Citation Format
ESP 171 Spring 2010

We have asked that you cite your sources “appropriately,” including proper citation format. Because we have received a lot of papers with improper citations in the past, we recommend you use APA style for the citations in your paper if you’re unsure about proper formatting. Below is an overview and resources for finding more information about APA style.

APA Style
The American Psychological Association (APA) has established a style for its publications that has been widely adopted elsewhere, especially in the social sciences (see http://www.apastyle.org/). This handout outlines the basics of APA citation style. For specifics not covered here, some good online resources include:

- APA Formatting and Style Guide, Purdue University Online Writing Lab (OWL), at http://owl.english.purdue.edu/owl/resource/560/01/
- APA Citation Format, Lesley University Library, at http://www.lesley.edu/library/guides/citation/apa.html

How to format in-text citations
You must provide a citation for any information that is not common knowledge. In general, cite using the last name of the author and year of publication, separated by a comma, enclosed in parentheses, with the period following the last parenthesis, like this:

This is the sentence you want to cite (Lovejoy, 2008). This is the next sentence.

or

Lovejoy (2008) shows that this is correct. This is the next sentence.

When citing a quotation or a specific part of a text, also include the page number, like this:

“This is the quote you want to cite” (Lovejoy, 2008, p. 178). This is the next sentence.

or

Lovejoy reports, “This is the quote” (2008, p. 178). This is the next sentence.

When there are two authors, list both names joined by an ampersand (&), like this:

This is the sentence you want to cite (Lovejoy & Handy, 2008). This is the next sentence.
When there are **three or more authors**, list all authors **the first time**, like this:

This is the sentence you want to cite (Nelson, Handy, Smith, & Lovejoy, 2008).

But then each **successive time** you cite this source, abbreviate using “et al.”, like this:

This is the sentence you want to cite (Nelson et al., 2008).

When citing **more than one source** in the same parentheses, list them in alphabetical order, separated by a semi-colons (;), like this:

This is the sentence you want to cite (Adams 1973; Johnson & Smith, 2006; Lovejoy, 2001). This is the next sentence.

When citing a **source that has a corporate or agency author**, treat it as you would a person’s name. You can establish an abbreviation to use if the agency name is long, like this:

This is the sentence you want to cite (U.S. Environmental Protection Agency [EPA], 2003). This is the next sentence.

Then each **successive time** you cite this source, use the established abbreviation, like this:

This is the sentence you want to cite (EPA, 2003). This is the next sentence.

When a source has **no author**, use the source’s title in the citation. Abbreviate the title if it is long, choosing one or two words from the title that will distinguish it from the other sources in your reference list. Place the title or abbreviated title in quotes, like this:

This is the sentence you want to cite (“Water quality,” 1999). This is the next sentence.

If you encounter something not described here (which you probably will), look up how to cite it properly using one of the resources listed above. Whatever you come across, there already exists an established way of citing it!

**How to format your reference list**

Anything that is cited in the text should be included in a reference list at the end of your paper. However, do not include anything in your reference list that is not cited somewhere in the text. Format your list as follows.

- Order your list alphabetically by the last name of the first author of each work. List all authors with last name first, followed by initials.
- Using hanging indents.
- Capitalize the first letter of the only the first word in most titles (including books, articles, and web pages). However for names of journals, capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals. Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- If there is no date, use the abbreviation “n.d.” in place of a date.
- See formatting by type of source below. If you encounter something not described here, LOOK UP HOW TO CITE IT PROPERLY using one of the resources listed above!

For a book:
Author, A. A. & Author, B. B. (Year). *Title of work: Capital also for subtitle.* (numbered ed.). Location: Publisher.


For an article from a periodical:


For a newspaper article:
Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper, p. page.*

For a webpage with an author (either a person or an agency):


For a webpage without an author (you shouldn’t have many of these!):
Title of page. (Year, Month day of publication). In Name of website. Retrieved Month day, year, from http://Web address