Cite in APA

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1. **INTRODUCTION**

1.1. **Author-date and page numbers**

Paraphrased or quoted information taken from another document or verbal communication (excluding general knowledge) requires an in-text citation.

**In general, in-text citations follow the format of author-date**

- Last name of author(s) (giving appropriate credit)
- Year of publication (emphasizing the currency of information)

In-text citations for quotations must also include a page number/alternate means of locating the information; APA recommends doing the same for paraphrases.

The means of citing authors differs based on the number of authors – please see the section on “Examples” for details.

1.2. **Direct quotations**

**For quotations of less than 40 words:**

- Incorporate directly within the text. Cite the **author** and **date** at some point in the sentence or within the parenthetical citation with the **page number** that always follows a quotation.

**For quotations of more than 40 words:**

- Format as a new paragraph and omit quotation marks.

  Double-space with a ½ inch indent from the left margin and an inch indent for paragraphs within the quotation.

  Include the parenthetical citation with the **author, date, and page number** after the final punctuation of the quotation. If the author and date are part of the introductory phrase before the quotation, only the page number in parentheses is required after the final punctuation.
2. **EXAMPLES**

2.1. **One work by one personal author:**

**First reference:**

Krmpotich (2010) investigated repatriation practices...
In a recent study of repatriation practices (Krmpotich, 2010)... 
*Not common but permitted:* In 2010, Krmpotich investigated repatriation practices...

**Subsequent references:**

**In the same paragraph:**

Krmpotich also found that ... *(non-parenthetical, no date used)*
Results indicate further (Krmpotich, 2010) *(parenthetical, date used)*

**In subsequent paragraphs:**

Krmpotich (2010) stated ... *(first reference must contain name and date, then follow rules for ‘same paragraph’)*

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2.2. **One work by multiple authors:**

2.2.1. **Two authors:**

Clement and Potter (2008) ...
The authors contend that ... *(Clement & Potter, 2008)*

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**When citing two or more authors within parentheses, ‘and’ always appears as ‘&’**

2.2.2. **Three to five authors:**

**First reference:**

Bar-Ilan, Shoham, Idan, Miller, and Shachak (2008) found...
Another study (Bar-Ilan, Shoham, Idan, Miller, & Shachak, 2008) found...

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**When two authors are cited, no comma appears before ‘and’**

**When multiple authors are cited, ‘and’ is preceded by a comma and a space**
Subsequent references:

In the same paragraph:

Bar-Ilan et al. went on to find ... *(non-parenthetical, no date used)*
Results indicated... (Bar-Ilan et al., 2008) *(parenthetical, date used)*

In subsequent paragraphs:

Bar-Ilan et al. (2008) found...
*(first reference contain name and date, then use ‘same paragraph’ rules)*

2.2.3 Six and more authors:

Appearance on names on the original document:
W. M. Duff, E. Yakel, H. R. Tibbo, J. M. Cherry, A. McKay, M. G. Krause, and R. Sheffield

In-text citation:  Duff et al. (2010) found that...

2.2.4 Works by similar author groups:

List all author names until you reach the first name that is different.

Sze, Singh, Scheaffer, Oh, Moro, and Thirunavukarasu (2012)
Sze, Singh, Brooks, Schaeffer, Sestek, and Lemmens (2012)

In text citations:  Sze, Singh, Scheaffer, et al. (2012)
Sze, Singh, Brooks, et al. (2012)

*When only one author is cited, ‘et al’. is preceded by a space; when multiple authors are cited, ‘et al’ is preceded by a comma and a space*

2.3 Multiple works by the same author:

Differentiate works by the same author using dates:

The first study (Jenkins, 1998) and latest study (Jenkins, 2002)

Use ‘a’, ‘b’, etc., to differentiate works by the same author published in the same year, using the alphabetical order of the titles to determine letter order:

The second study (Butler, 2000a) contradicted the results of the first study (Butler, 2000b) ...

Reference list:  Butler, K. (2000a). Investigative reports...
Butler, K. (2000b). Study of newscast ...
2.4 Authors with the same last name:

Use initials of personal names to differentiate when citing in-text:

R. Shaw (2010) and E. Shaw (2012) ...

Identical illustrations combined with text can be an effective branding tool (R. Shaw, 2010) but so can bold visual statements alone (E. Shaw, 2012) ...

