APA CITATION: DOCUMENTING YOUR WORK

DR. CAROLYN I. BROWN
LAURA HARDIN MARSHALL
WRITING CENTER & PLAGIARISM PREVENTION PROGRAM
WEBSTER UNIVERSITY ACADEMIC RESOURCE CENTER

APA CITATION

- Citation comes in two forms
  - References—a list of full citation information at the end of the project
  - In-text Citation—brief notes used in the body of the project to give credit to specific sentences
- Both forms of citation are required in all documents

REFERENCES: AUTHORS

- Across all source types, authors are handled the same way

- Begin with the author's last name followed by initials
  - Last, I. N.

- Omit honors or distinctions and include as many initials as the source shows

- If the person is an editor, note that
  - Last, I. N. (Ed.)

AUTHORS

- **For two (and up to seven) authors, use the same information in the same order separated by commas and using an & before the final name**
    - **Last, I. N., & Last, I.**
    - **Last, I., Last, I., & Last, I.**
- **If they are editors, note that**
    - **Last, I. N., & Last, I. (Eds.)**

AUTHORS

- **For eight or more authors, name the first six**

- **Then replace *most* of the others with an ellipsis (…)**

- **End the list with the last author**
  - **One, A., Two, B., Three, C., Four, D., Five, E., Six, F., … Ten, J.**

ORGANIZATIONS

- If you encounter a source without author or editor, the common replacement is organization

- What organization or association put together the information?

- That can be used to replace the "author" spot in a citation

REFERENCES: SOURCE TYPE

- Aside from authors, reference citations are developed depending on the type of source

- The information and presentation of such differs across source types

- The first step to citing is identifying the type of source you're handling

SOURCE TYPES

- Be able to recognize each of these types of sources and how/why they differ from one another
  - Books (and an online book)
  - Newspapers (and an online newspaper)
  - Magazines (and an online magazine)
  - Journals (and an online journal)
  - A standard website (non-book or non-periodical)

SOURCE TYPES

- The most common sources you will likely cite are books, journals, and websites:

  - Books (and an online book)—take note of the specific chapter

  - Journals (and an online journal)—take note of the exact article

  - A standard website (non-book or non-periodical)—take note of the specific page or article

CITING BOOKS

- A book citation requires the following information (in this order)
  - Authors or editors (or organization)
  - Date of publication
  - Title of the chapter or section used
  - Title of the book as a whole
  - Edition or volume information (if applicable)
  - Page range of the chapter or section used
  - City and state of publication
  - Publisher
  - Online access information (if applicable)

BOOK EXAMPLES

Barr, R., & Eversole, J. (Eds.). (2003). *The fire chief's handbook*. Tulsa, OK: Fire Engineering/PennWell Corp.

Blom, L., & Chaplin, L. (1982). Speaking body. In *The intimate act of choreography* (pp. 16-22). Pittsburgh, PA: University of Pittsburgh Press. Retrieved from https://books.google.com/

McLuhan, M. (2003). Cybernetics and human culture. In *Understanding me: Lectures and interviews* (S. McLuhan & D. Staine, Eds., pp. 44-55). Toronto, Ontario, Canada: McClelland & Stewart. Retrieved from https://books.google.com/

CITING JOURNALS

- A journal citation requires the following information (in this order)
  - Authors or editors (or organization)
  - Date of publication
  - Title of the article used
  - Title of the journal as a whole
  - Volume and issue information
  - Page range the article
  - Online access information (if applicable)

JOURNAL EXAMPLES

Boivin, J. (2003, December). A review of psychosocial interventions in infertility. *Social Science and Medicine, 57*, 2325-2343.

