

APA Formatting

Citations

In-text Citations:

In-text citations can be tricky at first, but after a couple go-arounds they become pretty intuitive. The first key thing to know is when and why we use them.

When: Whenever you write something that you did not already know or that is not common knowledge.

Why: This gives credit to the people who have done the research. It also gives credibility to your work because the reader knows that you have done research.

How: There are a few basic variations on how to cite someone else's work. Generally speaking, you want to give credit to who did it, when it was written and what page it can be found on.

For example, if you are using a quotation you could write:

"Design implies unity, a harmonious pattern or order established among the various elements" (Lauer, 1990, p. 20).

BUT if you mention the author in the text before or after the quote you would structure it like this:

Lauer (1990) has explained that, "Design implies unity, a harmonious pattern or order established among the various elements" (p. 20).

The structure for citing something that is not a direct quote (a paraphrase) is very similar. In this case, it is not required that you add the page number, but it is encouraged. For example, if you mention the author's name in the sentence it could be structured as follows:

Lauer (1990) emphasizes that unity is inherent in design because of the way in which the established elements work together.

OR

Unity is inherent in design and is established by the collaboration of the many elements therein (Lauer, 1990).

Key things to remember:

- +The period goes outside of the parenthesis
- +You must mention the author's name either in the sentence or within the parenthesis
- +You must include the year
- +A page number is encouraged, but not required if it is not a direct quote.

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References

The reference sheet is a key component of any research-based paper. It makes your work credible by citing where your content has come from and credits those who have done the research. The reference sheet should be a part of any scholarly document that you complete.

So, what is entailed in crafting a reference sheet? Below are the **WWW**Hs.

Why: makes you credible, gives credit to the people who have done the research

Where: The end of your paper, on a separate page. The title should be at the top of the page, centered and must say "References;" no bold typeface, underlines, or quotation marks should be used.

What: Anything that has informed your argument. Even if it is a source that you do not use in-text citations for, if you feel it has informed your writing and research it is worth citing.

HOW:

1. The first line starts at the typically left of the page (where your text normally begins) and the second line (and any lines after that) are indented a half inch.
2. The author's name is Last, First initial. You need to list all the authors for a work, unless there are more than seven authors listed. In that case, after the sixth author's name, use ellipsis.
3. You order your reference list alphabetically. The first letter of the last name is how you determine what goes first.
4. If you have more than one work by the same author, order them chronologically.

An example of a basic layout for a book is:

Author, A. A. (Year of publication). *Title of work: Capital letters also for subtitle*. City, State: Name of Publisher

So, for the book that I have been citing by David Lauer, the reference would look like:

Lauer, D. (1990). *Design Basics* (3rd ed.) (pp. __). New York, NY: Charles Jones Owen.

** Keep in mind that if your reference is more than one line long, the second line is indented a half inch, and every line after that starts at the same half inch mark.

Remember, when you are citing different sources (books, online books, lectures, etc.) there are variations in how to cite each one. This example is just intended to get you started. Different formats of research have different protocols for citation, but they all follow this basic format. Use this as a launch point, but you may have to do some more digging.

Here is the link to the Purdue Owl website where you can find more in-depth explanations (and where information for this handout has been sourced): <https://owl.english.purdue.edu/owl/resource/560/01/>