Use full names if the initials are the same:

Ryan Shaw (2010) and Rachel Shaw (2007)

When multiple authors have the same last name, use initials or personal names throughout your paper, regardless of whether the names occur in different sentences, paragraphs, etc. or whether the dates of the works being cited are different

2.5 Multiple works cited within the same parentheses:

Order multiple citations by the same author(s) by date of publication:

Past research (Whitney & Truscov, 2011, 2012)

Order different authors alphabetically by name and date, separated by a semicolon and a space; for each author group, sort the works by date:

In discussions about online research (Adair, 2005; Breton, 2011; Rosenberg, 2010)
Several studies (Johnson, 1991a, 1991b; Singh, 1983) ...

2.6 Corporate author:

Use an abbreviation if the name is long and the abbreviation is unique (i.e. one that is reliably recognizable as belong to that organization alone):

First reference:

A recent study by the National Institute of Mental Health [NIMH] (2012) ....

An innovative study (National Institute of Mental Health [NIMH], 2012) found ...

Subsequent references:

In conclusion, the study (NIMH, 1999) identified ...

Provide the abbreviation at first occurrence; use abbreviations for following in-text citations
2.7 Work without an author:

Book:
Italicize the title or the first several significant words if the title is long.
In the workbook *Reading Readiness* (2013) ...

Article, chapter, webpage, etc.:
Enclose the first few words of the title in quotation marks and followed by a comma; capitalize the first letter of all significant words and **do not** italicize
An essay on free health-care (“Study Finds,” 2014)...

Work signed Anonymous:
This moving work whose author remains unknown (Anonymous, 1888) ....

Ensure all abbreviated titles which you create are unique within your paper

2.8 Specific part of a source:

Always provide a specific location when using a direct quote:
“Organizations need more than agreement on principle to guide the actions of its employees and officers” (Craig., 2004, p. 27)

If the material is not paginated, use other textual features such as paragraph numbers, headings, etc. to identify the quotation’s location in the larger text.

“Copyright protection, unabated by an author’s abandonment, hangs as a veritable Sword of Damocles over would-be appropriators” (Sullivan, 2011, ¶ 4)

[...] “if a case can be made for the fanwork as transformative, the U.S. copyright “fair use” clause is fully protective of the work” (Romano, 2012, “The Legal Thing,” para. 3)

APA does not require page numbers from the cited text when discussing ideas, paraphrasing, etc., although it is encouraged when it would help a reader locate the material in a lengthy or dense text.

However, some professors **require** all ideas, paraphrasing, etc., to be cited by location within the cited text. Check with your instructor!
2.9 Personal communications:

A personal communication is a source that you have used but has not been published and/or cannot be accessed by the reader.

**Letter:**
A. Einstein (personal communication, September 25, 1946) relayed his dismay...

**Conversation or Interview:**
I. Menzel (personal communication, April 18, 2001) announced ...

**E-mail:**
In his e-mail (C. Olson, personal communication, October 13, 2013), the professor of Tolkien studies stated...

**Class lecture (without documents readily available to your audience):**
Through a data modelling simulation (L. Howarth, personal communication, May 2, 2003)

References to personal communications only appear in text, never in the reference list. Always include the author’s first initial(s) and use the most specific date possible.

2.10 No date:

Use ‘n.d.’ within parentheses, if already published:
Baker and Taylor (n.d.)
In a past survey (Brodski & Steeles, n.d.)

Use ‘in press’ for a work accepted for publication but not yet published
Davindra, Hay, and Shaw (in press) ...
The latest clinical trial (Sheridan & Kenney, in press) ...
In a series of articles to appear shortly in *Archivaria*, Rodolfo (in press-a, in press-b, in press-c) claims that ...

Always use ‘n.d.’ when a date of publication is not obvious from the item being cited even if you can locate the information in another location.
2.11 In-direct Sources:

When using information that is cited within a document other than the original source, you must cite the document that you read and used, not the original source.

