APA Cheat Sheet for Signature Series

<u>Journal Article</u>

Last name, Initials. (Year). Article title. *Journal Name, Volume* (Issue), Page range. DOI or URL

Example in reference list: Oldenquist, A. (1980). On the nature of citizenship. *Educational Leadership*, *38*, 30.

Parenthetical citations for paraphrase: (Oldenquist, 1980)

Parenthetical citations for quotation: (Oldenquist, 1980, p. 1)

Example in text for narrative paraphrase: According to Oldenquist (1980)…

Example in text for narrative quotation: According to Oldenquist (1980), "insert quotation" (p. 2).

<u>Course Handout</u>

Last name, Initials. (Year) Handout Title. [Handout information or file type.] URL.

Example in reference list: Gordon, A. (2013). *Bowling Alone: America's Declining Social Capital* [Course resource adapted from Putnam, R. (1995). Bowling Alone: America's Declining Social Capital. *Journal of Democracy, 6*(1), 65-73]. https://www.historyofsocialwork.org/1995_Putnam/1995%2C%20Putnam%2C%20bowling%20alone.pdf

Parenthetical citations for paraphrase: (Gordon, 2013)

Parenthetical citations for quotation: (Gordon, 2013, p. 1)

Example in text for narrative paraphrase: According to Gordon (2013)…

Example in text for narrative quotation: According to Gordon (2013), "insert quotation" (p. 2).

<u>YouTube Videos</u>

Author Last Name, First Initial. Second Initial. OR Author screen name. (Year, Month Day {of video post}). *Title of video* [Video]. Title of website. URL of specific video

Example in reference list: Pursuit of History. (2019, November 23). *The Duties and Responsibilities of Citizens* [Video]. YouTube. https://youtu.be/a2-QL59pVRo

Parenthetical citations for paraphrase: (Pursuit of History, 2019)

Parenthetical citations for quotation: (Pursuit of History, 2019, 4:15)

Example in text for narrative paraphrase: According to Pursuit of History (2019)…

Example in text for narrative quotation: According to Pursuit of History (2013), "insert quotation" (p. 2).

<u>Course Videos</u>

Author Last Name, First Initial(s). (Year). *Title of lecture: Subtitles if applicable* [File format].

Example in reference list: Bellevue University. (2022). *Putnam's Model of Engaged Citizenship* [Video].

Note: If you are including multiple videos from the same source/author with the same date, they can be delineated as Bellevue University (2022a), Bellevue University (2022b), and so on.

Parenthetical citations for paraphrase: (Bellevue University, 2022)

Parenthetical citations for quotation: (Bellevue University, 2022, 4:15)

Example in text for narrative paraphrase: According to Bellevue University (2022)…

Example in text for narrative quotation: According to Bellevue University (2022), "insert quotation" (p. 2).

<u>Web Sites and Web Material</u>

Author Last Name, First initial. (Year, Month Date {Published}). *Title of web page*. Name of Website. URL
OR
Title of page: Subtitle (if any). (Year {webpage was last updated/published}, Month Day {if given}). Name of Website.
URL

Example in reference list: King, M.L. (1963, April 16). *Letter from a Birmingham jail [King, Jr.]*. African Studies Center
– University of Pennsylvania. https://www.africa.upenn.edu/Articles_Gen/Letter_Birmingham.html

Parenthetical citations for paraphrase: (King, 1963, April 16)

Parenthetical citations for quotation: (King, 1963, April 16, para. 6)

Example in text for narrative paraphrase: According to King (1963, April 16)…

Example in text for narrative quotation: According to King (1963, April 16), "insert quotation" (para. 6).

<u>Social Media Posts</u>

Media platform user's Last name, F. M. (Year, Monday Day {of Post}). *Up to the first 20 words of post* [Source type if attached] [Post type]. Media Platform. URL
Source type examples: [Video attached], [Image attached]

Post type examples: [Status update], [Video], [Image], [Infographic]

Example in reference list: Gomez, S. (2020, February 4). *Guys, I've been working on this special project for two years and can officially say Rare Beauty is launching in* [Video].
Facebook. https://www.facebook.com/Selena/videos/1340031502835436/
Example in reference list: Life at Chegg. (2020, February 7). *It breaks our heart that 50% of college students right here in Silicon Valley are hungry. That's why Chegg has* [Images attached] [Status update].
Facebook. https://www.facebook.com/LifeAtChegg/posts/1076718522691591

Parenthetical citations for paraphrase: (Gomez, 2020, February 4)

Parenthetical citations for quotation: (Gomez, 2020, February 4, para. 1)

Example in text for narrative paraphrase: According to Gomez (2020, February 4)…

Example in text as narrative quotation: According to Gomez (2020, February 4), "insert quotation" (para. 6).

<u>Personal Communications</u>

You do not need to include these in your reference list assuming that you have the information in your paper documented as personal communication.

Parenthetical citations for paraphrase: (R. Fisher, personal communication, February 24, 2020)
Example in text for narrative paraphrase: According to R. Fisher (personal communication, August 8, 2019)

<u>Government Documents</u>

Constitutions

Title of the Constitution. Name of Website (if taken from a website), Name of Publisher (if different from website name), Date Mon. Year Published, URL. (remove http:// or https://)

Example in reference list: *The Constitution of the United States: Full Text. National Constitution Center*, 2022, constitutioncenter.org/interactive-constitution/full-text.

Example in text: The founding fathers addressed the process by which new states may join the union (U.S. Const. art. I, § 3).

Amendments to the U.S. Constitution

Example in text: During prohibition, the sale of liquor was made illegal (U.S. Const. amend. XVIII, repealed 1933).

The Declaration of Independence

Group Author. (Year, Month Day). *Webpage title*. URL

Example in reference list: U.S. National Archives and Records Administration. (2020, July 24). *Declaration of independence: A transcription.* https://www.archives.gov/founding-docs/declaration-transcript

Example in text: (U.S. National Archives and Records Administration, 2020)

If you are trying to cite a source that is not listed here, and you cannot find guidelines from APA elsewhere (e.g. https://apastyle.apa.org/apa-style-help), you can create a generic reference. The *Publication Manual* lists certain elements that should be included in a generic reference:

- Who / Author - Who is responsible for this work? This can be a person (author or editor) or an organization. If there is no author or editor, typically you will use the title of the article or web item. See examples of items above.
- When / Date - When was this work published? A year (Year) is usually acceptable, although you may need to include a month and day (Year, Month Day). If there is no date, use n.d.: (n.d.).
- What / Title - What is this work called? This is the title of the actual work you are using, not necessarily a larger "container" like a website. If there is no title, you must create one, and enclose it in square brackets [ ]. You may also wish to clarify the format of the item in square brackets after the title. Examples could be [Painting], [App], or [Video].
- Where / Source - Where can I retrieve this work? This can be a book, website (with URL), journal, publication information, or something else.

Template: Author. (Date). Title [Format]. Source.