

HOW TO CITE SOURCES

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LIRN Online Library: <https://proxy.lirn.net/IntlAmerUniv>

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.

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 (Wegner & 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 and 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:

According to Williams et al. (2016), “...” (p. 2).

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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).

Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion*

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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.

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):

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).