**Use ‘as cited in’ within parentheses for an in-text citation of a secondary source:**

Janelle Brown’s interview with a spokesperson for Lucasfilm (as cited in Jenkins, 2006) revealed ...

Through an interview with Janelle Brown (as cited in Jenkins, 2006), Lucasfilm addressed its fans on the subject of ...

**Cite the source that you read in the reference list:**

REFERENCE LISTS IN APA

3. REFERENCE LIST COMPONENTS

3.1 Reference list components

Provides references for published materials cited in-text (not a bibliography).
Title the section ‘References’ and align the title in the center.

**Double-space** and use a **hanging indent** for entries that go beyond a single line.

Standard reference list entries follow the **who-when-what-where format**: the authorship of the work, the date of publication, title of the work, and the publication information.

Organize alphabetically by author’s **surname and first initials, corporate name** (when the author is an organization) or **title** (when there is no author); then **chronologically**.

3.1.1 Publication date

**For most documents**: the year of publication or production if informally produced.

**For magazines, newsletters, newspapers, papers/presentations from meetings**: year of publication and other date information provided; separate with a comma.

Use (n.d.) when a **date is not available** and (in press) if a source is in the **process of being published**.

3.1.2 Titles

**Books or complete works**: Capitalize first word of title and subtitles (sentence-case).
*Italicize.*

**Periodical title**: Capitalize all significant words in the title (title-case).
*Italicize.*

**Article/chapter title**: Capitalize first word of title and subtitles (sentence-case).
*Do not italicize.*

If the article or chapter is from a **periodical**, follow the article/chapter title with the periodical title.
If the article or chapter is from a non-periodical, such as an edited collection of essays in a book, follow by “In”, the name of the editor(s) or translator(s) (if there are any), a comma, the title of the complete work, and the range of pages using the format (pp. x – x). The editor or translator name follows the format first initials and last name instead of last name and first initials as in the author section.


3.1.3 Print publication information

Conclude print publication information section with a period in all cases.

Non-periodicals:

Provide the city and abbreviated state name or city and country.

Do not repeat the name of the location in the publisher’s section if the publisher is a university which shares the name of that location:

“Toronto, Canada: University” not “Toronto, Canada: University of Toronto”

Omit superfluous terms such as ‘Publishers’ except for Books and Press.

When the author is also the publisher, use ‘Author’.

Periodicals:

Italicize volume number but not issue number.

If an issue number is provided, enclose it in parentheses after the volume number

Provide inclusive page numbers – do not precede with p. or pp. unless it is a newspaper.

3.1.4 Electronic publication information

To locate online documents, APA prefers direct object identifiers (DOIs) over uniform resource locators (URLs) but URLs can be used in certain situations.

A retrieval date for the online document is not required unless the material is likely to change over time (e.g. a wiki page).

Do not add punctuation after a DOI or URL on the reference list as this alters the DOI or URL.

If it is necessary to ‘break’ a DOI or URL across lines, break before most punctuation.
DOIs:
International publishers collaborated to create DOIs to act as unique persistent links to online documents. This allows the document to be located even if it is removed from a specific index but remains available in other locations. DOIs appear as “10.” followed by a string of alpha-numeric characters, dashes and slashes.

The 6th APA edition instructs to format the DOI on the reference list as doi:xxxxxxxxxx. However, the most current APA guidelines require the format http://dx.doi.org/ followed directly by the DOI (i.e. http://dx.doi.org/xxxxxxxxxx). This format allows it to be used as a URL in a browser, making it more user-friendly.

If a print resource provides a DOI, include it in your references.

URLs:
If a journal article, e-book, or e-report lacks a DOI, preface the URL with ‘Retrieved from’ to make it clear which index was used. Use either the direct URL or the URL for the publisher/journal’s home page, whichever seems more reliable.

If it appears that the online document is only available in a specific location, use the database name and accession number or the database URL.

For webpages, use the URL / DOI for the page from which you retrieved the information.

If you refer to a website as a whole without referring to any specific information, do not create a reference entry for it but do include a link to the homepage URL in the text (e.g. “Tumblr (www.tumblr.com) is an example of a microblogging platform”).

