



# Harvard Guide to Using Sources

## APA

Citations provide information to help your audience locate the sources you consulted when writing a paper or preparing a presentation. Some of your instructors will specify which citation format you should use; others will tell you to choose your own citation format as long as you use it consistently. The most common citation formats are [MLA \(Modern Language Association\)](#) style, which is primarily used for papers in the humanities; APA (American Psychological Association) style, which is primarily used for papers in the social sciences; and [Chicago style \(The Chicago Manual of Style\)](#), which is used for both humanities and social science papers.

The recommendations in this section are based on the standards set forth by the *Publication Manual of the American Psychological Association* (7th ed., APA, 2020), [which is available through Hollis](#). While you can check out the print edition, they offer only limited online access. The APA also maintains a Web site (<http://www.apastyle.org/>) that provides a basic citation tutorial, answers to frequently asked questions, and a blog.

No one expects you to memorize the format for every type of source you will cite in APA style. Instead, you should know where to look for models of each type of source. This section explains the basics of APA-style citations and provides citation examples for some commonly used sources. For more information, you should consult the links below.

- [Here is the APA overview of how to format in-text citations.](#)
- [APA also offers a checklist for in-text citations.](#)
- For sample APA citations, visit [this section of the APA style website](#).
- For sample papers written in APA style, [visit this section of the APA style website](#).
- [APA also offers a series of webinars that explain their citation and reference list guidelines.](#)

If you are looking for information on how to generate citations using Zotero or other citation software, you can find links to [library resources here](#).

### In-Text Citations

In APA style, you use parenthetical citations within the text of your paper to credit your sources, to show how recently your sources were published, and to refer your reader to a more detailed citation of the source in the reference list at the end of your paper. You should use parenthetical citations when you paraphrase, quote, or make any reference to another author's work. A





parenthetical citation in APA style includes the author's last name as well as the year in which the work was published, with a comma between them. If you are referring directly to a specific page in the source, you should also include the page number in your parenthetical citation. APA requires you to cite page numbers when you are quoting directly from the source. If you are paraphrasing, which is more common in the social sciences, you generally do not need to include a page number. If you have questions about whether you should include page numbers when citing in APA, you should consult your instructor.

If you mention the author's name and/or the year of publication in the sentence preceding the citation, you do not need to include them in the parenthetical citation. When you name the author in the sentence, you should include the publication year in parentheses right after the author's name—do not wait until the end of the sentence to provide that information.

When you include a parenthetical citation at the end of a sentence, the punctuation for your sentence appears after the citation.

## Examples

### Citing author and date in a parenthetical citation

When you don't mention either the author or the date of publication in your sentence, you should include both the author and the year, separated by a comma, in the parenthetical citation.

Colleges and universities need to create policies that foster inclusion for low-income students (Jack, 2019).

### Citing when author's name is mentioned in body of paper

When you mention the author's name in your sentence, the year of publication should immediately follow the author's name.

Anthony Jack's (2019) study of low-income students on an elite college campus revealed that these schools are often unprepared to support the students they admit.

Jack (2019) studied the ways low-income students experience elite college campuses.

### Citing page numbers

When you cite a direct quote from the source or paraphrase a specific point from the source, you should include the page number in the parenthetical citation at the end of the sentence. When you refer to a specific page or pages of the text, first list the year of publication and then list "p."





followed by the page number or "pp." followed by the range of pages. If you refer to a specific chapter, indicate that chapter after the year.

The author contends that “higher education in America is highly unequal and disturbingly stratified” (Jack, 2019, p. 4).

Jack (2019) contends that “higher education in America is highly unequal and disturbingly stratified” (p. 4).

### Citing sources with more than one author

When you cite a source that has **two** authors, you should separate their names with an ampersand in the parenthetical citation.

The authors designed a study to determine if social belonging can be encouraged among college students (Walton & Cohen, 2011).

If a work has **three or more authors**, you should only include the first author's name followed by *et al.* (*Et al.* is the shortened form of the Latin *et alia*, which means “and others.”)

The implementation of postpartum contraceptive programs is both costly and time consuming (Ling et al., 2020).

### Attributing a point to more than one source

To attribute a point or idea to multiple sources, list them in one parenthetical citation, ordered alphabetically by author and separated by semicolons. Works by the same author should be ordered chronologically, from oldest to most recent, with the publication dates separated by commas.