Heng, G. (1998). Cannibalism, the first crusade, and the genesis of medieval romance. *Differences: A Journal of Feminist Cultural Studies, 10*(1), 98-175. Retrieved from http://go.galegroup.com/

Losko, H.A. (2009, March 31). Educating nurse planners: Taking continuing nursing education on the talk show circuit. *The Journal of Continuing Education in Nursing, 40*(9), 389-390. doi: 10.3928/00220124-20090824-08

CITING WEBSITES

- A standard website citation requires the following information (in this order)
  - Authors or editors (or organization)
  - Date of publication (or n.d. if none)
  - Title of the page or article used
  - Title of report or larger document (if applicable)
  - Online access information

WEBSITES

- However, standard websites do not typically have the same level or consistency of detail that more established sources have

- There will be times where you may not have certain information (such as date or author)

- If there's no author (and no organization name to replace it with), start the citation with the next *non-date* piece of information

CITING WEBSITES

- **Citing without author or organization**
  - ~~Authors or editors (or organization)~~
  - Date of publication (or n.d.) (skip date)
  - Title of the page or article used ←start the citation here instead
  - Title of report or larger document (if applicable)
  - Online access information

CITING WEBSITES

- Citing without author or organization
  - Title of the page or article used
  - Date of publication (or n.d. if none)
  - Title of report or larger document (if applicable)
  - Online access information

WEBSITE EXAMPLES

Mikuriya, T. H. (n.d.). Physical, mental, and moral effects of marijuana: The Indian hemp drugs commission report. In *Schaffer Library of Drug Policy.* Retrieved from http://www.druglibrary.org/schaffer/library/effects.htm

National Confectioners Association. (2014, April). State of the industry. Retrieved from http://www.candyusa.com/data-insights/state-of-the-confectionery-industry/

Plagiarism prevention. (n.d.). Retrieved from http://www.webster.edu/academic-resource-center/plagiarism_prevention/

RULES TO NOTE

- Chapters, articles, or webpages titles/subtitles:
  - Do not use quotation marks
  - Capitalize the first word and proper nouns only
- Books titles/subtitles:
  - Use italics
  - Capitalize the first word and proper nouns only
- Journal titles/subtitles:
  - Use italics (and on volume number, also)
  - Capitalize as shown by the journal

REFERENCES PAGE

- These citations, once put together, go on a fresh page at the end of the project

- Start with the word References, centered (or Reference for only one source)

- List all citations in alphabetical order by the first word (usually an author's last name)

- Hanging indent each citation

References

Barr, R., & Eversole, J. (Eds.). (2003). *The fire chief's handbook*. Tulsa, OK: Fire

Engineering/PennWell Corp.

Blom, L., & Chaplin, L. (1982). Speaking body. In *The intimate act of choreography* (pp. 16-22).

Pittsburgh, PA: University of Pittsburgh Press. Retrieved from https://books.google.com/

Boivin, J. (2003, December). A review of psychosocial interventions in infertility. *Social Science*

and Medicine, 57, 2325-2343.

Heng, G. (1998). Cannibalism, the first crusade, and the genesis of medieval

romance. *Differences: A Journal of Feminist Cultural Studies, 10*(1), 98-175. Retrieved

from http://go.galegroup.com/

Losko, H.A. (2009, March 31). Educating nurse planners: Taking continuing nursing education

on the talk show circuit. *The Journal of Continuing Education in Nursing, 40*(9), 389-

390. doi: 10.3928/00220124-20090824-08

McLuhan, M. (2003). Cybernetics and human culture. In *Understanding me: Lectures and*

interviews (S. McLuhan & D. Staine, Eds., pp. 44-55). Toronto, Ontario, Canada:

McClelland & Stewart. Retrieved from https://books.google.com/

Mikuriya, T. H. (n.d.). Physical, mental, and moral effects of marijuana: The Indian hemp drugs

commission report. In *Schaffer Library of Drug Policy*. Retrieved

from http://www.druglibrary.org/schaffer/library/effects.htm

National Confectioners Association. (2014, April). State of the industry. Retrieved

from http://www.candyusa.com/data-insights/state-of-the-confectionery-industry/

APA CITATION

- **Every source in the References list <u>must</u> be used clearly in the body of the project**