Online Reports or Government Information:
If the author and the publisher are the same, use the format: Retrieved from http://xxxxx

If the publisher is not the same as the author (e.g. the author is an individual but the publisher is a government agency), include the publisher’s name as part of the retrieval statement: Retrieved from [Agency’s Name] website: http://www.xxxxxx

Government or organizational documents often assign numbers to their reports, white papers, etc. Provide assigned numbers in parentheses immediately after the title.

If the information source is unusual (e.g. press releases, fact sheets, policy briefs, etc.), provide a description of the format inside brackets after the title.
3.1.5 Abbreviations

These are some commonly used abbreviations used to provide format type, publication information or date information within certain reference list entries.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>Edition</td>
</tr>
<tr>
<td>rev. ed.</td>
<td>revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>second edition</td>
</tr>
<tr>
<td>Ed. or Eds.</td>
<td>editor or editors</td>
</tr>
<tr>
<td>Trans.</td>
<td>Translators</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>Vol. or Vols.</td>
<td>volume or volumes</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>Tech. Rep.</td>
<td>technical report</td>
</tr>
<tr>
<td>Suppl.</td>
<td>supplement</td>
</tr>
</tbody>
</table>

3.2 Typical reference entry formats

3.2.1 Complete printed document


3.2.2 Part of a printed document

Author, A. A. (year). Title of part. In E. E. Editor (Ed.), Title of document (pp. xxx-xxx). Location: Publisher.

3.2.3 Complete online document

Author, A. A. (year). Title of document. http://dx.doi.org/xxxxxxxxxx or Retrieved from URL

3.2.3 Part of an e-book

Author, A. A. (year). Title of part. In E. E. Editor (Ed.), Title of document (pp. xxx-xxx). http://dx.doi.org/xxxxxxxxxx or Retrieved from URL

3.2.4 Article in paper periodical


3.2.5 Article in online periodical

EXAMPLES BY TYPE

4.1 COMPLETE DOCUMENT:

4.1.1 Book:

In-Text Citation in parentheses (ITC): (Hooland & Verborgh, 2014)

4.1.2 Book, with edition statement:

ITC: (Hoffer, George, & Valacich, 2014)

4.1.3 Book, edited:

ITC: (O’Riordan & Phillips, 2007)

4.1.4 Book, multivolume:

ITC: (Fraser & Hammond, 2008)

4.1.5 Multivolume book, dictionary or encyclopedia with ed. statement:

ITC: (Bates & Maack, 2010)

4.1.6 Book, corporate or government author:

First ITC: (Association of Records Managers and Administrators [ARMA], 2007)
Subsequent ITC: (ARMA, 2007)

4.1.7 Book, translation:

ITC: (Breton, 2011)
4.1.8 **Book, electronic edition of print:**

ITC: (Jenkins, 2006)

4.1.9 **Book, electronic only:**

First ITC: (Information and Communication Technology Council [ICTC], 2011)
Subsequent ITC: (ICTC, 2011)

4.1.10 **Internet document, complete:**

ITC: (Denmark’s Electronic Research Library [DERL], 2009)
Subsequent ITC: (DERL, 2009)

4.2 **PART OF DOCUMENT:**

4.2.1 **Article, in periodical, one author:**

ITC: (Stein, 2012)

4.2.2 **Journal article, one author, periodical paginated by issue:**

ITC: (Hartel, 2011)

4.2.3 **Journal article, 2-5 authors:**

ITC: (Bar-Ilan, Shoham, Idan, Miller, I., & Shachak, 2008) (first citation) (Bar-Ilan et al., 2008) (subsequent citations)

4.2.4 **Journal article, 6-7 authors:**

ITC: (Duff et al., 2010)
4.2.5  **Journal article, more than 7 authors:**

ITC: (Barense et. al., 2005)

4.2.6  **Journal article with Digital Object Identifier (DOI):**

ITC: (Krmpotich, 2010)

4.2.7  **Article, in periodical, with URL:**

ITC: (Grimes, 2008)

4.2.8  **Article, in magazine:**

ITC: (Norton, 2012)

