

# How to Cite Sources in APA style

What does "citing sources" mean?	Why is it important?	Do I have to cite my sources?
When you prepare a research paper, business plan, proposal, or presentation and you include information from other sources, you must indicate where you found that information. This is called "citing your sources."	<ol style="list-style-type: none"> <li>1. It gives credit to the people who provided the information.</li> <li>2. It makes your paper or presentation more credible and persuasive.</li> <li>3. It helps the person reading your paper find your original sources.</li> </ol>	You <b>MUST</b> cite your sources. Otherwise you could be perceived as guilty of plagiarism--taking others' ideas and making it look as if they are your own. This is a violation of UVM's Code of Academic Integrity ( <a href="http://www.uvm.edu/policies/student/acadintegrity.pdf">www.uvm.edu/policies/student/acadintegrity.pdf</a> ).

**References**

Jaffee, D. (2007). *Brewing justice: Fair trade coffee, sustainability, and survival*. University of California Press.

Jargon, J., & Esterl, M. (2016). *Krispy Kreme. The*

Levy, D., Reinecke, J. (2016). *political dynamic regimes and the t of Management S*

World's top beverage *Business ranking*

Learning.

**Fair Trade Coffee**

The goal of fair trade is to enable small commodity producers to receive a truly fair return (Jaffee, 2007). "The global coffee sector has seen a transformation towards more 'sustainable' forms of production, and, simultaneously, the continued dominance of mainstream coffee firms and practices" (Levy, et al., 2016, p. 364). According to Jargon and Esterl (2016), Krispy Kreme competes in the coffee market with Starbucks and Dunkin Brands. In 2012, Starbucks had brand value of \$8,523 million. ("World's Top Beverage," 2015).

**In your paper**, include a citation wherever you have included information that came from a source—whether quoting directly or restating information in your own words (paraphrasing).

Include **author's last name and year of publication** in parentheses. *(If no date, use "n.d.")*

If there are **three or more authors**, name only the first and add "et al."

For **direct quotations**, include the page number *(or paragraph number or section title of a web page)*. Block indent quotations of 40 or more words.

If you **name the author in the sentence**, do not repeat the name in parentheses.

If a source has **no author**, use first words of the title. *(If title is set in italics in reference list, use italics; otherwise, use quotation marks.)*

**At the end of your paper**, provide a list of sources cited.

Center the heading "References" in bold type at the top.

Arrange sources in alphabetical order; use double spacing and hanging indents.

For each source, include information that would help someone locate the source (title, author, publication date, etc.).

See following pages for examples of reference formats for various sources.

# How to Format References in APA style

References should be double spaced. (Examples are single spaced here to save space.)

For more instructions and examples, see *Publication Manual of the American Psychological Association*, 7<sup>th</sup> edition, at Howe Library Reference Desk, BF 76.7.A46, or <https://apastyle.apa.org/style-grammar-guidelines/references/examples>



## 1—Journal or Magazine Article (Print or Online)

### **BASIC FORM:**

Author, A. A., & Author, B. B. (year, date). Title of article. *Title of Periodical*, volume#(issue#), page number(s). DOI or URL

**NOTES:** Do not include database name or retrieval date; include URL only if it leads to actual article. Include DOI when available, even if you used the print version of the article.

### **EXAMPLES:**

#### **Journal article (print or online) with a DOI number:**

O'Dwyer, B. (2003). Conceptions of corporate social responsibility: The nature of managerial culture. *Accounting, Auditing & Accountability Journal*, 16(4), 523-557. <https://doi.org/10.1108/09513570310492290>

#### **Journal article (print or online) without a DOI number:**

Herzberg, M., & Wang, S. (2002). Identifying lead analysts for stock selection. *Journal of Investing*, 11(2), 25-35.

#### **Magazine article from a free Web site:**

Coy, P. (2019, August 29). The almighty dollar needs a rival. *Bloomberg Businessweek*.

<https://www.bloomberg.com/news/articles/2019-08-29/the-almighty-dollar-needs-a-rival?srnd=businessweek-v2>



## 2—Entire Book (Print or E-book)

### **BASIC FORM (Do not include place of publication):**

Author, A. A., & Author, B.B. (copyright year). *Book title* (Xth ed., Vol. X). Publisher. DOI or URL

### **EXAMPLES:**

#### **Print book with multiple authors:**

Harrod, R. P., & Martin, D. L. (2014). *Bioarchaeology of climate change and violence: Ethical considerations*. Springer.

#### **Print book with no author:**

*Associations yellow book*. (2003). Leadership Directories.

#### **Print book with editor(s) rather than an author:**

Gnan, L., Lundberg, H., Songin, L., & Pellegrini, M. (Eds.). (2014). *Advancing European entrepreneurship research: Entrepreneurship as a working attitude, a mode of thinking and an everyday practice*. Information Age Publishing.

#### **E-book with DOI number:**

Rabinowitz, F. E. (2019). *Deepening group psychotherapy with men: Stories and insights for the journey*. American Psychological Association. <https://doi.org/10.1037/0000132-000>



## 3—Chapter/Section of a Book or Online Reference Source

### **BASIC FORM (Do not include place of publication):**

Author, A. A., & Author, B.B. (year, date). Title of section/chapter. In editor(s) First Initial(s) and Last Name(s) (Ed.), *Title of book or online source* (Xth ed., Vol. X, pp. x-xx). Publisher. chapter DOI or URL

### **EXAMPLES:**

#### **Chapter or section of a book (or industry survey within a book)—with author:**

Barrett, C. (1999). Debt crisis in the third world. In P. O'Hara (Ed.), *Encyclopedia of political economy* (Vol. 1, pp. 183-186). Routledge.

