

In your writing, you use sources as evidence to support your points. Citing sources simply means keeping track of the information you use in your essay, report, speech, or presentation and showing the reader/audience the words or ideas you have borrowed.

Make sure that you follow these two important steps:

(1) Create an alphabetical list of sources—References—at the end of your document using APA (American Psychological Association) Style. This list contains full citations (not just a web address) for each source. For slides used in a speech, insert a citation at the bottom of a slide that displays the information.

(2) In your document, show where you summarize, paraphrase (restate in your own words), “quote” exact words, or display sources so that the reader/audience knows that those words, ideas, or visuals are borrowed (not yours). This is called in-text citing or using a parenthetical citation. See sample signal phrases and citations below or on page 4.

- Use a signal phrase to introduce a source, especially when the author, organization, or publication has expertise or a high level of credibility. A signal phrase is similar to a transition because it can help you smoothly incorporate the idea into your writing.
- Insert a page number inside parentheses at the end of the information. If you use the author’s last name in the signal phrase, only the page number is in the parentheses.

SAMPLE PARAGRAPH FROM A RESEARCHED PAPER & CORRESPONDING REFERENCES

No cure has yet been discovered to manage the crushing effects of Alzheimer’s Disease (AD), but non-drug therapies are currently the most effective treatment. Unsettling side effects often push patients away from using prescribed AD drugs, and they tend to look for more natural ways to help. A 2012 study by Lutzenberger, Hofner & Graessel (2012) found that non-drug therapies help patients reinforce skills that are used in everyday life and lead to self-training strategies (p. 7). The researchers studied patients at five nursing homes in Germany; their results proved that multimodal therapy, an approach that is tailored to the individual client, can help subside the negative effects of Alzheimer’s Disease (p. 8). Non-drug therapies are important because over 4.5 million Americans have AD (Alzheimer’s, n.d.). With multimodal therapy, patients are able to carry out activities of daily living and extend their overall health.

Note: Even though the Lutzenberger article begins on page 151 of the journal (full citation below), the article is a pdf document with stable page numbers 1 to 9, which are used for citing (above). Instead of a web address, this citation contains a DOI (digital object identifier), a reliable persistent link beginning with the number 10 and found in the article’s record detail or web address. You can search for a DOI using the article title or author’s name at CrossRef.org.

References

Alzheimer’s disease health center: overview and facts. (n.d.). *WebMD*. Retrieved from <http://www.webmd.com/alzheimers/guide/alzheimers-disease-overview-facts>

Lutzenberger, Hofner & Graessel. (2012). Are the effects of a non-drug multimodal activation therapy of dementia sustainable? Follow-up study 10 months after completion of a randomized controlled trial. *BMC Neurology*, 12, 151. <https://doi:10.1186/1471-2377-12-151>

BASIC CITATION:

Author Last Name, Initial of Author's First Name or the Name of the Organization. (Year of Publication). Title of article. *Name of Publication*, Volume, Page Number if visible. Retrieved from web address.

- *If no person is named as the author or the author is listed as anonymous, begin the citation with the Title of the article. Do not use "Staff" as the author.*
- *Do not use titles or academic credentials, such as Dr. or Ph.D. Use n.d. for no date.*
- *Only the first word of the title (or proper nouns) are capitalized in the title.*
- *Format each citation: Highlight the citation > Right click > Paragraph > Special > Hanging*

WEBPAGE or WEB ARTICLE - no named author

The page numbers are visible or clickable.

Teens and sleep. (n.d.). *National Sleep Foundation*, 1-5. Retrieved from sleepfoundation.org/sleep-topics/teens-and-sleep

WEB ARTICLE, NEWS REPORT or BLOG - with author

Carr, N. (2010, May 24). The web shatters focus, rewires brain. *Wire*. Retrieved from wired.com/2010/05/ff_nicholas_carr/all/1

RESEARCH ARTICLE –YOU LOCATED IT IN A DATABASE [through a library]

Miranda, A., Tarraga, R., Fernandez, M. I., Colomer, C., & Pastor, G. (2015) Parenting stress in families of children with autism spectrum disorder and ADHD. *Exceptional Children*, 82, 1, [https://doi: 10.1177/0014402915585479](https://doi.org/10.1177/0014402915585479)

Note: Databases may have a citing tool, but you must make sure the citation is correct. For example, an author's name or an article title should not be formatted in all capital letters.

GOVERNMENT, ORGANIZATION, OR CORPORATE PUBLICATION - LOCATED ONLINE

U.S. Environmental Protection Agency, Office of Air Quality Planning and Standards, Outreach and Information Division (2009, August). *Air quality index: a guide to air quality and your Health*. Retrieved from epa.gov/airnow/aqi_brochure_08-09.pdf

Pew Research Center (2016, November 10). *A divided and pessimistic electorate*. Retrieved from people-press.org/2016/11/10/a-divided-and-pessimistic-electorate

REFERENCE

Compression. (n.d.). In *The American Heritage® Science Dictionary*. Retrieved November 23, 2016 from <http://www.dictionary.com/browse/compression>

Note: Online dictionaries often have a cite feature. In dictionary.com, for example, you can cite the specific meaning; beneath each definition, click on Cite This Source.