4.2.9  **Article, in newsletter:**

First ITC:  (Simon Fraser University Library [SFU Library], 2013)
Subsequent ITC: (SFU Library, 2013)

4.2.10 **Article, in newspaper, with by-line:**

ITC: (MacCharles, 2014)
4.2.11 Article, in newspaper, without by-line:

ITC: ("Is Reading a Lost Art", 1915)

4.2.12 Article, in published proceedings of a conference, in paper:

First ITC: (Rutledge, LeMire, & Mowdood, 2015)
Subsequent ITC: (Rutledge et al., 2015)

4.2.13 Article, in published proceedings of a conference, online:

ITC: (Hartel, 2010)

4.2.14 Article, in paper encyclopedia:

ITC: (Adair, 2004)

4.2.15 Article, in online encyclopedia:

ITC: (Lemoine, 2005)

4.2.16 Periodical published annually:

First ITC: (Canadian Science and Technology Museum Corporation [CSTMC], 2011)
Subsequent ITC: (CSTMC, 2011)
4.2.17 **Periodical, entire issue or special issue:**

ITC: (Galey & Siemens, 2008)

4.2.18 **Chapter, in edited book:**

ITC: (Stevenson, 2010)

4.2.19 **Chapter, in an Internet document:**

ITC: (WebMD, 2011)

4.3 **OTHER MATERIALS:**

4.3.1 **Brochure:**
University of Toronto, Faculty of Information, Information Services. (n.d.). *Information Services at the iSchool* [Brochure]. Toronto, ON: Author.

First ITC: (University of Toronto, Faculty of Information, Information Services [IS], n.d.)
Subsequent ITC: (IS, n.d.)

4.3.2 **Report, numbered:**

First ITC: (Canadian General Standards Board [CGSB], 1993)
Subsequent ITC: (CSGB, 1993)

4.3.4 **Review, with a title, of a book:**

ITC: (Teachout, 2003)
4.3.5 **Review, without a title, of a book:**

ITC: (Koehler, 2004)

4.3.6 **Secondary source (Source cited within another source):**

ITC for an indirect citation: (Brown, as cited in Jenkins, 2006)
ITC for a direct citation: (Jenkins, 2006)

4.3.7 **Doctoral dissertation or master’s thesis retrieved from a database service:**

ITC: (Harpham, 2009)

4.3.8 **Doctoral dissertation or master’s thesis, unpublished:**

ITC: (Allard, 2015)

4.3.9 **Paper presented at a virtual conference:**

ITC: (Svenonius, 2011)

4.3.10 **Message posted to a newsgroup, online forum, or discussion group:**
Smith, T. (2012, July 7). Links on the subject (to get started) [Discussion group comment]. Retrieved from [https://groups.google.com/forum/?hl=en&fromgroups#!forum/library-makerspaces](https://groups.google.com/forum/?hl=en&fromgroups#!forum/library-makerspaces)

ITC: (Smith, 2012)
4.3.11 Message posted to an electronic mailing list:

ITC: (Whitney & Truscow, 2012)

4.3.12 Blog post:

ITC: (Lyons, 2010)

4.3.13 Blog comment

ITC: (Jenn, 2010)

4.3.14 Online video

ITC: (Dionisio, 2010)

4.3.15 Podcast


4.3.15 Tweet
pourmecoffee. (2014, Sept 16). Some things are just impossible to know, like why humans cannot live in peace and which side of the USB cable goes up [Tweet]. Retrieved from https://twitter.com/pourmecoffee/status/511872334672957440

ITC: (pourmecoffee, 2014)
5 SAMPLE REFERENCE LIST IN APA

References


pourmecoffee. (2014, Sept 16). Some things are just impossible to know, like why humans cannot live in peace and which side of the USB cable goes up [Tweet]. Retrieved from https://twitter.com/pourmecoffee/status/511872334672957440


Smith, T. (2012, July 7). Links on the subject (to get started) [Discussion group comment]. Retrieved from https://groups.google.com/forum/?hl=en&fromgroups#!forum/library-makerspaces


University of Toronto, Faculty of Information, Information Services. (n.d.). Information Services at the iSchool [Brochure]. Toronto, ON: Author.