- **Any source that isn't used must be struck from the list**

- **Ensure that each entry has a corresponding in-text citation somewhere in the project**

IN-TEXT CITATION

- In-text citation is a shortened version of the source information

- It must be included in <u>each sentence</u> that uses information from a source

- Note: in-text citation cannot be placed at the end of a paragraph to credit the whole or various parts of the paragraph

- In-text citation happens sentence by sentence

IN-TEXT CITATION

- APA in-text citation involves three key pieces of information
  - The first element of the citation
  - The year of the source
  - The specific page of the source the information came from

IN-TEXT CITATION

- The first element of the citation can mean several things

- Most often it would be the author's last name (with some additional stipulations)

- If there's no author, though, that first element could be either organization name or a part of the article title

- Using the term "first element" helps catch all those situations

FIRST ELEMENT EXAMPLES

Mikuriya, T. H. (n.d.). Physical, mental, and moral effects of marijuana: The Indian hemp drugs commission report. In *Schaffer Library of Drug Policy.* Retrieved from http://www.druglibrary.org/schaffer/library/effects.htm

National Confectioners Association. (2014, April). State of the industry. Retrieved from http://www.candyusa.com/data-insights/state-of-the-confectionery-industry/

Plagiarism prevention. (n.d.). Retrieved from http://www.webster.edu/academic-resource-center/plagiarism_prevention/

IN-TEXT CITATION: AUTHORS

- When the first element is author, check the number of authors
  - 1 or 2: state the last name(s) every time
  - 3 to 5: state the last names of all authors the first use
    - On following uses, state the first author's last name and replace all remaining with et al.
  - 6+: state the first author's last name and replace all remaining with et al. every time

IN-TEXT CITATION: ORGANIZATION

- When the first element is an organization name, the organization should be stated in full the first use

- If the source will be used several times in the project, it's helpful to establish an abbreviation to be used after the first time (do so with brackets)

    - The study found … (American Heart Association [AHA], 2016).

    - These findings … (AHA, 2016).

IN-TEXT CITATION: TITLES

- When the first element is the source title, three rules apply:
    - Shorten the title as much as is clear (compare with other sources in the list)
    - Capitalize all key words
    - Format the title
        - Use quotes for a short work like an article
        - Use italics if it's a long work such as a report
    - The study found … ("Plagiarism Prevention," n.d.).

IN-TEXT CITATION ACCURACY

- Selecting the right "first element" is essential for accurate citations

- Writers may often be tempted to use website or organization name to credit a source

- If that name <u>isn't</u> the first element of the citation, though, that will be incorrect (and confusing to the reader)

FIRST ELEMENT ACCURACY EXAMPLES

- Consider this statement and following citations:

According to Webster University (n.d.), academic dishonesty can have serious consequences.

Academic honesty policies. (n.d.). Retrieved from http://www.webster.edu/faculty/faculty_resource_guide/policies/academic_honesty_policies.html

Plagiarism prevention. (n.d.). Retrieved from http://www.webster.edu/academic-resource-center/plagiarism_prevention/

- Which citation does that refer to? This "first element" is inaccurate for these sources.

IN-TEXT CITATION ACCURACY

- To help ensure in-text citation accuracy, the reference list should be developed first

- Also remember that the phrase used to credit a source is the phrase your reader will use to find the source alphabetically

- In the previous example, I would look in the reference list in the Ws for Webster—if there's no listing that starts with Webster, this leads to a problem

IN-TEXT CITATION: YEAR

- Include year of the source

- If there is no publication date, use n.d.
  - The study found … (American Heart Association [AHA], 2016).
  - The study found … ("Plagiarism Prevention," n.d.).

