UoPeople APA Cheat-Sheet

This cheat-sheet is entitled to serve as a quick guide on how to cite and reference the four most common outside sources used in assignments. Part one is a short guide on creating references, and part two is a short guide on in-text citations. You may wish to save a copy to refer to in the future. For more details on APA format, please visit the Purdue Online Writing Lab.

References

This section of the cheat-sheet demonstrates how to format information for your reference section.

Books

Author. (Year). *Title of work: Subtitle of work.* Location: Publisher.

Pozgar, G., & Santucci, N. (2015). *Legal Aspects of Health Care Administration.* Burlington, MA: Jones & Bartlett Learning.

Journal Articles

With DOI:

Author. (Year). Title of article. *Name of Journal, Volume*(Issue), pages. DOI

McCormick, M. (2001). Self-efficacy and leadership effectiveness: Applying social cognitive theory to leadership. *The Journal of Leadership Studies*, *8*(1), 22–33. https://doi.org/10.1177/107179190100800102

Without DOI:

Author. (Year). Title of article. *Name of Journal, Volume*(Issue), pages. Journal Homepage

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). Netiquette: Make it part of your syllabus. *Journal of Online Learning and Teaching*, *6*(1), 264–267. Retrieved from http://jolt.merlot.org/

Webpages:

With author (either person or organization):

Author. (Year). *Title*. Retrieved from http://www.url.com

University of the People. (2018). *Ask me anything.* Retrieved from https://www.uopeople.edu/ambassadors/

Online Dictionaries and Encyclopedias:

Title. (Year). In *Dictionary Name*. Retrieved from http://www.url.com

Proctor. (2018). In *Merriam Webster online.* Retrieved from https://www.merriam-webster.com/dictionary/proctor

In-text Citations

Paraphrasing:

This is an example (Author, Year).

Per Author (Year), this is an example.

Self-efficacy is important for leadership (McCormick, 2001).

Per McCormick (2001), self-efficacy is important for leadership.

Quoting:

"This is an example" (Author, Year, p.#).

Per Author (Year), "this is an example" (p.#).

Students "are able to forge strong relationships and connections with other online learners" (Mintu-Wimsatt, Kernek, & Lozada, 2010, p.264).

Mintu-Wimsatt, Kernek, and Lozada (2010) observed that students "are able to forge strong relationships and connections with other online learners" (p.264).