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## INSERTING CITATIONS IN THE TEXT OF THE DOCUMENT USING THE APA STYLE

Date: November 2007

This is a summary of the provisions in the *Publication Manual of the American Psychological Association* (5th ed., 2001), p. 207-214.

### **One Author**

The standard reference looks like this:

This issue has already been studied in depth (Jones, 2000), but the question remains contentious.

However, if the author is mentioned in the text, cite only the year in brackets:

Jones (2000) has studied this issue in depth.

If the author and year are mentioned in the text, there is no need to insert a citation:

In 2000, Jones published a major study of this topic.

### **Two Authors**

If there are two authors, cite both names whenever the reference occurs in the document. For example:

Similar results were observed in infants (Thomson & Parker, 1998).

### **Three, Four or Five Authors**

If there are three, four or five authors, cite all of the authors the first time that you insert the reference. When you cite it again, give only the first author followed by *et al.* For example, the first citation looks like this:

The first study of this topic (Robinson, Johnson, Black, & Smith, 1983) was inconclusive.

Subsequent citations are abbreviated:

As already stated, studies of human subjects were inconclusive (Robinson *et al.*, 1983).

*Exception:* There may be cases where this will produce identical citations for different references. For example, (Wilson, Dutoit, Langmore, & Gibbons, 2002) and (Wilson, Taylor, & Brown, 2002) will both abbreviate as (Wilson *et al.*, 2002) in subsequent citations. To avoid this, list as many authors as necessary to make the citations unique. So the above references should be abbreviated as (Wilson, Dutoit *et al.*, 2002) and (Wilson, Taylor, & Brown, 2002).

### **Six or More Authors**

If there are six or more authors, give only the first author, followed by *et al.* in both the first and the subsequent citations. (However in the reference list at the end of the document, you should list the first six authors, and use *et al.* for any remaining authors.)

### **Groups as Authors**

In some cases, the author may be a company, association, government body, etc. In such cases, use the full name of the group as the author, e.g. (World Health Organization, 2003). In subsequent citations of this reference, you can abbreviate the name of the body, providing that the abbreviated form is readily understood, e.g. (WHO, 2003).

### **Works with No Authors**

If there is no identifiable author of the publication, use the first few words of the title in the citation. Put double quotation marks around the title of an article or chapter, and put a book title in italics, e.g. (*Manual of Childcare*, 2004).

## **Authors with the Same Surname**

In some cases, the reference list at the end of the document may contain primary authors with the same surname, e.g.

Robinson, C. W., & Sloutsky, V. M. (2007). Visual processing speed ...

Robinson, D. L. (2008). Conceptual and methodological errors ...

When this happens, all citations in the text which contain these authors as the first author should include that author's initials. So the above references would be cited as (C. W. Robinson & Sloutsky, 2007) and (D. L. Robinson, 2008). This is to avoid confusion between the two authors, and to help the reader locate the reference in the reference list.

## **Two or More Works by the Same Author Published in the Same Year**

When the reference list contains more than one publication by the same author(s) published in the same year, the references are distinguished by a letter after the year of publication, e.g. (Watson, 1991a) and (Watson, 1991b). These letters are assigned according to the alphabetical order of the titles of the publications. The letters do not necessarily correspond to the order in which the references are cited in the document.

So you might have in the text:

This idea was first suggested in a paper by Jones (1998b) and further developed in a follow-up study (Jones 1998a).

The letters after the years correspond to the alphabetical arrangement of the reference list, e.g.

Jones, P. W. (1998a). Final report on a study ...

Jones, P. W. (1998b). Initial report on a study ...

## **Two or More Works within the Same Parentheses**

If you are citing more than one work at the same time, within the one set of parentheses, list them in the order in which they would appear in the reference list at the end of the document. In other words, list them alphabetically by author. Separate the citations by a semicolon, e.g. (Brown, 1995; Kelly, 1987; Watson & Jones, 1972).

*Exception:* If you wish to highlight the most important reference, you can list it first, followed by a suitable phrase, e.g. (Watson & Parker, 2003; see also Thomson, 1999; Vincent, 2002).

If there are two or more works by the same author, do not repeat the author's name, and separate the years by a comma, e.g. (Watson & Jones, 1972, 1975).

### **Undated Works**

If there is no identifiable year of publication, use the abbreviation n.d. (standing for "no date"), e.g. (Johnson, n.d.).

### **Classical Works**

In the case of very old works, a year of publication may be meaningless. In such cases, use the year of publication of the version or translation which you have used, e.g. (Shakespeare, version 1995) or (Plato, trans. 1976).

### **Specific Parts of a Source**

If you quote text from a source, you must add the page number in the citation. If you have not actually quoted text, you can add the number of a page, chapter, figure, table, etc., if you think that will be helpful to readers. Examples: (Watson & James, 1995, p. 215) or (Green, 2003, chap. 4).

If an electronic source does not have page numbers, use a paragraph number or a section heading, e.g. (Johnson, 2003, para. 2) or (Roberts & Green, 2004, Introduction, para. 2).

### **Personal Communications**

Personal communications are not included in the reference list at the end of the document. This is because readers of the document will not be able to gain access to those communications, so there is no point in referencing them. However they must be cited in the text, giving both the initials and surname and the precise date, e.g. (J. W. Bruce, personal communication, June 15, 1999).

### **Citations in Parenthetical Material**

Citations in parenthetical text should not create a second set of brackets. For example:

These findings have been confirmed by many subsequent studies (but see a conflicting study by Wilson and Thompson, 2001).