The Publication Manual of the American Psychological Association (American Psychological Association [APA], 2010) provides instructions for uniform manuscript preparation and citation. It is the only authoritative source of APA style, which is used mostly in the sciences and social sciences such as psychology, nursing, and social work. APA also published APA Style Guide to Electronic References (American Psychological Association [APA], 2012) to provide more guidance on the evolving area of online publishing. You will use APA in a variety of ways throughout your academic career: term papers, research reports, literature reviews, articles, etc. This guide is prepared by DYC librarians in collaboration with DYC faculty and is designed to assist you in formatting a paper in APA style.

Citation

When you refer to other source material in your paper, either by paraphrasing or direct quotation, provide a citation within the manuscript. Each work cited in the text must appear in a reference list at the end of the paper. Some important points on this subject follow.

A. In-text Citations (APA 2010, pp. 174-179)

When paraphrasing source material, your in-text citations should include: author(s) name(s) and date of publication for the referenced material. If the author is named in the sentence, cite only the year of publication in parentheses. Otherwise, place the name and the year in parentheses, separated by a comma. For more information, see Table “Basic in-text citation styles.”
• Miller (1997) notes that patients left the consulting room tearful but free from depression
• The account recalled that patients left the room tearful but depression-free (Miller, 1997).

B. Quotations (APA, 2010, pp. 170-173)

A direct quotation requires page number(s) or, in the case of a website or source with no page numbers, the heading or paragraph number. If the quotation contains less than 40 words, incorporate it into the text and enclose the quote in double quotation marks. For quotations of more than 40 words, use a freestanding block of text without quotation marks. Start the block quotation on a new line and indent the block by one-half inch.

• Miller (1997, p. 53) observed that “parts of the self that had been rejected (feelings, fantasies, wishes, fears) have become stronger.”
• She observed that “parts of the self that had been rejected (feelings, fantasies, wishes, fears) have become stronger” (Miller, 1997, p. 53)

<table>
<thead>
<tr>
<th>Basic in-text citation styles. (APA, 2010, p. 177)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of citation</strong></td>
</tr>
<tr>
<td>One work by three authors</td>
</tr>
<tr>
<td>One work by four authors</td>
</tr>
<tr>
<td>One work by six or more authors</td>
</tr>
</tbody>
</table>

All citations in the Reference list are double-spaced and in a hanging indent format (the first line of each reference is flush left and subsequent lines are indented). In general entries should be arranged in alphabetical order by author’s last name. References should generally contain author, date of publication, title of work, and publication data. See below for examples of various documents in the reference list.

D. Reference List Examples.


*Note that the journal title and volume number are italicized.

   a. Journal articles with DOI.


   b. Journal articles with DOI, with eight or more authors.


   c. Journal articles without DOI (when the DOI is not available).


Author (s). (year). Title of work. Location: Publisher.

a. A book by one author.


b. A book by multiple authors.


doi:10.1017/CBO9780511544699.003

e. Print and electronic reference books.


*Note- location: publisher may be replaced with URL or DOI if applicable.

3. Citing Websites and Social Media (APA, 2012, pp. 31-34)
Updated 6/2018 mo/ja/ml
*Basic reference template for information obtained from a website.

a. Missing information
See Table below for guidance on citing to a website when you are missing elements for the basis reference template. For in-text citations, use the information from Position A and Position B for the citation (usually the author and date). However, if there is no author, use the title and date, such as (Author, year) or (“Title,” year). When citing an entire website or page as opposed to a particular document on the website, it is sufficient to provide the website address in the text. No reference list entry is necessary

### Citing to material found on a website when information is missing (APA, 2012, p. 3)

<table>
<thead>
<tr>
<th>What’s missing?</th>
<th>Solution</th>
<th>Reference template Position A</th>
<th>Reference template Position B</th>
<th>Reference template Position C</th>
<th>Reference template Position D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author is missing</td>
<td>Substitute title for author</td>
<td>Title of document [Description of form].</td>
<td>(date).</td>
<td>Retrieved from <a href="http://URL">http://URL</a></td>
<td></td>
</tr>
<tr>
<td>Date is missing, can be reasonably approximated</td>
<td>Use ca. followed by a year, in brackets</td>
<td>Author, A.A.</td>
<td>[ca. date]</td>
<td>Title of document [Description of form].</td>
<td>Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Title is missing</td>
<td>Describe the document inside brackets</td>
<td>Author, A.A.</td>
<td>(date).</td>
<td>[Description of document].</td>
<td>Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td>Combine author and date methods</td>
<td>Title of document [Description of format].</td>
<td>(n.d.).</td>
<td>Retrieved from <a href="http://URL">http://URL</a></td>
<td></td>
</tr>
<tr>
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<td>Combine author and title methods</td>
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<td>(date).</td>
<td>Retrieved from <a href="http://URL">http://URL</a></td>
<td></td>
</tr>
</tbody>
</table>

b. Citing an image found online (APA, 2012, p. 27)

c. **Citing Twitter update or tweet** (APA, 2012, p. 33)


*Note: If only screen name is known, provide it without brackets*

*Note: In text, use the following citation: (Obama, 2009).*

E. **More Information and Guidance on APA Style**

- APA subject guide created by the DYC library staff: http://dyc.libguides.com/APA
- D’Youville College Learning Center’s APA Academic Workshops:
  http://www.dyc.edu/academics/student-resources/workshops.aspx
- APA Style Blog: http://blog.apastyle.org/apastyle/
- Purdue OWL (Online Writing Lab): https://owl.english.purdue.edu/owl/resource/560/01/

**References**
