The following guide provides relevant format examples. It is up to the writer to determine the correct citation for individual sources. An updated manual or handbook may be useful for further clarification. For additional information, as well as related links, please visit the Writing Center’s and the James E. Tobin Library’s home pages or refer directly to https://apastyle.apa.org/blog/

IN-TEXT CITATIONS

All sources cited in-text must also be included on the reference page. There are two ways of crediting an author’s idea: in a parenthetical or a narrative citation.

In a parenthetical citation, one acknowledges the source (author) of an idea by indicating that author within parentheses at the end of the sentence.

- When paraphrasing an author’s idea in a parenthetical citation, put the author’s last name, a comma, and the year of publication within the parentheses. When no date is available, use the abbreviation n.d. for “no date.”
- When quoting the author’s exact words, a page number is also required. Direct quotes should only constitute approximately 10% of the paper.

Parenthetical Citation Examples
- As a paraphrase: By September 2008, for a short period of time, there may be no ice on the North Pole (McKibben, 1991).
- As a direct quote: “The North Pole may be briefly ice-free by September 2008” (McKibben, 1991, p. 15).

In a narrative citation, one acknowledges the author of an idea by indicating that author within the sentence itself.

- When paraphrasing an author’s idea in a narrative citation, the year can either immediately follow the author, in parentheses, or be enclosed within parentheses at the end of the sentence.
- When quoting, the same applies for the year as in paraphrasing, and the page number should appear within parentheses after the quote and the other citation information.

Narrative Citation Examples
- As a paraphrase: According to McKibben (1991), by September 2008, for a short period of time, there may be no ice on the North Pole.

The above examples of parenthetical and narrative citations are all from a one-author source. The following examples are from sources with more than one author or other author variations:
Two authors
Moriarty and Carter (2009) asserted . . . (narrative citation)
. . . (Moriarty & Carter, 2009). (parenthetical citation)
Note: In a parenthetical citation, “and” is written as an ampersand (&).

Three or more authors
Use only the last name of the first author, followed by the Latin abbreviation et al. for “and others.”

Taylor et al. (2018) found . . . (narrative citation)
(Taylor et al., 2018). (parenthetical citation)

Unknown author
When the author of a work is not named, the author may be unknown. For works with an unknown author, include the title and year of publication in the in-text citation. If the title is italicized in the reference, also italicize the title in the in-text citation. If the title of the work is not italicized in the reference, use double quotation marks around the title in the in-text citation. Capitalize these titles in the text using title case, even though sentence case is used in the reference list entry. If the title is long, shorten it for the in-text citation.

Book with no author: (Interpersonal Skills, 2019)
Web page with no author: (Emergency Room Nurses, 2007)
Journal article with no author: (“Understanding Sensory Memory,” 2018)

No date available
Thomison and Latner (n. d.) noted . . . (narrative citation)
. . . (Thomison & Latner, n. d.). (parenthetical citation)

Multiple works by the same author in the same year
Add a lowercase letter after the year to distinguish between these sources (2015a, 2015b, etc.). The titles are alphabetized on the reference page to determine this ordering.

According to the American Diabetes Association (2015a), . . .

Article or chapter in an edited book
Cite the last name of the author of the article or chapter (not the editor of the book) and the year of publication.

Hartley et al. (1980) noted . . . (narrative citation)
. . . (Hartley et al., 1980). (parenthetical citation)
**Organization as the author**
Cite the name of the organization and the year of publication.

. . . (American Cancer Society, 2008).

**Online dictionary or reference entry with no author**
For a parenthetical citation, cite the author/organization and the year of publication.

. . . (Merriam-Webster, n.d.).

**Entire website**
If you are merely mentioning a website without taking any information from it, cite the address of the website in parentheses. This is not included in the reference list.

The American Nurses Association website (http://www.ana.org) is an excellent resource for nurses.

**Personal communication**
Examples include a letter, an email, a telephone conversation, a personal interview, and a class lecture. Cite the person’s name, the words personal communication, and the date. This is not included in the reference list.

J. Stewart (personal communication, June 27, 2008) reported . . .  
. . . (J. Stewart, personal communication, June 27, 2008).

**Citation of a work discussed in a secondary source**
Name the source discussed in the text (primary source) with the date if known, and cite the source you are using (secondary source). In the reference list, include the secondary source, not the primary source.

