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**After completing this document, you will understand:**

- *WHY* the issues of academic honesty and proper citation are important.
- *WHEN* information sources must be cited or referenced
- *HOW* to properly create in the text citations and the References list

**WHY:** When writing a paper, doing a project, or making a presentation, it is of critical importance to give proper credit to any work that is included in the paper, project, or presentation but is not one’s own. This is done through the use of proper in the text citation and creation of a list of references.

By doing this the writer will

- Provide the reader with a clear path to the source used
- Organize the sources used
- Give proper credit to the works – text, image, facts, words - that are not the writer’s own
- Prevent charges of plagiarism (Harris, 2005, p. 5)

**WHEN**

- “Credit must be given when using words, ideas, or any information from a source other than your own knowledge and experience” (Harris, 2005, p. 13).
- “If the information came from outside your own head, cite the source” (Harris, 2005, p. 16).
PLAGIARISM

- “to take ideas from another and pass them off as one’s own” – Merriam-Webster Collegiate Dictionary
- Submitting someone else’s work (in whole, part, or paraphrase) as one’s own without fully and properly crediting the author
- Submitting as one’s original work materials obtained from an individual or agency
- Submitting as one’s own work material that has been produced through unacknowledged collaboration with others
- Cutting and pasting someone else’s web publication and submitting it as your own
- Downloading essays, papers, speeches, lesson plans, etc. from the web and turning them in as your own
- Buying essays, papers, speeches, etc. via the Web and turning them in as your own
- Providing false information about a source (citing a title, author, page from one source when it is from different source)

2001 – Healey Library: University of Massachusetts, Boston (as cited in LIS 1001)

QUOTING, PARAPHRASING, and SUMMARIZING

- Quoting, paraphrasing, and summarizing are three methods that allow you to ethically incorporate another author's writing into your research, as long as you cite your sources accurately.

- **Remember these guidelines...**

  - **Quoting** matches the source word for word. They must be attributed to the original author.
  - **Paraphrasing** involves putting a passage from source material into your own words. A paraphrase must be attributed to the original source.
  - **Summarizing** involves putting the main idea(s) into your own words, including only the main point(s). Summarized ideas must be attributed to the original source.

- When you quote, paraphrase, or borrow someone else’s ideas for a research paper you must cite your sources. Careful documentation takes time and can be a real bore to do, but there's no ethical way to avoid it.

2001 – Healey Library: University of Massachusetts, Boston (as cited in LIS 1001)
You Must Cite Someone Else’s

- Words you quote, summarize or paraphrase
- Idea (interpretation, opinion, conclusion)
- Data
- Graph
- Photograph
- Drawing
- Table of information
- Computer program code
- Experiment
- Survey
- Example
- Unique concept
- Apt phrase
- **Expression of common knowledge**
- Solution to a problem
- Speech or audio recording
- Video source (film, TV program)
- Structure of sequencing of facts, ideas or arguments (e.g. from an encyclopedia)

(Harris, 2005, p. 17)

You Do Not Have to Cite Your Own Words

- Idea (interpretation, opinion, conclusion)
- Data
- Graph
- Photograph
- Drawing
- Table of information
- Computer Program Code
- Experiment
• Survey
• Example
• Unique concept
• Apt phrase
• **Expression of common knowledge**
• Solution to a problem

(Harris, 2005, p. 17)

**COMMON KNOWLEDGE**

• “Common knowledge does not need to be cited. Common knowledge includes whatever an educated person would be expected to know or could locate in an ordinary encyclopedia. It represents the kind of general information found in many sources and remembered by many people” (Harris, 2005, p. 17). Here are some of the types of common knowledge:
  – Easily observable information
  – Commonly reported facts
  – Common sayings    (Harris, 2005, pp.17-18)

• However – be careful
  – Quoting a source presenting common knowledge requires a citation
  – Commentary on common knowledge requires a citation
  – IF IN DOUBT, CITE IT    (Harris, 2005, p. 18)

**HOW**

• In the text citation

• References list

**In the text citation**

• Document your sources in the text throughout your writing by citing the author, date, and page or paragraph number.
• Verify your citation format with your professor.

