



## APA Documentation Style

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This unit presents information on APA (American Psychological Association) documentation style, 7<sup>th</sup> edition, a system used in social and natural sciences as well as medical fields to acknowledge the sources that you borrow from when you write a research paper.

### WHY DOCUMENT YOUR SOURCES?

1. To give credit to the sources you have borrowed from to make your paper stronger.
2. To show your credibility: readers can trust you because you care enough about your subject to do research on it to support your own ideas and opinions with the ideas and opinions of expert sources.
3. To let readers know where they can get further information about your topic.
4. To let readers look for themselves at your sources so they can draw their own conclusions.
5. To avoid plagiarism (sometimes called “literary theft”), a serious academic offense in which writers borrow words or ideas from a source and present them as if they were their own.

### WHAT IS A SOURCE?

A source is any person, place, or thing from which you borrow information for your paper. Most commonly, it is an article from a journal, magazine, website, or database. It might also be a book, a *YouTube* video, movie, a song, a personal interview . . . . The list goes on.

### PART 1: APA REFERENCES PAGE

The APA References page, like the MLA Works Cited page, provides publishing information about all the sources you have borrowed from in your paper. Also like the MLA Works Cited, the APA References page is placed at the end of your paper, is alphabetized and double-spaced, and uses “hanging” indents.

There are, however, a few mechanical differences between the two:

- After the full last names, the APA References page identifies only the authors’ first and middle initials.
- Article titles in the APA References page are not enclosed in quotation marks.
- Article and book titles in the APA References page have no capital letters except for the first letter of the first word, the first letter of proper nouns, and the first letter after a colon.

- In APA style, the year of publication is placed directly after the author's name.

**Here is an example of an APA References page.**

### References

- Auden, W.H. (2000). *Lectures on Shakespeare* (A. Kirsch, Ed.). Princeton University Press.
- Bachrach, H. (2017). The Oregon Shakespeare Festival 2017. *Shakespeare Newsletter*, 67(1), 14-21.
- Biography. (2015, April 24). *William Shakespeare*. <https://www.biography.com/writer/william-shakespeare>
- Branagh, K. (Director). (1996). *Hamlet* [Film]. Columbia Pictures.
- Crystal, D., & Crystal, B. (2002). *Shakespeare's words: A glossary and language companion*. Penguin Books.
- Encyclopedia Britannica. (n.d.). Sonnet. In *Encyclopedia Britannica*. Retrieved August 7, 2022, from <https://www.britannica.com/art/sonnet>
- Garber, M. (2008). *Shakespeare and modern culture*. Anchor Books.
- Greenblatt, S., Cohen, W., Howard, J. E., & Maus, K. E. (Eds.). (2007). *The Norton Shakespeare: Tragedies*. W.W. Norton & Company.
- Hamlet*. (n.d.). Rotten Tomatoes. Retrieved August 7, 2022, from <https://www.rottentomatoes.com/m/1075422-hamlet>
- Holland, P. (2021, August 12). Shakespeare, William. In *Oxford dictionary of national biography*. Oxford University Press. <https://doi.org/10.1093/ref:odnb/25200>.



Howes, S. (2019, July 18). *Review: 'Hamlet' at Shakespeare Theatre Company's Free for All.*

DC Theater Arts. <https://dctheaterarts.org/2019/07/18/hamlet-free-for-all/>

Modern Language Association of America. (2021). *MLA handbook* (9th ed.).

Shakespeare, W. (2015). *Julius Caesar*. In R. McDonald & L.C. Orlin (Eds.), *The Bedford Shakespeare* (pp. 886-943). Bedford-St. Martin's. (Original work published 1623)

Staging Shakespeare. (n.d.). *Ian McKellen: Understanding King Lear, the character* [Video].

YouTube. Retrieved August 7, 2022, from

<https://www.youtube.com/watch?v=ahFtoCq6CHw&t=35s>

[Note: Your References page for Exercise 1 should follow the format above.]

## FREE CITATION GENERATORS ONLINE

There are several free citation generators available online, which can be a big help in creating References entries for your sources. Here are some good citation generators:

ZoteroBib: <https://zbib.org/>

EasyBib: <https://www.easybib.com/>

CiteFast: <https://www.grafiati.com/en/blogs/citefast-alternative/>

However, be sure to check the accuracy of the results you get from these generators. See examples in this unit for proper References format.

