

HOW TO CITE SOURCES

Amanda Davidson, Coordinator, Writing Center in SSP

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Why do we Cite Sources?

1. We cite sources to give credit to the author for his/her work.
2. We cite sources because as scholars we are engaging in dialogue about subjects and adding to the existing body of knowledge and research.
3. Whoever reads your paper can investigate your sources and learn more!

Critically evaluate and examine your sources because **not everything is credible**. Evaluate your sources by answering the following questions:

1. Does the author document the sources in footnotes at the bottom of the page, or endnotes at the end of a chapter or book or Internet site? Does the author include a bibliography? This indicates the author's awareness of research done in the field. Look at their Works Cited.
2. What is the date of the publication you are using and of the sources the author is using?
3. Is the author an authority in the field?
4. Have you seen references to the author in the bibliographies of other works dealing with the same subject?

What is a Primary Source?

A primary source is the primary text that is not altered in any way. For example, fiction, poetry, and/or an autobiography are primary sources. In addition, primary sources in the sciences are different from those in the humanities or social sciences.

What is a Secondary Source?

A secondary source is what others say about the text. It is any source about an event, period, or issue in history that was produced after that event, period, or issue has passed. For example, a secondary source is a scholarly journal article.

Good questions to ask of any secondary source are the following:

1. Who is the author, and what seems to have been his or her likely intention in writing this work?
2. When was the work written, and does the date of publication potentially impact upon the book's message?
3. Is the argument persuasive? Is it based on well-researched evidence?
4. Is the text generally free of obvious [bias and prejudice](#)?

What is a Scholarly Article?

Many instructors at the college level require that you use scholarly articles as sources when writing a research paper. **Scholarly or peer-reviewed articles** are written by experts in academic or professional fields.

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How do I find information on How to Cite my Sources?

Click “**Writing Center**” on IAU’s website to learn more about how to cite your references in APA Style in your case studies and papers. Click on [APA Format for Case Studies - Example](#) for specific help on how to insert in-text and parenthetical citations in the body of your essay.

Prepare a list of References for APA because you need to **document your sources**. **You need to become familiar with the type of research that has been done on your topic**, for example, what other literary scholars have said about it. From seeing a variety of titles, you will learn how your chosen thesis in your paper might further be limited or broadened. Ask who has published, or sponsored the material? A university press usually publishes scholarly, well-researched material, and some of the best-known publishers are usually reliable. Is the Internet site reliable and authoritative?

For Sample Bibliographies and References Examples:

From the IAU website home page, click on Writing Center and [APA Format for References - Examples Reference List: Basic Rules-APA](#) from OWL at Purdue

For Assistance with Citing Sources for References: [Bibme - www.bibme.org](http://www.bibme.org)

How to Document your Sources in APA style

When you quote one of your sources, you need to document and **credit that source** to show where that information came from in your text.

You need to ensure that your paper is double-spaced, with one-inch margins all around, Times New Roman 12 font is preferred, the page number appears in the upper right-hand corner of the second page, and indented paragraphs are half an inch from the left margin.

In-Text Citations are in the past tense (APA style, 7th ed.) as follows:

- **BOOK (Direct Quote) by ONE AUTHOR: Cite Author’s Last Name with the year of publication and page number in parenthesis** as follows:

Holt (2016) claimed, “...” (p.2).

- **BOOK by TWO AUTHORS: List both author’s last names and year of publication in parenthesis. Note the ampersand between the two author’s last names.**

Direct citation:

Wegener and Petty (2004) indicated, “...” (p. 2).

Paraphrased citation:

... discovered in later studies (Wegener & Petty, 2004).

Direct citation:

Sinclair and Fawcett (1991) stated, “Physical development is particularly erratic in adolescence” (p.197).

Paraphrased citation:

Physical development in adolescence can become unpredictable (Sinclair & Fawcett, 1991).

- **BOOK or WORK BY MULTIPLE AUTHORS (THREE to FIVE AUTHORS):** When citing multiple authors, for example more than 3 authors from a work, cite **the first author by last name and et al.** followed by the year of publication:

Direct citation:

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According to Williams et al. (2016), "... " (p. 2).
Williams et al. (2016) claimed, "... " (p.25).

Paraphrased citation:

... (Williams et al., 2016).

So, if you used the following authors: Smith, Jones, Blake, Sinclair & Daniels (2004) claimed ...

Direct citation:

This would become: Smith et al., (2004) claimed, "... " (p.3).

Paraphrased citation:

... (Smith et al., 2004).

- **CITING MULTIPLE AUTHORS in the same set of parentheses, list them alphabetically by author's last name and et al. separated by a semi colon.**

... (Raspa et al., 2015; Gadomski et al., 2018; Graybill et al., 2016).

- **CITING MULTIPLE AUTHORS using "et al.", and there are multiple dates, chronologically list the dates.**

... (Caraway et al., 2013, 2014, 2019).

- **CITING THE WORK OF ANOTHER AUTHOR WITHIN AN AUTHOR'S WORK, you would cite as follows per p. 63 of the APA 7th ed Manual:**

..., Joseph Wolfe (1960; as cited in Peterson et al., 2011) theorized that ...

- **CITING A WORK BY THE SAME AUTHOR AND SAME DATE** use a lowercase letter after the year of publication for both in-text and reference-list entries.

... (Boysen, 2015a, 2015b).

- **UNKNOWN AUTHOR: Give the Title in the signal phrase and the year of publication in parenthesis. Please note that book titles are *italicized* while articles and titles are in quotation marks.**

... a research study was conducted of students working on case studies ("Using APA," 2001).

- **BOOK NO AUTHOR GIVEN: Give the title of the work and the year in parenthesis.**

(Interpersonal Skills, 2019).

