APA Style Citations & References
This is a quick reference guide based on the 6th edition of the Publication Manual of the American Psychological Association.

Use the Business Library APA Citation guide for more information: formatting your paper in APA Style, extensive list of examples, a sample paper, video tutorials and other resources. http://ggu.libguides.com/apa

What is APA Style?

APA Style is a set of rules and guidelines for creating consistently formatted written materials.

GGU instructors frequently require students to use APA Style when writing research papers, short assignments, and presentations.

APA Style format impacts how your paper looks, the layout, headings, and the information you provide about the sources you used for your research.

Cite your sources!

When you describe, summarize or incorporate someone else’s idea into your assignment you must add a citation. When you directly quote some’s idea or copy an image, you must cite the source. Sources are the places you find information: books, websites, journals, magazines, databases, etc. When you cite a source, you are giving credit to the creator or author of the idea you are writing about or to the image you have copied. You cite to avoid plagiarism.

Citations (also called: in-text citations) appear in the body of your paper. Citations point the reader to your reference list. References are located at the end of your paper and are the full descriptions of the sources you used. When you cite a source in the body of your paper you will create a reference in your reference list. In-text citations are brief – just the creator's name (author) and date of creation (publication date).

<table>
<thead>
<tr>
<th>Author (Year) ...</th>
<th>Smith (2009) analyzed many business plans and concluded that ...</th>
<th>Paraphrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>... (Author, Year).</td>
<td>... (Smith, 2009).</td>
<td></td>
</tr>
<tr>
<td>Author (Year) ... (page#).</td>
<td>Smith (2009) stated, &quot; ... &quot; (p. 22).</td>
<td>Short quote</td>
</tr>
<tr>
<td>... (Author, Year, page#).</td>
<td>&quot;...&quot; (Smith, 2009, p. 22).</td>
<td>Short quote</td>
</tr>
<tr>
<td>Author (Year) ... (page#).</td>
<td>Smith (2009) stated, [Space down. New line. Indent] &quot; ... &quot; (p. 22).</td>
<td>Quote 40 words and more</td>
</tr>
<tr>
<td>... (Author, Year, page#).</td>
<td>&quot;... quote 40 words and more.&quot; (Smith, 2009, p. 22)</td>
<td>Quote 40 words and more</td>
</tr>
</tbody>
</table>

Reference List

References appear at the end of your assignment with the heading: References. This is a reference list. Different types of sources have specific APA Style formatting guidelines. In general, all references include the following information and present the information in this order:


Reference. This is the format for a book.

Author, A. A. (Year of publication). Title of work: Capital letter to start subtitle. City, State: Publisher.
According to MarketLine (2017), Starbucks Corporation may no longer be able to rely upon its strategy of value-added services to distinguish it from other coffee retailers because of new competition (p.34). This threatens Starbucks Corporation market share and…

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Reference


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This teaching technique can be very effective in college environments. However, successful engagement in the flipped classroom is dependent upon early buy-in from students (Gilboy, Heinerichs & Pazzaglia, 2015).

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Reference

Esty and Winston (2009) claim, "Careful use of the environmental perspective can help to reduce costs and risks" (p. 282). However, this statement is another example of oversimplification…

Climate change is impacting companies and will likely change how business is conducted globally. Esty and Winston (2009) state,

> Behind the Green Wave lie two interlocking sources of pressure. First, the limits of the natural world could constrain business operations, realign markets, and threaten the planet's well-being. Second, companies face a growing spectrum of stakeholders who are concerned about the environment. (p. 8)

Variation. If the authors were not used to introduce this quotation, the citation at the end of the quote would look like this:

> … concerned about the environment. (Esty & Winston, 2009, p. 8)

Reference


**General Guidelines for in-text citations and references**

- 12-point font. Times Roman.
- Double-spaced. The entire document including the title page and reference list.
- Follow punctuation and capitalization guidelines.
- When using a citation generator found in a library database or online always review the citation for errors.
- When citing a source that is missing typical information, such as an author or title, follow the guidelines for missing information (See the online GGU APA Citation Guide. Tabs: Citations & Reference List and Resources). For example: when there is no publication date - (n.d.)
<table>
<thead>
<tr>
<th><strong>Book format</strong></th>
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</thead>
<tbody>
<tr>
<td>Author, A. A. (Year of publication). <em>Title of work: Capital letter to start subtitle</em>. City, State: Publisher.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Article formats</strong></th>
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<tr>
<td><strong>Basic Article format</strong></td>
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<table>
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<tr>
<th><strong>Article format – Library database – without DOI number</strong></th>
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<th><strong>Article format – Library database - no author</strong></th>
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<th><strong>Article format - Online</strong></th>
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<th><strong>Article – from a library database without DOI</strong></th>
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<th><strong>Article – with a DOI</strong></th>
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<tr>
<th><strong>Article – online newspaper</strong></th>
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</table>
Webpages (Do not use this format for online articles – for these, use the article format.)

*No citation is needed for an entire website. Include the website within the body of a paper. See GGU APA Citation guide. Tab Examples – Online.

**Web page format - with author:**

Author, A. A. (Year, Month Day web page was last updated). Title of page. Retrieved from URL

**Web page format - without author.**

Corporate Author. (Year, Month Day web page was last updated). Title of page. Retrieved from URL

**Web page format - without author and no corporate name.**

Title of page. (Year, Month Day web page was last updated). Retrieved from URL

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**Webpage with author:**


**Webpage with no person author. Group/Corporate author – i.e. company:**


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**Reports**


Name of company. (Publication date). Title of document (version number if provided). Retrieved from http://URL

Name of company. (Publication date). Title of document (version number if provided). Retrieved from library database name and/or URL.

Author, A. A., & Author, B. B. (Publication date). Title of document (version number if provided). Location: Publisher Name.


Blogs, wikis, and posts on personal websites

Posts and information found within blogs, wikis and pages in personal websites are likely to change and are updated frequently. Therefore, when citing these sources you need to include the retrieved date – this is the date you found it.

[Square Brackets] APA Style recommends providing identifying information. If the information in the citation and URL do not clearly identify what it is you are citing, add [square brackets]. For example, [Blog post], [Wiki], [Personal website].

Format with author:

Author, A. A. (Year, Month Day web page was last updated). Title of webpage [Blog post]. Retrieved date from URL

Format no author:

Title of page. (Year, Month Day web page was last updated). [Blog post]. Retrieved date from URL

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APA Style: References

- Alphabetize by author last name
- Hanging indent for each reference
- Double-space entire document
- 12 pt. font
- Times Roman
- Italics for book titles, report titles, and journal titles/vol # (not article titles)
APA Style citation and reference resources

APA Citation guide. Created by the Business Library. Available online: [http://ggu.libguides.com/apa](http://ggu.libguides.com/apa)
Use the Business Library APA Citation guide for more information: formatting your paper in APA Style, extensive list of examples including tables, figures and images, view a sample paper, watch video tutorials and find other resources.


APA Style Guide to Electronic References. This is an ebook also created by APA Style. Available online through the Business Library. Search the title in the catalog or go the APA Citation guide and click the tab: Resources.

Contains online tutorials, formatting FAQs, quick answers for citing a variety of sources.

Need help? Ask us!

Contact a librarian anytime for help with essay topics, research questions, and APA citation. We can also provide you with an orientation of library databases and show you resources that will help you meet your academic and professional goals.

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