

Some General Guidelines for APA Citation Procedures Specific to CPN

In Text Citations and Signal Phrases

In CPN, you will provide APA in-text cites for all summary, paraphrase and direct quotes.

The first time and only the first time you mention a source author in each paragraph, place the date of publication in parentheses immediately following the name.

Then in the following in-text citation, you need not include the publication date or the author.

Example: In his essay, "Balloons," Smith (2005) discusses how the effluent of airships affected pollution in the United States from 1910 to 1920 (pp. 168-174).

Short Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p." or a pp., if more than one page). Introduce the quotation with a signal phrase that *includes the author's last name followed by the date of publication in parentheses.*

Example: According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Example: Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

Example: She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

In CPN, signal phrases are the rule, rather than the exception.

Long Quotes (40 words or over): Don't use. Period.

Summary or Paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.) **In CPN, referencing page numbers is required.**

References

Title the Reference page “References” (without the quotes). No bold, no larger size.

Double space every line on the reference page.

Indent the second and following lines of any citation over one line in length.

Capitalize only the first word and proper nouns in the name of an article or a book.

Do not put quotes around the title of an article. However, italicize or underline the names of books or periodicals.

Example (article or essay or chapter): Pickling possums and toads in North Carolina.

Example (Journal, periodical or book): *The journal of Appalachian pickling processes.*

An article, essay or chapter in an edited book.

Begin with author, year of publication, title of article or chapter. Then write “In” and give the editor’s name, followed by “Ed.”. Then, in parentheses, the name of the book, and the page numbers of the article in parentheses. End with the book’s publication information (city and publisher).

Example:

Smitty, D. (2000). Pickling woodpeckers and toads in North Carolina. In H. R. Doink (Ed.), *A compendium and history of pickling critters in North Carolina* (pp. 342-368). Boston: McGraw-Hill.

Article from a database: First include regular author and publication information. End the citation with your date of access, the name of the database, and the document number, if it is given.

Example:

Smitty, D. (2000). Pickling woodpeckers and toads in North Carolina. In H. R. Doink (Ed.), *A compendium and history of pickling critters in North Carolina* (pp. 342-368). Boston: McGraw-Hill. Retrieved November 2, 2006, from Wilson Select Plus.

The reference page is a critical, essential page of your essay. It needs to be identified by title and page number in the upper right hand corner like all the other pages. An essay missing a references page is unacceptable.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

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