

Giving Credit to Your Sources: Using APA Style

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The Smucker Learning Center
Examples taken from the Publication Manual of the APA, 5th edition.

Citing Your Sources

- Means telling your readers where the information came from
- Is a courtesy to the original authors
- Is a courtesy to your readers

Not Citing your Sources

- Is called plagiarism
- Is a form of dishonesty
- Can bring severe penalties

As You Research

- Consult the handout or the APA manual to see what info you need
- Make copies of the article from the journal, magazine, newspaper, etc
- Write the necessary publication info and page number on the copies

When to Cite a Source

- Always – when you quote directly
- When the information is not common knowledge
- Whenever you quote, paraphrase, or summarize an author's information

Cite In-Text

- Called author-date
- Refers reader to Reference Page

Paraphrased Material

- Author's name
- Date
- Page number, not required, but recommended

Example – Author's Name in Sentence

Schwepps (1998) states that the solution sat dormant for several months before any of the employees tested it (p. 743).

Example – Author's Name in Parentheses

When the solution had been sitting for a number of months, the employees tested for bacteria (Schwepps, 1998).

Documenting Quotations

- Short quotes – less than 40 words
- Long quotes – more than 40 words

Short Quotes

- Put quote marks around quoted material
- Cite the source in parentheses
- Place the period after the closing parenthesis

Short Quotes – Example

Meile (1993) found that “the placebo effect disappeared when behaviors were studied in this manner” (p. 276).

Long Quotes

- Longer than 40 words
- In block form
- Indent 5 spaces for entire quote
- Do **not** use quotation marks
- Double space the block quote
- Cite the source after the end punctuation of the quote

Long Quote – Example

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-Text Only Citations

- Personal Communications
 - E-mail, interviews, telephone conversations
 - Non-recoverable
- Biblical References
 - Book, Chapter, Verse
 - Version in the first citation

Gracefully Introducing Quotes

- Use the author's last name
- Use the word "states"
- Or use one of the alternatives to "states" listed on page 6 of the pink handout

The Reference Page

- Center the word References at the top – no quotes, italics, or underline
- Arrange sources alphabetically beginning with author's last name
- If author has more than one source, arrange entries by year, earliest 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
- Do not justify the right margin

References

- Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.
- Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.
- Henry, W. A. (1990, April 9). Beyond the melting pot. *U. S. News and World Report*, 135, 28-31.
- Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.
- Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*. pp. A1, A4-A6.

Each Entry Begins with a Hanging Indent

- Put cursor on the first line of the entry
- Click FORMAT
- PARAGRAPH
- INDENT & SPACING
- SPECIAL
- HANGING
- OK

References

- Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.
- Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.
- Henry, W. A. (1990, April 9). Beyond the melting pot. *U. S. News and World Report*, 135, 28-31.
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Each Individual Entry Is Double Spaced

- Within the entry
- Between entries
- Do not put in extra spaces between

References

- Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.
- Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.
- Henry, W. A. (1990, April 9). Beyond the melting pot. *U. S. News and World Report*, 135, 28-31.
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Some Common Forms

- Book
- Magazine
- Journal
- Newspaper

Book

- Author's name, last name first. Use initials for first and second name.
- Date in parentheses followed by a period
- Title of book in italics followed by a period. Capitalize first word and all proper nouns
- Place of publication followed by a colon
- Publisher followed by a period

Book - Example

Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.

Magazine

- Name of author, last name first, followed by a period
- Year and day of publication in parentheses, followed by a period
- Title of article, followed by a period
- Title of magazine in italics, followed by a comma
- Number of volume in italics, followed by a comma
- Pages of the article, followed by a period

Magazine - Example

Henry, W. A. (1990, April 9). Beyond the melting pot. *U. S. News and World Report*, 135, 28-31.

Journal

- Author's last name(s), initials
- Year in parentheses period
- Title of article – capitalize first word and all proper nouns, period
- Title of Journal in italics – capitalize all important words, comma
- Volume number in italics, (if pages are continuous)
- (If each issue begins with 1) issue number in parentheses after volume
- Comma and then page numbers followed by period

Journal – Example A

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

Journal – Example B

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.

Newspaper Article

- Author's last name, initials
- Open parenthesis year first comma full month and day close parenthesis period
- Article title, capitalize first word and proper nouns period
- Title of Newspaper in italics cap all important words comma
- p. or pp. page numbers period

Newspaper – Example

Schwartz, J. (1993, September 30).

Obesity affects economic, social
status. *The Washington Post*, pp.

A1, A4-A6.

When in Doubt – Check it Out!

- APA handout – the pink one
- Publication Manual of the APA, 5th ed.
- Learning Center Writing Consultant
- APA help site:
www.apastyle.org/askexpert.html

● Thank You!

Don't forget to fill out a workshop
evaluation sheet.