

# Bracken Business Communications Clinic

## APA Format for References

The Jake Jabs College of Business and Entrepreneurship follows the format for writing, publishing, and citing references published by the American Psychological Association (APA). You will find copies of the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> Edition in the BBCC and in the Reference section in Renne Library (call number: REF PE1478.P82). An excellent online source for information about APA format is the Online Writing Lab (OWL) at Purdue University: <https://owl.english.purdue.edu>

You must cite a source or reference when:

- You use a direct quote.
- 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 3 sources, it is considered common knowledge.)

Cite references within the body of the text itself using **in-text citations** and list them at the end of the paper or presentation in a section entitled “**References.**”

### IN-TEXT CITATIONS

- Use the author-publication date format.
- Are enclosed within parentheses.
- Are placed immediately following a direct quote or information.
- Differ slightly in format depending on whether they reference a direct quote or a paraphrase.

#### Direct Quote

When quoting material directly, place the name(s) of the author(s), the publication date, and the specific page number for the reference within the parentheses. Use the abbreviation *p.* followed by the number.

E.g., (Smith, 2001, p.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).

**Note:** Punctuation, here a period, follows the 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 parenthesis directly following the paraphrase.

E.g., (Smith, 2001).

## **Troubleshooting complex citations**

### **Multiple authors**

List the authors using the symbol & instead of *and*: e.g., (Abbot & Costello, 1957)

### **Corporations, associations, agencies, institution, organizations as authors**

On web sites particularly, you may not find a single author but rather a group that sponsors the web site. Use it as the author.

**Note:** If there is a familiar abbreviation for the organization, include it in brackets; thereafter, use the abbreviation.

E.g., (American Psychological Association [APA], 2010); thereafter, use: (APA, 2010).

### **No identifiable author**

Use the first few words of the title of the work. Use double quotations for an article, chapter, web page; use italics or underline for titles of books, newspapers, and periodicals.

### **No page number**

When there is no clear page number—many electronic sources do not have page numbers—reference the quote using the paragraph number. Use *para.* to abbreviate *paragraph*.

E.g., (Smith, 2001, para.2).

### **No publication date**

Use the abbreviation *n.d.* (no date) in place of the date.

E.g., (Smith, n.d) for a paraphrase; (Smith, n.d., p. 7) for a direct quote.

### **Personal Communication (Interviews, phone conversations, letters, e-mails, etc.)**

Use the communicator-date of communication format and include the phrase “personal communication” within the parenthesis. Provide the initial of the communicator’s first name followed by her or his last name and the exact date of the communication.

E.g., (M. Chin, personal communication, February 8, 2016)

### **When the author is named in the narrative**

When the author is named in the narrative, 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 parenthesis.

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

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

**NOTE:** All in-text citations must appear with more detailed information in the list of references at the end of the paper. The exception is personal communication, which appears only as an in-text citation.

## LIST OF REFERENCES

Use the heading “References” for the complete list of references, which appears at the end of the paper.

- Include all sources cited in the text in the list of references. The exception is personal communication, which is not included in the references list.
- Organize the reference list alphabetically by author’s last name.
- Use the author-publication date format.
- Include, also, the complete title of the work, the location of publication, and the publishing company.
- With an electronic version, include the URL of the site from which the publication was retrieved and eliminate the location and publishing company.
- Double space citations with a hanging indent on the second and third lines.

### **Basic format for publication details**

#### **Print entry:**

**Book:** Author, A. (publication date). *Title of work*. Publication location: publishing company.

**Article:** Author, A. (publication date). Title of article. *Title of Journal, volume number, issue number, page numbers of the article.*

#### **Electronic entry:**

**Book:** Author, A. (publication date). *Title of work*. Retrieved from <http://.....>

**Article:** Author, A. (publication date). Title of article. *Title of Journal, volume number, issue number, page numbers of the article.* Retrieved from <https://.....>

Author, A. (publication date). Title of article. *Title of Journal, volume number, issue number, page numbers of the article.* doi: 7. 1234/123456

**Note:** doi is the digital object identifier. When the doi is cited, there is no need to include URL.

Please see examples below.

## **Examples**

### **Book (print):**

Skloot, R. (2010). *The immortal life of Henrietta Lacks*. New York, NY: Random House, Inc.

### **Book (electronic):**

Skloot, R. (2010, February). *The immortal life of Henrietta Lacks*. Retrieved

from <https://store.kobobooks.com/en-us/ebook/the-immortal-life-of-henrietta-lacks-1#readThisOn>

### **Article (print):**

Porter, M.E. & Kramer, M.R. (2011). Creating shared value. *Harvard Business Review*, 89, 2, 62-77.

### **Article (electronic-no doi):**

Porter, M.E. & Kramer, M.R. (2011). Creating shared value. *Harvard Business Review*, 89, 2, 62-77. Retrieved from <https://hbr.org/creating-shared-value>

### **Article (electronic-with doi):**

Porter, M.E. & Kramer, M.R. (2011). Creating shared value. *Harvard Business Review*, 89, 2, 62-77. doi 10.3692/72004