



DOCUMENTING SOURCES, APA STYLE, 7th Edition

When writing in disciplines like business, education, the sciences, and social sciences, you will be required to incorporate researched sources into your texts and document them following the American Psychological Association (APA) guidelines.

When first attempting this, it can seem like a daunting task since there seem to be so many rules to follow. Yet, following these rules and citing accurately is important because readers who are professionals in the field, like your instructor, want to know where you got your information. Providing a road map to your sources, in the form of in-text citations and a references list, helps readers understand your research better, verify information, and perhaps even use it as well. When someone does not cite correctly, readers must spend more time and energy locating information about your sources.

If you follow these rules, you will join your disciplinary community and avoid accusations of plagiarism. Consequences of plagiarism can be found under the description of Academic Honesty on Cabrini's website.

This document offers a few brief pointers to help make this task less difficult. The texts cited in the examples below are all included in the sample References page.

This document is organized into the following sections:

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I. IN-TEXT CITATIONS

When you paraphrase or quote from another work within the text of your paper, you must briefly document the source within the text itself. This is called an **in-text citation**.

In general, in-text citations should include the **author's last name** and the **date of publication**. If you are citing a specific **part of a source**, you can indicate that part in a variety of acceptable ways (e.g. page number(s), paragraphs, sections, etc.).

There are two acceptable ways to integrate in-text citations into your work. You can use a **parenthetical citation**, or a **narrative citation**, which uses a signal phrase (American Psychological Association, 2020, p. 262-263).

- A parenthetical citation includes all the relevant information in parentheses at the end of the sentence.
- A narrative citation integrates some of the relevant information into your writing.

Example of Parenthetical Citation of Paraphrase:

Access to funding for postsecondary education courses is a major barrier for incarcerated individuals, especially since Pell Grants were cut off from this population by a 1994 crime bill (Severson-Irby et al., 2020, p. 342).

Example of Narrative Citation of Quotation:

As Severson-Irby et al. (2020) point out, “Without Pell Grants, [postsecondary education] is not an affordable option for most imprisoned learners” (p. 342).

Example of Narrative Citation of Paraphrase:

While acknowledging the barriers to postsecondary education in prisons, Severson-Irby et al. (2020) argue that access to education in this context can be life-changing, not just because of practical skills gained, but also because learners can engage critical thinking and meaning-making in new ways (p. 342).

Example of citing works with **three authors or more**

Many sources are authored by research teams. When citing a source with three or more authors, include only the first author’s name, followed by “et al.,” as shown in the examples above.

Example of citing **more than one work** at a time

When you synthesize information from across multiple sources, you may find that you need to cite three or four sources at the same time. In the in-text citation, put the sources in alphabetical order and separate them with a semicolon, like this:

- (Fine et al., 2001; Gould, 2018; Ubah, 2004)

(Severson-Irby et al., 2020, p. 342)

Guidance on multiple citations of the same work in one paragraph

According to the 7th edition of the *APA Publication Manual* (2020), you should try to avoid “overcitation” (p. 254). Their guidance suggests the following:

[I]t is considered overcitation to repeat the same citation in every sentence when the source and topic have not changed. Instead, when paraphrasing a key point in more than one sentence within a paragraph, cite the source in the first sentence in which it is relevant and do not repeat the citation in subsequent sentences as long as the source remains clear and unchanged. (p. 254)

Guidance on citing secondary sources

It is best practice to cite material directly from the original source in which it appears. However, sometimes you may find it necessary to cite a **secondary source**, or a source quoted within another source. In this case, the author of the original source should be named in the signal phrase before the quotation. The parenthetical citation after the quotation must begin with the abbreviation “as cited in” followed by the secondary source’s: Author’s last name, year of publication, page #.

Example

According to Grasgreen (2015, para. 23), former New York Congressman Chris Collins argued against renewing Pell Grants for incarcerated individuals, claiming that it “reward[s] lawbreakers while penalizing hardworking Americans” (as cited in Severson-Irby et al., 2020, p. 342).

Only the secondary source is listed in the References page (e.g. Severson-Irby et al., in the above example).

Guidance on using block quotes for long quotations = 40 or More Words

Introduce the quote with a signal phrase including the author’s name followed by the date the work was published in parentheses and ending with a colon. On the next line, insert the quotation after indenting 5 spaces (one tab or a half inch). No quotation marks are needed as the indentation signals the lines are a quote. End the quote with a period followed by the page number(s) where the quote was taken from enclosed in parentheses.

Example

In framing their experience with postsecondary education (PSE) in prisons, Severson-Irby et al. (2020) emphasize the right to education and the potential for that education to be life-changing:

Nevertheless, education is a right that should be extended to all individuals, regardless of circumstance. The purpose of PSE in prisons extends beyond the aims of vocational and career goals to include personal growth and learners' ability to make sense of their place in the world, understand the complexities of society, and broaden their thinking. Beyond acquiring literacy, numeracy, and other academic skills, learners begin to read the world and draw their own meaning from it. PSE can transform life inside prison and after release. (p. 342)

Examples for Citing Websites

Cite websites in-text as you would other sources with author's last name, year of publication, and page number as applicable.

However, if the website has:

NO PAGE NUMBERS

- For sources organized into paragraphs, you can count the paragraphs and cite the paragraph number instead of the page number.

