# How to Cite Sources in APA style

<table>
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<th>What does “citing sources” mean?</th>
<th>Why is it important?</th>
<th>Do I have to cite my sources?</th>
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| When you prepare a research paper, business plan, proposal, or presentation and you include information from other sources, you must indicate where you found that information. This is called “citing your sources.” | 1. It gives credit to the people who provided the information.  
2. It makes your paper or presentation more credible and persuasive.  
3. It helps the person reading your paper find your original sources. | You MUST cite your sources. Otherwise you could be perceived as guilty of plagiarism—taking others’ ideas and making it look as if they are your own. This is a violation of UVM’s Code of Academic Integrity (www.uvm.edu/policies/student/acadintegrity.pdf). |

## References


## Fair Trade Coffee

The goal of fair trade is to enable small commodity producers to receive a truly fair return (Jaffee, 2007). “The global coffee sector has seen a transformation towards more ‘sustainable’ forms of production, and, simultaneously, the continued dominance of mainstream coffee firms and practices” (Levy, et al., 2016, p. 364).


## In your paper

Include **author’s last name and year of publication** in parentheses.  
*If no date, use “n.d.”*

If there are **three or more authors**, name only the first and add “et al.”

For **direct quotations**, include the page number (or paragraph number or section title of a web page). Block indent quotations of 40 or more words.

If you **name the author in the sentence**, do not repeat the name in parentheses.

If a source has **no author**, use first words of the title.  
*If title is set in italics in reference list, use italics; otherwise, use quotation marks.*

## At the end of your paper

Provide a list of sources cited.

Center the heading “References” in bold type at the top.

Arrange sources in alphabetical order; use double spacing and hanging indents.

For each source, include information that would help someone locate the source (title, author, publication date, etc.).

See following pages for examples of reference formats for various sources.
How to Format References in APA style

References should be double spaced. (Examples are single spaced here to save space.)

1—Journal or Magazine Article (Print or Online)

**BASIC FORM:**
Author, A. A., & Author, B. B. (year, date). Title of article. *Title of Periodical, volume#(issue#), page number(s). DOI or URL*

**NOTES:** Do not include database name or retrieval date; include URL only if it leads to actual article. Include DOI when available, even if you used the print version of the article.

**EXAMPLES:**
Journal article (print or online) *with* a DOI number:

Journal article (print or online) *without* a DOI number:

Magazine article from a free Web site:

2—Entire Book (Print or E-book)

**BASIC FORM (Do not include place of publication):**

**EXAMPLES:**
Print book with multiple authors:

Print book with no author:

Print book with editor(s) rather than an author:

E-book with DOI number:

3—Chapter/Section of a Book or Online Reference Source

**BASIC FORM (Do not include place of publication):**
Author, A. A., & Author, B.B. (year, date). Title of section/chapter. In editor(s) First Initial(s) and Last Name(s) (Ed.), *Title of book or online source* (Xth ed., Vol. X, pp. x-xx). Publisher. chapter DOI or URL

**EXAMPLES:**
Chapter or section of a book (or industry survey within a book)—*with* author:

Chapter or section of a book (or industry survey within a book)—*with no author:*
Snack and nonalcoholic beverage bars. (2001). In A. Darnay (Ed.), *Information, finance and services USA* (pp. 768-770). Gale Group.

**Entry from an online encyclopedia:**

**4—Newspaper Article (Print or Online)**

**BASIC FORM:**
Author, A. A., & Author, B. B. (year, date). Article title. *Newspaper Title*, page number(s) including section. URL

**NOTES:** Do not include database name or retrieval date. Include URL only if it leads to actual article.

**EXAMPLES:**
Newspaper article from a printed publication or library database:

Newspaper article available free on the Web:

**5—Web Page**

**BASIC FORM:**
Author, A. A., & Author B. B. (Last update or copyright date listed on the Web page). Page title. Organization or Website Name. Retrieved [date you accessed the page] from [URL]

**NOTES:** Include retrieval date only if Web-page content is meant to be updated over time and not if content is static or archived. To mention an entire website (without referring to particular information on the site), simply provide the name of the website in the text of your paper with the URL in parentheses. Do not create a reference or in-text citation.

**EXAMPLES:**
Web page—updated over time:

Web page—static/archived content, no date, and no author (move website/organization name to author position):

**6—Blog Post**

**BASIC FORM:**
Author, A. A. (year, date). Title of post or comment. Blog Name. URL

**EXAMPLE:**

**7—Visual Work (photograph, clip art, infographic, etc.)**

**BASIC FORM:**
Creator, A. A. (year). Title, if any [Description of work]. Name of the site from which it was retrieved. URL

**EXAMPLE:**

**Basic Form:**
Author, A. A., & Author, B. B. (year or date). Title of report or document. *Database Name*. DOI or URL

**Examples:**

**SEC report from EDGAR database—with corporate author:**

**Industry report from IBISWorld database—with personal author:**

**Company profile from D & B Hoovers database—with no author:**

**Technical, Research, or Government-Agency Report**

**Basic Form:**
Author, A. A., & Author, B. B. (year, date). Title of report (Report No. 123). Publisher Name. DOI or URL

**Example:**


**Table/Report Generated in an Interactive Database**

Some databases let you enter information or select variables and generate custom reports. If there is no author, use the name of the organization that produced the database as the author. Provide the date of the dataset, any title you assigned to the report you generated, and put in brackets a description including the name of the database or dataset.

**Example:**

**Your Personal Communication with Someone (e-mail messages, conversations, interviews, etc.)**

Because personal communications are not recoverable by the person reading your paper, they are not included in the reference list. Simply cite your communication in the text of your paper. **Example:** Microsoft is the best software company in the world (W. Gates, personal communication, June 1, 2016).

T. Magi, Howe Library, University of Vermont, December 16, 2019

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