## SAMPLE REFERENCES ENTRIES

### Book

#### Basic Format

Author's Last Name, Author's First and Middle Initials. (Year of Publication). *Title of*



*book.* Name of Publisher.

### Examples

Auden, W.H. (2000). *Lectures on Shakespeare* (A. Kirsch, Ed.). Princeton University Press.

[Note: This book has an editor.]

Shakespeare, W. (2015). *Julius Caesar*. In R. McDonald & L.C. Orlin (Eds.), *The Bedford Shakespeare* (pp. 886-943). Bedford-St. Martin's. (Original work published 1623)

[Notes: This book is a work in an anthology. Also, because the work is quite old, the original publication date is given, which is optional.]

## Journal Article

### Basic Format

Author's Last Name, Author's First and Middle Initials. (Year, Month Day). Article title.

*Journal Title*, volume number(issue number), pages. DOI or URL

### Example

Bachrach, H. (2017). The Oregon Shakespeare Festival 2017. *Shakespeare Newsletter*, 67(1), 14-21.

[Note: This article is from a library database, so there is not a DOI or a non-database URL.]

## Article or Page on a Website

### Basic Format

Author's Last Name, Author's First and Middle Initials. (Year, Month Day). *Article title*.

Website Name. URL



### Examples

Howes, S. (2019, July 18). *Review: 'Hamlet' at Shakespeare Theatre Company's Free for All*. DC Theater Arts. <https://dctheaterarts.org/2019/07/18/hamlet-free-for-all/>

Rotten Tomatoes. (n.d.). *Hamlet*. Retrieved August 7, 2022, from <https://www.rottentomatoes.com/m/1075422-hamlet>

[Notes: This source has no named author, so the site name is used as group author.

Also, since this source has no publication date, the date of retrieval is given.]

### Entry from an Online Dictionary or Encyclopedia

#### Basic Format

Author's Last Name, Author's First and Middle Initials. (Year). Term or Word. In *Name of dictionary or encyclopedia*. URL or Name of Publisher.

#### Example

Encyclopedia Britannica. (n.d.). Sonnet. In *Encyclopedia Britannica*. Retrieved August 7, 2022, from <https://www.britannica.com/art/sonnet>

[Note: This source has no named author, so the organization is used as group author.]

## PART 2: APA QUOTING AND PARAPHRASING

The two main ways to borrow information from a source and include it in your paper are **quoting** and **paraphrasing**.

- A **quotation** is an exact borrowing of words from a source, and those borrowed words are put in quotation marks.



- A **paraphrase** is the borrowing of an idea from a source, and that borrowed idea is written in your own words. A paraphrase is not put in quotation marks.

[Note: A paraphrase is not a summary of an entire work; rather, it is the borrowing of an idea or two from a source.]

## APA IN-TEXT CITATION STYLE

APA requires an in-text citation style that uses a minimum of clutter to match the quotations and paraphrases in your paper with the publication information about the sources in your References page.

### HERE IS THE BASIC FORMULA:

Introductory word group/phrase of attribution that mentions author’s last name

+

(Year of publication in parentheses after author’s name)

+

“Exact words borrowed in quotation marks” or paraphrase

+

(page number of source, if available, where borrowed material appears).

## QUOTATION AND PARAPHRASE EXAMPLES

Here are some examples of effective quoting and paraphrasing:

### Quotation with Author in Phrase of Attribution

Bachrach (2017) contended, “The big question in *Julius Caesar* in most cases is how to make all five acts seems necessary” (p. 14).

[Note: APA style prefers past-tense verbs of attribution.]

### Quotation with Author in Parentheses

One critic contended, “The big question in *Julius Caesar* in most cases is how to make all five acts seems necessary” (Bachrach, 2017, p. 14).



### **Paraphrase with Author in Phrase of Attribution**

Auden (2000) maintained that Hamlet's soliloquies are not well integrated into the play (p. 159).

### **Paraphrase with Author in Parentheses**

At least one notable critic maintained that Hamlet's soliloquies are not well integrated into the play (Auden, 2000, p. 159).

