

**Basic APA (7th) Citing Guide**

References are double-spaced and are formatted using a hanging indent.

**Reference list**

Geldenhuys, M. J., & Downing, C. (2020). Evidence-based nursing care for spinal nursing immobilization: a systematic review. *Journal of Emergency Nursing*, 46(3), 318–337. <https://doi.org/10.1016/j.jen.2020.02.007>

In-text citation (parenthetical or narrative):

(Geldenhuys & Downing, 2020) or Geldenhuys and Downing (2020)

**Journal, Magazine Articles, Newspapers** (online or print)

Author. (Date). Title of article. *Title of Periodical*, volume(issue), page number(s). DOI or URL

**Books**

Author or Editor. (Date). *Title of the book.* Publisher. DOI or URL

Book with no DOI or URL

Stevenson, R. L. (2007). *Treasure island.* Oxford University Press.

In-text citation (Stevenson, 2007) or Stevenson (2007)

Edited book chapter

Chapter author. (Date). *Title of chapter*. In E. E. Editor (Ed.), Title of book

(edition, page number(s)). Publisher. DOI or URL

Aron, L., Botella, M., & Lubart, T. (2019). *Culinary arts: Talent and their development.* In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), The psychology of high performance: Developing human potential into domain-specific talent (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Ebook \*only distinguish it as an ebook or audiobook if content is abridged or different from the print.

Lastname, F. M. (Year). *Title of book.* Publisher. URL

Lastname, F. M. (Year). *Title of book* [eBook edition]. Publisher. URL

Lastname, F. M. (Year). *Title of book* (N. Narrator, Narr.) [Audiobook]. Publisher. URL (if applicable)

Bible/religious work

King James Bible. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769).

In-text citation (King James Bible, 1769/2017) or King James Bible (1769/2017)

Dictionary, Encyclopedia, Thesaurus entry

Institution or organization name. (Year). Title of entry. In *Title of reference work*. URL

\*If source does not include an edition or url (print/not electronic), skip that part.

Online Dictionary, Encyclopedia, Thesaurus

Merriam-Webster. (n.d.). Ethics. In *Merriam-Webster.com dictionary*. Retrieved September 9, 2022, from <https://www.merriam-webster.com/dictionary/ethics>

**Webpages & Websites**

Author. (Date). *Title.* Website name. URL

• The author can be an individual(s), organization, business(es), or a government agency.

• If the work has a specific date, use it; if not, use (n.d.) for no date. Do not use the copyright date listed at the bottom of the site. If the content of the page changes over time, put in a retrieval/access date before the URL.

Webpage

Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic.* Pew Research Center. <https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

In-text citation (Schaeffer, 2021) or Schaeffer (2021)

Webpage (group or organization author)

World Health Organization. (2022, September 23). *New recommendations for the composition of influenza vaccines in 2023 for the southern hemisphere* <https://www.who.int/news/item/23-09-2022-new-recommendations-for-the-composition-of-influenza-vaccines-in-2023-for-the-southern-hemisphere>

In-text citation (World Health Organization, 2022) or World Health Organization (2022)

News website

Ott, H. (2022, September 29). *Queen Elizabeth II's cause of death confirmed as Scottish authorities publish death certificate.* CBS News. <https://www.cbsnews.com/news/queen-elizabeth-ii-cause-of-death-published/>

In-text citation (Ott, 2022) or Ott (2022)

Webpage with no date

U.S. Census Bureau. (n.d.). *U.S. and world population clock.* U.S. Department of Commerce. Retrieved October 10, 2022 from <https://www.census.gov/popclock/>

In-text citation (U.S. Census Bureau, n.d.) or U.S. Census Bureau (n.d.)

**Audiovisual Media**

Author. (Date). *Title* [Description]. Publisher. URL

YouTube

Crown College Student Life. (2022, September 21). *Chapel Crown College* [Video]. YouTube. <https://youtu.be/PdbEpEpU5r2Dw>

What makes up a citation?

*Author(s)*

• The author is the person(s) or group responsible for the work.

• Authors are first cited by their last name, followed by a comma and their initials, i.e., Author, A. A.

• Put the reference list entries in alphabetical order by the last name.

• For 2-20 authors, use an ampersand (&) before the last author’s name.

• Multiple authors in a single reference should be listed in the same order as they appear in the work.

*DOIs (Digital Object Identifier) and URLs*

• DOIs are placed at the end of a reference. They are formatted like a URL with no period at the end. They should appear as hyperlinks if the work is to be published or read online.

• If there is no DOI include the URL.

*Citing Class Materials*

• Classroom resources i.e lecture notes, PowerPoint slides, and content posted in Canvas, should be cited in the reference list if a reader (such as faculty or classmates) can retrieve them.

IN-TEXT CITATIONS

References are cited in the text of the paper using the author’s last name and publication date (year). A page number, or location may also be included if using a quotation.

Two in-text citation types

-Paraphrasing (restating someone else’s ideas in your own words).

-Narrative (directly quoting source, use quotation marks).

