APA Citing and Referencing

**CITATION PARTS**
The **CITATION** goes in parentheses at the end of the sentence. It has three parts.

1. **Author**
   - If no person is given, use the company or organization name.
2. **Year of Publication**
   - If no year is given on a website, scroll to the bottom for the copyright date.
3. **Page Number**
   - If there is none, don’t put anything.

Examples: (Deloitte, 2017).
            (Kovach, 2017, p. 214)

**REFERENCE PARTS**
The **REFERENCE** goes on a separate page at the end of the document. It is alphabetized and has 4 parts if it is a printed document and 5 parts if you got it online.

1. **Author**
   - Last name, first initial (or a company or organization)
2. **Date of Publication**
   - Use the year as well as the month and day if they are available.
3. **Work Title**
   - This may be the title of a book, article, or section on a webpage.
4. **Publication Information**
   - For a printed book: Location and publisher
     - For an article, put the journal, magazine, or newspaper name. Include volume, issue, & page range if available. For a website, who is responsible for publishing? This may be a company, but don’t repeat if you used the company as the author.
5. **URL**
   - If you got it from a website, you have to put the url, beginning with “Retrieved from” and then paste the url.

*Examples*

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