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APA References

* Start with the word, “References,” centered at the top of the page. Do not include a header.
* Double space all sources, indenting every line but the first so that the last name sticks out.
* Reduce first names of authors and contributors to a first initial.
* Start with the last name, then first initial until you have added all authors and contributors.
* Insert the date of last editing (usually publication date) in parenthesis after the contributors.
* Capitalize only the first letter of the title and proper nouns.
* Italicize the title.
* Include city of publication, colon: name of publisher.
* If retrieved from a website, include, “Retrieved from” and the exact URL of the website.
* Organize all sources alphabetically by last name.

**In-text citations:**

All information that is not common knowledge must be cited in-text.

Use the author’s last name, date of publication, and page number. (Marshall, 2007, p. 18)

If no author, use first 3 words of title.

If no page number, use paragraph number. (Marshall, 2007, para. 4)

If you include the author’s name in your sentence, it does not need to appear in parenthesis.

A direct quote uses the exact words of the author.

 ex. Few people know that the saying, “To thine own self be true,” came from one of Shakespeare’s characters, Polonius.

An embedded quote makes the direct quote feel like part of the sentence.

 ex. I always dress with care, for I believe “the apparel oft proclaims the man,” (Shakespeare, p. 44).

An indirect quote states the information from a source but in paraphrase, not exact words.

 ex. Sugar stops your body’s cells from completing the process of phagocytosis, which is like taking out the trash for a cell (Smith, 2006, para. 9).

 ex. As Dr. Seuss always says, it’s important to count your fish, (2009, p. 7).

Is it common knowledge? When in doubt, cite!