Citing and Referencing Sources Using APA Format
The purpose of this presentation is to explain **WHY** it is necessary to cite the sources you use to support what you write in your papers and **HOW** to cite these sources in correct APA style (i.e., according to the *Publication Manual of the American Psychological Association*).
Some Important Terms Used In Research Work

Citation

- A reference or listing of the key pieces of information about a work that make it possible to identify and locate it again. The elements of a citation normally include author, title, place of publication, publisher, and date of publication for a book; and journal title, volume, number, issue, year, and page numbers for an article or for a journal reference.

Example:

Some Important Terms Used In Research Work

Reference

- What we quoted in the text consists of author name (Not inverted), title and pages of sources it could be as footnote, at the end of chapter or at the end of thesis.
Some Important Terms Used In Research Work

Bibliography

- In the context of academic research, a list of books or references to sources cited, for further reading, usually printed at the end of an article or in the back matter of a book includes author name inverted, title, year, place of publication, publisher.
Some Important Terms Used In Research Work

Foot Note

- Any note used to further explain a detail outside of the main text. The term usually refers to notes at the bottom of a page.
What is the purpose of including references in the body of a paper?

The references in the body of your paper give appropriate credit to the person or persons whose words or ideas you are using to support what you have written in your paper. If you do not give credit to those whose work you use, you are guilty of plagiarism, which is a VERY serious violation of academic integrity.
What is the purpose of documentation style?

- When to cite?
  - The APA Manual (6th ed.) says you must cite when "paraphrasing, quoting an author directly, or describing an idea that influenced your work" (p. 170).

- Give credit to others’ ideas

- Make it easy to find references
What is the purpose of documentation style?

- Provide a standardized way of formatting academic documents such as journal articles: e.g. methodological papers, theory papers, case studies, and student papers
What is the purpose of documentation style?

- When in doubt about documentation:
  - Check credible sources, starting with the documentation manuals and your professor.
  - Use the source-type closest to your situation, considering whether the source:
    - is published/non-published.
    - has an author/no author.
    - is retrievable/non-retrievable.
    - is print, electronic or some other media.
When quoting any words that are not your own

- Quoting means to repeat another source word for word, using quotation marks
- When **summarizing** facts and ideas from a source
  - Summarizing means to take ideas from a large passage of another source and condense them, using your own words

- When **paraphrasing** a source
  - Paraphrasing means to use the ideas from another source but change the phrasing into your own words
Readability

- Keep references brief
- Give only information needed to identify the source on your reference page
- Do not repeat unnecessary information
Various Style Manuals

- APA – American Psychological Association
- MLA – Modern Language Association
- Chicago Style – Chicago Manual of Style
- Turabian Style – based on Chicago Style
- Harvard Referencing System
- ASA – American Sociological Association
- CBE - Council of Biology Editors
Why Use APA Format?

- Allows readers to cross-reference your sources easily
- Provides consistent format within a discipline
- Gives you credibility as a writer
- Protects yourself from plagiarism
Cross-Referencing Your Sources

Cross-referencing allows readers to locate the publication information of source material. This is of great value for researchers who may want to locate your sources for their own research projects.
Using a Consistent Format

Using a consistent format helps your reader understand your arguments and the sources they’re built on.

It also helps you keep track of your sources as you build arguments.
Establishing Credibility

The proper use of APA style shows the credibility of writers; such writers show accountability to their source material.
Proper citation of your sources in APA style can help you avoid plagiarism, which is a serious offense. It may result in anything from failure of the assignment to expulsion from school.
Where Do I Find APA Format?

- *Publication Manual of the American Psychological Association*
- [www.apastyle.org](http://www.apastyle.org)
- Composition textbooks
Citations

- In-text citation
  also called
  Parenthetical citation
  Author-date reference

- Reference list

Patterson (2009) found that citing is fun. It could also be said that "citing is sometimes perplexing" (Patterson, 2009, p. 23).
Information Needed for Citation

- Author or Authoring Body
- Date of publication
- Title of the work
- Publisher of the work & place of publication
- Title of the Source, if work is part of something else, i.e., journal, encyclopedia, website
- Location information within the Source, i.e., Volume, issue #, page or paragraph numbers
- Retrieval date, if electronic format
Schweppes (1998) states that the solution sat dormant for several months before any of the employees tested it (p. 743).
When the solution had been sitting for a number of months, the employees tested for bacteria (Schwepps, 1998).
Short Quotations

- When fewer than 40 words
- Put prose quotations in running text
- Put quote marks around quoted material
- Author’s last name, publication year, and page number(s) of quote must appear in the text
Caruth (1996) states that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p. 11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p. 11).
Long Quotations

- When 40 words or more
- In block form
- Indent 5-7 spaces and omit the quotation marks. If the quotation has internal paragraphs, indent the internal paragraphs a further 5-7 spaces
- Do not use quotation marks
- Double space the block quote
- Cite the source after the end punctuation of the quote
Meile (1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 276)
In 1947 the World Health Organization proposed the following definition of health. “Health is a state of complete physical, mental, and social well-being and not merely the absence of disease and infirmity” (World Health Organization, as cited in Potter & Perry, 2001, p. 3).
If the source has no known author, then use an abbreviated version of the title:

Full Title: “California Cigarette Tax Deters Smokers”

Citation: (‘‘California,’’ 1999)
Recently, the history of warfare has been significantly revised by Higonnet et al (1987), Marcus (1989), and Raitt and Tate (1997) to include women’s personal and cultural responses to battle and its resultant traumatic effects. Feminist researchers now concur that “It is no longer true to claim that women's responses to the war have been ignored” (Raitt & Tate, p. 2). Though these studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions originating in Fussell (1975) and Bergonzi (1996).

However, Tylee (1990) further criticizes Fussell, arguing that his study “treated memory and culture as if they belonged to a sphere beyond the existence of individuals or the control of institutions” (p. 6).
A list of every source that you make reference to in your essay.

Provides the information necessary for a reader to locate and retrieve any sources cited in your essay.

Each retrievable source cited in the essay must appear on the reference page, and vice versa.
Most citations should contain the following basic information:

- Author’s name
- Title of work
- Publication information
Place the list of references cited at the end of the paper
Start references on a new page
Begin each entry flush with the left margin
Indent subsequent lines five to seven spaces (hanging indent)
Double space both within and between entries
Italicize the title of books, magazines, etc.
Capitalization in Reference List

- Capitalize only the first word of the title, the first word after a colon or dash, and proper nouns in titles of books, articles, etc.

- Capitalize all major words and all words of four letters or more in periodical titles.
Reference List Order

- Arrange sources alphabetically beginning with author’s last name.
- If author has more than one source, arrange entries by year, earliest first.
- When an author appears both as a sole author and, in another citation as the first author of a group, list the one author entries first.
- If no author given, begin entry with the title and alphabetize without counting a, an, or the.
- Do not underline, italicize or use quote marks for titles used instead of an author name.
References: Some Examples

- **Book**

- **Article in a Magazine**
References: Some Examples

- Web page
References: Some Examples

- A newspaper article

- A source with no known author
Sample Reference List

References


For More Information

APA Manual Website:
www.apastyle.org
And always,,,
When in trouble,,,
Go to the internet