#### **Chapter or section of a book (or industry survey within a book)—with no author:**

Snack and nonalcoholic beverage bars. (2001). In A. Darnay (Ed.), *Information, finance and services USA* (pp. 768-770). Gale Group.

**Entry from an online encyclopedia:**

Zuesse, E. M. (2005). African religions: Mythic themes. In L. Jones (Ed.), *Encyclopedia of religion* (2<sup>nd</sup> ed., Vol. 1). Gale.

[https://link.gale.com/apps/doc/CX3424500055/GVRL?u=vol\\_b92b&sid=GVRL&xid=3befd88f](https://link.gale.com/apps/doc/CX3424500055/GVRL?u=vol_b92b&sid=GVRL&xid=3befd88f)



#### 4—Newspaper Article (Print or Online)

**BASIC FORM:**

Author, A. A., & Author, B.B. (year, date). Article title. *Newspaper Title*, page number(s) including section. URL

**NOTES:** Do not include database name or retrieval date. Include URL only if it leads to actual article.

**EXAMPLES:**

**Newspaper article from a printed publication or library database:**

Feder, B. J. (2002, July 18). I.B.M. beats forecasts but with signs of weakness. *The New York Times*, C1.

**Newspaper article available free on the Web:**

Baird, J. (2016, May 23). Building height, scale remain Burlington issues. *Burlington Free Press*.

<https://www.burlingtonfreepress.com/story/news/2016/05/23/building-height-scale-remain-burlington-issues/84539472/>



#### 5—Web Page

**BASIC FORM:**

Author, A. A., & Author B.B. (Last update or copyright date listed on the Web page). *Page title*. Organization or Website Name.

Retrieved [date you accessed the page] from [URL]

**NOTES:** Include retrieval date only if Web-page content is meant to be updated over time and not if content is static or archived. To mention an entire website (without referring to particular information on the site), simply provide the name of the website in the text of your paper with the URL in parentheses. Do not create a reference or in-text citation.

**EXAMPLES:**

**Web page—updated over time:**

Magi, T. (2019, July 24). *Business research assistant*. University of Vermont Libraries. Retrieved Nov. 19, 2019, from

<http://researchguides.uvm.edu/business>

**Web page—static/archived content, no date, and no author (move website/organization name to author position):**

U.S. Securities and Exchange Commission. (n.d.). *Compound interest calculator*.

<http://www.investor.gov/tools/calculators/compound-interest-calculator>



#### 6—Blog Post

**BASIC FORM:**

Author, A. A. (year, date). Title of post or comment. *Blog Name*. URL

**EXAMPLE:**

Vojdani, M. (2016, June 2). 6 financial tips for recent grads and their families. *The Smarter Investor*.

<http://money.usnews.com/money/blogs/the-smarter-mutual-fund-investor>



#### 7—Visual Work (photograph, clip art, infographic, etc.)

**BASIC FORM:**

Creator, A. A. (year). Title, if any [Description of work]. Name of the site from which it was retrieved. URL

**EXAMPLE:**

Tugnoli, L. (2018). [Photograph of malnourished boy]. The Pulitzer Prizes. <https://www.pulitzer.org/winners/lorenzo-tugnoli-washington-post>



## 8— Document from a Database of Unique or Archival Content (e.g., Company/Industry Report)

### **BASIC FORM:**

Author, A. A., & Author, B. B. (year or date). Title of report or document. *Database Name*. DOI or URL

**NOTE:** If the URL of the work will not take the reader to the document, provide URL of the database home/login page.

### **EXAMPLES:**

#### **SEC report from EDGAR database—with corporate author:**

Keurig Green Mountain, Inc. (2015). Annual report on form 10-K for fiscal year ended September 26, 2015. *EDGAR*. <http://www.sec.gov/edgar.shtm>

#### **Industry report from IBISWorld database—with personal author:**

McCormack, R. (2015, December). IBISWorld industry report 11231: Chicken egg production in the U.S. *IBISWorld*. <https://www.ibisworld.com>

#### **Company profile from D & B Hoovers database—with no author:**

American International Group, Inc. [Company summary]. (2018). *D & B Hoovers*. <http://www.hoovers.com>



## 9—Technical, Research, or Government-Agency Report

### **BASIC FORM:**

Author, A. A., & Author, B. B. (year, date). *Title of report* (Report No. 123). Publisher Name. DOI or URL

### **EXAMPLE:**

Ruth, M. F., Lunacek, M. S., & Jones, B. (2017). *Impacts of using distributed energy resources to reduce peak loads in Vermont* (NREL Report No. NREL/TP-6A20-70312; DOE Report No. DOE/GO-102017-5057). <https://doi.org/10.2172/1411137>

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>



## 10—Table/Report Generated in an Interactive Database

Some databases let you enter information or select variables and generate custom reports. If there is no author, use the name of the organization that produced the database as the author. Provide the date of the dataset, any title you assigned to the report you generated, and put in brackets a description including the name of the database or dataset.

### **EXAMPLE:**

Simmons Research. (2017). *Consumers of bubble gum* [Custom cross-tabulation of data in National Consumer Study].



## 11—Your Personal Communication with Someone (e-mail messages, conversations, interviews, etc.)

Because personal communications are not recoverable by the person reading your paper, they are *not* included in the reference list. Simply cite your communication in the text of your paper. **Example:** Microsoft is the best software company in the world (W. Gates, personal communication, June 1, 2016).

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T. Magi, Howe Library, University of Vermont, December 16, 2019

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