REFERENCES

• Article from a Library Database

• Corporate or Government Report Online

• Page on a Website with a Known Author

• Page on a Website with No Known Author

• Online Video Clip

ADDITIONAL RESOURCES

Chances are, you’re not the first writer who has wondered how to cite a particular type of reference. You can usually find the format in question through a simple Web search (e.g., “APA reference format for ebooks”). Some especially helpful sites include:

• The Berkeley College Center for Academic Success on your campus
• The Berkeley College Libguide at berkeleycollege.libguides.com/writing
• The APA Style Blog at www.blog.apastyle.org
• The Purdue University Online Writing Lab (OWL) at https://owl.english.purdue.edu/owl/resource/560/05/

As a Berkeley College student, you’re also entitled to use RefWorks, a web-based research management software package that can help organize your sources and automatically format your citations for you. For more about RefWorks, including instructions on how to set up your account, visit http://berkeleycollege.libguides.com/refworks.

For questions about formatting the look of your APA style paper, we recommend the Purdue OWL’s annotated Sample APA Paper at https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf.
WHERE DO I START?

APA style can feel at first like a foreign language, but it’s really just one of many established ways (like MLA or Chicago styles) to signal your research and formally give credit where it’s due. Understanding and applying APA citations doesn’t require any special content knowledge, just a bit of patience and the willingness to seek answers in the right places.

If your assignment requires you to use APA citations, there are two key things you should know before you begin:

1. Everything that you borrow from a source needs a citation, whether you’ve quoted it directly OR paraphrased.
2. APA style, like MLA, requires you to cite all source information twice—once in-text (parenthetically) and again on a References page (APA’s answer to MLA’s Works Cited).

HOW TO USE THIS GUIDE

This guide will overview how to create APA in-text citations and some common types of APA References, but it’s not comprehensive. Sometimes your research carries you to unusual places, so if you’re using a type of source not included here you’ll simply need to look it up using one of the Additional Resources listed on the back of the brochure.

IN-TEXT CITATIONS

In-text citations have two parts: the signal phrase and the parenthetical source information. You will need the author’s last name, the year of publication, and, where available, the page number, if you are quoting rather than paraphrasing. Here are some acceptable stylistic variations for in-text citations:

- **Tannen (2012)** explains that “the tone of words can be hurtful” (p. 90).

Here, **Tannen (2012)** explains that… is the signal phrase—because it signals the quotation to follow—and the date of publication appears in parentheses after the author’s name. The page, which is known in this case, goes at the end, also in parentheses, because it refers to direct quotation.

- **One observer explains that “the tone of words can be hurtful” (Tannen, 2012, p. 90).**

This example is very similar to the previous one, except that here all of the information about the source appears in parentheses at the end because the signal phrase does not identify the author by name.

- **People often misunderstand online communication (Tannen, 2012).**

As in the previous example, the information here also appears at the end, but no page number is necessary because it refers to paraphrase instead of direct quotation.

REFERENCES

References appear on a separate page with each entry alphabetized and using a hanging indent (not sure how to create a hanging indent? Google it!). What follows are the reference formats for some of the most common types of sources. For other source types, see the Additional Resources, or contact the CAS. Note that APA uses some peculiar rules for names (first initial only), capitalization, and italics, so be extra careful about the small details:

- **Book in Print**

- **Book Online**

- **Magazine or News Article Online**