Students who possess cultural capital, measured by proxies like involvement in literature, art, and classical music, tend to perform better in school (Bourdieu & Passeron, 1977; Dumais, 2002; Orr, 2003).

### Citing multiple works by the same author

If your reference list includes multiple works by the same author in the same year, identify them in your parenthetical citations and in your reference list by a lowercase letter after the year, assigning each letter in alphabetical order by the title of the work. When establishing the





alphabetical order of works in your reference list, do not count the words "A" or "The" when they appear as the first word in a title.

One union-endorsed candidate publicly disagreed with the teachers' union on a number of issues (Borsuk, 1999a).

### **Citing multiple authors with the same last name**

If your reference list includes sources by multiple authors with the same last name, list each author's initials before their last name, even when the works were published in different years.

The question of whether a computer can be considered an author has been asked for longer than we might expect (B. Sobel, 2017).

### **Citing when no author is listed**

To refer to a work that is listed in your reference list by title rather than by author, cite the title or the first few words of the title.

The New York Times painted a bleak picture of the climate crisis ("Climate Change Is Not Negotiable," 2022).

### **Citing when no date is listed**

If the work you are citing has no date listed, you should put "n.d." for "no date" in the parenthetical citation.

Writing research papers is challenging (Lam, n.d.).

### **Citing a specific part of a source that is not a page number**

To refer to a specific part of a source other than page number, add that after the author-date part of your citation. If it is not clear whether you are referring to a chapter, a paragraph, a time stamp, or a slide number, or other labeled part of a source, you should indicate the part you are referring to (chapter, para., etc.).

In the *Stranger Things* official trailer, the audience knows that something unusual is going to happen from the moment the boys get on their bicycles to ride off into the night (Duffer & Duffer, 0:16).





## Reference List Format

### What is a Reference list?

APA style requires you to provide, at the end of your paper, a list of the sources you have cited. The list should be double-spaced, and each line after the first one in each entry should be indented. The title of the list should be "References" and should be centered at the top of the page. You can see a [sample References list on page 10 of this PDF](#).

Each source on your reference list should include the following four elements:

#### **Author: Who is responsible for creating the source?**

The author should be listed first in each reference list entry, and the list should be alphabetical by last name. If there is more than one author, you should list each one last name first, and separate them by ampersands.

#### **Date: When was the source published?**

For books, you should include the date of publication. For journal articles, you should include the year of the volume listed. For websites and webpages, you should not use the copyright date on the website footer, which may not apply to the content on individual pages. Instead, look for a “last updated” date or a date at the top of a web article. If you are citing a website that may change, you should also include a retrieval date (the date you found and read the source). If you can’t find a publication date, list “n.d.” for no date in parentheses where the date would be listed.

#### **Title: What is the title of the source?**

In an APA reference list, titles are listed in sentence case, which means you only capitalize the first word of the title, the first word of the subtitle, and any word that appears after a colon, dash, period, or question mark. You should always capitalize proper nouns.

Sources that stand alone, like books or websites, should be listed in italics like this:

*Follow the new way: American refugee resettlement policy and Hmong religious change*

If you are citing a source that is contained in another source, such as an article in a book or a page on a website, you should include both titles. Sources that are part of other sources should not be listed in italics or in quotation marks like this:

Pandemics have long created labor shortages. Here’s why. *Washington Post*





### Source: Where can the source be found by your readers?

While we talk about sources as the texts, films, and other documents that you cite in your research, APA uses “source” to mean the place where what you are citing can be found by your readers. The source for a book chapter is the book; the source for a journal article is the journal; the source for a web page, database, or social media site should include a URL or DOI.

## Examples of Commonly Cited Sources

Below, you’ll find sample citations for books, journal articles, and websites. To see examples of other citations, you can consult the [APA Common References Guide](#).

### Book

To cite a book in APA style, you should include the following information: author, date, title, publisher information, and DOI or URL, if relevant.

Tan, V. (2020). *The uncertainty mindset: Innovation insights from the frontiers of food*.

Columbia University Press.

To cite the Kindle, audiobook, or other e-book version of a book, you should include a DOI or a stable URL. If you don’t have a DOI or stable URL, you should end the citation after the name of the publisher.

Tan, V. (2020). *The uncertainty mindset: Innovation insights from the frontiers of food*.