Example:

(Michon, 2016, para. 2)

- For sites *with headings*, cite the heading with paragraph number even if paragraphs are not numbered instead of the page number.

Example:

Wang and Quandt (2021) describe the recently expanded role of policing and note that its annual cost to taxpayers approaches \$150 billion ("Community-Based Services" section, para. 2).

NO INDIVIDUAL AUTHOR(S) = USE GROUP/ORGANIZATION AS AUTHOR

Often, the webpages that you want to cite are authored and published by organizations or groups, e.g. The American Heart Association. In these cases, use the group as the author in in-text citations, followed by the year, and any specific information indicating the page, paragraph, or section of the cited text.

Example:

- Psychology and education intersect in many ways, including around issues of mental health for students, such as "middle school malaise" (American Psychological Association, n.d., "What You Can Do" section).

II. REFERENCES

New to the 7th edition:

- List all authors up to twenty, before using an ellipsis.
- Database information is rarely necessary. Include database information only when it is necessary for readers to retrieve the source from that exact database or archive (American Psychological Association, 2020, p. 296). See dissertation example in the sample References list below.
- No longer include the publisher location for books.
- Format DOIs as URLs.
- No longer use the words “Retrieved from” prior to a website URL.
- For audiovisual media, include the type of media in brackets after the title. See Youtube video example in the sample References list below.

Every work that appears in an **in-text citation** in your paper **must also appear** on your **references list**. Readers use the in-text citation information to locate the information about the source among your references.

Your references should be listed at the end of your draft, on a **separate page**, arranged in **alphabetical order** by author’s last name with a **hanging indent**.

In general, references should include four elements: **author, date, title, and source**. Remember, in APA style, only the first word of a title or sub-title is capitalized.

Beginning on the next page is a sample References page with a variety of sources.

References

- American Psychological Association. (n.d.). *Education*. <https://www.apa.org/topics/schools-classrooms> **Online source with organization as author**
- Berry, P. W. (2018). *Doing time, writing lives: Refiguring literacy and higher education in prison*. Southern Illinois University Press. **Book**
- Cobb, J. (2021, June 27). The man rewriting prison from inside. *The New Yorker*. <https://www.newyorker.com/culture/the-new-yorker-interview/the-man-rewriting-prison-from-inside> **Magazine article found online**
- Jacobi, T. L. (2003). *Contraband literacies: Incarcerated women and writing-as-activism*. (Publication No. 3099731) [Doctoral dissertation, Syracuse University.] ProQuest Dissertations & Theses Global: The Humanities and Social Sciences Collection. **Dissertation**
- McNamara, M. (2020, January 13). *US states move to stop prisons charging inmates for reading and video calls*. The Guardian. <https://www.theguardian.com/global-development/2020/jan/13/us-states-move-to-stop-prisons-charging-inmates-for-reading-and-video-calls> **Online news article**
- Michon, C. (2016, April 1). *Uncovering mass incarceration's literacy disparity*. Prison Policy Initiative. <https://www.prisonpolicy.org/blog/2016/04/01/literacy/> **Blog post**
- Movement Alliance Project. (n.d.). *Shift the narrative project*. <https://movementalliance.org/blog/project/police-and-violence-narrative-project/> **Webpage with group author**
- National Center for Education Statistics. (1994). *Literacy behind prison walls: Profiles of the prison population from the National Adult Literacy Survey*. U.S. Department of Education, Office of Educational Research and Improvement. <https://nces.ed.gov/pubs94/94102.pdf> **Government report**
- Roux, D. (2020). Writing from Robben Island: National identity and the apartheid prison in South Africa. In M. Kelly & C. Westall (Eds.), *Prison writing and the literary world*: **Edited book chapter**

Imprisonment, institutionalization, and questions of literary practice (pp. 93-109).

Routledge.

Severson-Irby, E. A., Finley, C. M., Muth, W. R., & Perry, K. H. (2020). Expanding college programs in U.S. prisons: Insights from Virginia. *Journal of Adolescent and Adult Literacy*, 64(3), 342-346. <https://doi.org/10.1002/jaal.1101>

Journal article with DOI

TEDx Talks. (2019, November 22). *The illiteracy to prison pipeline: Brandon Griggs*, TEDx Jacksonville [Video.] YouTube. <https://www.youtube.com/watch?v=itX9iYqPW38>

YouTube video

Wang, L. & Quandt, K. R. (2021, July 20). *Building exits off the highway to mass incarceration: Diversion programs explained*. Prison Policy Initiative. <https://www.prisonpolicy.org/reports/diversion.html>

Online source with individual authors

III. FORMATTING THE TITLE PAGE

New to the 7th edition:

- The latest (7th) edition of the *APA Publication Manual* (2020) distinguishes between title pages for professionals and those for student papers.
- A running head with a shortened title is no longer required of student papers. Instead, just include your page numbers in the header.
- However, your professor might expect a running head with an abbreviated version of the title in it. Please check with them about their expectations, if you are unsure.

A student title page formatted according to APA guidelines contains the following elements:

Title of Paper

Author's Name

Academic Department, Name of University

Course Number: Course Name

Name of Course Instructor

Due date for paper

HELPFUL RESOURCES FOR MORE INFORMATION:

- Holy Spirit Library Citation Guide
<https://cabrini.libguides.com/citation>
- See “Style & Grammar Guidelines” on the APA Style website
<https://apastyle.apa.org/>

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>