

APA Style and Formatting

Citing Quotations

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Properly cited quotations include three elements: 1) Author's last name (or names if more than one author) and 2) the year of publication, and 3) the page number where the quotation can be found in the original source. Quotations containing fewer than 40 words should be worked into the body of your paper; long quotations should be set apart from text as block quotations.

Author and year of publication can be placed at the beginning of the sentence, and the page number follows immediately after the quotation ends. The period is placed at the end of the sentence and after the page number.

Delaney (2003) defended his administration's social policy spending by announcing "Any government can take money, but a great government uses it to improve the quality of life of its constituents" (p. 84).

The first time you cite sources that have three to five authors, the initial citation includes all of the authors' names. The second time you only need to list the first author followed by "et al", which means "and others".

According to Hong, Romero, Hawke & Keller (2003), "The primary mission of management is to create an environment where a robust productivity can thrive without interferences" (p. 84).

The layout and design of working environments have a "definite and direct influence not only on work culture, but on the speed and quality of work-flow" (Hong et al., 2003, p. 85).

Long quotations of more than 40 words should be separated from the main body of the text by indenting each line an additional five to seven spaces from the left margin. Note that the period is placed at the end of the quote but before the page number.

Rachel Carson (1962) was one of the first to describe the problem of identifying "classic" symptoms of pesticide poisoning:

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- Why does not everyone handling and using insecticides develop the same symptoms? Here the matter of individual sensitivity enters in. Evidence exists that women are more susceptible than men, the very young more than adults, those who lead sedentary lives more than those who lead a rugged life of work. (p. 194).