There are two necessary elements to give proper credit to sources used in research:

1. Anytime you use borrowed information in the body of your paper—direct quotes or paraphrased (summarized) material—follow it immediately with a parenthetical citation.
2. There must be a reference entry for all sources at the end of the essay on a separate References page. These entries should be double spaced and listed alphabetically.

The format for these citations can vary, depending on the type of source. Below are sample reference entries and parenthetical citations for various types of sources.

**Additional citation resources:**
Purdue Online Writing Center: https://owl.english.purdue.edu/owl/resource/560/01/
NCSU Citation Builder: https://www.lib.ncsu.edu/citationbuilder/

**PART I: Printed References**

**An Article from an Anthology**

**Parenthetical Citation:** (Dunbar, 2005, p. 458).

**Article in The Bedford Guide for College Writers (11th ed.)**

**Parenthetical Citation:** (Sternbergh, 2017, p. 529).
An entry from *Encyclopedia of Careers and Vocational Guidance*

**Parenthetical Citation:** (Ferguson, 2018, p. 512).

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**An Article from a Journal**
*Television and Families, 13*(3), 4-8.

**Parenthetical Citation:** (Mattlin, 1991, p. 4).

---

**An Article from an Unknown Author in a Newspaper**

**Parenthetical Citation:** (“Billy,” 1881, p. 8).

---

**A Signed Article in a Daily Newspaper**

**Parenthetical Citation:** (Wade, 1997, p. A26).

---

**An Article from a Weekly Magazine Publication**

**Parenthetical Citation:** (Blackman, 1991, p. 71).

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**A Book by One Author**

**Parenthetical Citation:** (Foster, 1986, p. 44).

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**A Book by More Than One Author**

**Parenthetical Citation:** (Battier & Carrawell, 1999, p. 33).

---

**A Book Arranged by an Editor**

**Parenthetical Citation:** (Allen, 1960, p. 33).
A Book Arranged by Two Editors

Parenthetical Citation: (Scholes & Kellogg, 1966, pp. 55-57).

A Book arranged by Two or More Authors or Editors

Parenthetical Citation: (Boardman, Dyal, & Willows, 1986, p. 33).

A Book Arranged by Six or More Authors or Editors

Parenthetical Citation: (Raine, et al., 1968, p. 2).

A Book Entry with No Author or Editor

Parenthetical Citation: (Oxford, 1964, p. 33).

A Brochure from a Corporate Author

Parenthetical Citation: (Randolph Community College [RCC], 2002, p. 2).

(RCC, 2002, p. 3).

PART II: Electronic References

A Book from an Online Source

Parenthetical Citation: (Flannagan, 1996, p. 33).
An Electronic Source from a General Web Site


Parenthetical Citation: (Pisetsky, 1998).

Breakdown of Above Sample Electronic Reference from General Web Site Citation
Pisetsky, D………………………………………………….author’s name
December 10, 1998…………………………….date posted/date written
New treatments for rheumatoid arthritis……………………article title/name of Web page
OnHealth…………………………………………………….database/Web site title
http://www.onhealth.webmd.com……………………….URL

*Note: Pagination with online sources is only included with text in PDF format.*

Electronic Source from a General Web Site (no author, no date, and no page given)
Fun in the woods. (n.d.). *Clongowes Wood College.* Retrieved from

http://www.clongowes.com/funinthewoods/

Parenthetical Citation: (“Fun,” n.d.).

Electronic source from a Reference Database

Parenthetical Citation: (Muggeridge, 1988).

