APA Citation Guide

APA Basics

Welcome

In this guide, you will find information about how to cite in correct APA format and links to resources to make citation easier.

As of Fall 2014, all courses on our campus have required APA citation style. If you still have questions after viewing this guide, please meet with your professor, a librarian, or the Writing Center.

For more information on K-State's Honor Code and Plagiarism Policy, please view this document.

APA Tools

The following are suggested tools to help you build better APA citations.

- Purdue Owl - APA
- EasyBib
  - Remember, no tool is perfect, so be sure to check your citations with a style guide!
- Refworks

APA Books

ISBN: 1433805618
This manual is available on Reserve at the library front desk, as well as in the Writing Center.

An Easy Guide to APA Style
ISBN:9781412991247
This guide is available to be checked out from Hale Library under the call number: BF76.7 .S39 2012.

This manual is available on Reserve at the K-State Polytechnic Library front desk, as well as in the Writing Center.

ISBN:9780470671238
This guide is available to be checked out from Hale Library under the call number: BF76.7 .B447 2012.

This manual is available on Reserve at the K-State Polytechnic Library front desk, as well as in the Writing Center.

APA Formatting Tips
**Paraphrasing**

If you are paraphrasing a thought, put an in-text reference that states the last name of the author, year, and page number.

Example - I am typing a sentence (Author, 2014, p. 1).

**Direct Quotes**

If you are directly quoting an author you will need to put the year of the publication after the author in parentheses, and also put the page number at the end of the thought.

Example - According to Jones (2017), “K-State Polytechnic Students are the best” (p. 1).

**Direct Quotes (40 words or longer)**

If you are including a longer direct quote, it must be indented ½ inward from the left margin.

For more information look at Purdue Owl's APA site. (Link will open in new tab).

**Reference Formatting Tips**

Source: Purdue OWL. (2014). APA sample paper. From Online Writing Lab. Retrieved from
- Label the Reference section as "References" (NOT "Works Cited" etc) in top and center of the page.
- Order your references alphabetically.
- Double space between each source.
- If the source citation requires more than one line, the following lines must be indented.
- It is important that you only capitalize the first word of the title and the first word of a subtitle.

**APA Resources**

**Citing in APA**

*Links open in a new tab.*

APA (American Psychological Association) is the most common style to cite with in the social sciences.

Here are some good resources for citing sources in personal communication such as email, letters, interviews, and conversations:

- [Purdue Online Writing Lab (OWL)](https://owl.purdue.edu/owl) other non-print sources - interviews, email, and other personal communication
- [EasyBib](https://www.easybib.com) How to cite a personal interview in APA
- [APA Style](https://apastyle泓e) How do you cite an interview?

(Links will open in new tab)

**Basics of APA Style Tutorial**

There are two (2) copies of the APA Citation Manual located in Reserves. Please ask at the library's front desk.

**Citation Example:**

- **Author**
- **Date**
- **Title of the work**
- **Place of publication**
- **Publisher**

Databases with Citation Features

These are some databases you can search for scholarly sources in that also have citation features.

- CQ Researcher (look for "CiteNow!")
- Expanded Academic ASAP (look for "Citation Tools")
- ProQuest Research Library (look for "Cite")

Refworks Tools

Creating an Account

Creating a RefWorks account at K-State is very easy.

1. From the RefWorks sign in page, click on "Sign Up for a New Account"

   ![RefWorks login page with the “sign up for new account” link highlighted]

2. Enter your email, create a login name and password. On the next screen, you will enter basic information about yourself.
You can have multiple RefWorks accounts. This is helpful if you want to keep your personal research citations separate from a research team that you work with. Simply create a new username and password for each new account. If you are working with a group, share the username and password with other members and they will be able to access the account, too.

3. Ta-Da! Now you have a RefWorks account.

As long as K-State subscribes to RefWorks, K-State faculty, staff, students and alumni will have access to RefWorks. Just be sure you update your email address in your account information when you graduate!

Write-N-Cite

Write-N-Cite is built into Microsoft Word. With Write-N-Cite, you can insert citations in your Word documents as you're writing, and then generate a reference list based upon those citations.

DOWNLOAD Write-N-Cite

- In RefWorks, click on Tools / Write-N-Cite
- A window will pop-up and will identify your computer's operating system.
- Follow the download instructions.
For Mac users Write-N-Cite 2.5 is not compatible with Mac OSX Lion (version 10.7). Mac users with OSX Lion or newer will need to use Write-N-Cite 4.

Whichever version of Write-N-Cite you download, you can always uninstall it and download a different version.

**Creating Bibliographies**

RefWorks creates bibliographies, or reference lists, based upon the references you have in your account. You can create a bibliography using all of your references, or just those in a specific folder.

1. Click on the Create Bibliography button

2. Select your Output Style (e.g. APA, MLA, Chicago, IEEE)
3. Select a File Type. Word or Rich Text usually work best
4. Click on Create Bibliography.
5. Depending on what format you selected, RefWorks may open a web page (html), a Word document, or your text editor with your reference list.

**Getting Started**

When you first create your RefWorks account it is empty. That is because you have to add the citations relevant to your research.
Fortunately, most of our databases talk with RefWorks and make it fairly easy to send (or export or download) citations into your RefWorks account.

In most databases, you will select the books or articles that you want to save into RefWorks by checking a box or otherwise saying, "I want this."

Once you have marked the records you want, you will have some kind of option to Send, Export, or Download the citations. RefWorks provides instructions for saving references from databases into RefWorks.

Other Features

When you view a record in RefWorks, some information is fairly easy to identify. You can usually locate the author, title, source, and other information fairly quickly.

There are other, useful features to note when looking at records in RefWorks.

1. What folder you are currently viewing.
2. Changing the view. RefWorks defaults to Standard View, but you can look at a Full Record (which will include the abstract, if available) or the references formatted in styles like APA, MLA, and others.
3. The Get It button appears in RefWorks. This means that current K-State students, faculty, and staff and link to or request the full text of articles and other documents from inside RefWorks.
4. You can edit any record in RefWorks at any time.
5. The type of source RefWorks thinks the record is. This can affect how the reference is formatted by RefWorks and if it is incorrect, you can edit it when you edit the record.

Manage Your Output Styles

If you cannot locate your output style (e.g. APA, MLA, Chicago, IEEE) from the list of options offered when you create a new bibliography, you can add that style to your list of favorites.

1. Click on Create Bibliography

![Image: RefWorks top toolbar with the Create Bibliography button highlighted]

2. From the bibliography window that pops up, click on Manage Output Styles
3. In the output style manager, search or scroll through the options (there are several hundred) until you find yours.

4. Use the arrows in between the Output Styles box and the Favorites box to move the style you want over to Favorites.

**RefWorks Video Tutorial**

https://www.youtube.com/user/ProQuestRefWorks/featured