



CHAPTER III
IN-TEXT CITATION
THE GUIDE TO APA STYLE: 7TH EDITION

NATIONAL TAIWAN NORMAL UNIVERSITY
INTERNATIONAL HUMAN RESOURCE DEVELOPMENT

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In-Text Citations

1. Unknown Author or Anonymous Author

- Cite the title and year of publication in the in-text citation.
- If the title is italicized in the reference, also italicize the title in the in-text citation.
- If the title of the work is **not** italicized in the reference, use double quotation marks around the title in the in-text citation. Capitalize these titles in the text using title case, even though titles in references are set in sentence caps.
- If the title is long, shorten it.

Example:

(Short Article Title, 2001).

("Short Article Title," 2001)

In-Text Citations

2. Two Authors

- Cite both authors' last names. In reference, use a comma to separate an author's initials from additional author names, even when there are only **TWO** authors; use an ampersand (&) before the final author's name.

Example:

(Smith & Jones, 2000)

Smith, B. C., & Jones, B. B.

3. Three to More Authors

- Cite the first author plus "et al." in all text citations. In references, provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand (&) before the final author's name.

Example:

(Beamer et al., 2006)

Beamer, A. A., Cooper, B. B., & Johnson, C. C.

In-Text Citations

4. Avoiding Ambiguity

- Sometimes multiple works with three or more authors and the same publication year shorten to the same in-text citation form which creates ambiguity. To avoid ambiguity, cite as many names as needed to distinguish the references, and abbreviate the rest of the names to “et al.” in each citation. For example, two works have the following authors

Example:

Kapoor, Bloom, Montez, Warner, and Hill (2017)

Kapoor, Bloom, Zucker, Tang, Kim, and Daly (2017)

- Both these citations shorten to Kapoor et al. (2007). To avoid ambiguity, cite them as follows:

Kapoor, Bloom, Montez et al. (2007)

Kapoor, Bloom, Zucker et al. (2017)

In-Text Citations

5. Abbreviating Group Author

- The first time the source is cited, write out the full name of the author followed by the acronym in square brackets: (Congressional Budget Office [CBO], 1988). Subsequent citations note just the acronym (CBO, 1988).
- If the group name **FIRST** appear in narrative citation, include abbreviation before the year in parentheses, separated with a comma.

Example:

The American Psychological Association (APA, 2017) described...

Subsequent citations are: According to APA (2017), ...

In-Text Citations

6. Translated, Reprinted, Republished, and Reissued Dates

- Cite the original publication date followed by the year of translation, reprint, republication, or reissue date if both are known.

Example:

Freud (1900/1953)

(Burton, 1855/1964)

7. Multiple Sources

- Several sources may be cited within a single set of parentheses. List sources **alphabetically** by author. Each citation is separated by a semicolon.

Example:

(Allan, 1995; Brown, 1990; Cooper, 1998; Dean, 1992; Smith, 2000).

In-Text Citations

8. Same Author

- Cite the author's name once, followed by the dates separated by commas. (Smith & Jones, 1999, 2000, 2001, in press). List dates chronologically, the most recent last.

8.1 Same Author, Same Date

- Several sources by one author that share the same year of publication are arranged alphabetically by title in the reference list and lowercased letters are assigned to each in order. Cite the source in the text.

Example:

(Smith, 2001a, 2001b)

According to Smith (2001a),

(Smith, n.d.-a, n.d.-b)

In-Text Citations

8.2 Same Author, Same Date, and others

- When citing a work written by an author alone, along with other pieces of work written in collaboration with others, and both in the same year, the solo work comes first, followed by others in alphabetical order of the second author

Example: (Adams, 1999; Adams & Baca, 1999; Adams, Caesar, & Baca, 1999).

8.3 Same Last Name

- When two different authors share the same surname add first initials to both.

Example: (A. B. Smith, 2001), (C. D. Smith, 1999) in all citations.

