

# 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)

Please Notice This



**Every sentence with source material must have a citation and a reference.**

**In Other Words!** A citation after the last sentence in a paragraph only indicates that the information in that one sentence came from another source.

## 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.— Retrieved from <http://...>

Examples

Boyle, M. (2017, July 12). Wal-Mart will punish its suppliers for delivering early. *Bloomberg Businessweek* [Subscription Service]. Retrieved from <https://www.bloomberg.com/news/articles/2017-07-12/fined-for-arriving-early-wal-mart-puts-its-suppliers-on-notice>  
Deloitte. (2017). Meet team Deloitte. Retrieved from <https://www2.deloitte.com/us/en.html>

For a printed magazine instead of an online subscription, don't add [Subscription Service] or the "Retrieved from" with the url.

*Still need help? Book an appointment to check your citations, references, and paraphrasing with a BCC tutor at [bcc.utdallas.edu](http://bcc.utdallas.edu) — click on the "booknow" icon!*

To find additional information: <http://www.apastyle.org/>