APA: In-text Citations

Note: This document should only be used as a reference and should not replace assignment guidelines.


Title Page (pp. 23, 41)
The entire manuscript, including the title page, should be double-spaced, use 12-point Times New Roman font, and have 1-inch margins.

Running head: The running head is an abbreviated title of 50 characters or less that appears in the top left header of every page. The words “Running head:” appear only on the title page.

In-text Citations (pp. 174-179)
APA includes the authors’ last names and the year of publication each time a source is mentioned in the text; in cases of direct quotation, also include the page number.

This chart shows how to format in-text citations based on the number and type of author. See next page for examples.

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three- or five authors</td>
<td>Weaver, Baker, Smith, Bacon, and Nile (2007)</td>
<td>Weaver et al. (2007)</td>
<td>(Weaver, Baker, Smith, Bacon, &amp; Nile, 2007)</td>
<td>(Weaver et al., 2007)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Marks et al. (2001)</td>
<td>Marks et al. (2001)</td>
<td>(Marks et al., 2001)</td>
<td>(Marks et al., 2001)</td>
</tr>
<tr>
<td>Groups (readily identified through abbreviation) as authors</td>
<td>National Institute of Mental Health (NIMH, 2009)</td>
<td>NIMH (2009)</td>
<td>(National Institute of Mental Health [NIMH], 2009)</td>
<td>(NIMH, 2009)</td>
</tr>
</tbody>
</table>
**In-text Citations (pp. 174-179)**

Refer to the chart on the previous page for how to format in-text citations.

- Work by one author, first citation: *(See A)*
- Work by two authors, parenthetical, first citation: *(See F)*
- Work by four authors, parenthetical, subsequent citation: *(See C)*

If neither year nor page number is included, use the author’s name, n.d., n.p. (Powers, n.d., n.p.).

**Block Quotations (p. 92)**

Quotations that are 40 words or longer need to be set apart in a block. Block quotes should be double spaced and indented ½-inch from the left margin. Quotation marks are not used to enclose block quotations, and the final punctuation is placed before the in-text citation. Use double quotation marks for quotes inside a block quote. *(See B)*

**Headings (p. 62)**

Headings help you organize the text for readers. The levels of headings are all the same font size, arranged as follows:

- **Level 1**: Centered, Boldface, Uppercase and Lowercase Heading *(See D)*
- **Level 2**: Flush Left, Boldface, Uppercase and Lowercase Heading *(See E)*
- **Level 3**:Indented, boldface, lowercase paragraph heading ending with a period.

*This sample uses 2 levels.

**Citing Secondary Sources (p. 178)**

To cite information that your source has taken from another source, put the original author of the information in the text and write “as cited in” in your in-text citation, followed by the author, date, and page number (if it is a direct quotation) of the work where the material was found. *(See F)*