Cite It! An APA Roadmap

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http://libguides.broward.edu/southcampuslibrary
Why Cite?

Whether you choose to add a direct quotation to your paper or whether you choose to paraphrase someone’s idea, you must cite any work that you did not create yourself. This includes, but is not limited to, text, images, and charts.

Citing...

- Allows you to avoid plagiarism, thereby showing academic honesty and courtesy for the work of others.
- Allows the reader to learn more about the topic.
- Builds credibility into your work because you are citing experts who agree with your analysis and/or point of view.
- Leads to further research of your work.

*Remember when in doubt, cite it!*
The APA Citation “Two-Step”

There are two steps to APA citation:

1. **In-Text Citation** (also known as parenthetical citation): Placing relevant source information in the body of the paper.

2. **References**: Complete source information listed in alphabetical order on a separate page at the end of the paper.
In-Text Citations

- Involves placing relevant source information in parentheses after a quote or a paraphrase.

- The APA system includes the author’s last name and the year of publication.

- Source information that you provide in-text must correspond to the source information on the References page.
In-Text: Citing Paraphrased Information

- The author's name may appear either in the sentence itself or in parentheses following the paraphrase, but the date should always appear in the parentheses, not in the text of your sentence.

Examples:

**Beginning of sentence:**
Spencer (2011) reported that new research is available in the library.

**Middle of sentence**
Once the books arrived, Spencer (2011) processed and shelved them.

**End of sentence**
The new material was perfect for new students (Spencer, 2011).
In-Text: Citing Using Direct Quotation

- For short quotes (less than 40 words) place text in quotation marks and cite author’s last name, year of publication, and exact page number in the text and add a complete citation in the References page.

- Ex: “Academic dishonesty takes several forms including cheating on an examination, citing sources improperly, and plagiarizing previously written material” (Landau, Druen, & Arcuri, 2012, p. 112).
In-Text: Citing Using Direct Quotation

- For long quotes (40 or more words) place text in a free-standing block of text with no quotation marks. Quote starts on a new line indented one-half inch from left margin and double spaced. The in-text citation comes at the end of the block quote after the end punctuation.

- Participants returned 1 week later and generated new solutions under the admonition that the ideas not come from the first session. Approximately 20% of these “new” solutions were from the first week. However, instructions to carefully review the solutions from Week 1 drastically reduced the level of plagiarism. This finding indicates that people can, in fact, avoid plagiarism if they are cautious. Consequently, we predicted that teaching people about plagiarism by providing them with examples or providing them with feedback on a plagiarism detection exercise would increase their ability to identify plagiarism and avoid it when paraphrasing. (Landau, Druen, & Arcuri, 2012, p. 113)
References Page

Basic Rules:

- Begin your References page on a separate page at the end of your research paper. It should have the same one-inch margins and running head as the rest of your paper.

- Label the page References (do not italicize, underline, bold, or put in quotation marks) and center the word References at the top of the page.

- Double space all citations, but do not skip spaces between entries.

- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
Books, Editions, and Editors


Print Books:


eBooks: (add retrieval statement with doi or website address of eBook provider)

Articles

General Template: Magazine


General Template: Scholarly Journal


Examples:


And Lastly There are Web Pages

Format for citing a web page:

- If the name of the website is not in the retrieval statement (URL), then state: Retrieved from Site Name website: http://xxxx

- Use n.d. for no date when there is no date available ex: (n.d.).


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