**PLEASE REFER TO THE APA 6TH EDITION PUBLICATION MANUAL –**

• Chapter 2 - Manuscript structure; sample paper found beginning on page 41
• Chapter 8 - The Publication Process; Author Responsibilities on page 228 for guidelines to formatting the paper.
In the Text Citation Examples:

**EXAMPLES — Direct Quotation:** When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material. *(Publication Manual of the APA, 2010, p. 170.)*

- **Example #1** – name of the author is in the narrative – fewer than 40 words - *(Publication Manual of the APA, 2010, p. 171)*

  Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

- **Example #2** – name of the authors are not in the narrative – fewer than 40 words *(Publication Manual of APA, 2010, p. 171)*

  Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

- **Example #3** – block (more than 40 words) – *(Publication Manual of APA, 2010, p. 171)*

  If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start the bloc quotation on a new line and indent the block about a half inch from the left margin (same as new paragraph). Double-space the entire quotation. At the end of a block quotation, cite the author, year, and page or paragraph number in parentheses after the final punctuation mark.


- Give the secondary source in the reference list; in the text narrative name the original work and give a citation for the secondary source. For example, if Allport’s work is cited in Nicholson and you did not read Allport’s work, list the Nicholson reference in the reference list. In the text, use the following citation:

- OR another example
  I am reading an article by Vanderlinde and van Braak, and I read a quote in the article by Furlong that I want to use in my paper:
Furlong (2004) stated that "every approach to education research has an epistemological foundation, influencing the research questions being asked and the methods being used" (as cited in Vanderlinde and van Braak, 2010, p. 299).

In a References list it is:


**EXAMPLE – paraphrasing material** (*Publication Manual of the APA, 2010, p. 171*)

- When paraphrasing or referring to an idea contained in another work, you must include the author and date, and **you are encouraged** to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

**EXAMPLE – online material without pagination** (*Publication Manual of the APA, 2010, pp. 171 and 172*)

- If paragraph numbers are visible, use them in place of page numbers with the abbreviation *para*.
- If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following.

**EXAMPLE - Works with No Identified Author or With an Anonymous Author** (*Publication Manual of the APA, 2010, p. 176*)

- When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks round the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report.

**References List Examples:**

- The References List at the end of the paper is an alphabetical list of the information sources used to write a paper. The “References” list begins on a new page.
- The list uses the hanging indent, double-spaced format.
- Always verify your citation format with your professor.
Books


(note: doi can be found on PsycBook record)


Retrieved from http://books.google.com/books


**EXAMPLE – Paper presentation or poster session** (*Publication Manual of the APA, 2010*, p. 206)

Periodical Articles
(Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters)

PLEASE NOTE: In 2007 changes were made to the manner in which scholarly journal articles were cited in the list of References. The newly released 6th edition of the Publication manual of the American Psychological Association confirms these changes and expands the change to include magazines, newspapers, and newsletters. The same data elements are cited in the same order for both the print and the electronic article. The change comes in what is cited about an article retrieved electronically – the name of the database is no longer mentioned nor is the retrieval date.

In its place one uses a Digital Object Identifier (DOI) number, if that is indicated, or the URL for the home page of the actual journal, magazine, or newspaper if no DOI number is assigned. In order to provide a stable identifier in the electronic medium on digital networks, a Digital Object Identifier (DOI) System was devised. Many publishers are now assigning these DOIs to periodical (journals, magazines, newspapers, and newsletters) articles.

- Include the DOI in the reference citation if one is assigned. p. 198 (The DOI can be found:
  o 1) on the database article citation page,
  o 2) on the first page of the PDF copy of the article, or
  o 3) by doing a “FOR RESEARCHERS” “Free DOI Name Lookup” at the www.crossref.org site.)
- If no DOI is assigned to the content and you retrieved it online in either a database or on the Web, include the home page URL for the journal, newsletter, or magazine in the reference. Use this format: Retrieved from http://www.xxxxxxx p. 198
  o (The URL for the periodical publication can be found sometimes on the citation page or on the first page of the article but more likely one will have to search for the URL by using a search engine such as Google.)
  o (If it is absolutely, absolutely, absolutely impossible to find the URL of the journal, magazine or newspaper, use the URL of the homepage of the database not the name of the database.)

