



# APA Quick Guide

(7th edition)

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Research	Discover what others have written about your topic. These are called <a href="#">sources</a> .
Citations	Use <a href="#">in-text citations</a> (or <a href="#">cites</a> ) to give credit to sources in your paper.
References	The <a href="#">References</a> page lists the publication information of each source.

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## In-Text Citations

Use [in-text citations](#) ([cites](#)) when you quote or paraphrase a source in your paper.

[APA cites](#) use the author and year:

- author's last name,
- the year of publication, and
- the page number, especially with quotes.

### TIP

For more information and examples, go online:

- [Purdue OWL APA In-Text Citations](#)
- [APA Style: Style and Grammar Guidelines](#)

## In-Text Citation Examples

1 author (in sentence)	Keeler (2016) discusses library service concepts for the 21st century, focusing on customer service skills and patrons' needs.
1 author (in parentheses)	Librarians need to develop specific customer service skills based on the needs of patrons (Keeler, 2016).
2 authors (in sentence)	According to McDonald and Burkhardt (2019), content strategy combines "user experience design, information architecture, marketing, and technical writing" (p. 14).
2 authors (in parentheses)	Content strategy is a new discipline that combines "user experience design, information architecture, marketing, and technical writing" (McDonald & Burkhardt, 2019, p. 14).
3 authors or more (in sentence)	Licht et al. (2017) offer a comprehensive introduction to the field of psychology that is appropriate for undergraduates.
3 or more authors (in parentheses)	A comprehensive introduction to the field of psychology includes current theories, practices, and methods (Licht et al., 2017).

### TIP

Google Docs and Word have an APA template that might help!



## References

In your **References** page, include all the sources cited in your research paper.

- Follow APA format for each source type (book, article, chapter, webpage, etc.).
- Use hanging indents and double-space.
- List the sources alphabetically by first word (author's last name or article title if no author).

**TIP** For more information and examples, go online:

- *Purdue OWL APA Reference List*
- *APA Style* (<https://apastyle.apa.org/>)

## Reference Examples

**book & ebook** Licht, D. M., Hull, M.G., & Ballantyne, C. (2017). *Psychology* (2nd ed.). Worth Publishers.

**chapter or essay** Dalmia, S. (2009). Immigrants do not burden social services. In D. M. Haugen, S. Musser, & K. Lovelace (Eds.), *Immigration* (pp. 55-59). Greenhaven.

**TIP** For books and ebooks:

- Do not include the publisher's location.
- Do not include database information.

**article** Donald, C., & Burkhardt, H. (2019). Library-authored web content and the need for content strategy. *Information Technology & Libraries*, 38(3), 8-21. <https://doi.org/10.6017/ital.v38i3.11015>

**webpage** American Library Association. (2017). *Intellectual freedom: Issues and resources*. <http://www.ala.org/advocacy/intfreedom>

**TIP** For works with 2 authors:

- Use an ampersand (&) between the authors.

For works with 3-20 authors:

- List all authors' names.
- Use an ampersand (&) before the last author.

## SBVC Library Citation Tools

When you find a book or article in the SBVC Library databases, send it or cite it! Click on the title and look for icons in the right-hand-side or top menu:



**email articles or ebooks** with an APA citation to yourself



**generate a citation** to copy and paste into your paper

**TIP** Proofread database-generated citations for proper format and accurate information.