

## Referring to the Works of Others in Your Text

Reference citations in text are covered on pages 207-214 of the *Publication Manual* (5<sup>th</sup> edition). What follows are some general guidelines for referring to the works of others in your text.

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference.

Examples for referring to another idea or study:

Jones (1998) compared student performance ...  
In a recent study of student performance (Jones, 1998), ...  
In 1998, Jones compared student performance ...

If there is no author to cite, such as when you are citing a web page that lists no author, use an abbreviated version of the title of the page in quotation marks to substitute for the name of the author.

A similar study was done of students learning to format research papers ("Using APA," 2001).

If you are citing a work that has no author and no date, use the first few words from the title, then the abbreviation n.d. (for "no date").

In another study of students and research decisions, it was discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Personal communications, such as e-mail messages to you or private interviews that you conducted with another person, should be referred to in your in-text citations but NOT in your reference list. (For more information, see page 214 of the *Publication Manual*.) To cite a personal communication, provide initials and last name of the communicator, the words personal communication, plus an exact date in the body of your paper.

For example:

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).