

*This is meant as only a quick reference for writers. For more information, consult the Publication Manual of the American Psychological Association, 7th edition.*

## In-text citations

- One author (Smith, 2020).
- Two authors (Smith & Jones, 2019).
- More than two authors (Smith et al., 2021).
- More than one source for the same content (Griffith, 2018; Louis & Cavett, 2017).
- Organization without human names (Center for Disease Control, 2020).
- Source without clear authorship ("First Part of the Title in Quotes," 2019).

In-text citations *must* match the beginning of the corresponding reference entry.

## Citing Quotes

For direct quotes, include the page number if available. If there is no page number, identify the paragraph or section name. Examples of short (inline) quotes:

- ★ "Here is a quote" (Andersson, 2020, p. 3)
- ★ According to Franklin and Dobbs (2021), "here is a quote" (para. 3).
- ★ "Here is another quote" (Bashar, 2022, Management Styles section).

When authors are mentioned in the sentence itself, use "and" instead of "&."

When the quote is 40 or more words, indent the entire quote ½" from the left margin, do not use quotation marks, and place citation *after* final punctuation.

## Reference entries

- **Authors:** If there is more than one author, use "&" before the last one. Change first names into initials and include middle initials when available. Include all authors, up to 20.
- **Hyperlinks:** Allowed to be "live" (be consistent).
- **Dates:** Write out month names and do not precede a single-digit date with a zero (example: October 5). If there is no publication date, use n.d. (small case). If the year is available, you cannot use n.d. for any other purpose. Remember that website copyright dates are not the same as *publication* dates. Retrieval dates are not included unless you clearly expect the information to update (such as stock tickers, pandemic statistics, election results, etc.) rather than be archived.
- **Editions:** If a book does not indicate an edition, leave that part out of the entry.
- **Responsibility:** The writer is responsible for correcting entries pulled from online libraries or citation generation programs.

See the next page for some commonly-used reference entry formulas and examples.

<b>Book</b> (traditional)	<p>LastName, Initials. (Year). <i>Title in sentence case: Include subtitle if there is one</i> (Nth ed.). NameOfPublisher.</p> <p>Chen, W. S. (2021). <i>Book of tech lists</i>. (4th ed.) Simon &amp; Schuster.</p>
<b>Book chapter</b> (where the book has different authors for different chapters)	<p>LastName, Initials. (Year). Title of chapter. In EditorInitials EditorLastName (Ed.), <i>Title of book</i> (pp. ChapterPageNumbers). Publisher.</p> <p>McCrary, S. &amp; Jain, T. K. (2019). Social media: A game changer. In P. K. Smith (Ed.), <i>Changes in communication</i> (pp. 240-245). Thor Books.</p>
<b>Ebook</b>	<p>LastName, Initials. (Year). <i>Title in sentence case: Include subtitle if there is one</i> (Nth ed.). NameOfPublisher. URLToTheBookOnline*</p> <p>Brown, F. (2020). <i>IT certification: Complement to your degree</i> (3rd ed.) Springer. <a href="https://libauth.purdueglobal.edu/sso/skillport?context=1436685">https://libauth.purdueglobal.edu/sso/skillport?context=1436685</a></p>
<b>Journal article</b> <i>Do not include a library URL, but provide the true doi when available</i>	<p>LastName, Initials. (Year, Month Date). Article title in sentence case: Do not write in all-caps. <i>Name of the Journal</i>, volume(issue), pages. <a href="https://doi.org/fullhyperlink">https://doi.org/fullhyperlink</a></p> <p>Mishikawa, B. &amp; Mueller, L. R. (2019, January 4). Topology matters: Diagramming for success. <i>Journal of IT</i>, 14(5), 111-114. <a href="https://doi.org/10.1080/73053">https://doi.org/10.1080/73053</a></p>
<b>Webpage</b> with author(s) named	<p>LastName, Initials. (Year, Month Date). <i>Title of webpage in sentence case</i>. Site. fullURL</p> <p>Small, T. (2022, January 14). <i>Technology's cool careers: Now is the time to get your degree</i>. House Rules. <a href="http://houserules.com/articles/cool.html">http://houserules.com/articles/cool.html</a></p>
<b>Webpage</b> without a human author name	<p><i>Article title in sentence case</i>. (Year, Month Date). Site. fullURL</p> <p><i>Social media is not very social</i>. (2019, December 22). Technostuff. <a href="http://technostuff.com/notsocial.html">http://technostuff.com/notsocial.html</a></p>
<b>Webpage</b> with official agency authorship (no individual names)	<p>Organization Name. (Year, Month Date). <i>Title of webpage in sentence case</i>. fullURL</p> <p>Bureau of International Technology. (2020, January 3). <i>Standards for database management</i>. <a href="http://bit.org/database/2020.1.3/standards.asp">http://bit.org/database/2020.1.3/standards.asp</a></p>
<b>Newspaper or Magazine article</b> (found online)	<p>LastName, Initials. (Year, Month Date). Title of webpage in sentence case. <i>Publication Name</i>. fullURL</p> <p>Louis-Gonzales, K. D. (2022, April 24). Data breach concerns at big box stores. <i>Springfield Times</i>. <a href="http://springfieldtimes.com/data-breach.html">http://springfieldtimes.com/data-breach.html</a></p>

\*or DOI in URL form if available.

Consult the APA Manual or their website for verification of any changes in rules and/or to find formulas for other kinds of sources.