

How to Cite: The Basics (APA Style)

Excerpt From a Book

Over the past seven decades, theorists have worked to understand how we can best teach adults. It would be a vast oversight on our part if we neglected to ...

- 23 -

Author: P. Cranton

Year: 2000

Page: 23

Quoting Fewer Than 40 Words: exact words from the source

“Over the past seven decades, theorists have worked to understand how we can best teach adults” (Cranton, 2000, p. 23).

Cranton (2000) stated that “over the past seven decades, theorists have worked to understand how we can best teach adults” (p. 23).

Citations for quotations must have 3 components:

1. name of the author/authors
2. year of publication
3. page number **OR** paragraph number (for a web document that doesn't have page numbers)

Paraphrasing: your words and sentence structure for the source's idea

Learning how to effectively teach adults has intrigued academics for 70 years (Cranton, 2000).

Cranton (2000) observed that learning how to effectively teach adults has intrigued academics for 70 years.

Citations for paraphrases must have 2 components:

1. name of the author/authors
2. year of publication
3. **optional:** page number **OR** paragraph number (for a web document that doesn't have page numbers)

APA encourages using a page or paragraph number. Ask your instructor what is required.

How to Cite: The Basics (APA Style)

Quoting 40 Words or More: exact words from the source

Osteoporosis affects many women.

Osteoporosis is a disease characterized by low bone mass and deterioration of bone tissue. This leads to increased bone fragility and risk of fracture (broken bones), particularly of the hip, spine, wrist and shoulder. Osteoporosis is often known as "the silent thief" because bone loss occurs without symptoms. (Osteoporosis Canada, 2011, para. 1)

No quotation marks!

The quotation begins on a new line and is indented.

Osteoporosis affects many women. According to Osteoporosis Canada (2011), osteoporosis is a disease characterized by low bone mass and deterioration of bone tissue. This leads to increased bone fragility and risk of fracture (broken bones), particularly of the hip, spine, wrist and shoulder. Osteoporosis is often known as "the silent thief" because bone loss occurs without symptoms. (para. 1)

The end punctuation goes BEFORE the citation.

Personal Communications: interviews, emails, guest speakers, class discussions, and other non-retrievable material

Include the most specific date possible.

“The company gives new employees a 12-day training session” (C. Blucher, personal communication, September 23, 2011).

C. Blucher (personal communication, September 23, 2011) explained that everyone who starts work there gets 12 days of orientation.

Personal communications are not included in the reference list!

Changes to Direct Quotations That Can Be Made Without an Explanation

1. The punctuation mark at the end of the sentence can be changed to fit your sentence.
2. The first letter of the first word can be changed to an upper or lower case letter.
3. Double quotation marks can be changed to single quotation marks when quoting a quote.
4. All other changes must be explicitly indicated: to leave out part of a sentence, use ... ; to add information use [] .