- If the same lead author is cited in collaboration with different authors, and the citation would otherwise be shortened to the lead author et al., add additional authors to both in order to differentiate the citations:

(Smith et al., 1990; Smith et al., 1995) becomes (Smith, Jones et al., 1990; Smith, Baca et al., 1995).

Quotation

Quotations must be placed in quotes (like “~~”). All quotations must include a citation referring the reader to the source document.

1. Less than 40 words quotation

Example:

She said, “Teaching methods are important in schools for children” (Miele, 1993, p. 258), but she did not clarify which schools were studied.

Miele (1993) found that “Teaching methods are important in schools for children” (p. 258).

Quotation

2. 40 words or more.

- Display a quotation of 40 or more words in a freestanding block of typewritten lines and omit the quotation marks. Start such a *block quotation* on a new line and indent the whole block 0.5-inch from the left margin (in the same position as a new paragraph).

Example:

Yamazaki (1995) wrote:

Expatriates often learn to manage across-cultures without formal training or education in cross-cultural skills. As a process likely to occur outside any formal educational system, cross-cultural learning fits naturally under the more general category of experiential learning. (p. 5)

Quotation

3. Block quotation consisting of two paragraphs.

- Indent the first line of each subsequent paragraph an additional 0.5-inch.

Example:

Another participant also shares the idea of melting:

The whole point of being diverse is actually taking some portion of one culture and making it better. You know, I know there is some Mexicans, they are actually like better Tex MEX than Mexican food, who would have thought that is basically taking Mexican food and making it an American way.

And I think that is actually where the advanced diversity inclusion resides. Instead of, you know, separating the culture, saying, Oh, this is how they do it. This is how they do. It is actually taking the best of each of them and doing a mix. And bring up a new culture. Okay. I am going to like that. (Nadia, Bolivia, Expatriate)

Quotation

4. Direct quotation of material **without** page numbers:

- Provide a heading or section name.

Example: (Dominic & Elias, 2015, Organizational Behavior section)

- Provide an abbreviated heading or section name in quotation marks to indicate full abbreviation if the full heading or section name is too long.

Example:

The original heading was “What Can You Do to Prevent Kidney Failure?” becomes (Centers for Disease Control and Prevention, 2017. “What Can You Do” section).

- Provide a paragraph number (count the paragraph manually if they are not numbered).

Example: (Mariana, 2014, para. 1).

- Provide a heading or section name in combination with a paragraph number.

Example: (DeAngelis, 2018, Musical Forays section, para. 4).

Quotation

7. Changes to a quotation requiring explanation:

- Omitting Material. Use an ellipsis (...) or (. . .) to indicate that you have omitted words within a quotation. Do not use as ellipsis at the beginning or end of any quotation unless the original source includes an ellipsis.
- Use (. . .) to show a sentence break within omitted within the omitted material such as when a quotation includes the end of one sentence and the beginning of another sentence.

Quotation

8. Quotations that contain material already in quotation marks:

- For quotations fewer than 40 words, use single quotation marks within double quotation marks to set off material that was enclosed in double quotation marks in the original source.

Example:

Amy et al. (2021) noted that “mobile devices enabled employees in many jobs to work ‘anywhere, anytime’” (p. 123).

- For quotations of 40 words and more, use double quotation marks around quoted material that appears within a block quotation.

Example:

I like it because I like people a lot. I do not like the putting people in buckets. It is the first time this happening to me, I have lived in so many places and this is the first time I am put in a Latino bucket. And I keep telling everyone “where is the group called: I am an A’s company employee and I want a better salary. I want to belong in that group, not the Latino group.” I mean you go somewhere and you need to melt. (Juanita, Mexico, Expatriate)

Quotation

9. Quotation from research participants

- When quoting research participants, use the same formatting as for other quotations:

Present a quotation of fewer than 40 words in quotation marks within the text and present a quotation of 40 words and more in a block quotation.

- When quoting research participants, abide by the ethical agreements regarding confidentiality and/ or anonymity between you and your participants. You may need to assign participants a pseudonym.

Example:

Participant Julia, a 32-year-old woman from California, described her experiences as a new mother as “simultaneously the best and the hardest time of my life.”