IN-TEXT CITATION: PAGE

- The specific page the information was pulled from should be included as well

- Note: this rule is often underutilized, even in published works, so be sure to follow APA rules (not the example of others)

- The APA manual clearly states that page is <u>required</u> when using direct quotes

- Page is "encouraged" also for paraphrases (p. 171)

IN-TEXT CITATION: PAGE

- When the location can be narrowed down to one or two pages, include that information

- If it's a summary that condenses more than two pages, page may be omitted

- For sources without fixed, pre-numbered pages (not numbered by the reader) such as a website, page may also be omitted
  - The study found … (Heng, 1998, p. 150).

IN-TEXT CITATION: PLACEMENT

- When used in a sentence, in-text citation may go two ways
  - Part of the information stated in the sentence via signal phrase
  - All information stated at the end of the sentence
- Both forms are appropriate and accurate
- The only distinction is a matter of style or flow

IN-TEXT CITATION: SIGNAL PHRASES

- A signal phrase names the "first element" in the sentence (grammatically a part of the wording)

- Year goes immediately after the first element with page at the end

  - According to Heng (1998), the study found… (p. 150).

  - The American Heart Association (2010) found … (p. 13).

IN-TEXT CITATION: END STYLE

- **End-of-sentence style places all information at the end, separated by commas**

  - **The study found ... (Heng, 1998, p. 150).**

  - **These finding show ... (American Heart Association, 2010, p. 13).**

- **Note that these styles are not combined**

- **If the first element appears in the sentence, it is not placed again at the end**

IN-TEXT CITATIONS

- Everything cited in the text of the project must correspond to a citation in the reference list

- Just as you must check that all references are used, you must in turn check that all in-text citations clearly relate to a source on the reference list

- Color coding your sources both in-text and in the references can help with this

References

Barr, R., & Eversole, J. (Eds.). (2003). *The fire chief's handbook*. Tulsa, OK: Fire
Engineering/PennWell Corp.

Blom, L., & Chaplin, L. (1982). Speaking body. In *The intimate act of choreography* (pp. 16-22).
Pittsburgh, PA: University of Pittsburgh Press. Retrieved from https://books.google.com/

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Heng, G. (1998). Cannibalism, the first crusade, and the genesis of medieval romance. *Differences: A Journal of Feminist Cultural Studies, 10*(1), 98-175. Retrieved from http://go.galegroup.com/

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TITLE

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SUGGESTIONS

- **Citation should happen during the research process**

- **Writers may be tempted to wait to cite until the end of the project, but this can create more work and lead to accidental plagiarism**

- **Cite as you research and remember to make your reference citation *before* attempting in-text citation**

SUGGESTIONS

- A research paper should strike a good balance between your ideas and analysis and information from sources

- Be aware of how many sentences in your discussion refer to source material

- If a paragraph contains in-text citation in most or all sentences, that should be a signal that you need to contribute more of your own analysis

SUGGESTIONS

- APA recommends paraphrasing and summarizing source information

- Use direct quotes sparingly

- Completely reword paraphrases so that no words from the original carry over

- Use direct quotes only when the information is difficult to paraphrase or if the wording is particularly important or noteworthy

SUGGESTIONS

- Remember: every sentence that contains an idea from a source must include in-text citation

- A citation at the end of the paper or a citation at the end of a paragraph <u>does not</u> properly credit an idea

RESOURCES

- For help with APA, there are many resources available to you in the form of handouts, guides, or one-on-one help
  - The Writing Center at the Webster Groves campus and website
  - The Online Writing Center
  - The Webster University Library
  - The APA Style website or the APA Style Blog

Dr. Carolyn I. Brown
Writing Center & Plagiarism
Prevention Program Coordinator
(314) 246-7668
carolynbrown04@webster.edu

Laura Hardin Marshall
Online Writing Center & Plagiarism
Prevention Program Specialist
(314) 246-7661
hardinmarshall57@webster.edu

Turnitin Spectrum terms and icons from
The plagiarism spectrum. (2016). Retrieved from
http://turnitin.com/assets/en_us/media/plagiarism-spectrum/