It is important to learn how to correctly cite references from the onset. As a university undergraduate you need to do research. This means you will be reading books, magazines, newspapers, etc as well as refer to online sources in order to write a good, properly-researched and well-informed paper. However, always remember that you should always credit your sources. This means you should acknowledge where you obtained your information from.

DO NOT COPY REFERENCE SOURCES WITHOUT ACKNOWLEDGING THEM (MEANING, DO NOT SIMPLY COPY AND PASTE AND PASS THEM OFF AS YOUR OWN. THIS IS PLAGIARISM).

Plagiarism is unethical and wrong and you will be severely penalized and fail your paper.

The following is a guide as to how you should correctly cite your sources of reference according to the APA (American Psychological Association) style (6th edition, 2nd printing)

**APA Citation Basics**

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. **All sources that are cited in the text must appear in the reference list at the end of the paper.**

**In-Text Citation Capitalization, Quotes, and Italics/Underlining**

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: Permanence and Change.
- Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: Writing New Media, There Is Nothing Left to Lose.
- *(Note: in your References list, only the first word of a title will be capitalized: Writing new media.)*
- When capitalizing titles, capitalize both words in a hyphenated compound word: Natural-Born Cyborgs.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's Vertigo."
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: The Closing of the American Mind; The Wizard of Oz; Friends.
• Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: “Multimedia Narration: Constructing Possible Worlds”.

Short Quotations
If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

• According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
• Jones (1998) found "students often had difficulty using APA style" (p. 199).

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

• She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199).

Long Quotations
Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

• Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (p. 199).

Summary or Paraphrase
If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

• According to Jones (1998), APA style is a difficult citation format for first-time learners.
• APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

A Work by Two Authors
Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand (&) in the parentheses.

• Research by Wegener and Petty (1994) supports...
• (Wegener & Petty, 1994)
A Work by Three to Five Authors

List all the authors in the signal phrase or in parentheses the first time you cite the source.

- (Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

- (Kernis et al., 1993)

(In et al., et should not be followed by a period.)

If two or more references of more than three surnames with the same year shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are needed to distinguish the references, followed by a comma and et al.

- Kernis, Cornell, Sun, et al. (1993)

A Work by Six or more authors

Use the first author's name followed by et al. in the signal phrase or in parentheses.

- (Harris et al., 2001)

If two references with six or more authors shorten to the same form, cite the surname of the first author and of as many of the subsequent authors as are needed to distinguish the references, followed by a comma and et al.

A Work by Groups as authors

The names of groups that serve as authors (e.g. govt agencies or corporations) can be spelled out each time they appear in a text citation unless it is long or cumbersome, in which case spell it out only the first time and abbreviate it thereafter. The guiding rule is that the reader should be able to find it in the reference list easily.

First citation in text:

- National Institute of Mental Health (NIMH, 2003)

Subsequent citations:

- NIMH (2003)

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks.

- A similar study was done of students learning to format research papers ("Using APA," 2001).

Organization as an Author

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

- According to the American Psychological Association (2000)...
If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

- First citation: (Mothers Against Drunk Driving [MADD], 2000)
- Second citation: (MADD, 2000)

**Electronic Sources**

If possible, cite an electronic document the same as any other document by using the author-date style.

- Kenneth (2000) explained...

**Sources Without Page Numbers**

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number:

- (Hall, 2001, ¶ 5) or (Hall, 2001, para. 5).

If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

- According to Smith (1997), ... (Mind over Matter section, para. 6).

**Note:** *Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.*

**Reference Page**

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centred at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

**Basic Rules**

- References are listed in alphabetical order.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work.

- Reference list entries should be alphabetized by the last name of the first author of each work.
Books

- **Single Author**
  Last name first, followed by author initials.

- **Two Authors**
  List by their last names and initials. Use the ampersand (&) instead of "and."

- **Groups as authors**

- **Organization as Author**

- **Unknown Author**

Article in a Magazine


Article in a Newspaper


Letter to the Editor


Government Document

Article From an Online Periodical
Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.


Article from an online Magazine or Newsletter


Article from an online Newspaper


Online Article with an unknown author


NOTE: For citation styles not included in this brief guide, access the APA website for more information.

Taylor & Francis Reference Style A. Retrieved from [www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf](http://www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf)