

Basics  
How to cite in-text and at end-of-paper

In-text citations

- No date, no page, or no author?
  - If the assignment allows papers where no date is noted for a source, then use the notation: (n.d.).
  - If it is not possible to determine the page number, use the paragraph number (para. 1).
  - **Special Note:** Not all authors are persons. Organizations and corporations can be authors.
  - **Special Note:** When using websites, you will often find the author at the bottom, next to the copyright symbol ©.
- Page numbers
  - Page numbering with paraphrases is optional; your instructor suggests not to use of page numbers for paraphrasing.
  - When quoting, though, page numbers are required.
- In APA the punctuation is after the citation, not before.
- Year is ALWAYS next to author(s) for each in-text citation.
- Do NOT use first initials for authors unless:
  - In two separate sources there are two different authors with the same last name.
  - Read more here: <https://owl.english.purdue.edu/owl/resource/560/03/>
- Rules concerning number of authors when citing in-text:
  - When there are 1-2 authors, list them each time you cite.
  - When there are 3-5 authors: List all the first time you cite in-text, but afterwards, list by first author's name et al.
  - With 6+ authors, always list the authors using this format: first author's last name et al.
- Paraphrasing examples
  - Paraphrase in-text (one author)<sup>1</sup> [Every use for 1 author]:
    - Signal phrase: Hapgood (2022) suggested ...AND/OR
    - Parenthetical phrase: ... last words of the sentence (Hapgood, 2022).
  - Paraphrase in text (two authors) [Every use of 2 authors]:
    - Signal phrase: Lewis and Clark (2022) stated ... AND/OR
    - Parenthetical phrase: ... last words of the sentence (Lewis & Clark<sup>2</sup>, 2022).
  - Paraphrase in text (3-5 authors):
    - First use of the source:
      - Signal phrase: James, Jones, and Johnston (2022) suggested ... OR
      - Parenthetical phrase: ... last words of the sentence (James, Jones, & Johnston, 2022).
    - All additional uses of source:
      - Signal phrase :<sup>3</sup> James et al. (2022) argued ... AND/OR
      - Parenthetical phrase: ... last words of the sentence (James et al., 2022).
  - Paraphrase in text (6+ authors) [Every use of 6+ authors]:
    - Signal phrase: Jerryman et al. (2022) postulated ...
    - Parenthetical phrase: ... last words of the sentence (Jerryman et al., 2022).

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<sup>1</sup> **Formatting Note:** APA has a special rule for dealing with the conjunction “and”. Note that for signal phrases you use the word “and”, but for parenthetical phrases you use the symbol “&”.

<sup>2</sup> **Formatting Note:** There is a comma after the last author's name when enclosed in the parentheses.

<sup>3</sup> Subsequent use refers to the 2+ times the source is used in the paper, no matter the style of citation.

- Quoting examples
  - Example for a signal phrase (page number with citation): Lewis and Clark (1987, p. 118)<sup>4</sup> stated that “anthropology is their favorite academic discipline”.
  - Example for a signal phrase (page number at end of quotation): Lewis and Clark (1987) stated “anthropology is their favorite academic discipline” (p. 118).
  - Example for a parenthetical phrase: These authors suggest that “anthropology is their favorite academic discipline” (Lewis & Clark, 1999, p. 118).
- Long quotes rules:
  - Long quotes are double-spaced and indented ½ inch.
  - Do not use quote marks at start and end of the quote.
  - Include author’s name, year of publication and page(s).
  - Unlike other APA in-text citations, the punctuation is BEFORE the citation and not after.

### End-of-paper citations (References page)

- Overview:
  - The References page should start on a new page.
  - APA uses a References section at the end of the publication (not a Bibliography or Works Cited section).
  - The References section should list only the sources cited in the text of the paper, not all sources reviewed.
  - **Special Note:** Personal communications are never listed in the References page, only in-text.
  - If the original source has a format different from APA, change it to be consistent with the look of APA (that is the whole purpose of having a standard citation format).
    - I encourage you to use the Citation Generator provided at <http://www.cynthiaclarke.com/citationgenerator/citation.html>
- Number of authors
  - If the number of authors is 1-7, list all on the References page
  - If the number of authors is 8 (or more), list the first 6 authors, followed by 3 dots, and then the last author. Omit listing all other authors.
- Alphabetize the references:
  - References are listed in alphabetical order, by the last name of the first author.
  - If the author has more than one cited publication, list by earliest year first.
  - If the author has more than one cited publication in the same year, add a, b, and so forth to the end of the year (Example, 2001a, 2001b). List alphabetically by title of chapter or article.
- Formatting of References page:
  - Line spacing:
    - The first line is standard margin (1 inch)
    - The second (and subsequent) line(s) is/are indented ½ inch.
    - The entire References page is double-spaced (both the citations and the line spacing between citations).
  - Titles:
    - The title is always italicized

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<sup>4</sup> **Formatting Note:** There is a space between the page marker (p.) and the number (118).

