



Basics of In-Text Citation Guide according to APA Style- Version 7

No.	Items	Page Number
1.	Work with One or Two Authors	1
2.	Work with Three to Five Authors	2
3.	Work with Six or more Authors	3
4.	Work with the Same Last Name	3
5.	Work with No Author or Date of Publication	4
6.	Work with Organization as an Author	5
7.	Translated or Re-printed Work	5
8.	Personal Communication	5
9.	Work already Mentioned	6
10.	An Entire Web Source	6
11.	Multivolume Work	6
12.	Part of a Work	7
13.	Sacred Work	7
14.	Literary Work	8
15.	Audio-Video Work	8
16.	Figures, Maps, Tables, etc.	8
17.	Quotes	9
18.	Adding Notes to a Long Quote	10

Translated by

Asst. Prof. Rana H. Al-Bahrani (PhD.)

Edited by:

Asst. Prof. Muayad E. Jajo (PhD.)



In-Text Citation

There are two ways of in-text citation:

- a. Narrative Citation
- b. Parenthetical Citation

1. Work with One or Two Authors

• Narrative Citation

Examples:

- ☞ Al-Bahrani (2000) indicated that
- ☞ In (2000), Al-Bahrani indicated that
- ☞ Al-Bahrani **and** Al-Rawi (2000) maintained that
- ☞ Al-Bahrani (2000) **and** Al-Rawi (2005) stated that

• Parenthetical Citation

Example:

- ☞ cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani **&** Al-Rawi, 2000).

In the above example, there are two authors for the same work, accordingly the ampersand sign is used when the parenthetical style is adopted. Besides, a comma is placed between the author and the year of publication. At the end of the documented point, there is a period.

However, when there are two authors mentioning a similar point, we open a parenthesis and place the last name of the first author followed by a comma, and then the year of publication. Then, we place a semicolon, and mention the last name of the second author, then we place a comma, followed by the year of publication; we close the parenthesis, and put a period at the end, as indicated below:

Example:

- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani, 2000; Al-Rawi, 2005).

In case of secondary sources (that is, when the point said by Al-Bahrani is mentioned in a book that is authored or edited by another author, such as Al-Rawi), we need to open a parenthesis, put the last name of the author who first stated this point, place a comma, followed by the year if available (if not available, we put the phrase **as cited in** followed by the last name of the author or editor of the book. Then, we put a comma followed by the year of the publication of the book, and finally we close the parenthesis and put a period, as illustrated in the following example:



Example:

☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani, 2000, **as cited in** Al-Rawi, 2005).

Sometimes, the owner of an idea or a given point is unknown, but the idea or the point is mentioned within another source that has an author. In this case, we open a parenthesis and write the phrase **as cited in** followed by the last name of the author or editor of the book consulted. Then, we put a comma, followed by the year of publication of the text consulted, and we finally close the parenthesis and put a period, as illustrated in the example below:

Example:

☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (**as cited in** Al-Rawi, 2005).

2. Work with Three to Five Authors

• Narrative Style

Example:-

☞ Al-Bahrani, Al-Rawi, Abdullah, **and** Al-Jaff (**2000**) stated that

All authors' last names are mentioned when this reference is mentioned for the first time. When the same reference is repeated whether on the same page or in later pages, only the first author's last name is mentioned followed by the abbreviation **et al.** and then we mention the year between two parentheses, as shown below:

☞ Al-Bahrani **et al.** (**2000**) stated that.....

• Parenthetical Style

For the first mentioning, the parenthetical documentation is as follows:-

Example:

☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani, Al-Rawi, Abdullah, **&** Al-Jaff, **2000**).

That is, we open a parenthesis and mention all authors' last names, then we put a comma and mention the year of publication of the book. We close the parenthesis and put a period.



For the second mentioning, we provide only the first author's last name followed by the phrase **et al.**, then we put a comma and the publication year, close the parenthesis, and put a period, as shown below:

Example:

- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani **et al.**, 2000).

3. Citing a Work with Six or more Authors

Whether it is the first or second mentioning of the reference, we need to mention only the first author's last name followed by the phrase et al.; consider the following examples:

• Narrative Style

Example:

- ☞ Al-Bahrani **et al.** (2000) stated that

• Parenthetical Style

Example:

- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani **et al.**, 2000).

4. Works with the Same Last Name of the Author

With references having the same last author's name, we mention the last name, followed by the first letter of the first name capitalized.

• Narrative Style

Examples:-

- ☞ Al-Bahrani, **R.** (2000) stated that
- ☞ Al-Bahrani, **H.** (2000) maintained that

• Parenthetical Style

Examples:-

- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani, **R.**, 2000).
- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (Al-Bahrani, **H.**, 2000).



