



APA 7th Edition In-Text Citations and References Guides

Guidelines for In-text Citations

# of authors	Named within sentence	Not named within sentence
One	White (2016) states “reading is good for the soul” (p. 55). White feels as if reading is important for good mental health (2016).	“Reading is good for the soul,” especially when stress is high (White, 2016, p. 22).
Two Use “and” between the authors, but an “&” in the parenthesis	Smith and Jones explain that writing everyday improves mental cognition (2016). Smith and Jones argued in 2016 that “writing in a journal everyday increases mental acuity” (p. 27).	In support of writing assignments, studies have shown that “writing every day increases mental acuity” (Smith & Jones, 2016, p. 27).
3 or More Use all author names for first citation, then use “et al.” for subsequent	According to White, Smith, and Jones (2016), writing assignments in college courses are increasing. “College courses have increased writing assignments by 30% in the last three years,” White, Smith, and Jones (2016, p. 30) explain. White et al. (2016) indicates that the increase in writing assignments is due to the demand in the job market for employees who can articulate ideas clearly.	“College courses have increased writing assignments by 30% in the last three years,” which is a positive change for students (White, Smith, & Jones, 2016, p. 30). Due to the increase in writing expectations in the job market, writing assignments in college courses have increased (White et al., 2016).
Unknown author Use the title in place of the author; a shortened title is used in the parentheses.	The 2016 article “College Readiness Expectations for High Schools” states that business classes often include writing assignments geared towards future professional expectations.	The article states that business classes often include writing assignments geared towards future professional expectations (“College Readiness,” 2016).



Guidelines for the References Page

Each source you cite in the paper must appear in your reference list; just as each entry in the reference list must be cited in the text of the assignment.

Book Citations

Type of Item	Required Parts	Example
One author	Last name, First Initial. (Year). <i>Title of book</i> . City, State: Publisher.	White, S (2010). <i>The Last Lie</i> . New York, NY: Dutton.
Two authors	Last name, First Initial, & Last name, First Initial. (Year). <i>Title of book</i> . City, State: Publisher.	Gillespie, P., & Lerner, N. (2000). <i>The Allyn and Bacon Guide to Peer Tutoring</i> . Boston, IL: Allyn and Bacon.
Three to seven authors Separate with commas and use & before the last one	Last name, First Initial, Last name, First Initial, & Last name, First Initial. (Year). <i>Title of book</i> . City, State: Publisher.	Gilman, S., King, H., Porter, R., Rousseau, G.S., & Showalter, E. (1993). <i>Hysteria beyond Freud</i> . Los Angeles, CA: University of California Press.

Article Citations

Type of Item	Required Parts	Example
Article found in a library database	Last name, First initial. (Year). Title of article. <i>Title of Journal</i> , volume(issue#), page #s. doi url address. *APA 7 th now uses the url format of the DOI number. If there is no DOI, use a stable link to the article.	Gouthro, P. A. (2019). Taking time to learn: The importance of theory for adult education. <i>Adult Education Quarterly</i> , 69(1), 60-76. https://doi.org/10.1016/S0140-6736(13)60996-4
Online article	Last name, First initial. (year, month day). Title of article. <i>Title of Website/Publication</i> , pp. #. URL. Some online newspaper articles will not have all the information listed above. Omit what is not provided. *APA 7 th no longer requires the phrase "Retrieved from." The URL now appears after any page numbers.	Smith, Adam. (2019, March 2). \$11M deal with Huntsville finalized. <i>The News Courier</i> . https://www.eneews.com/news/local_news/m-deal-between-lcwsahuntsville-utilities-finalized/article_b4aa1f04-3c83-11e9-94e8-a34b4b544109.html

Additional APA Formatting Guidelines

Unless otherwise stated by your professor, papers are double spaced, use Times New Roman size 12 font, and have 1" margins. The first page is a title page. The title page includes the title of your paper, your name, and your class—unless otherwise specified by your professor. In addition, APA has a set format for the header. Please see below for examples of the first page and second page.



Title Page

1

APA Style Seventh Edition Template: This Is Just an Example Title That Has a Colon In It

Paul Rose

Southern Illinois University Edwardsville

Course Name and Number

Instructor title /Name

Assignment due date



Abstract

2

Abstract

An abstract is a single paragraph, without indentation, that summarizes the key points of the manuscript in 150 to 250 words. For simpler papers in Paul Rose's classes, a somewhat shorter abstract is fine. The purpose of the abstract is to provide the reader with a brief overview of the paper. When in doubt about a rule, check the seventh edition APA style manual rather than relying on this template. (Although I prefer only one space after a period, two spaces after a period are suggested by the seventh-edition APA manual at the top of page 88.) This document has a history that compels me to give credit where it's due. Many years ago I downloaded a fifth-edition template from an unspecified author's web site at Northcentral University. I modified the template extensively and repeatedly for my own purposes and in the early years I shared my highly-modified templates only with my own students. By now, I have edited this document so many times in so many ways that the current template bears virtually no similarity to the old Northcentral document. I want to be clear, however, that I am in debt to an unknown author who spared me the inconvenience of having to create my own templates from scratch.

Keywords: writing, template, sixth, edition, APA, format, style, self-discipline