



APA Simply Stated —APA 6th ed.

(as published by the American Psychological Association)

All words you use that are written or said by another person or source must be cited in APA. It is easy once you understand it!

All citations (in-text citations) must also have an accompanying reference.

So here is what to do for in-text citations and references...

When you are just starting out with APA, follow these simple steps:

Step 1: Introduce quotes into your writing first using such phrases as:

- “according to” or
- “as stated by” or
- “as mentioned in” ...etc.

Step 2:

Add the author names (last name only) and the date in parenthesis.

Example:

According to Yang, Stephenson, and Horner (2009),



Step 3: Add your quote after the date and put the page in parenthesis:

According to Yang, Stephenson, and Horner (2009), “the global economic climate prevented the new venture from turning a profit” (p. 129).

Notice the period comes after!

OR if no page is available, you can use the section if available (Country Briefing section) but you need to include the paragraph # (para. 4).

As stated by Yang, Stephenson, and Horner (2009), “the global economic climate prevented the new venture from turning a profit” (Country Briefing Section, para. 4).

Website in-text citation and reference

In-text citation for a quote from website magazine-no author:

As an example of valid research, “no better source is offered beyond University databases” (“Sources cited,” 2002).

In the reference is the complete title of the article in place of the author (since there is none).

Reference

Use the first few words of article title here since there is no author given.

Sources cited concerning writing. (2002). Retrieved April 21, 2002, from

<http://newsmagazine.com.writing>

Although APA requires you to use the direct object identifier or doi, at Kaplan we ask you to use the url. Do not include hyperlinks- Double right click to “remove hyperlink”

Example of in-text citation for a paraphrase when there are several authors

Notice: You use the word “and” before the last author name when the authors are not in parentheses.

Original quote: In a research study by Horner, Ferrell, and Crestfall (2014), they stated that “the BRIC countries” were no longer growing at the blistering rate of years 2007–2011” (p. 309).

Paraphrase of the above quote:

Recent research has shown that countries that formerly were considered to have fast growth economies in the first decade of the twenty-first century have reverted to slower growth (Horner, Ferrell, & Crestfall, 2014) after the global economic slow-down

Notice: In the paraphrase with parentheses, you use an ampersand (&) instead of “and” before the last author name.

The accompanying reference (on the reference page) **for either of the above:**

Reference

Horner, C. K., Ferrell, P.R., & Crestfall, A. (2014). Brazil, Russia, India, and China: Fallen angels of economic growth. *Journal of Economic Growth*, 27(9), 309–409. Retrieved from

<http://www.journalofeconomicgrowthpretendurl.org>



Example of a paraphrase citation and reference (if there is no individual author, only an organization or institution, and no page number):

Original quote:

According to the State University of Michigan (2010), “China has been second in terms of the market potential index in the world” (Market Potential Index section, para. 2).

Paraphrase:

According to the State University of Michigan (2010), China has been ranked competitively together with the top five countries in terms of having a favorable market for business in the coming decade (Market Potential Index section, para. 2).

Reference:

State University of Michigan. (2001-2010). Market potential index.
Retrieved from <http://globaledge.msu.edu/resourcedesk/mpi/>

The Reference page should be a separate page at the end of your paper:
For a Journal, online Magazine, or Database:

Notice **after the first line**, all other lines are indented 5 spaces.

References

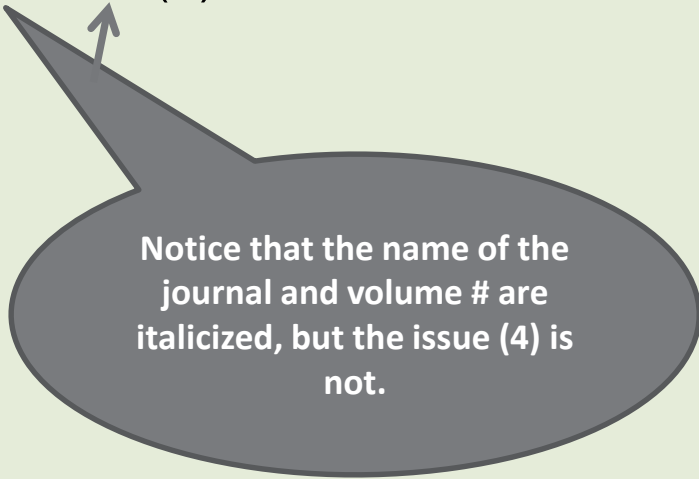
The first letter of title (or the first letter of a title after a colon), of an article is capitalized.

Yang, W., Stephenson, C. J. & Horner, L. T. (2009, June 11). Global economic impact: Downsizing in a changing economy. *Foreign Affairs*, 302(2). Retrieved from <http://www.fkdbfeognervn>



References: Edition other than the first (also an example of Journal article reference) (Hacker & Sommers, 2010, p.16):

Cleister, H. L., & Fetter, C. M. (2011). Synopsis revisited (4th ed.).
Journal of Examples to Students, 23(4), 130–142. Retrieved from
<http://www.48305yu3o5h>



Notice that the name of the
journal and volume # are
italicized, but the issue (4) is
not.

References continued...

The title is italicized for a book.

For a book:

Hill, C. W. (2009). *Global business today* (6th ed.). New York, NY: McGraw-Hill Irwin.

Website:

U. S. Census Bureau. (2010). IDB: Argentina. Retrieved from <http://www.census.gov/ipc/www/idb/informationGateway.php>

Notice: No need for date you retrieved this except if you think it may change

- See? It is not that difficult! Soon you will be a pro!
- Go to the APA website for additional assistance

Reference

American Psychological Association. (2010).
*Publication manual of the American
Psychological Association*, (6th ed.).
Washington, DC: Author.