APA QUICK GUIDE

In-Text Citations

All in-text citations must include the author and date of publication:

(Jones, 1998)

Many instructors at Helena College also require the page number for direct quotes and paraphrases:

(Potter, 2017, p. 25).

You can also use a signal phrase to introduce your source:

Potter (2017) found

No Page Numbers Do not include page numbers for web pages. You can include a section name, if given.


No Date If you cannot find a date for the source, use “n.d.”

(Potter, n.d.).

Authors

One Author See examples above.

Two Authors Name both authors. In a signal phrase, use “and” between the two authors. In parenthesis, use “&.”

Potter and Weasley (2005) found…

(Potter & Weasley, 2005)

Three to Five Authors List all authors the first time you use the source. If you use the source again, use only the first author’s last name and “et al.”

Granger, Potter, and Weasley (2010) found…

(Granger, Potter, & Weasley, 2010)

then

Granger et al. (2010) found…

(Granger et al., 2010)

Six or More Authors Use the first author’s last name and “et al.”

Malfoy et al. (2003) found…

(Malfoy et al., 2003)

Organization as Author The first time you use the source, write the full organization name and give the abbreviation in parenthesis. You can then use the abbreviation throughout the rest of the paper.

The Ministry of Magic (MM, 1996) found…

(Ministry of Magic [MM], 1996)

Unknown Author If you cannot identify an author, use the source’s title in place of the author. Italicize book titles and put article titles in quotation marks.

(“Discovering Magic,” 1999)
References

- Start a new page at the end of the paper, with “References” centered at the top.
- Double-space the list.
- Use a hanging indent: Indent all lines after the first line ½” from the margin (see “Formatting Tips” on the other side).
- List references in alphabetical order by author, or by title when there is no author.
- References have two parts: the author(s) and the type of information (book, journal article, website, etc.).
- If you cite a source in your paper, it must be in the References list. If it’s in the References, there must be an in-text citation in your paper.

Types of Sources

Book

Journal Article from a Database (with DOI)
Author, A. A. (Year). Title of article. Title of periodical, volume number(issue number), pages. doi:...

Journal Article from a Database (without DOI)
Author, A. A. (Year). Title of article. Title of periodical, volume number(issue number), pages. URL for homepage of journal.

Web Page (Short Work from a Web Site)
Author, A. A. (Date). Title of web page. Retrieved from Name of Website: http://www...

Authors

Two Authors
Potter, H. J., & Weasley, G. M.

Three to Seven Authors
(list all authors)

Eight or More Authors
(list the first six...last author)

Organization as Author

Unknown Author
(start with the title)

More APA Citation Guidelines:
Helena College Library Citation Guide: http://helenacollege.libguides.com/citations
Purdue Online Writing Lab APA: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html