Style Guide for Citing Sources in the Text of a Manuscript


This guide shows the most frequently used citation types. For other citation or style questions in APA format, copies of the complete manual are located at these libraries: Suzzallo, Odegaard, Social Work, Health Sciences, Engineering, Foster, Bothell, and Tacoma.

Unless stated below, all rules shown are applicable to most common types of sources: articles, books, and book chapters.

General rule for citing a source in the text of your manuscript:
(author’s last name, year of publication).

Indirect Quotations (paraphrasing):

Works by one author:

First citation of this source in your manuscript:
Walker (2000) compared reaction times… -or-
In a recent study of reaction times (Walker, 2000)… -or-
In 2000 Walker compared reaction times…

If citing the same source more than once in the same paragraph:
First citation in a paragraph:
Walker (2000) compared reaction times…

Subsequent citations of same source in same paragraph:
Walker also found…

Works by two authors:
Use the same format as you would for one author, except always refer to both authors’ names whenever you cite the source in your paper:
Walker and Smith (2000) compared reaction times…

Works by three to five authors:

First citation of this source in your manuscript:
Wasserstein, Sapula, Rosen, and Gerstman (1994) showed…

After first citation of your source, use the following rules if using the same source again in the rest of your paper:
First citation in a paragraph:
Wasserstein et al. (1994) studied conditions…

Subsequent citations of same source in same paragraph:
Wasserstein et al. also found…

Note: If more than five authors of a work, consult the Publication Manual of the American Psychological Association, 5th ed., p. 209.

Newspaper article with no author named:
A comprehensive study showed dramatic results (“New Drug,” 1993). (The full title of this article is: “New drug appears to sharply cut risk of death from heart failure.”)

Direct Quotations:

See section 3.34 (p. 117) of the Publication Manual of the American Psychological Association, 5th ed., for more on quotations and sources. In general, for a direct quote (rather than a paraphrase), provide a page number in the citation in addition to the reference information shown above.

Resource with page numbers:
She stated, “The ‘placebo effect’ disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276).

Electronic resources without page numbers: Use the heading of the section (if available) and the paragraph number in that section preceded by the ¶ symbol: “The current system of managed care and the current approach to defining empirically supported treatments are shortsighted” (Beutler, 2000, Conclusion section,¶1).
## Style Guide for Citing Sources in Reference Lists

**General Guidelines:**
- References are cited on separate pages at the end of a manuscript under the label References (with no quotation marks or underlining), centered at the top of the pages.
- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors’ last names. Use “&” instead of “and” when listing multiple authors of a single work.
- References should be double-spaced and have a hanging indent: The first line of a reference is set flush with the left margin, and subsequent lines are indented one-half inch from the left margin.
- Italicize titles of books and journals. Do not put quotation marks around article titles.
- Instructors may have preferred variations: Check with them.

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<th>Type of Entry</th>
<th>Reference List</th>
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