Adding In-Text Citations
This handout explains how to add in-text citations to your papers in Academic Writer.

To cite a reference in the body of the paper, select the desired location in the text (often at the end of a sentence). Once the cursor is in place, open the Insert menu and select Find and Cite Reference. This menu can also be accessed by right-clicking the desired location in the body of the text.

Your citation options will appear in the Find and Cite overlay. To cite a reference you’ve already added to the paper, check the box next to the desired reference and click Cite. You can also search for references from APA PsycInfo, My References, or the Paper Reference List. Select Create Reference to use the reference-generating forms to add a new reference. (References already cited within the paper are indicated with a green Cited icon.)
Answer two questions to determine how your citation is formatted in the body of the text. Indicate whether your citation is parenthetical (meaning in parentheses) or narrative (meaning you incorporated the authors’ names into your writing) and specify if the citation is a quotation. Select **Submit** to create your citation.

The citation is inserted into the body of the text.

Cited references cannot be deleted. Attempting to delete a reference when it is still cited in the body of the text results in an error. To delete a reference from the **Paper Reference List**, the citation(s) must first be removed from the body of the text.

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