**Parenthetical**

Single author: (Meehan, 2016)

Two authors: (Lor & Erickson, 2021)

Multiple authors: (Kvam et al., 2013)

**Narrative**

Single author: Meehan (2016)

Two authors: Lor and Erickson (2021)

Multiple authors: Kvam et al. (2013)

*Group author as organization/abbreviation*

*First citation* (Centers for Disease Control [CDC], 2019)

*Subsequent citations* (CDC, 2019)

Narrative: Centers for Disease Control (CDC, 2019) or CDC (2019)

**Multiple Authors Within the Same Parenthesis**

(Jensen et al., 2020; Underwood & Huffman, 2019; Meyers, 2015)

• Use block text for quotes 40 or more words.

• For shorter quotations use double quotation marks

* In-text citations for quotes include the author, year, and page number(s). A single page is abbreviated as “p.” and multiple pages as “pp.”

• When quoting a work that has no page numbers, use the heading or paragraph number para. \_.

o Audiovisual works, include a time stamp.

o Religious or classical works, use the name of the book, chapter, verse, line. Ex: plays: act, scene, line.

**Personal Communications**

• Works that cannot be retrieved by a reader are only cited in the text of the paper. These are not included in the reference list. These works include but are not limited to personal interviews, letters, emails, phone conversations, speeches, etc.

• Give the initials and last name of the person(s) you communicated with, provide an exact date.

Parenthetical (K. Johnson, personal communication, May 8, 2022)

Narrative K. Johnson (personal communication, May 8, 2022)

**Directly from the American Psychological Association (APA)**

<https://apastyle.apa.org/>

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**Differences between the 6th and 7th APA editions**

[https://apastyle.apa.org/products/7th-publication-manual-vs-concise-guide](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapastyle.apa.org%2Fproducts%2F7th-publication-manual-vs-concise-guide&data=05%7C01%7Cmeehanm%40crown.edu%7Ccba61dc24b2b497c0ebe08da972250cc%7Cccc6fa8dd02540e9bf0e32d54fa1670b%7C0%7C0%7C637988470911368038%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Wsc8A5nICf9YEJaGTzq1yrpEar1c352WmwCtoJqJpfs%3D&reserved=0)

[https://apastyle.apa.org/products/6th-vs-7th-publication-manual](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapastyle.apa.org%2Fproducts%2F6th-vs-7th-publication-manual&data=05%7C01%7Cmeehanm%40crown.edu%7Ccba61dc24b2b497c0ebe08da972250cc%7Cccc6fa8dd02540e9bf0e32d54fa1670b%7C0%7C0%7C637988470911368038%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Tx6PWcG9%2FG7aVW5EgiHO6XcUEFSSJ6u7wcz7xnTiZlI%3D&reserved=0)

[https://apastyle.apa.org/products/6th-vs-7th-concise-guide](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapastyle.apa.org%2Fproducts%2F6th-vs-7th-concise-guide&data=05%7C01%7Cmeehanm%40crown.edu%7Ccba61dc24b2b497c0ebe08da972250cc%7Cccc6fa8dd02540e9bf0e32d54fa1670b%7C0%7C0%7C637988470911368038%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nid%2FSk1vCdEJ1MlW2cfHmBMWdIoFisK0FpDLGpzC2N0%3D&reserved=0)

**Need more help with Citing?**

Go to the library “How to” page (crownlibrary.com -> About -> How to)

**View this citing tutorial made for Crown students**

<https://prezi.com/p/p9jz4cnucucb/citation-help-by-crown-college-library/>

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Or view [https://www.crownlibrary.com/how-to.html#citations](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.crownlibrary.com%2Fhow-to.html%23citations&data=05%7C01%7Cmeehanm%40crown.edu%7Ccba61dc24b2b497c0ebe08da972250cc%7Cccc6fa8dd02540e9bf0e32d54fa1670b%7C0%7C0%7C637988470911368038%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xiEcQ44zuthDm2VtfYynWlmcIiVXkDWsfK%2FnPvMZPeM%3D&reserved=0)

**Additional Resources:**

**We have print outs of an APA 7th edition cheat sheet or see it here**

[**https://www.crownlibrary.com/uploads/1/2/8/9/12897048/apa\_7\_citation\_cheat\_sheet.pdf**](https://www.crownlibrary.com/uploads/1/2/8/9/12897048/apa_7_citation_cheat_sheet.pdf)

The Owl at Purdue: ​[APA](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html), [MLA](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html), and plagiarism guides.

Easy Bib: [APA](https://www.easybib.com/guides/citation-guides/apa-format/apa-citation/) or [MLA](https://www.easybib.com/guides/citation-guides/mla-format/) citation generator and quick guide

[Citation Wizard](http://21cif.com/tools/citation/) formats single citations of digital information resources only in APA, Chicago, CBE, ISO or MLA style.

[KnightCite](http://www.calvin.edu/library/knightcite/index.php) formats single citations in MLA, APA or Chicago style. ​

[Zotero](https://www.zotero.org/) "is a free, easy-to-use Firefox extension to help you collect, manage, cite, and share your research sources."

\*Always double check citation machines.

Common mistakes: for APA not all proper nouns are capitalized.

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