Columbia University Press. <https://doi-org.ezp->

[prod1.hul.harvard.edu/10.7312/tan-19688](https://prod1.hul.harvard.edu/10.7312/tan-19688)

### Academic journal article

To cite a journal article in APA style, you should include the following information: author, date, title of article, information about the journal (name of journal, volume and/or issue number, page numbers), DOI or URL.





Derenoncourt, E. (2022). Can you move to opportunity? Evidence from the Great Migration. *The American Economic Review*, 112(2), 369–408.

<https://doi.org/10.1257/aer.20200002>

### Newspaper or magazine article

To cite a newspaper or magazine article in APA style, you should include the following information: author, date (including day, month, and year if available), name of publication, page numbers if available, URL. If you are citing a news website that would not be considered a newspaper or a magazine, follow the format for websites below.

Strub, S. (2021, June 3.) Pandemics have long created labor shortages. Here's why. *The Washington Post*.

<https://www.washingtonpost.com/outlook/2021/06/03/pandemics-have-long-created-labor-shortages-heres-why/>

### Website

To cite a website in APA style, you should include the following information: author, date (if one is available), title, site name, URL. If there is a chance the content could be updated, you should include the date that you retrieved the page. If the author is an organization, list that organization instead of an individual author.

Gross, D. (2021, December 5). Antarctica was once a rainforest. Could it be again? *Vox*.

<https://www.vox.com/22797395/antarctica-was-once-a-rainforest-could-it-be-again>

Harvard University. Citing sources. *Harvard Guide to Using Sources*.

<https://usingsources.fas.harvard.edu/citingsources>





## Frequently Asked Questions About Cite Sources in APA Format

### How do you cite social media posts?

For the in-text citation, cite the author of the social media post as the author and then include the date of publication.

Regulating this type of study is complicated (Lipsitch, 2022).

For the full citation, you should include the author, date, title (content of the post up to the first 20 words or description of audiovisual), type of post (e.g., Twitter/Instagram/TikTok) in square brackets, social media site, and URL.

For Twitter and Instagram, you should include both the author's name and the username. For other social media sites, you should include the author's name.

### Tweet example

Lipsitch, M. [@mlipsitch]. (2022, 19 October). *The current study has greater scientific and public health value, did not directly get USG funding, etc.* [Tweet]. Twitter.

<https://twitter.com/mlipsitch/status/1582583552754929665>

### TikTok (or other streaming video) example

Harvard Writing Center. (2020, November 2). What makes a thesis good? [Video].

<https://www.tiktok.com/@harvardwritingcenter/video/6890615490939571461>

### How do you cite an episode of a podcast?

For the in-text citation, you should include the host (or producer if there is no host listed) and the date of the episode.

Listeners learn that Rachel's father and brother died of Covid (Updike, 2022).

For the reference list citation, the host or producers of the podcast should be listed in the author position, and you should indicate their role in parentheses. The title should be followed by the episode number and then by the series name and URL. You should include whether the podcast is audio or video in square brackets.







Updike, N. (Host). (2022, October 13). Black Box (No. 1). [Audio podcast episode]. In

*We Were Three*. Serial. <https://podcasts.apple.com/us/podcast/we-were->

[three/id1648534112](https://podcasts.apple.com/us/podcast/we-were-three/id1648534112)

### How do you cite a quotation that is quoted in another source?

APA suggests that if you want to use a quotation that is quoted by another source, you first try to find and read the original source. If you can't read the original source, you should cite that quotation in your in-text citation by including the original author and date (if you know it) along with the words "as cited in" with the name of the source where you found the quotation. If you mention the original author in the sentence, you do not need to repeat it in the parenthetical citation.

In an address in Columbus, Ohio, Roosevelt called for the government to "act as a check or counterbalance to this oligarchy so as to secure the chance to work and the safety of savings to men and women" (1932, as cited in Rahman, 2016).

In your reference list, you would include only the source that you consulted, which in this case would be Sabeel Rahman's 2016 book. If you did not look at the original speech in the source that Rahman cites, you would not include that other source in your reference list.





## Sample Reference List

Below you'll find a Reference list adapted from the references from an essay that was written by [Vanessa Roser for the Expos class](#) *The Science of Emotion*.

### References

- American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi-org.ezp-prod1.hul.harvard.edu/10.1176/appi.books.9780890425596>
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- Ronel, Z. (2018). The lateral prefrontal cortex and selection/inhibition in ADHD. *Frontiers in Human Neuroscience*, 12, 65. <https://doi.org/10.3389/fnhum.2018.00065>