### **Quotation with Author in Phrase of Attribution, Page Number Unknown**

In a review of a recent performance of *Hamlet*, Howes (2019) repeated a familiar truism: "Hamlet is being performed somewhere every single minute of every single day."

[Note: This is from a web source that has no page numbers.]

### **Quotation with Author in Parentheses, Page Number Unknown**

A review of a recent performance of *Hamlet* repeated a familiar truism: "Hamlet is being performed somewhere every single minute of every single day" (Howes, 2019).

### **Paraphrase with Author in Phrase of Attribution, Page Number Unknown**

Holland (2021) mentioned that Shakespeare wrote the tragedies *Timon of Athens*, *King Lear*, *Macbeth*, and *Antony and Cleopatra* in 1605 and 1606.

### **Paraphrase with Author in Parentheses, Page Number Unknown**

Shakespeare wrote the tragedies *Timon of Athens*, *King Lear*, *Macbeth*, and *Antony and Cleopatra* in 1605 and 1606 (Holland, 2021).

### **Quotation with a Group Author**

Biography (n.d.) explained that "Shakespeare's early plays were written in the conventional style of the day, with elaborate metaphors and rhetorical phrases that didn't always align naturally with the story's plot or characters."

[Note: This source has no publication date, so "n.d." is used in place of a year.]

### **Paraphrase with a Group Author**

The forward slash mark ( / ) is used to indicate line breaks when quoting three or fewer lines of poetry from a source (Modern Language Assn., 2021, p. 256).

### **Paraphrase with Two Authors**

It has been suggested that the characters in *Hamlet* can be divided into seven circles: the Danish Court, the Soldiers, the Norwegian army, the Sailors, the English Ambassadors, the Players, and the Graveyard (Crystal & Crystal, 2002, p. 529).

### **Paraphrase with More Than Two Authors**

It is possible that Shakespeare did not act during 1592-94, which were the plague years (Greenblatt et al., 2007, p. 1106).

[Note: For sources with more than 2 authors, the abbreviation “et al.” is used after the first author’s name.]

### **Block Quotation (40 Words or More)**

Garber (2008) commented on a well-known artistic strategy:

The play-within-the-play has strong roots in the early modern period. In Shakespeare’s time the device was constantly exploited, by revenge tragedies and comedies alike. The revenger in Thomas Kyd’s *Spanish Tragedy* contrives to kill his enemies during the plot of a play they are performing. Both *Love’s Labour’s Lost* and *A Midsummer Night’s Dream* present the spectacle of onstage audiences watching plays that—although they do not realize it—tell versions of their own stories, to comic effect. (p. 220)

[Note: Long quotations are indented, and quotation marks around them are unnecessary.]



**HELPFUL VERBS FOR APA QUOTING AND PARAPHRASING**

according to  
agreed  
argued  
asked  
asserted  
believed  
boasted  
claimed  
commented  
compared  
conceded  
considered  
contended  
contrasted  
declared  
defended

defined  
denied  
described  
disputed  
emphasized  
explained  
extolled  
found  
held  
illuminated  
illustrated  
implied  
inferred  
insisted  
maintained  
noted

observed  
pointed out  
rejected  
related  
reported  
responded  
revealed  
said  
saw  
showed  
speculated  
stated  
suggested  
thought  
warned  
wrote



## More Examples of Quotations and Paraphrases

### Quotation 1

In a review of a recent performance of *Hamlet*, Howes (2019) repeated a familiar truism: “*Hamlet* is being performed somewhere every single minute of every single day.”

### Paraphrase 1

Indeed, as many have observed, pick a time of day, and a production of *Hamlet* is playing somewhere on the planet (Howes, 2019).

### Quotation 2

Bachrach (2017) contended, “The big question in *Julius Caesar* in most cases is how to make all five acts seems necessary” (p. 14).

### Paraphrase 2

*Julius Caesar* seems to lose so much energy toward the end that one wonders if the play should be shortened to three or four acts (Bachrach, 2017, p. 14).

### Quotation 3

The Modern Language Association (2021) advised “using a forward slash with a space on each side ( / ) to indicate to your reader where the line breaks fall” (256).

### Paraphrase 3

The forward slash mark ( / ) is used to indicate line breaks when quoting poetry (Modern Language Assn., 2021, p. 256).



