19. **Edited Book in Print, 2nd Edition**

20. **Chapter in a Print Book (Anthology)**

21. **Encyclopedia Article**

22. **E-Book from eBook Collection (EBSCOhost)**

23. **E-Book from eBook Collection with doi**

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**IN-TEXT CITATIONS RULES**

When **paraphrasing or quoting** from a source give an **in-text citation**. In-text citations point readers to full source details on a Reference page. In-text citations require author and year; direct quotations also require page numbers (if known).

**In-Text Citation When Paraphrasing:**
According to one researcher, students learn best when they are actively engaged (Smith, 2014).

No signal phrase
In her research, Smith (2014) found that students learn best when they are actively engaged.

**In-Text Citation When Quoting:**
Smith (2014) concluded that “the evidence shows that community college students learn best when they are actively participating in a lecture” (p.49).

No signal phrase
One scholar concluded that “students learn best when they are actively participating (Smith, 2014, p.49).

If **citing a source with no author**, give the first words of the title in quotation marks, year and page number(s)
Scientists in Oceanside discovered that blue whales prefer colder water (“New Ocean Discoveries,” 2014).

**Work has multiple authors:** For **two authors** link their names with an ampersand (&) or both names in a single phrase. For **three to five** identify all the authors in the first in-text reference; thereafter, use only the first author’s last name and the phrase ‘et al.’. **Six or more authors** use only the first author and ‘et al.’.

**Reference list has two authors with the same last name**
Include author’s first initial in the parenthetical citation or the signal phrase.

**Work has no page numbers** APA requires the use of section headings or numbered paragraphs if available. Write the word ‘para.’ with number in your in-text citation in place of page number.

**Indirect source (a source quoted in another source)**
Use the phrase “as cited in” to denote the secondary source. Glenn Prickett, made the following observation about…. (“as cited in Friedman, 1997, p. 30).

**Source of info is a personal communication (interview, email, etc.)**
These sources are not included in a reference list, and all relevant information (name of individual, personal communication, and the date) is contained within the in-text citation.

**Unknown date** It is recommended that sources that do not have dates of publication not be used. If you are forced to do so, use the abbreviation n.d. (no date).

**REFERENCE PAGE FORMAT RULES**
- All citations should be double spaced
- Entries are not numbered
- Alphabetize by the first word of the entry
- If no author is listed, begin with title
- More than 7 authors, use only the first six names and then use ellipses (…) and then last author’s name
- **Italics** must be used for book and periodical titles
- Capitalize ONLY the first word of a title, the first word of a subtitle, and proper nouns in titles of books and articles.
- List the city of publication, and the state or country (spell out country name completely).
- Use the page abbreviations only for multi-page newspaper articles, encyclopedia entries, and chapters or articles in edited books **NOT** magazine and journal articles. Use p. for one page articles, pp. for multiple page articles
- Dates are in Year, Month Day format (e.g., 1999, December 20)
- Use (n.d.) if no date is given
- Use DOI if available no period at end of citation. If no DOI, and from database, follow the print format. If no DOI and from an authoritative web site use only the complete URL. If from a personal web site add access date to URL.

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**APA Style Examples**

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For additional help with APA style, refer to the *Publication Manual of the APA (6th ed.)*