

Short Guide for APA Documentation

In-Text Citation Rule:

Wherever you use borrowed language, a paraphrase, or information (that is not common knowledge) from another source, you must add an in-text citation. No page numbers needed for summaries or paraphrases.

For Print Sources

*IF you have a print source **with an author**, THEN use the author last name, year, and page number.*

Examples: for source titled *The Rules of Using Quotes* by Ben Franklin

A) **Print source with author not cited in the set up**

Remember what to include in APA in-text citations: "APA in-text citations include the author last name, the year of publication, and the page number(s)" (**Franklin, 2017, p. 54**).

B) **Print source with author cited in the set up**

As **Franklin (2017)** states about in-text citations: "If you state the author's last name in the set up to the quote, follow it with the date and put only the page number at the end" (**p. 54**).

(Use page numbers for direct quotes; no page numbers for summaries or paraphrases.)

*IF you have a print source **with no author**, THEN use the title of the source instead.*

Examples: for source titled "Report on 2016 Election" with no author

C) **Print source not cited in the set up**

As recently has been reported, "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation" ("**Report on 2016 Election,**" **2017, p. 54**).

D) **Print source title cited in the set up**

As stated in the "**Report on 2016 Election**" (**2017**), "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation" (**p. 54**).

For a Web Source

Because websites don't have page numbers, no page numbers are used with in-text citations.

*IF you have a web source **with an author**, THEN only use the author last name and year. No pg. #s.*

Examples: for website source titled "*How to Use Quotes*" by Ben Franklin

A) **Web source author not cited in the set up**

One important point is made about in-text citations: "If you don't state the author's last name in the set up to the quote, include the last name in the in-text **citation**" (**Franklin, 2017**).

B) **Web source author cited in the set up**

As **Franklin (2017)** states about in-text citations: "If you state the author's last name in the set up to the quote, you don't need any parenthetical citation at the end of the sentence."

*IF you have a web source **with no author**, THEN use the title of the source instead. No page #s.*

Examples: for source titled "Report on 2016 Election" with no author

A) **Print source not cited in the set up**

As recently has been reported, "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation" ("**Report on 2016 Election,**" **2017**).

B) **Print source title cited in the set up**

As stated in the "**Report on 2016 Election**" (**2017**), "Whenever you don't have an author to cite, you should use the title of the work instead for in-text citation."



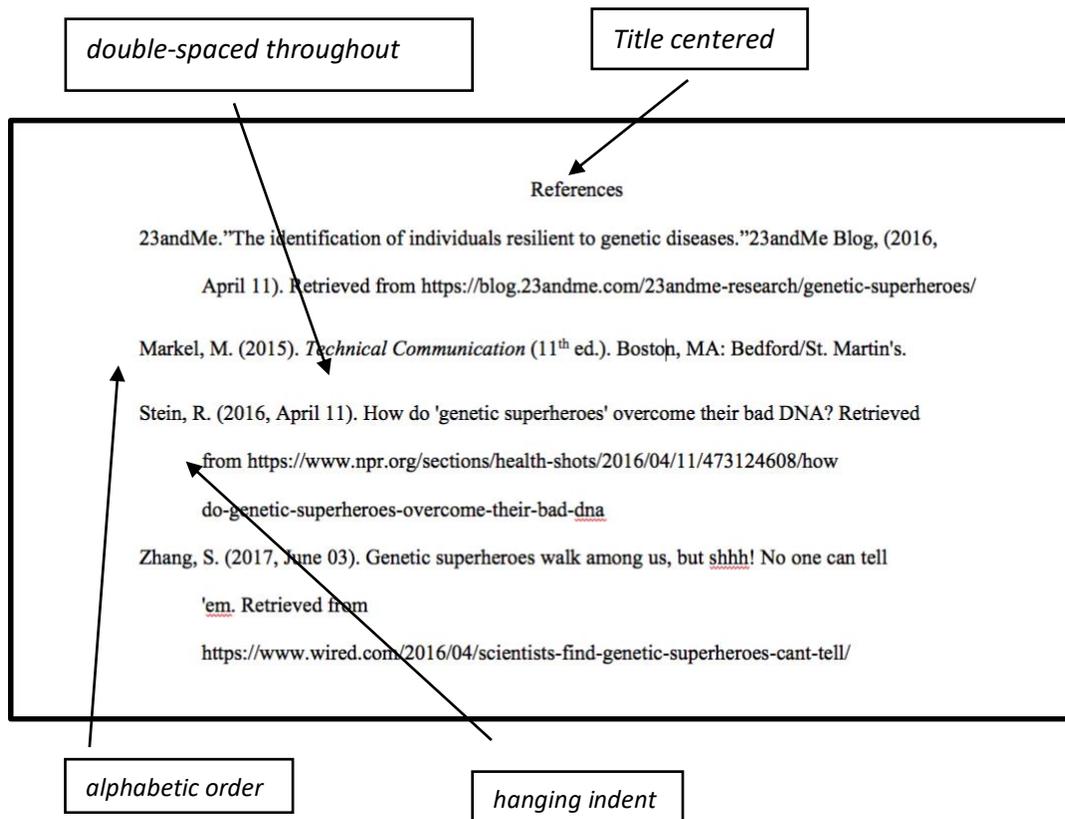
APA References Page Guidelines

Content Rules:

1. ANY source that is cited in the text, must also be fully referenced in the References page.
2. ONLY sources cited in the text can be included in the References.

Format Rules: The References page should

1. be on a separate page with the title "References" centered (Do not italicize, bold, or underline the title).
2. be double-spaced throughout (no extra spaces between references).
3. be in alphabetic order.
4. use a hanging indent for all references.



See also the Purdue OWL [Sample APA paper](#)

See also the Purdue Owl [APA Formatting and Style Guide](#)