ADVICE: Citation makers

Services such as EasyBib and applications such as Microsoft Word can create a citation for you, BUT you must be able to enter the correct information into their templates. You must know the type of source you are viewing or holding. For example, the research article by Miranda and colleagues was available on the web, but it is not a website; it is a journal article available in an online database.

BOOK - IN PRINT

Egg, J. & Howard, B.C. (2011). *Geothermal HVAC: Green heating and cooling*. New York: McGraw-Hill.

BOOK - DIGITAL OR ONLINE

Mill, J. S. (1878). *Principles of political economy*. New York: Appleton. Retrieved from <https://books.google.com>

A LITERARY WORK (POEM) PUBLISHED IN AN ANTHOLOGY

Whittier, J. G. (1866). Snow-bound: a winter idyl. In N. Baym (Ed.), *The Norton anthology of American literature* (pp. 666-683). New York: Norton.

VIDEO

Comedy Central. (2011, Nov. 15). *Key and Peele: the phone call*. [Video]. Retrieved from <https://www.youtube.com/watch?v=JzprLDmdRlc>

PHOTOGRAPH OR IMAGE - with photographer

Beaman, E. O. (1871). *First camp of the John Wesley Powell expedition, Green River, Wyoming Territory, 1871*. [Photograph]. National Archives, No. 57-PS-471. Retrieved from <https://www.archives.gov/research/american-west>

EMAILS OR LETTERS YOU RECEIVE OR INTERVIEWS YOU CONDUCT

Personal communication should be cited in your writing (see p. 4) , but not in the reference list.

Citing In Text

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The basic in-text citation is the author's last name, year of publication and page number: (Mill, 1885, p. 136).

If there is no author, use the first word of the title except for articles such as a, an, and the: (Teens, 2014, p. 4).

If there is no date or visible page number, list the first word: (compression).

- List author last names in the order their names appear in the article.
- Two/ three authors: (Egg & Howard, 2011, p. 24) (Gray, Emerson & MacKay, 2005, p. 433)
- If you use the author's name in the sentence, you do not need it in the parentheses.
- If you cite two authors with the same last name, include each author's last name and first initial in the parentheses.
- If you cite two or more works by the same author in the same year: (Baker, 2012a, p. 6) and (Baker, 2012b, p. 83).
- Use page numbers only when the page numbers are visible; do not use the page numbers assigned by a printer. View a pdf document when one is available.
- Be aware of endnotes or footnotes¹ in articles and on webpages. Use the superscript number to identify the original source and then find that original source so that you can confidently cite it directly instead of indirectly.

Paraphrase & identify a credible organization and page number

According to a 2011 report from the Wisconsin Department of Public Instruction, Wisconsin has one of the highest rates of binge drinking among high school students (p. 5).

Paraphrase with quoted phrase from a credible author & indirect source

In a 2010 article adapted from his book, *The Shallows: What the Internet is Doing to Our Brains*, Nicholas Carr observes that the “dominant mode of thought” in the U.S. is scanning information instead of reading it for a thorough understanding. Even though technology diminishes deep-thinking skills, noted developmental psychologist Patricia Greenfield, it increases the “widespread and sophisticated development of visual-spatial skills” (as qtd. in Carr, 2010).

Carr’s article is posted online with no page numbers. 

Introduce a credible publication & paraphrase a specific idea

A study published in the journal *Exceptional Children* added to the research on parental stress. The research by Miranda, Terraga, Fernandez, Colomer, and Pastor (2015) will be useful in clinical practice where both cognitive and behavioral therapy can reduce stress levels to help parents feel better about themselves and, as a result, their autistic children (p. 92).

Summarize content & cite personal email, interview, or letter

Socially aware comedians Keegan-Michael Key and Jordan Peele illustrated code switching in the 47-second comedy sketch, *Key and Peele: The Phone Call* (Comedy Central, 2011). According to a university linguistics professor, code switching is deliberately using two or more different types of language in a conversation (R. Zander, personal communication, April 4, 2015).

Why Quote?

It is advisable to paraphrase or summarize information from other sources as much as possible to keep your voice consistent through your writing. Some times writers need to quote because they cannot restate the source any more clearly, the idea is technical, the idea contains rich description, or the words, such as in the poem below, are necessary for analysis.

Quote exact words

In the sixth stanza of “Snow-Bound: A Winter Idyl,” Whittier (1866) introduces the vastness and strength of a rural snowfall. He writes, “Around the glistening wonder bent / The blue walls of the firmament, /No cloud above, no earth below,— /A universe of sky and snow!” (p. 668).

For a section of poetry that is 40 or more words, do not use quotation marks. Instead, indent (block) and introduce with a full sentence and colon.

FOR MORE ASSISTANCE

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One-on-one help in the Learning Commons: **Room 122 in the Academic Resource Center**

Online Writing Lab at Purdue University: <https://owl.english.purdue.edu/owl/>

Evaluating sources: <http://guides.lib.berkeley.edu/evaluating-resources>