

1. Link an in-text citation of a source to a corresponding entry in the References.

In APA style, each text reference is linked to a specific entry in the list of References. The essential elements of an in-text citation are the author's last name (or the document's title, if no author is identified) and the date of publication. Information such as a page or chapter number may be added to show where in a source cited material appears.

Create an in-text reference to an Internet source by using a signal phrase, a parenthetical citation, or both a previewing sentence and a parenthetical citation.

Using a signal phrase To introduce a short quotation, paraphrase, or summary, mention the author's name either in an introductory signal phrase or in a parenthetical reference immediately following the signal phrase and containing the publication date. Note that parenthetical citation is necessary even though the author's name was used in the signal phrase in order to indicate the end of cited material.

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- signal phrase
- ▶ Benton Foundation (1998) reported that "families who lack phone services have trouble contacting utilities and social service agencies to seek benefits for which they are qualified" (chap. 2, "Societal Priorities").
- signal phrase
- ▶ According to one study (Benton Foundation, 1998), low-income communities are less aggressive about demanding services from communications providers because members tend not to see much value in new technologies (chap. 2 "Lack of Political Clout").

Here is the References entry for this source:

- ▶ Benton Foundation (1998). *Losing ground bit by bit: Low-income communities in the information age* [Electronic version]. Retrieved June 27, 2001, from <http://www.benton.org/Library/Low-Income/two.html>

Using a parenthetical citation after cited material Place the author's name and the source's date of publication in parentheses immediately after the end of the cited material.

- ▶ Families with no telephone service have difficulty accessing social services for which they are qualified (Benton Foundation, 1998, chap. 2, "Societal Priorities").

Using a previewing sentence and a parenthetical citation To introduce and identify the source of a long quotation (one comprising 40 or more words), use a previewing sentence that names the author and ends in a colon. By briefly announcing the content of an extended quotation, a previewing sentence tells readers what to look for in the quotation. Indent the block quotation five spaces (or one paragraph indent). At the end of the quotation, after the final punctuation mark, indicate in parentheses any text division that indicates the quotation's location in the source document.

H. R. Varian (1997, June 11) suggested one way a professional organization might develop and publish an electronic journal:

First, the journal assembles a board of editors. The function of the board is not only to provide a list of luminaries to grace the front cover of the journal; they will actually have to do some work.

Authors submit (electronic) papers to the journal. These papers have 3 parts: a one-paragraph abstract, a 5-page summary, and a 20- to 30-page conventional paper. The abstract is a standard part of academic papers and needs no further discussion. The summary is modeled after the *Papers and Proceedings Issue of the American Economic Review*: it should describe what question the author addresses, what methods were used to answer the question, and what the author found. The summary should be aimed at as broad an audience as possible. This summary would then be linked to the supporting evidence: mathematical proofs, econometric analysis, data sets, simulations, etc. The supporting evidence could be quite technical, and would probably end up being similar to current published papers in structure. (section 7.2)

Here is the References entry:

- ▶ Varian, H. R. (1997, June 11). The future of electronic journals. Paper presented at the 1997 Scholarly Communication and Technology Conference. Retrieved June 27, 2001 from <http://arl.cni.org/scomm/scat/varian.html>

2. Substitute Internet text divisions for page numbers.

The *Publication Manual* (2001) requires that, in citing a print source, "[you] give the author, year, and page number in parentheses" (p. 120). Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has numbered internal divisions (such as sections or paragraphs), use these instead of page numbers in your citation, making use of the ¶ symbol or the abbreviations *chap.* and *para.* Be sure to use divisions inherent in the document and not those provided by your browsing software.

- ▶ J. McGann (1995) pointed out that even decentered hypertexts are nevertheless always ordered: "To say that a HyperText is not centrally organized does not mean—at least does not mean to me—that the HyperText structure has no governing order(s), even at a theoretical level" ("*Coda: A Note on the Decentered Text*").

Here is the References entry:

- ▶ McGann, J. (1995). The rationale of HyperText. Retrieved June 27, 2001, from University of Virginia, Institute for Advanced Technology in the Humanities Web site <http://jefferson.village.virginia.edu/public/jjm2f/rationale.html>

3. Use source-reflective statements to show where cited material ends.

Many Internet sources appear as single screens. To let your readers know where your use of a single-screen Internet source with no text divisions ends, use a *source-reflective statement*.

Source-reflective statements give you an opportunity to assert your authorial voice. Writers use source-reflective statements to provide editorial comment, clarification, qualification, amplification, dissent, agreement, and so on. In the following example, the absence of a source-reflective statement creates uncertainty as to whether the writer has finished citing an Internet source or has merely moved from quoting directly to paraphrasing.

- ▶ Sosteric (1996, Introduction) has noted that "exponential growth of the primary literature coupled with an explosive growth in the cost of distributing scholarly information has put serious strain on the financial resources of libraries and universities." This demand for and cost of distributing primary literature suggests that we can expect more electronic journals to appear online in the next few years—surely a benefit to scholarly communication.

In the next example, the writer has added a source-reflective statement to show that use of the source has ended.

► Sosteric (1996, Introduction) has noted that "exponential growth of the primary literature coupled with an explosive growth in the cost of distributing scholarly information has put serious strain on the financial resources of libraries and universities."