Seidenberg and McClelland’s 1992 study (as cited in Coltheart et al., 1993) . . .  
(McClelland, 1992, as cited in Coltheart et al., 1993).

Note: Cite only Coltheart et al. on the reference page, not Seidenberg and McClelland.
Quotation from electronic sources that do not provide page numbers
Note: For web pages that you have printed, do not use the page numbers on the printout, as this pagination will vary from computer to computer. The following are options when no page number is provided:

Provide the paragraph number (count the paragraphs manually if they are not numbered) preceded by the abbreviation para.
(Johnson, 2012, para. 6).

Provide a heading or section name. If the heading is long, provide an abbreviated heading or section name in quotation marks.
(Gecht-Silver & Duncombe, 2015, Osteoarthritis section).
   or

Provide a heading or section name in combination with a paragraph number under that heading or section.
(De Angelis, 2018, Musical Forays section, para. 4).
REFERENCES

References are alphabetized according to the first author’s last name, or by title if the source has no author. Do not alphabetize author names within an entry. The reference list is double-spaced within and between entries. For entries longer than one line, use the hanging indent format: the first line is flush along the left margin, and subsequent lines for an entry are indented one-half inch.

Titles of works that are considered to stand on their own (e.g., books, dissertations, films) are italicized. Titles of works that are part of a greater whole (e.g., journal articles, newspaper/magazine articles) are not italicized. Web pages are the exception; they are italicized even though they are part of a larger website.

BOOKS

One author

Two to twenty authors

Edited book with no authors; edition other than the first

Article or chapter in an edited book with authors

PERIODICALS

Journal article with volume only

Journal article with volume and issue

Journal article with up to 20 authors
Include all 20 authors’ names.
Journal article with 21 or more authors
When the work has 21 or more authors, include only the first 19 names, an ellipsis (i.e., one set of three dots), and the final name.


Journal article with an unknown author

Magazine article

Newspaper article

ELECTRONIC SOURCES
Journal article with DOI
A DOI (Digital Object Identifier) is a unique code assigned to a source. All DOI numbers begin with a 10 and can often be found on the first page of the article or on the article’s publication information page. Present DOIs as hyperlinks (i.e., beginning with “http://” or “https://”). Provide the retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since online periodicals generally appear in their final form, a retrieval date is not necessary.


Journal article without DOI
Provide the hyperlink of the homepage uniform resource locator (URL) of the journal, not of the Molloy College library URL. These URLs should remain as active links. If it is necessary to split a URL at the end of a line, break the URL before punctuation, such as a slash.

If you are not able to locate a DOI or the URL of the journal homepage, but have accessed your source on an academic research database, do not include a URL or database information in the reference because these works are widely available. The reference should be the same as the reference for a print version of the work.


**Online magazine article**

/\nw-srv/printed/us/so/a54599-2000jan23.htm

**Online newspaper article**


**Webpage on a website**

**Multiple webpages from the same website**
If you are quoting or paraphrasing from more than one page on a website, every page needs its own unique reference entry.


http://www.diabetes.org/are-you-at-risk/prediabetes/?loc=atrisk-slabnav


**Website is different than the author**
When a website is the source for a webpage and is different than the author of the work, provide the website name in the source element.


Webpage/Online publication with no author
Move title to author position.

Mandela celebrates with global leaders. (2008, June 27). CNN.


Online dictionary or reference entry with no author

http://www.merriam-webster.com/dictionary/syntax

YouTube video

https://www.youtube.com/watch?v=guRoWTYfxMs

Blog Post
Hardy, K. (2017, October 8). Mindfulness is plentiful in “The post-traumatic insomnia workbook.”

Veterans Training Support Center. http://bitlyl2D6ux8U

Tweet
Gates, B. [@BillGates]. (2019, September 7). Today, it’s difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would. [Thumbnail with link attached] [Tweet]. Twitter.

https://twitter.com/BillGates/status/1170305718425137152

Facebook Post
News from Science. (2019, June 21). Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? [Image attached] [Status update]. Facebook.

https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108?view_type=3&theater

Adapted from Publication Manual 7th edition of the American Psychological Association Official Guide to APA Style Molloy University Writing Center, February 2020