Creating APA Citations
Learning Objectives

This lesson will help you to:

• Locate the APA Style Guide
• Create an APA in-text citation
• Create a full APA reference
Why use APA Citations?

• Incorporating sources into your writing gives your paper credibility and authority.
• Any time you borrow an idea from another source, you must document your source. Failure to do so qualifies as plagiarism.
Why use APA?

• There are several ways to document sources in a paper, but APA citation is the standard format across all Bryant & Stratton campuses.
• APA stands for American Psychological Association.
• Bryant & Stratton takes APA citations very seriously. It is up to students to learn APA citation style and apply it in all classes.
Where do I find the APA Style Guide?

There is GOOD NEWS!

APA citation style is not something you need to memorize. You can always use the APA style guide to format reference entries.
You will use the Bryant & Stratton APA Style Guide over and over. In each course, you can find the Style Guide in the FAQ tab (at the top of the page).
What is APA?

There are two components to APA documentation:

- In-text citations
- A reference page at the end of your paper

All examples in this lecture are taken from your APA style guide—follow along!
An in-text citation (such as those highlighted in red) lets your reader know that the information presented is not your original idea and that the source of the information can be found at the end of the paper.
On the last page of the paper are the full reference citations. These allow the reader to access the original sources for more information.
Reminder

You *must* provide both an in-text citation and a full reference entry for each source. You cannot have one without the other!
Create In-Text Citations

Let’s practice creating an in-text citation.
Create In-Text Citations

Refer to the APA Style Guide for the basic rules for in-text citations (page 4). According to our APA style guide, in-text citations require three pieces of information:

- The author’s last name
- The year of publication
- The page number

<table>
<thead>
<tr>
<th>Basic Rules: In-text Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citations require 3 pieces of information:</td>
</tr>
<tr>
<td>a. <strong>Author’s last name</strong> (If no author, use the abbreviated title in quotation marks)</td>
</tr>
<tr>
<td>b. <strong>Year published</strong> (If no date, use n.d.)</td>
</tr>
<tr>
<td>c. <strong>Page number for print sources or paragraph number for electronic sources.</strong> If you are citing a PowerPoint presentation, use the slide number (for all direct quotations or paraphrases—only summaries do not include this part).</td>
</tr>
</tbody>
</table>

**Examples:**

<table>
<thead>
<tr>
<th>Print</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>(Smith, 2000, p. 45).</td>
</tr>
<tr>
<td>No date</td>
<td>(Smith, n.d., p. 45).</td>
</tr>
<tr>
<td>Corporate Author</td>
<td>(Coca-cola, 1999, p. 13).</td>
</tr>
<tr>
<td>Government Source w/ no author</td>
<td>(Centers for Disease Control [CDC], 1999, p. 323).</td>
</tr>
<tr>
<td>The agency name replaces the author if there is none</td>
<td>(Bureau of Labor Statistics [BLS], 2006, para. 8).</td>
</tr>
<tr>
<td>Personal Correspondence (interviews, emails)</td>
<td>(B.L. Kowalsky, personal communication, September 4, 2006).</td>
</tr>
</tbody>
</table>

*Do not list the source on reference page.

*Note that the title has quotation marks and capital letters, even though it won’t appear that way on the reference page.

- The symbol ¶ or abbreviation “para.” Both are acceptable (¶ can be found on the Insert ribbon under Symbol/More Symbols). This guide uses both interchangeably in the examples, but in your paper, use one or the other consistently throughout the paper.
- If a source was retrieved electronically, but has page numbers (such as a PDF document)
In-Text Citations - Reminders!

• If you do not have an author’s name, use the article title.
• If a source lists no date, use the abbreviation n.d. (for “no date”). N.d. assures the reader that you looked for a date, but could not find one.
• If you cite information from a web source that contains no page number, cite the paragraph number.
Create In-Text Citations

Let’s create an in-text citation for the following example. Source information:

*My book is titled* Organizational Culture: What It Is And How We Change It. *It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York. The quote is taken from page 59.*

Organizational cultures can change and adapt to new influences quickly. Typically, organizations try to illustrate their cultures with “a common vision and mission statement that express the attitudes and beliefs employees need to perform their job.”
Create In-Text Citations

First, we need the author’s last name. Based on our source information, Held is the author’s last name:

My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York. The quote is taken from page 59.

