019)
Parenthetical citation: (Newton Media, 2019)

(**Note**: Most of the films found in the Films on Demand database and the like are considered to be items of limited circulation, so the database name in plain text and the URL of the login screen are included. Widely-available feature films and the like are cited differently. Please see the *APA Manual* or ask a librarian for assistance. If quoting from a film, please see page one of this document for an in-text example of how to include a time stamp.)

YouTube video or other streaming video

Carver, R. (2020, April 10). *Lightsaber battle* [Video]. YouTube. http://www.youtube.com/

watch?v+a310R6xb

Narrative citation: Carver (2020)
Parenthetical citation: (Carver, 2020)

(**Note**: The person/group who uploaded the video is credited as the author for retrievability, even if they did not create the work. The contributions of others who appear in the video can be credited in the body of the paper. If quoting from a video, please see page one of this document for an in-text example of how to include a time stamp.)

Podcast episode

Jeong, K., & McHale, J. (Hosts). (2020, July 8). Most dominant guest ever: Shaq (No. 23) [Audio podcast

    episode]. In *The darkest timeline*. Apple. https://podcasts.apple.com/us/podcast/episode-23-most-

    dominant-guest-ever-shaq/id1504921890?i=1000483463779

    Narrative citation: Jeong and McHale (2020)
    Parenthetical citation: (Jeong & McHale, 2020)

(Note: If quoting from a podcast, please see page one of this document for an in-text example of how to include a time stamp.)

Presentations at conferences or meetings

Khondabi, P. (2020, March 9-11). *The future of quality: RNs at the epicenter* [Conference session].

    American Nurses Association Annual Conference, Lake Buena Vista, FL, United States.

    Narrative citation: Khondabi (2020)
    Parenthetical citation: (Khondabi, 2020)

(**Note**: The dates of the full conference are used, even though the presentation likely occurred on only one day.)

Personal and electronic communication

Personal communications such as interviews, e-mails, chats, texts, etc. are cited in-text only, because they cannot be recovered by readers. Only **archived** messages are included in the references list.

Images, basic variations for online sources

(**Note**: In-text requirements for images vary widely, depending on the assignment. Be sure to check with your instructor for clarification about image citations.)

All citation elements present (author, year, image title):

Creator of image. (Year). *Title of image* [Description]. Website Name. URL

Katt, S. (2014). *Space probe liftoff* [Photograph]. Spaceship Universe.

    http://www.spaceshipuniverse.com/spaceprobes

Source has an unknown author, but includes an image title and year:

Title of image [Description]. (Year). Website Name. URL

Biologists taking samples [Image]. (2019). Biology in Practice. http://www.bioipract.org/sample-gathering-

    techniques.htm

Source has no author, title, or year:

[Made-up description of untitled image and medium in brackets]. (Year). Website Name. URL

[Map showing outline of continents]. (n.d.). The World in Maps. http://wim.org/continents

Indigenous Elders or Knowledge Keepers (oral histories and teachings):

Last name, First initial., Nation/Community. Treaty Territory if applicable. Where they live if applicable.

Topic/subject of communication if applicable. personal communication. Month Date, Year.

Cardinal, D., Goodfish Lake Cree Nation. Treaty 6. Lives in Edmonton. Oral teaching. personal

communication. April 4, 2004.

Narrative citation: Cardinal (personal communication, April 4, 2004)
Parenthetical citation: (Cardinal, personal communication, April 4, 2004)

This handout adapted from:

American Psychological Association. (2020). *Publication manual of the American Psychological*

Association (7th ed.). https://doi.org/10.1037/0000165-000

and

MacLeod, L. (2021). More than personal communication: Templates for citing Indigenous elders and

knowledge keepers. *KULA: Knowledge Creation, Dissemination, and Preservation Studies 5*(1).

https://doi.org/10.18357/kula.135