WHAT IS IT?
The American Psychological Association (APA) style is used for formatting and documenting work in a variety of disciplines. APA style emphasizes authors and publication dates of sources. Following are basic APA guidelines. For complete information, consult the APA handbook, 6th edition (2010) and visit the KSU Writing Center.

USING SOURCES IN APA
APA requires you to cite sources whenever “paraphrasing, quoting an author directly, or describing an idea that influenced your work” (p. 170). Outside sources included in your writing should support your ideas and research; they should not be the sole focus of your paper. Follow these tips for using source material effectively:

• Use your own words and voice to summarize and paraphrase source information.
• Limit your use of quotations only to instances in which the author’s wording is unique or powerful, exact wording is necessary for accuracy, or the original wording adds proof to the argument.
• Page numbers are only required for direct quotations.
• Introduce summaries, paraphrases, and direct quotations with signal phrases that demonstrate your knowledge of the source or author and/or how the source fits into your research.
• For quotations longer than forty words, indent the entire quotation one-half inch from the left margin, continue double spacing, and omit quotation marks.
• If the context is clear, you may include the parenthetical citation at the end of the cited material.

In APA style, sources must be cited both in in-text citations and on a references page.

IN-TEXT CITATIONS
PARENTHEtical CITATION
The werewolf’s savage appetites are reflective of the 19th century middle-class search for identity (Durante, 2006).

CITATION IN A SIGNAL PHRASE
As psychologist and paranormal researcher Durante (2006) stated, the prevailing definition of lycanthropy is “a clinical psychopathology in which a psychiatric patient believes him/herself to be an animal” (p. 22).

INDIRECT SOURCE CITATION
Rice mentions that “SS officers—called ‘werewolves’—attacked coalition forces and engaged in sabotage” (as cited in von Hodenberg, 2008, p. 72).

MULTIPLE AUTHOR CITATIONS
Two authors: (Levitt & Dubner, 2009) or Levitt and Dubner (2009) explained . . .
Three to five authors: According to Beers, Probst, and Rief (2007) [You then will shorten subsequent citations of the source: (Beers et al., 2007)]
Six or more authors: Smith et al. (2013) assert that . . . .

REFERENCE PAGE ENTRIES
• The references page comes immediately after your paper’s main body and is double-spaced. Center the word "References" on the first line, and begin entries on the next line using hanging indentation (first line of each entry is flush-left; subsequent lines are indented).
• Alphabetize entries by the last name of each work’s first author. Use only initials for first and middle names.
• If no author is provided, use the name of the authoring organization or the title of the article.
• Capitalize the first letter of all major words in titles of journals. For other titles, capitalize only the first letter of the first word, proper nouns, and the first letter of the first word following a colon.
• Every work cited in your paper must have an entry on the references page; do not include works you did not cite.

Print Sources

BOOK

ARTICLE IN A MAGAZINE

ARTICLE IN A JOURNAL PAGINATED BY VOLUME

ARTICLE IN A JOURNAL PAGINATED BY ISSUE

ARTICLE IN A NEWSPAPER

Electronic Sources

Note: When the publication information for an online source includes a DOI (digital object identifier), include the DOI instead of a URL in reference list entries.

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