The first part of the in-text citation is: (Held,
Create In-Text Citations

Next, we need the year in which the article was published. Based on our source information, that year is 2009:

My book is titled Organizational Culture: What It Is And How We Change It. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York. The quote is taken from page 59.

With that information, the in-text citation will look like this:

(Held, 2009,
Finally, we need the PAGE from which the quote is borrowed. Based on our source information, the quote is found on page 59:

My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York. The quote is taken from page 59.

The complete in-text citation is:

(Held, 2009, p.59)
Create In-Text Citations

When we add the in-text citation to our quote, it looks like this:

Organizational cultures can change and adapt to new influences quickly. Typically, organizations try to illustrate their cultures with “a common vision and mission statement that express the attitudes and beliefs employees need to perform their job” (Held, 2009, 59).

In-text citations must be enclosed in parentheses. Periods belong after in-text citations.
Create Reference Citations

• When an in-text citation appears in a paper, there must be a full reference entry for that source on the reference page.
• APA might be easy to use, but the formatting varies from one type of media to another (books, magazines, web sources, etc.). Therefore, you must first determine the type of media with which you are working.
In our example, the source type is a book:

My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York. The quote is taken from page 59.
Create Reference Citations

Notice that the APA Style Guide is divided into different media types. The information on how to format a reference entry for a book is found on page 9.

<table>
<thead>
<tr>
<th>Entire Books—General</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication information is typically found on the first few pages of the book. If there is a long list of publication cities, choose the first one listed that is in the United States. Large, well-known cities, like New York, Boston, Philadelphia, or Chicago, do not need state abbreviations.</td>
<td>Lastname, F. I. (year). <em>Book title</em>. Place of Publication: Publishing Company.</td>
</tr>
<tr>
<td>Use only the publishing company’s main name; you do not need to include “Publishing” or “University Press” or other identification.</td>
<td>Landis, C. A. (1988). <em>Five rules to live by</em>. Princeton, NJ: Van Nostrand.</td>
</tr>
<tr>
<td>Occasionally a new book may have a publication year that is in the future. Go ahead and use that year.</td>
<td><strong>In-text citation:</strong> When directly quoting or paraphrasing: (Landis, 1988, p. 82).</td>
</tr>
<tr>
<td></td>
<td>When summarizing the ideas of the entire book: (Landis, 1988).</td>
</tr>
</tbody>
</table>
Create Reference Citations

The APA style guide describes how to create a citation and provides an example. For a book, we need:


In-text citation:
When directly quoting or paraphrasing: (Landis, 1988, p. 82).
When summarizing the ideas of the entire book: (Landis, 1988).
Create Reference Citations

Looking at our example and our APA Style Guide, let’s create a citation:

– My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York.

– For a book, we need:


First, we need the author’s last name and first initial (we do not include the author’s full first name). So the first part of our citation is:

Held, T.
Next, we include the year of publication in parentheses.

– My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York.

– For a book, we need:


With this information, the citation looks like this:
Create Reference Citations

Next, the book title belongs in italics. Only the first letter, proper nouns, and the first letter after a colon are capitalized. Everything else is lowercase.

– My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York.

– For a book, we need:
  

With this third piece of information, the citation looks like this:

Create Reference Citations

Finally, we need the place of publication followed by the publishing company.

- My book is titled *Organizational Culture: What It Is And How We Change It*. It is written by Tom Held. It was published in 2009 by Pearson Publishing, New York.
- For a book, we need:


The final citation is:

Create Reference Citations

Congratulations! You created an APA reference entry. Notice that the second line is indented. This goes for every line of a reference citation except the first.

Create In-Text Citations

Let’s try another citation.

Remember, in-text citations require three pieces of information:

• The author’s last name
• The year of publication
• The page number

Basic Rules: In-text Citations

In-text citations require 3 pieces of information:

a. Author's last name (if no author, use the abbreviation p.e. in quotation marks)
b. Year published (if no date, use n.d.)
c. Page number for print sources or paragraph number for electronic sources. If you are citing a PowerPoint presentation, use the slide number (for all direct quotations or paraphrases—only summaries do not include this part).

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<tr>
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<td>(Smith, 2000, p. 45).</td>
<td>(Smith, 2000, para. 10).</td>
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<tr>
<td>No date</td>
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</tr>
<tr>
<td>Government Source w/author</td>
<td>(Centers for Disease Control [CDC], 1999, p. 223). The agency name replaces the author if there is none</td>
<td>(Bureau of Labor Statistics [BLS], 2006, para. 8). After the first one: (BLS, 2000, para. 8).</td>
</tr>
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<td>Personal Correspondence (interviews, emails)</td>
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*Note that the title has quotation marks and capital letters, even though it won’t appear that way on the reference page.

