



# quicks tips

## APA DOCUMENTATION STYLE: IN-TEXT CITATIONS

**APA DOCUMENTATION relies on a combination of in-text citations and a Reference List at the end of your paper.** In-text citations include a combination of the author's last name, date of publication, and location reference, all separated by commas. The Reference List is a list of complete publication information from the resources you cited in your paper, alphabetized by the author's last name. For more information on the Reference List, please see the quicktip by that title.

**PARAPHRASED IN-TEXT CITATIONS always include dates, but can be listed in two ways:**

- If the author's name is included in a signal phrase, only the date needs to be placed in parentheses: Patterson (1998) has noticed the same phenomenon....
- If you simply allude to a study, both the author's last name and the year must be listed in parentheses: This same phenomenon has been noted elsewhere (Patterson, 1998).
- If you use more than one article published by the same author in the same year, differentiate with letters, which you assign in the References list: Smith (1999a, 1999b).

**DIRECT QUOTES require the author's last name, the publication date, and the abbreviation p. or pp. followed by the page number(s), or, for non-paginated online sources, the section title and the abbreviation para. followed by the paragraph number:**

- "The likelihood that adopted children will develop normally is highly contingent on the attitude of their parents" (Patterson, 1998, p. 201).
- "Social workers act honestly and ... promote ethical practices on the part of the organizations with which they are affiliated" (NASW, 1999, Ethical Principles section, para. 6).

**VARIATIONS OF IN-TEXT CITATIONS occur in situations of multiple authors, institutions or groups as authors, specific parts of a source, personal communication, etc.** For more variations, see the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.).

- Many research articles have **multiple authors**. With two to five authors, all author names are listed the first time a source is mentioned (e.g., Patterson, Stevens, Thompson, & Williams); with three to five authors, subsequent references use only the first author's last name and et al. (e.g., Patterson, et al.). When there are six or more authors, the first author's last name and et al. are used throughout.
- When a source has an **institution or group as author**, provide the full name of the group in your reference list entry. In-text citations also use the full name unless it is cumbersome or its abbreviation is easily understood. In that case, provide the abbreviation in a parenthetical citation (e.g., National Association of Social Workers (NASW, 1999); then, in subsequent in-text mentions of the source, use only the abbreviation (e.g., NASW, 1999).

- Whenever you cite a **specific part of a source** (a table, a graph, a figure, an equation, etc.), include the page number in your parenthetical citation (e.g., Vandenberg, 1999, p. 62).
- When you include the name of the author of one source as part of the narrative **multiple times within one paragraph**, do not repeat the year after the first mention, but always use the year in parenthetical citations.
- **Personal communications** are the only sources cited in-text only and not included in the reference list. Each in-text citation for a personal communication includes the first initial and last name, the words *personal communication*, and the complete date (e.g., S. White, personal communication, August 11, 2005).

### COMMON STRUCTURES FOR SIGNAL PHRASES

Writers can use signal phrases in several ways when they introduce quoted or cited material into their texts. Below are some of the most common:

**According to** Vandenberg (1999), ...

Smith (1998a) **suggested** that ...

As Hacker (2003) **pointed out** in her introduction, ...

Several scholars (Grimm, 1996, 1999; Mick, 1999; Trimbur, 1987) **have noted** ...

### COMMON VERBS FOR SIGNAL PHRASES

acknowledged	confirmed	granted	reasoned
added	contended	hypothesized	refuted
admitted	continued	illustrated	rejected
argued	declared	implied	replied
asserted	denied	insisted	reported
believed	described	noted	responded
claimed	disputed	noticed	showed
commented	emphasized	observed	studied
compared	explained	pointed out	suggested
concluded	found	proposed	wrote

Adapted from Hacker, D. (2003, p. 336.). *A writer's reference* (5<sup>th</sup> ed.). Boston: Bedford/St. Martin's.

*For more information:*

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

American Psychological Association. (2003). *APA style*. Retrieved June 9, 2005, from <http://www.apastyle.org>