A Journal article from Literature Resource Center via Artemis


Parenthetical Citation: (Schissel, 2008, p. 464).
**Journal article from NC LIVE with Volume, Issue, and Page Numbers**
doi:http://dx.doi.org/10.1017/S1041610212000658

**Parenthetical Citation:** (McParland, Devine, Innes, & Gayle, 2012, p. 1603).

**NOTE: Use DOI first. If no DOI is provided, include permalink.**

**Journal article from NC LIVE with Page, Volume, and Issue Numbers but No DOI**
Retrieved from

**Parenthetical Citation:** (Hass, 2005).

**An E-Book from Academic eBook Collection**

**Parenthetical Citation:** (Goldschmidt, 2007, p. 37).

**NOTE: For e-books, use permalink or DOI.**

**Article from Opposing Viewpoints in Context**
Cuomo, A. (2002). The federal government should work to provide affordable housing.
In J. Hurley (Ed.), *The homeless: Opposing viewpoints series.*
Greenhaven Press. Retrieved from
http://ic.galegroup.com/ic/ovic/ViewpointsDetailsPage/ViewpointsDetailsWind ow?failOverType=&query=&prodId=OVIC&windowstate=normal&contentMo
dules=&displayquery=&mode=view&displayGroupName=Viewpoints&limiter=&currPage=&disableHighlighting=false&displayGroups=&sortBy=&search_within_results=&p=OVIC&action=e&catId=&activityType=&scanId=&documentId=GALE%7CEJ3010235219&source=Bookmark&u=rclibrary&jsid=ff16d8a9c536d534ae88a64c86c9a131

**Parenthetical Citation:** (Cuomo, 2002).

**Article from Occupational Outlook Handbook**

**Parenthetical Citation:** (“Photographers,” 2016).

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**Blog Post**

**Parenthetical Citation:** (Rosen, 2016).

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**YouTube Video/Audiovisual Material**

**Parenthetical Citation:** (ACC Digital Network, 2018).

---

**Online Photo (General)**

**Parenthetical Citation:** (Rutherford, 2016).

---

**Instagram Photo with Caption**
Parenthetical Citation: (Taylor, 2016).

**Tweet from Individual Author**
Shackleford, R. [@RSS_jr.]. (2018, April 29). So proud of our students’ successes!!

[Tweet]. Retrieved from
https://twitter.com/nicolereyesLA/status/747792668432932865

Parenthetical Citation: (Shackleford, 2018).

**Tweet from Group Author**
Randolph Community College. [@RandolphCC]. (2018, June 19). Last week to sign-up
for our first week of summer camp (6/25-6/29) [Tweet]. Retrieved from
https://twitter.com/RandolphCC/status/100905790911485132

Parenthetical Citation: (Randolph Community College, 2018).

**Facebook Status from Individual Author**
Jordan, A. [Aria]. (2016, June 26). This reunion was long overdue. Much love to my
UNCG crew [Facebook post]. Retrieved from
https://www.facebook.com/ariajordan/status/876543298571/

Parenthetical Citation: (Jordan, 2016).

**Facebook Status from Group Author**
Phi Kappa Delta. (2015, October 14). Fundraiser was a hit! Thanks to all who showed
their support [Facebook post]. Retrieved from
https://www.facebook.com/phikappadelta/status/89996789134471

Parenthetical Citation: (Phi Kappa Delta, 2015).

**Article in Online Magazine**
http://www.plottwistmag.com

Parenthetical Citation: (Washburn, 2015).
Article in Online Newspaper

Parenthetical Citation: (Ramirez, 2016).

PART III: Miscellaneous

Two Sources from the Same Author


Parenthetical Citations:
(Olsen, Silences, 1979, p. 33). and (Olsen, Tell, 1985, p. 34).

The Bible
NOTE: Do not list a Reference entry for The Bible; however, do include an in-text citation when referencing The Bible within the paper.

Parenthetical Citation: (The Bible, Ezek. 1.5-10, 1939).

A Single Episode from a Television Series

Parenthetical Citation: (Reilly & Halvorson, 1989).

A Music Recording

Parenthetical Citation: (Jobe, 2014, track 6).

A DVD
Robinson, P. A. (Writer/Director), & Frankish, B. (Executive Producer).


Parenthetical Citation: (Robinson & Frankish, 1989).
A Speech

Parenthetical Citation: (Atwood, 1993).