- Note that titles only capitalize first word of title, first word of subtitle and proper nouns
- **Exception:** Capitalization of journal titles is different. All words EXCEPT prepositions, articles, & conjunctions ARE capitalized.
- URLs:
  - Remove the hyperlink from each URL.
  - Delete the URL from databases if you are using the pdf (that is like having your own photocopy).
- City of publication rules:
  - Use city of publication by itself in cases where the city is considered internationally recognized (such as Paris or New York); otherwise, also include the state (within the United States) or country (outside the United States).
  - If there are many cities listed where the publisher does printing, always use the first one listed.
  - Notice that the state is abbreviated using postal codes.
  - Journals do not include the city of publication (even though it is often provided).

#### Citing personal communication (in-text)

- First, personal communication citations are not placed in the References section as they are not retrievable.
- Ideally provide the month, day and year. But if not available, provide the month and year, if that is all that is available.
- In-text examples (note that the author's first initial is included; this differs from the standard format):
  - Signal phrase: C. Clarke (personal communication, April 12, 2019) states ...
  - Example for a parenthetical phrase: ... (C. Clarke, personal communication, April 12, 2019).

#### How to avoid redundancy when citing in-text

- It is very clunky to cite at the end of each-and-every sentence in a paper so there are conventions to help.
- The set of conventions most commonly utilize a set of phrases that move the reader along, but make it clear the source remains from the same author(s).
- Here is an example (I single space to save paper and I underline the phrases I am illustrating):

Smith (2013) stated that primates make bad pets. One of the reasons indicated by this author is that the pet trade is responsible for the deaths of four primates for each pet that is sold. Pet mills were another form of abuse mentioned. Another aspect that is addressed by this author was a concern that primates are highly intelligent, causing challenges for the owner as well as the primate pet. The author furthers the discussion by documenting that sociality makes the likelihood of mental depression high among those primates forced into a solitary lifestyle. Elsewhere in his work, Smith (2013) addresses these pets' dietary challenges and the destruction of primate habitats as additional consequences of the primate pet trade. Jones' (2012) study of primate habitats has also documented ...

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Many students struggle with the format of a short essay and so I will present here a sample of how this might be accomplished. Even though I will not use the specifics of a specific assignment, I will provide a general framework that will be useful.

In the paragraph above, I want you to note I did not give any specific details; that is because a first paragraph should be an introduction and not overwhelm the reader with details. In fact, the best way to think of the introductory paragraph is that its purpose is to explain to the reader why they should read on. In the second and subsequent paragraphs of a short essay provide details.

Note that in this paragraph the details I provide are in the second paragraph. Other issues are of importance when avoiding the use of dictionaries and wikis, the

I want to point out that in-text citations require the author and year to be next to each other in APA, ALWAYS.

If you quote a sentence without using a colon or a comma it is fine to change the capitalization of the first word in the sentence to lower case.  
 If a comma or colon is used, leave the capitalization in. For instance, if you had written this: According to Clarke (2008), "By the..."

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uses the meaning of a term in context in such a way that meaning is clear to the reader. In fact, this writing skill is expected at the college level. As to wikis, many are simply plagiarized entries from other sources. Given that the average student does not know who wrote this material using wikis can be a tricky practice.

Short essays should be written to an audience that does not have access to the materials being cited (Clarke, 2008). Clarke (2008) reminds us that "by the selection of which sources to include, the author demonstrates his or her comprehension of the issue, rather than just knowledge of fact" (para. 5). Content is important, but sometimes one starts writing down all the information and fails to note how long the research has been presented. It is important to remember that a paragraph should consist of one important consideration.

Note that when one quotes and there is no page number available (p. #) you count the number of paragraphs and use para. #.  
 Also, note where to place the period in this sentence as it differs from MLA.

Transitions are the 'glue' that hold the topic to topic, without a thought.

Finally, after you have provided the details in the middle paragraph or paragraphs, you will want to end your short essay well. There are many techniques for doing so (University of Richmond Writer's Web, n.d.) and each has advantages. No matter, how you end, remember the techniques discussed in this sample short essay as they will be of great help.

## References

Clarke, C. (2008). *Anthropology tutorials: The differences between a short essay and a short answer: Your instructor's expectations*. Retrieved from

[http://www.cynthiaclarke.com/tutorial2/tutorial\\_list.htm/differences.rtf](http://www.cynthiaclarke.com/tutorial2/tutorial_list.htm/differences.rtf)

University of Richmond Writer's Web (n.d.) *Writing conclusions*. Retrieved from

<http://writing2.richmond.edu/writing/wweb/conclude.html>