• The symbol ¶ or abbreviation “para.” Both are acceptable (¶ can be found on the insert ribbon under Symbol/More Symbols). This guide uses both interchangeably in the examples, but in your paper, use one or the other consistently throughout the paper.

• If a source was retrieved electronically, but has page numbers (such as a PDF document).
Create In-Text Citations

Source information:

The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

Mighty Mendit is a bonding agent that replaces the need to repair something through sewing; however, “after wearing pants fixed with Mighty Mendit for eight hours, the seam came apart and ripped a bit more.”
Create In-Text Citations

Normally, we would need the author’s last name. However, because this article lists no authors, we will use the article title instead. Based on our source information, “Mighty Mendit” is the article title:

The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

The first part of the in-text citation is:

(“Mighty Mendit,”)
Create In-Text Citations

The next component of the citation would typically be the year in which the article was published. However, because I cannot determine the year it was published, I use n.d. (for “no date”).

- The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

At this point, the in-text citation should look like this:

(“Mighty Mendit,” n.d.)
Finally, we need the page on which the quote is found. However, because this is a web source, I count the paragraph numbers instead. Based on our source information, the quote is found in paragraph 2:

The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

The final in-text citation is:

(“Mighty Mendit,” n.d., para. 2)
Create In-Text Citations

When we add it to our quote, it looks like this:

Mighty Mendit is a bonding agent that replaces the need to repair something through sewing; however, “after wearing pants fixed with Mighty Mendit for 8 hours, the seam came apart and ripped a bit more” (“Mighty Mendit,” n.d., para. 2).
Create Reference Citations

When an in-text citation appears within a document, it must be accompanied by a full reference citation on the references page.

In this example, we are citing a web page that lists no author:

The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.
Create Reference Citations

The information on how to format a reference entry for a web page is found on page 15.

For a web page without an author, we need:
- Article title. (year of publication).
- Retrieval statement.

### Web Pages
- A web page is one page on a particular website. Think of it as a chapter in a book.
- Web pages may not have all the information you want, or the information may be hard to find.
- If there is a specific day and month, use it. If not, use the year.
- If there is no date on the article at all, look for a copyright year or “last updated” date.
- There is no period at the end of the entry so that readers do not think it is part of the URL.

<table>
<thead>
<tr>
<th>Web Pages</th>
<th>Author:</th>
<th>In-text citation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A web page is one page on a particular website. Think of it as a</td>
<td>Author. (year, month day). <em>Article title.</em></td>
<td>(Smith, 2004, ¶ 9).</td>
</tr>
<tr>
<td>chapter in a book.</td>
<td>Retrieval statement</td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>it is part of the URL.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Corporate Author:                                                        | Corporate Author. (year). *Article title.*   | In-text citation:                     |
|                                                                       | Retrieval statement                          | (Greenpeace, 2007, ¶ 2).              |

| No Author, No Date:                                                      | Article title. (n.d.). Retrieval statement   | In-text citation:                     |

|                                                                         | http://www.pumpkingsgalore.com                 |                                       |
Create Reference Citations

Looking at our example and our APA Style Guide, let’s create our citation:

- The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

- For a web page without an author, we need: Article title. (year). Retrieval statement.

First, we need the article title. Even though the title is in quotes, do not include these quotes in your citation. Remember that only the first letter, proper nouns, and the first letter after a colon are capitalized. Everything else is lowercase. In this case, Mighty Mendit is the name of a product, so it is capitalized.

The first part of the citation is:

Mighty Mendit.
Next, we need the year inside parentheses.

- The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

- For a web page without an author, we need: Article title. (year). Retrieval statement.

Because I cannot find a date, I am going to include the letters n.d. (for “no date”). Once I do that, the citation will look like this:

Mighty Mendit. (n.d.).
Finally, we need a retrieval statement that includes the web address.

- The article “Mighty Mendit” lists no author and I can’t determine the date on which it was published. However, I retrieved it on April 19, 2010. The website is http://www.productreview.com/mendit. The quote is from paragraph 2.

- For a web page without an author, we need: Article title. (year). **Retrieval statement.**

The final citation is:

Congratulations! You created your second APA reference entry. Notice that the second line is indented. This goes for every line of a reference citation except the first.