- **MAGAZINE ARTICLE, NO AUTHOR GIVEN:**

("Understanding Sensory Memory," 2018).

- **ANONYMOUS AUTHOR: Keep the "Anonymous" as if it were the author's last name followed by the year of publication in parenthesis.**

... and was considered obsolete (Anonymous, 2008).

- **ANONYMOUS AUTHOR, NO DATE: Keep the first word or two of the title (from the signal phrase) followed by "n.d." for "no date" in parenthesis.**

... and was considered obsolete ("English Tutoring", n.d.).

- **WEB-BASED SOURCE:**

Webpage on a website with an individual author (per APA 7th ed. manual (p.351).

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Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

➤ **Webpage on a website with a group author (per APA 7th ed. manual (p.351)).**

Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of developing flu-related complications*. https://www.cdc.gov/flu/about/disease/high_risk.htm

Parenthetical citation: ... (Centers for Disease Control and Prevention, 2018; World Health Organization, 2018).

Narrative citation: Centers for Disease Control and Prevention (2018) and World Health Organization (2018)

➤ **Webpage on a website with a retrieval date, cite as follows per the APA 7th ed. Manual (p.351):**

U.S. Census Bureau. (n.d.) U.S. and world population clock. U.S. Department of Commerce. Retrieved July 3, 2019, from <https://www.census.gov/popclock/>

Parenthetical citation: ... (U.S. Census Bureau, n.d.).

Narrative citation: U.S. Census Bureau (n.d.)

APA Style for List of References

1. The "**References**" title is in **bold**, centered and on a separate page from the rest of the paper.
2. References are listed in **alphabetical order** by the author's last name, flush left with the margin, in double-line spacing, with subsequent paragraphs indented by half an inch.
3. When composing the References page, the **publisher location is no longer needed**. All that is required is the publisher's name as follows:

References

Williams, B., Young, A., Evans, P. & Ruiz, A. (2016). *Human resource management* (4th ed.). Pearson.

Digital Object Identifier (DOI) format

The DOI of a source, for example, of an online journal article or report or the print version in the References section of your paper, is the "Digital Object Identifier," which is the unique persistent identifier of an online or print source. It is the last component in a reference list entry.

According to the Publication Manual of the American Psychological Association (7th ed.), "A DOI, or digital object identifier, is a unique alphanumeric string that identifies content and provides a persistent link to its content location on the internet. It is typically located on the first page of an article near the copyright notice, and it starts with "https://doi.org/..." and is followed by a string of letters and numbers" (p.298). Here is an example:
<https://doi.org/10.1037/0000092-000>

The APA guidelines for using DOIs are as follows (per APA Manual p. 299):

1. Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
2. If a print work does not have a DOI, do not include any DOI or URL in the reference.
3. If an online work has a URL but no DOI, include the URL in the reference as follows:
 - a. For works without DOIs from websites (not including databases), provide a URL in the reference.

- b. For works without DOIs from most academic research databases, do not include a URL or database information in the reference because these works are widely available. The reference should be the same as the reference for a print version of the work.
- c. For works from databases that publish works of limited circulation (such as the ERIC database) or original proprietary material only in that database (i.e. UpToDate database), include the name of the database or archive and the URL of the work.
- d. If the URL is no longer working or no longer provides readers access to the content you intend to cite, follow guidance for works with no source.

APA Format of DOIs and URLs: (per APA Manual, p.299):

- DOIs and URLs are formatted as hyperlinks "http://" or "https://" No need to include "Retrieved from" before the DOI or URL.
- Use the default display settings for hyperlinks (blue font, underline) or plain text not underlined.
- Links should be live if work is published or read online.
- Follow the International DOI Foundation to format the DOIs in the reference list as follows:
https://doi.org/xxxxx

How to Format Tables and Figures

For how to format tables and figures in your paper, (see p. 197 of APA Manual):

Refer to every table and figure by its number (callout), which tells the reader what to look for in the table or figure. Introduce your table or figure as follows:

As shown in Table 1, the characteristics of ...

Figure 2 shows the demographics of ...

... of the results of the testing (see Table 3).

... of the comparisons (see Figures 4 and 7).

Avoid writing "the table above" (or "below") or "the figure on page 32."

Tables and Figures should go at the end of your paper after your list of references. Please review p.8 and 9 of the IAU APA template.

How to Avoid Plagiarism

To avoid plagiarism in academic writing, which is using the words of another author's work as your own, it is important to give credit to the author for his/her work, and you can achieve that in two ways as follows:

1. Directly cite the exact words of the author correctly in APA 7th edition style. For example, cite the author's work by stating his/her last name, the year of publication in parenthesis, followed by the exact words of the author and the page number in parenthesis as follows:

Riley (2010) stated, "... " (p.32).

Here's an example of how to directly cite from an online journal article by multiple authors:

Williams et al. (2006) stated, "Plant height and dispersal ability evolved more rapidly in patchier experimental landscapes, suggesting that fragmentation can select for more rapid invasion velocity" (p.482).

2. Paraphrasing the author's work (writing another author's work in your own words):

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Green et al. (2017) claimed ...

... (Green et al., 2017).

Here's an example of how to paraphrase from an online journal article by multiple authors using, the online journal article by Williams et al. (2016) which is located at the following link: <https://science.sciencemag.org/content/353/6298/482.full>

Williams et al. (2016) examined the extent of plant population that can spread in fragmented experimental landscapes.

3 Tips on Documenting your Sources

1. Use **direct citations as supporting evidence** to your main idea.
2. Use the **exact words** of the author to make your point.
3. **Introduce direct citations** as follows:

Author's last name (year of publication) claimed, "... " (pg. no).

- McCauley and Christiansen (2018) stated, "... " (p. 10).