5. A Work with no Author or Date of Publication

If the work has no author, then the source will be referred to by its title in the signal phrase, followed by the publication year of the reference when adopting the narrative style. If the parenthetical style is adopted, then we can refer to one or two words of the title, followed by a comma, and then put the year of publication. Usually the titles of **books and reports** are **italicized**, whereas those of **articles, chapters, and web pages** are enclosed in quotation marks. Only the lexical words of the titles will be capitalized in in-text citations. If the date of publication is not available, then we must write n.d. within parentheses, as indicated below:

• Narrative Style

Examples:-

- ☞ Cognitive linguistics was also defined in the book of *An Introduction to Cognitive Linguistics* **(20000)** as
- ☞ Cognitive linguistics was also defined in the book of *An Introduction to Cognitive Linguistics* **(n.d.)** as.....

• Parenthetical Style

Examples:-

- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (*An Introduction*, **2000**).
- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (“Introducing Cognitive,” **2000**).

Sometimes, the author’s name is written in the form of the word Anonymous. Accordingly, this word will be regarded as the author of the work, followed by the year of publication. Consider the following examples:

• Narrative Style

Example:-

- ☞ **Anonymous (20000)** stated that

• Parenthetical Style

Example:-

- ☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (**Anonymous, 2000**).



6. A Work with an Organization as an Author

Mention the name of the organization and its abbreviation, if any, in square brackets when you refer to the work for the first time. When it is secondly mentioned, use only the abbreviation.

• Narrative Style

Example:-

☞ **World Health Organization [WHO]** (2010) stated that

The second time you refer to the work, only the abbreviation is mentioned, as shown below:

Example:-

☞ Further, **WHO** stated that.....

• Parenthetical Style

Example:-

☞ Poverty is taking new dimensions in different countries (**World Health Organization [WHO], 2010**).

The second time you refer to the work, it is documented as follows:

☞ Further, it has been noticed that the causes that lead to poverty have been increased with the increase of the natural and human disasters (**WHO, 2010**).

7. Translated or Re-printed Work

• Narrative Style

Example:-

☞ **Al-Bahrani (2000/2005)** stated that

Where the first year of the publication and the second year of re-printing, or translation are separated by a slash.

• Parenthetical Style

Example:-

☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (**Al-Bahrani, 2000/2005**).

8. Personal Communication

Personal communications are documented ONLY in in-text citations, by mentioning the first and second names abbreviated, then mentioning the last name, followed by the phrase **personal communication** in parentheses and written in lowercase letters. After that, we place a comma, the publication date by month, day and year. This way of documentation is applied to any sort of your instructor's course materials, lectures, posts, as shown in the following page:



- **Narrative Style**

Example:-

☞ **R. H. Al-Bahrani (personal communication, November 9, 2000)** stated that

- **Parenthetical Style**

Example:-

☞ Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived (**R. H. Al-Bahrani, personal communication, November 9, 2000**).

9. A Work already Mentioned

Referring to a source that has been mentioned before is done by mentioning the author only with no reference to the year of publication. Note that the abbreviation *ibid* is not used. If later, or in the same paragraph, the reference is used again in parenthesis, the author and the publication year should be mentioned again.

Example:-

☞ **Al-Bahrani (2000)** maintained that Later, **Al-Bahrani added** that..... . This means that(Al-Bahrani, 2000).

10. An Entire Web Source

If an entire web source is being documented (not an internal page), the URL needs to be included ONLY in in-text citations, as shown below:

- **Narrative Style**

Example:-

☞ In a web site entitled **Corona Virus** (<http://coronavirus.org>), it was mentioned that....

- **Parenthetical Style**

Example:-

☞ Corona virus is considered..... (**Corona Virus**, <http://coronavirus.org>).

11. Multivolume Work

This type of references is documented as any other reference book; however, the number of the volume and page should be included.

- **Narrative Style**

Example:-

☞ **Al-Bahrani (2000)** stated that (**Volume 7, p. 12**).



- **Parentetical Style**

Example:-

☞ (Al-Bahrani, 2000, Volume 7, p. 12).

12. Part of a Work

If a specific part of a source needs to be documented, such as a table, a figure, a chapter, or a section, these elements should be mentioned unabbreviated, as illustrated below:

- **Narrative Style**

Examples:-

☞ Al-Bahrani (2000) stated that (Figure 12, p. 22).

☞ Al-Bahrani (2000) stated that (Table 5, p. 10).

- **Parentetical Style**

Examples:-

☞ (Al-Bahrani, 2000, Figure 12, p. 22).

☞ (Al-Bahrani, 2000, Table 5, p. 10).

13. Sacred Works

Sacred works can only be documented in in-text citations.

- **Narrative Style**

For the Holly Qura'an, we need to mention the following information: the title of the book followed by the chapter, then the name of the Surat, followed by a colon and the number of the verse/aya. No parentheses or brackets are used. When citing the Bible, we need to mention the version between parentheses. The signal phase must be made in the present simple tense. Consider the following examples:

Examples:-

☞ Holly Qur'an Chapter 2, Al-Baqara: 20 states that

☞ The Bible (The Old Version) states that

- **Parentetical Style**

In parentetical style, we follow the same information used in the narrative style. As for the Bible, after the version, we put a comma, then we mention the year of publication, put a comma, and mention the name of the book followed by the number of the chapter, a colon and the number of the verse. Then, we close the parenthesis.

Examples:-

☞ (Holly Qur'an Chapter 2, Al-Baqara: 20).

