

Bracken Business Communications Clinic

APA Format for In-Text Citations and References

APA format is used in business and the social sciences. It is the format you are most likely to encounter in the workplace after graduation, so we use it in the JJCBE.

You must use APA format to give credit to the sources of information you used to create every paper and presentation. This is done by:

- Using in-text citations within the text of your assignment, and
- Listing all cited sources on a References page at the end of your assignment.

You must cite a source or reference when:

- You use a direct quote, or
- You paraphrase and use ideas, opinions, theories etc. that are not your own, or the information is not common knowledge. If you find information in **more than three sources**, it is considered common knowledge.

In-Text Citations

In-Text Citation (direct quote)

When quoting material directly, place the name(s) of the author(s), the publication date, and the specific page number or paragraph number for the reference within the parentheses.

With page number: (Smith, 2001, p. 7).

Website with paragraph number: (Brown, 2016, para. 7).

The citation appears immediately following the quoted material; e.g.,

The CEO stated, “The business enjoyed the highest profits in the third quarter due to a new management style” (Smith, 2001, p. 7).

In-Text Citation (paraphrase)

When referring to or summarizing ideas, opinions, and information not commonly known, place the name(s) of the author(s) and the publication date within the parentheses directly following the paraphrase; e.g.,

The CEO of the company attributed the increasing third quarter profits of the business to the implementation of a new style of management (Smith, 2001).

In-Text Citation (when using a signal phrase naming the author)

When the author is named in the narrative (in a signal phrase), there is no need to repeat the author’s name in the in-text citation. Cite only the publication date—and a page or paragraph number if directly quoting—within the parentheses; e.g.,

Smith (2001) noted that the business was successful in the third quarter.

Smith (2001) pointed out that the CEO stated, “The business enjoyed the highest profits in the third quarter due to a new management style” (p. 7).

Handling Multiple Authors in In-Text Citations

There are varied formats for in-text citations when citing multiple authors.

Single Author or Two Authors

When a source is written by one or two authors, list all authors in every in-text citation or signal phrase. The following examples represent in-text citations for paraphrased information. Remember to include page/paragraph numbers when citing direct quotes.

One Author, every citation: (Skloot, 2010)

Two Authors, every citation: (Porter & Kramer, 2011)

Three to Five Authors

When a source is written by three to five authors, list all authors in the first in-text citation or signal phrase. Then, list the first author followed by “et al.” in every subsequent citation or signal phrase.

First citation: (Griffin, Bolkan, Holmgren, & Tutzauer, 2016)

Second/Subsequent citations: (Griffin et al., 2016).

Six or More Authors

When a source is written by six or more authors, list the first author followed by “et al.” in every citation.

Every citation: (Teunissen et al., 2017)

No Author?

When you cannot find an author of a source, use the publishing organization as the source whenever possible. If the publishing source is not clear, use a few words of the source’s title in quotation marks in place of the author.

Publishing organization as author: (Montana State University, 2016)

Title as author: (“All 33 Chile miners,” 2010)

APA formatting is very complicated!

The formatting, punctuation, and information you need to include in your references list varies and is dependent on the type of source and number of authors. Keep reading for specific examples of how to reference specific sources.

References

List of References

Use the heading “References” for the complete list of references, which appears on a separate page at the end of your paper. (See the References list at the end of this paper for an example).

- All the sources you cited in your paper should be in your list of references. The exception is personal communication, which is not included in the References list.
- Organize the References list alphabetically by authors’ last names.
- Double space your References list and use a hanging indent on the second and subsequent lines of each entry.

Handling Multiple Authors in Reference List Entries

There are varied formats for reference entries when citing multiple authors.

One to Seven Authors

When a source is written by one to seven authors, list all authors in the Reference list entry.

Example:

Griffin, D.J., Bolkan, S., Holmgren, J.L., & Tutzauer, F. (2016). Central journals and authors in communication using a publication network. *Scientometrics*, *106*(1), 91-104. doi:10.1007/s11192-015-1774-4

More than Seven Authors

When a source is written by more than seven authors, list the first six authors; then, use an ellipsis (...) to replace all but the last author’s name. Seven names should be listed.

Example:

Teunissen, E., Gravenhorst, K., Dowrick, C., Van Weel-Baumgarten, E., Van den Driessen Mareeuw, F., de Brún, T., ...MacFarlane, A. (2017, February 10). Implementing guidelines and training initiatives to improve cross-cultural **communication** in primary care consultations: A qualitative participatory European study. *International Journal for Equity in Health*, *16*, 1-12. doi: 10.1186/s12939-017-0525-y