[Sosteric's observation suggests that the demand for and cost of distributing primary literature means we can expect more electronic journals to appear online in the next few years--surely a benefit to scholarly communication.

source-reflective statement

Here is the References entry:

► Sosteric, M. (1996). Electronic journals: The grand information future? *Electronic Journal of Sociology*, 4 (1). Retrieved June 27, 2001, from <http://www.sociology.org/content/vol004.001/sosteric.html>

Harnack, A. and Kleppinger, E. (2003). Chapter 6: Using APA style to cite and document sources. In *Online!* Retrieved February 19, 2006, from <http://www.bedfordstmartins.com/online/cite6.html>

Working With Quotations

USING QUOTATIONS IN YOUR PAPER

A research paper blends your own ideas and information from expert sources. It is NOT a series of direct quotations strung together. A common complaint of faculty is that students use too many direct quotes in their papers instead of formulating their own ideas about the paper topic and using quotes rather sparingly as one way to substantiate their point of view on the topic.

Use SUMMARIES and PARAPHRASES most often to support your own ideas. Use direct quotations only when the information is so well presented (or in the interest of clarity, emphasis, or accuracy), that you think the exact language of the source should be used.

Remember that when you do choose to use direct quotations, you need to retain the exact wording, spelling, and punctuation of the original source. And remember, too, that just like when using a direct quotation, you must cite your source when summarizing or paraphrasing.

HOW TO LEAVE OUT PART OF A QUOTATION

Yes, you can leave out words you deem unnecessary in a quotation, but you can't take out words that will change its meaning.

For example, if the quotation is "This movie is wonderful drivel," you can't quote it as "This movie is wonderful . . ." and leave out the word "drivel," since it changes the meaning of the quotation.

1. Deleting Words at the Start of a Quotation

If you are deleting words at the beginning of a quotation, simply start the quotation at the appropriate place to show that words have been left out:

The New York Times reports, however, that screening for cystic fibrosis is "quietly creeping into clinical practice" (Swerdlow, 2001, p. 66).

2. Deleting Words in the Middle of a Quotation

To delete words in the middle of a quotation, show that words have been omitted by using ellipses, a series of three periods separated by spaces. For example, the whole quotation is this:

"Human improvement' is a fact of life, not because of the state eugenics committee, but because of consumer demand" (Kevlev, 1994, p. 75).

If you choose to leave out the middle phrases you could do it this way:

"Human improvement' is a fact of life . . . because of consumer demand" (Kevlev, 1994, p. 75).

3. Deleting Words at the End of a Quotation

If you leave out words at the end of a quotation and the end of the quotation also coincides with the end of your sentence, place the ellipses at the end of your sentence:

Today we have the "Republicans, who are more nationalist than socialist, and the Democrats, who are more socialist than nationalist" (Smith, 1995, p. 3).

If you leave out words at the end of a quotation and more of the sentence follows, then simply work the quotation into the structure of your sentence, without using ellipses:

Today we have the "Republicans, who are more nationalist than socialist, and the Democrats, who are more socialist than nationalist," thus confirming the dilemma of modern U.S. politics (Smith, 1995, p. 3).

ADDING INFORMATION TO A QUOTATION

You can add information to a quotation in order to define a word or phrase, to clarify the quotation's information, or to make a brief comment on the quotation's information. The information that you add always should be brief; reserve your major comments on the quotation's information to be placed after the quotation ends.

Show any added information by placing that added information in square brackets within the quote. If your computer or typewriter does not have square bracket keys, then draw the brackets in. You canNOT substitute parentheses for brackets, since they carry a different meaning. (Parentheses indicate that the added information is part of the direct quotation itself and not your own.)

For example:

Holmes stated that "The chair on which the body was found was covered in a formerly yellow, now a brownish, blood-stained tabaret [upholstery with satin stripes]" (2006, p. 5). (In this case, you'd need to define "tabaret" for a general reading public.)

LONG QUOTATIONS

If you decide to use a quotation that is longer than four lines [note: APA uses 40 words as the standard of length], it is not put in quotation marks but rather indented from the left.

Once again remember that you will need to document or show the source of the quotations you use, so make sure that you have recorded all necessary information about the source.

USING A QUOTE WITHIN A QUOTE

If you need to quote something that already includes a quotation in it, then place the regular "double" quotation marks at the beginning and the end of the complete quotation, and use special "single" quotation marks for the quote within the quote. It looks like this:

"Blake disposes of Menroy's definition of realism, which he calls 'naturalism in disguise'" (Zwerbe, 2002, p. 13).

Empire State College. (2007). Working with quotations. *Steps in Writing a Research Paper*. Retrieved February 22, 2006 from <http://www.esc.edu/htmlpages/writerold/menuq.htm>

Where to place parenthetical citations

You have three options for placing citations in relation to your text:

Option	Description	Sample Citation
1. Idea-focused	Place the author(s) and date(s) in parentheses at an appropriate place in or at the end of a sentence	Researchers have pointed out that the lack of trained staff is a common barrier to providing adequate health education (Fisher, 1999) and services (Weist & Christodulu, 2000).
2. Researcher-focused	Place only the date in parentheses	Fisher (1999) recommended that health education be required for high school graduation in California.
3. Chronology-focused	Integrate both the author and date into your sentence	In 2001, Weist proposed using the Child and Adolescent Planning Schema to analyze and develop community mental health programs for young people.

Additional Guidelines

- Place citations in sentences and paragraphs so that it is clear which material has come from which sources.
- Use pronouns and transitions to help you indicate whether several sentences contain material from the same source or from different sources.

Smythe (1990) found that positioning influences ventilation. In his study of 20 ICU patients, he used two methods to . . . However, his findings did not support the work of Karcher (1987) and Atley (1989) who used much larger samples to demonstrate that . . .

University of Wisconsin, Madison. (2006). Create APA parenthetical citations. In *Writing Center Handbook*. Retrieved February 22, 2006 from http://www.wisc.edu/writing/Handbook/DocAPACitations_Place.html