

**WHEN
DOCUMENTATION
IS NOT NEEDED:**

**When to use
documentation and
when it is not
needed:**

“In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not common knowledge” (Publication Manual of the APA, 2010).

APA Style Parenthetical Documentation “In Text Citations”

- When you incorporate another’s ideas, theories or research in your paper, you need to identify the source within your paper either in the text or in parenthesis.
- The standard format for citing references is to use the author’s last name followed by a coma and the year of publication.
- Parenthetical notation does not replace the reference list.
- Each parenthetical citation must match the reference list at the end of your paper.



APA Citation Type	General Rule	Example
1 author	Use the author's last name separated by a comma and year of publication.	(Smith, 2010).
2 authors	Use author's last names separated by an ampersand (&) and year of publication.	(Williams & Cooper, 2008).
3-5 authors	Use the author's last names and date of publication. IF you reference them more than once, use the 1 st author's last name followed by et al. and the year of publication.	(Dewey, Cheatem & Howe, 2009). In subsequent citations: (Dewey et al., 2009).
6 or more authors	Use the 1 st author's last name followed by et al. and the year of publication.	(Connors et al., 2011).
More than 1 author with the same last name	Include the author's 1 st initial and the year of publication.	(J. Smith, 2008). (R. Smith, 2004).
No author	Use the first few words of the title and year of publication. Italicize the title of a book, periodical, brochure or report. Use double quotation marks for everything else.	(<i>Facts About Israel</i> , 2001). OR ("How Companies Are").
Corporate/agency author	Use the group's name in full the 1 st time. Abbreviate the name if you reference them more than once only if the name is widely known.	(North Atlantic Treaty Organization, 2007). In subsequent citations (NATO, 2011).