In-Text Citation and References list

In your assignment when you use someone else's idea or information by quoting him/her/them directly, or by re-phrasing the material in your own words, you must acknowledge and identify the source. This is done in two places:

- In the body of the assignment, where you insert a quotation or re-phrase an idea, you must provide a brief reference to the source or a work in an **in-text citation**. This reference is enclosed in parentheses or brackets (). The **in-text** citation enables the reader to identify the source of an idea quickly and easily. By providing the author(s) last name or your source's title in your **in-text** citation a reader can locate the complete publication information for that work at the end of your paper in your **References** list.

  An **in-text** citation must point clearly to a specific source on your **References** page.

- At the end of your assignment, you must provide complete publication information about the source in a **References** list. This list is alphabetically arranged.

  The **in-text** list and the **References** list work together.

Guidelines for Preparing a References Page

- List only the resources which you have specifically referred to in your **in-text** citations, not those merely consulted.

- Place the page of **References** at the end of your paper on a separate page titled **References**.

- Use authors' names and include only initials of first and middle names (i.e. Adam Smith becomes Smith, A.)

- Use an ampersand ("&") to connect two authors' names (i.e. Spacey, K. & Butler, G.)

- Use commas to separate authors and an ampersand ("&") for the last author if there are three to six authors.

Student Success

APA Quick Tips

- Arrange the references list alphabetically. If there is no author and the title begins with

  "a," "an," or "the," alphabetize by the second word.

- Begin each entry with a hanging indent: the first line begins at the left margin and all of the other

  lines below the first line are indented ½ inch.

- Double space within and between entries in your list of **References**.

- Capitalize *only the first word* in the title and the first word after a colon.