# APA Citation Quick Guide

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The American Psychological Association (APA) citation style is widely used in management and the social sciences. This guide includes some APA, 6th edition citation style examples, with a special focus on online business resources.

**In-text Citations**

As you are writing your assignment, you must acknowledge the sources of your ideas by creating in-text citations that will appear throughout your paper. In-text citations usually contain:

- The author’s last name
- The date of the publication year
- The page number for quotations
  - “Double quotations” should appear around the direct quotation text

**In-text Citations – Paraphrase Examples**

- **1 author**: The in-text citation follows the sentence (Smith, 2014).
- **1 author**: Smith (2014) shows that...
- **Corporate author**: The in-text citation follows the sentence (PrivCo, 2014).
- **Corporate author**: PrivCo’s (2014) research shows that....
- **No author** (cite the source by its title): (“Using APA,” 2001)

**In-text Citations – Direct Quotation Examples**

- **1 author**: “The quotation from the author appears before the citation” (Neville, 2014, p. 10).
- **1 author**: Neville (2014) discusses “the direct quotation appears here” (p. 10).
- **Corporate author**: “The quotation from the author appears before the citation” (PrivCo, 2014, p. 10).
- **Corporate author**: PrivCo’s (2014) research shows that “the direct quotation appears here” (p. 10).
- **No author** “The quotation appears before the citation” (“Using APA,” 2001)

**In-text Citations for Resources with No Page Numbers**

If there are no page numbers and there are section headings, give the name of the heading, followed by the word "section" and the number of the paragraph within the section with the word "para" before it. For example:

- (Georges, 2013, Production Cycle section, para. 3).

**In-text Citations for Two or More Works by the Same Author, in the Same Year**

In order to differentiate between two or more works by the same author in the same year, assign letter suffixes to the publication year.

- (PrivCo, 2014a)
- (PrivCo, 2014b)
In-text Citations – Additional Examples with Multiple Authors

<table>
<thead>
<tr>
<th>Author #</th>
<th>1st Paraphrase</th>
<th>1st Paraphrase</th>
<th>2nd &amp; Subsequent Paraphrases</th>
<th>2nd &amp; Subsequent Times Quoting</th>
<th>1st Time Quoting</th>
<th>2nd &amp; Subsequent Times Quoting</th>
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<tbody>
<tr>
<td>Three to Five</td>
<td>(Case, Daristotle, Hayek, &amp; Raash, 2011)</td>
<td>Case, Daristotle, Hayek, and Raash (2011) show...</td>
<td>(Case et al., 2011)</td>
<td>(Case, Daristotle, Hayek, &amp; Raash, 2011, p. 57)</td>
<td>(Case et al., 2011)</td>
<td>(Case et al., 2011, p. 57)</td>
</tr>
<tr>
<td>Six or More</td>
<td>(Case et al., 2011)</td>
<td>Case et al. (2011) show...</td>
<td>(Case et al., 2011)</td>
<td>(Case et al. 2011, p. 57)</td>
<td>(Case et al., 2011)</td>
<td>(Case et al., 2011, p. 57)</td>
</tr>
</tbody>
</table>

The Reference List

The Reference List appears at the end of your assignment and it provides your reader with complete citations for all of the sources you cited in the body of your assignment.

- **Placement**: The Reference List appears on a new page
- **Title**: The title is References (no bold or underline)
- **Order**: Organized alphabetically by author’s last name
- **Spacing**: It should be double spaced
- **Indentation**: The first line of each entry should be left aligned, subsequent lines are indented with a hanging indent

References


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Reference List Examples

The following examples are taken from York University Libraries’ Business Citation Guide. More examples can be accessed at: http://researchguides.library.yorku.ca/bizcitations

Print Book – Single Author


eBook from a Library Database – Three Authors


Scholarly Journal Article with a DOI (digital object identifier) – Three Authors


Scholarly Journal Article with no DOI – Three Authors

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Newspaper Article from a Library Database


Newspaper Article from a Website


Industry Reports with Corporate Author & If Using More than One Report From the Same Year


Company Reports with Corporate Author & If Using More than One Report from the Same Year


Analyst Reports with Corporate Author & If Using More than One Report from the Same Year


Company Filings from a Library Database


Business Cases from a Website


A Page from a Website


An Instructor’s Slides from Moodle

Examples of Proper and Improper Citation

Example 1[1]

**ORIGINAL**
To communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have (Grice, 1975). A speaker who overestimates what his or her listeners know may talk over their heads; one who underestimates their knowledge may, in the interest of being clear, be perceived as talking down to them. Both types of misjudgment work against effective and efficient communication.

**Source:** Nickerson, 1999, p. 737

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Example 2[2]

**ORIGINAL**
To communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have (Grice, 1975). A speaker who overestimates what his or her listeners know may talk over their heads; one who underestimates their knowledge may, in the interest of being clear, be perceived as talking down to them. Both types of misjudgment work against effective and efficient communication.

**Source:** Nickerson, 1999, p. 737

**POTENTIAL USE 1**
To communicate effectively, we must have a reasonably accurate idea of what our listeners do and do not know that is pertinent to the communication. Treating people as if they know something they do not can result in miscommunication and perhaps embarrassment. On the other hand, a foundational rule of conversation, at least according to a Gricean view, is that we usually do not convey to others information that we can assume they already have (Grice, 1975). A speaker who overestimates what his or her listeners know may talk over their heads, while someone who underestimates their knowledge may be perceived as talking down to them. Both mistakes work against effective and efficient communication (Nickerson, 1999, p. 737).

**POTENTIAL USE 2**
Nickerson (1999) argues that effective communication depends on a generally accurate knowledge of what the audience knows that "is pertinent to the communication" (p.737). If a speaker assumes too much knowledge about the subject, the audience will either misunderstand or be bewildered. However, assuming too little knowledge among those in the audience may cause them to feel patronized. In either case, the communication will be less successful than it could have been (Nickerson, 1999).

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Example 3[3]

**ORIGINAL**
To communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have (Grice, 1975). A speaker who overestimates what his or her listeners know may talk over their heads; one who underestimates their knowledge may, in the interest of being clear, be perceived as talking down to them. Both types of misjudgment work against effective and efficient communication.

**Source:** Nickerson, 1999, p. 737

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**POTENTIAL USE 3**
If we are to engage in effective communication, we must not talk down to our audience nor talk beyond their understanding. It is therefore very important that we have a generally accurate idea of what our audience knows about the subject.

**Plagiarism**
Missing Citation

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References

This Quick Guide for APA Citation has been adapted from the following sources:

References


The Peter F. Bronfman Business Library. (2013). Part III: Citation tools handbook. Toronto: ON: York University, Stress Free Citation workshop.