



APA Formatting Basics

CITATION & REFERENCING

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This course requires you to use American Psychological Association (APA) citation and referencing style. APA style is not intuitive, but it is formulaic. Obvious errors in following APA citation and reference guidelines indicate a lack of attention and effort; when writing a course paper set aside enough time to ensure proper APA style. This document provides an overview of APA citation and reference guidelines. You will likely need to consult additional resources - such as those identified below - when completing course assignments.

Why Citation & Referencing Matter

Citation and referencing in professional and academic writing serve several purposes. First-and-foremost, citation identifies the source material of information, ideas, and arguments. Referencing indicates where readers can locate those sources. Beyond attributing source material appropriately, thus avoiding plagiarism, citation and referencing provide authority to an analysis and strengthen thesis credibility. Seek out the most authoritative and credible sources for your thesis, such that reading the reference list inspires the reader's confidence in your analysis.

APA Citation & Referencing Resources

The authoritative resource for APA formatting, including and beyond citation and reference style, is the *Publication Manual of the American Psychological Association*, now in its sixth edition. You are strongly encouraged to purchase an APA manual. The APA also maintains an online Style Blog (<http://blog.apastyle.org/>), with helpful discussion and examples of APA formatting topics. Finally, Purdue University's Online Writing Lab (OWL; <https://owl.english.purdue.edu/owl/resource/560/01/>) houses a section devoted to APA citation and reference style, with examples.

APA Citation Basics

APA citation style follows an in-text author-date method. Citations are provided in parentheses inside the appropriate sentence (i.e. *before* the period or punctuation at the end of a sentence). If you are referring to a source's idea or argument, but *not* directly quoting the source, you need only include the author's last name and year of publication in the citation - for example: (Carter, 2016). If, however, you are directly quoting from the source, or citing specific data or figures, a page number of the cited information is required. For example:

Jones (2016) states, "several empirical studies conducted across multiple universities found that eight percent of students studied consistently demonstrated errors in the application of APA style" (p. 16).

Research has indicated that around eight percent of graduate students may consistently commit errors when following APA style (Jones, 2016, p. 16).

APA Reference List Basics

All sources that are cited in a paper must appear in a reference list at the end of the paper. Similarly, each source listed as a reference must be cited in the paper. The list should appear on a new page (i.e. separate from the paper's text) under the heading References. Reference format varies by publication type (e.g. journal article, book, book chapter, government report, etc.), so you must ensure that you are using the formatting most appropriate for the source publication type in question. Basic APA reference guidelines include:

1. **Reference list order.** References should be alphabetized by the last name of the first author of each entry. In the case of multiple entries by the same author (or authors listed in the same order), references should be listed in chronological order, from earliest to most recent.
2. **Hanging indentation.** References should be formatted with hanging indents, meaning that all lines after the first line of each entry should be indented one-half inch from the left margin.
3. **Author names.** Authors' names should be inverted (i.e. the last name presented first), and only the initials of authors' first and middle names should be listed.
4. **Capitalization.** When referencing a book, chapter, article, or internet site pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash, and proper nouns. Capitalize all major words in journal titles. There are particular capitalization guidelines for different publication types and scenarios; consult the additional resources for case-specific guidelines.
5. **Italicization.** Do not italicize the titles of shorter works, such as journal articles or book chapters. Italicize longer works such as book and journal titles. There are particular italicization guidelines for different publication types and scenarios; consult the additional resources for case-specific guidelines.

REFERENCE LIST EXAMPLES

Journal Article

Leech, N. L. & Onwuegbuzie, A. J. (2007). An array of qualitative data analysis tools: A call for data analysis triangulation. *School Psychology Quarterly*, 22(4), 557-584.

Book

Yannow, D. (1996). *How does a policy mean? Interpreting policy and organizational actions*. Washington DC: Georgetown University Press.

Book Chapter

Pollitt, C. (2005). Decentralization. In E. Ferlie, L. E. Lynn, Jr., & C. Pollitt (Eds.), *The Oxford handbook of public management* (pp. 371-397). New York, NY: Oxford.

Government Document

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Non-periodical Internet Document or Report ***

Agriculture Marketing Service. (2017). *Organic certification and accreditation*. Retrieved from <http://www.ams.usda.gov/services/organic-certification>

***For online sources that do not have a print publication, list all available information including publication date and URL.

Citing Tables and Figures

Tables and figures (e.g. graphs, charts, images) that are drawn from, or reproduced in, a paper must be cited. Reproduction (i.e. recreation) of a source table or figure, where possible, is preferable to simply copying-and-pasting. *For course purposes* citations can be located in a table or figure title, in a note at the end of the table, or in a figure caption. If the table or figure is sourced from a paginated digital or print publication, the citation must include the appropriate page number, identifying the location of the table or figure in the source material. The citation should indicate whether the table or figure draws from, is reproduced from, or copies the source material. For example:

Data in second column are from Jones (2016, p. 101).

Table is adapted from Jones (2016, p. 101).

Figure is reproduced from Smith (2013, p. 15).

Figure is copied from Smith (2013, p. 15).

NOTE: If the paper in question is for course purposes only, copyright considerations are not applicable. If, however, you intend to distribute your paper beyond the course audience (especially for publication), there may be legal implications of reproducing copyrighted intellectual property, and you may need to acquire author and/or publisher permission to adapt or otherwise reproduce tables or figures. Consult the additional resources identified in this document for more information and guidance.