

Quick Reference Guide:

# APA Style Guide (7<sup>th</sup> Edition)

*Adapted from Purdue Online Writing Lab*

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Use the past tense or present tense when using signal phrases to describe earlier research, e.g. "Jones (2020) found" or "Jones (2020) has found." Follow the author-date method of in-text citation: (Jones, 2020). Include the page number at the end of the parenthetical citation if you are directly quoting or borrowing from another work. Use the abbreviation "p." (for one page) or "pp." (for multiple pages) before listing the page number(s).

Place direct quotations longer than 40 words in a free-standing block of double-spaced lines and omit quotation marks. Start the quotation on a new line, with all lines indented 0.5 in from the left margin. Indent the first line of any subsequent paragraph within the quotation an extra 0.5 in. Place the parenthetical citation after the closing punctuation mark.

### A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

Fan and Okoye (2020) found that ...  
— (Fan & Okoye, 2020).

### A Work by Three or More Authors

Include the name of the first author plus "et al." in each citation, including the first, unless that would create ambiguity with another source.

Gutierrez et al. (2019) argued that ...  
— (Gutierrez et al., 2019).

### Avoiding Ambiguity with Multiple Sources

When different sources have similar groups of authors, include as many authors as are necessary to differentiate between the sources.

Gutierrez, Jones, Wang et al. (2019) argued that ... On the other hand, Gutierrez, Jones, Patel, et al. (2019) claimed that ...

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If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicise titles of books and reports; titles of articles and chapters go in quotation marks.

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For organisation or government agency authors, mention organisations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (APA) (2020), ...

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