A Podcast

Retrieved from http://www.hopkinsmedicine.org/mediaII/Podcasts/coloncascreen.mp3

Parenthetical Citation: (Giardiello, 2007).

Interview Completed in Person, Over the Phone, or Via Email
NOTE: Entry not listed on References page; only cited within paper

Parenthetical Citation: (R. Shackleford, personal communication, May 8, 2010).

PowerPoint (General)

Parenthetical Citation: (Andrews, 2016, s. 2).

PowerPoint From a Class Lecture

Retrieved from Evans University, Introduction to Western Civilization.

Blackboard: http://blackboard.eu.edu

Parenthetical Citation: (Albright, 2016, s. 5).

PowerPoint From a Conference Lecture
Hernandez, A. (2015, June 12). The role of imagery. PowerPoint presentation at poetry convention at Proximity Hotel in Greensboro, NC.

Parenthetical Citation: (Hernandez, 2015, s. 12).
**Direct Quotes 40 words or more (i.e., Block Quote)**
When a quote is more than forty words, it is treated differently from smaller quotes and is called a “block” quote. Block quotes are handled as follows:

1. Insert a colon at the end of the last sentence that is not a quote.
2. Set the quote off from the text by beginning a new line.
3. Indent each line of the block quote half an inch (one tab) from the left margin.
5. Without quotation marks.
6. Parenthetical documentation comes after the period of the last sentence and is in parenthesis.

**Sample Block Quote**
The nature vs. nurture theory dates back to at least the Middle Ages, and plausibly further. However, scientists did not use these terms until modern times:

Francis Galton coined the “nature versus nurture” phrase and in his view inherited characteristics were the origins of human nature. The nurture counterpoint was most strongly stated in the work of John Watson in the 1920s who propounded a new approach he labeled behaviorism, extending Pavlov’s conditioning process to explain human individual differences. (Sameroff, 2010, p. 8)

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**U.S. Constitution and Declaration of Independence**

According to the updated APA Handbook, there are no specific examples provided for the Declaration of Independence and the Constitution. The following is suggested:

1. When citing a Web page with information about the Declaration of Independence or Constitution (even if it also has the document on it), you should use the Web page citation type.

2. In your text, do not underline or use quotation marks for the words Declaration of Independence or Constitution of the United States. Use a parenthetical reference as in the following examples:

   . . . in the Declaration of Independence (US, 1776).

   . . . in the Constitution of the United States, Article II refers to the "...." (sec.1, cl.3).

   . . . in the U.S. Constitution (art. 2, sec. 1, cl.3.).

**Also, can use this:** In-text citation: (U. S. Constitution). Reference list: U. S. Constitution, Art. I, sec. 9, cl. 2.
NOTE: The following information should be centered and double-spaced in the middle of the page: Title of Paper, Author’s Name, and Name of School or Institution. Include Running head: TITLE OF PAPER IN ALL CAPS (only on title page). On the following pages, include the title in all caps but without the words “Running head.” Each page should be numbered, starting with the title page. On the first page of content, include the title (not in all caps) below the running head. This is only included on this page. Some instructors may require you to include an abstract before beginning the introduction of your essay.

Writing an Essay for English

John Doe

Randolph Community College
Writing an Essay for English

Essay starts here…
Setting up Running head and page numbers for APA:
1. Set font as Times New Roman and size 12.
2. Click on Insert.
3. Click on Page Number.
4. Click on Top of Page.
5. Click on Plain Number 3 box.
7. Click on Insert.
8. Click on Page Number.
9. Click on Top of Page.
10. Click on Plain Number 3 box.
11. Type in Running head: TITLE OF PAPER
12. Left align Running head.
13. Tab page 1 over to right align.
14. Finish cover page (title centered, your name, Randolph Community College).
15. Go to second page.
16. Click beside the number 2 at the top of the page. Type in TITLE and left align.
17. Tab page 2 over to right align.
18. Close Header/Footer box.
References