☞ The Bible (New Revised Standard Version, 1989, John 1:5)



14. Citing Literary Works

Literary works can be documented simply as any other books, by mentioning the **author** followed by the publication **year** and **page number** enclosed in parentheses. However, we could extend the citation by putting after the **year a comma**, and mentioning the **act number**, if a dramatic text is being cited. Then, we place **a period** after the act number and mention the **scene number**, followed by another **period**. Then we mention **the line number** and close the parentheses, as shown below:

• Narrative Style

Example:-

☞ Shakespeare (1620, 3.1. 22-50) stated that

• Parenthetical Style

Example:-

☞ (Shakespeare, 1620, 3.1. 22-50)

15. Audio-Video Work

Such types of works can be documented simply as any other book, by mentioning the **author** followed **between parentheses** the **year** of publication. We could also extend this documentation by putting a comma after the **year** and mentioning the **time by minutes and seconds** when this information is broadcasted or displayed, as shown below:

• Narrative Style

Example:-

☞ Ted Talk (1999, 12:40)

• Parenthetical Style

Example:-

☞ (Ted Talk, 1999, 12:40)

16. Figures, Maps, Tables, etc.

All figures, maps, tables, charts, graphs, etc. must be **referred to by their numbers** as they appear in the text. Do not use the phrase “the table below” or “the table above”. Phrases like “Table 1”, “Figure 4”, etc. should be written in **bold** and **flush left or be centralized**. Below the phrase “Table 1”, we put the **lexical words of the title in capital letters and the whole title should be italicized and flushed to the left or centralized**. The line spacing between the table labeling and their titles should be **single** (not double as in APA). The table should appear in a very simple format. As for the **figures, their titles should appear below the figures**. Below the table, or figure, we, if needed, type the word **Note**, followed by a period and the word **From**, followed by the **detailed information** of the work, or we put the phrase **Adapted from**, if the work is adapted. The line spacing of the note should also be single, not doubled. All figures, maps, charts, tables, etc. should be embedded according to our journal policy for ease of reference. The heading of the table should be in a singular and sentence case. There is no need to use the symbol (%) in the column items that are labeled by the word percentage. Besides, the sign (%) should be written in full.



If there are general and specific notes to the tables, figures, etc., we place each note in a new paragraph. No bold lines are used within the tables.

Table 1

The Variables Affecting Language Learning and their Levels

Factors	Influence Level
Psychological	Highly affective
Social	Effective

Note. From *Factors affecting language learning* (p.222), by R.H. Al-Bahrani, 2020, (<http://www.albahranieducation.org>)

17. Quotes

Quotes are either short or long. A short quote consists of (40) words maximum. Short quotes are usually placed within two quotation marks. If longer than (40) words, a block quotation needs to be used. In both cases, page number must be mentioned, preceded by the abbreviation (p.). Usually page number is placed within brackets after the short quotation, followed by a period in the narrative citation. In parenthetical citations, we place a period after the block quotation, and then we mention the page number in parentheses, preceded by the abbreviation (p.). Note that with the long quotation, the quotation should start on a new line that is indented ½ inch from the left margin. If the long quotation consists of more than one paragraph, then each paragraph needs to be indented similarly. Besides, the spacing between the lines should be single (not double spaced as is the case with the APA style). Further, with a long quotation, an informative line or sentence should precede it followed by a colon.

• Narrative Style

Example:-

☞ Al-Bahrani (2000) stated that “cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived” (p. 22).

☞ Al-Bahrani (2000) stated that:

Cognitive linguistics is a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived. This science takes into account the individual difference when deciphering signs. (pp. 22, 25)

• Parenthetical Style

Example:-

☞ Cognitive linguistics was defined as “a science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived” (Al-Bahrani, 2000, p. 22).



☞ Cognitive linguistics was defined as:-

A science that is resulted from the amalgamation of three different sciences: Anthropology, psychology and semantics, where anthropology in return is branched into sociolinguistics, from which pragmatics is derived. This science takes into account the individual difference when deciphering vocal and non-vocal signs. (Al-Bahrani, 2000, p. 22)

18. Adding Notes to a Long Quote (interpolations)

Sometimes, certain words are added to a long quote for the purpose of clarification. Accordingly, these added words are placed within two square brackets after the words that needs to be illustrated. Besides, some original words are changed into a slanted form to highlight emphasis, and after these slanted words, we put between two square brackets the phrase [emphasis added]. If there are few words deleted, we put three dots (called ellipsis) that are preceded by a space and followed by a space. See the following example:

Example

Everywhere and every time, new vocabularies are being added to the language that reflect their [the young] way of thinking, ... and many other things. This exactly means that language is live and renewable. It *cope with a society's needs and requirements* [emphasis added].

[the young] has been added to clarify the reference of their.

A number of words have been deleted to shorten the length of; according three dots have been added instead. These dots are proceeded by a space and followed by a space.

The phrase has been added for emphasis

Some words are put in italics to emphasize it

Translated by

Asst. Prof. Rana H. Al-Bahrani (PhD.)

Edited by:

Asst. Prof. Muayad E. Jajo (PhD.)