EXAMPLE – Journal article with a DOI – please note the recent (2014) update
demonstrated within this example (Publication Manual of the APA, 2010, p. 198)


“As you can see, the DOI itself is the same (10.1037/rmh0000008), but it is preceded by http://dx.doi.org/ to insure that it resolves into a working link. Because this change is recent and many publishers are still implementing the new CrossRef guidelines, either the old or the new DOI format is acceptable. But be sure not to mush them together!

Here are some examples” (J. Hume-Pratuch, 2014, July 25, see blog URL above).

Correct:
- doi:10.1037/rmh0000008
- http://dx.doi.org/10.1037/rmh0000008

Incorrect:
- doi:http://dx.doi.org/10.1037/rmh0000008
- Retrieved from http://dx.doi.org/10.1037/rmh0000008


http://hk.humankinetics.com/tepe/journalAbout.cfm

EXAMPLE – Print magazine article  (Publication Manual of the APA, 2010, p. 200)


EXAMPLE – Online magazine article  (Publication Manual of the APA, 2010, p. 200)


http://www.edweek.org

EXAMPLE – Print newspaper article  (Publication Manual of the APA, 2010, p. 200)

Shellenbarger, S. (2009, October 7). The school volunteer jobs that most help your kids.  


EXAMPLE – Online newspaper article  (Publication Manual of the APA, 2010, p. 200)

Shellenbarger, S. (2009, October 7). The school volunteer jobs that most help your kids.  


Some archival documents (discontinued journals, monographs, dissertations, or papers not formally published) can only be found in electronic databases such as ERIC or JSTOR. When the document is not easily located through its primary publishing channels, give
the home or entry page URL for the online archive. See the Publication Manual of the APA, p. 204, number 22 for an example and the Publication Manual of the APA, p. 212, number 62 for an example.


ELECTRONIC SOURCES

The variety of material available electronically, and the variety of ways in which it is structured and presented, can present challenges for creating usable and useful references. According to the Publication Manual of the APA (2010), “in general, we recommend that you include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources you cited” (187).

EXAMPLE - Entire Web site: “When citing an entire website, it is sufficient to give the address of the site in just the text.” [Frequently asked questions from APA Style.org (2009). http://apastyle.apa.org/learn/faqs/cite-website.aspx]

The Math Forum @ Drexel is a comprehensive, interactive web site for improving math learning (http://mathforum.org/).

EXAMPLE - Web site – Specific page – Corporate author: (If there is not a date available for the page, use (n.d.) for no date.


EXAMPLE – Web site – No author: (Frequently Asked Question at the APA Style web site – http://www.apastyle.org/learn/faqs/web-page-no-author.aspx When there is no author (either person or corporate) for a web page, the title moves to the first position of the reference entry:

Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title.: ("New Child Vaccine," 2001).

Note: Use the full title of the web page if it is short for the parenthetical citation. Articles found on the web, like the example above, are not italicized in the reference entry and are not italicized but enclosed in quotations in the in-text citation, just like a newspaper or magazine article. Reports found on the web would be italicized in the reference list, as in *Publication Manual* (6th ed.) Examples 31, 32, and 33 on pp. 205–206. They would also be italicized in the in-text citation, just like a book.

(adapted from the sixth edition of the APA *Publication Manual*, © 2010)


If the issuing organization assigned a report number to the report, give that number in parentheses immediately after the title.


If the issuing organization assigned a report number to the report, give that number in parentheses immediately after the title.


**EXAMPLE - Technical Report: Corporate Report, from Private Organization**

If the issuing organization assigned a report number to the report, give that number in parentheses immediately after the title.


If the issuing organization assigned a report number to the report, give that number in parentheses immediately after the title.


EXAMPLE – Powerpoint presentation


Retrieved from www.nccrest.org/events/culturally_responsive_leadership_2.ppt

EXAMPLE - Personal Communication – including emails

“Personal communication may be private letters, memos, some electronic communications (e.g., email or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible” (*Publication Manual of the APA*, 2010, p. 179).

J. Rosedale (personal communication, September 1, 2010) notified the Library staff that the Voyager online public access catalog was currently down.

DOCTORAL DISSERTATION


Retrieved from a database service:


Retrieved from an Institutional Database:

AUDI-OVISUAL MEDIA

EXAMPLE - Audio podcast  


EXAMPLE – DVD  


EXAMPLE – Movie, television  


For Further Examples or Assistance

• Copies of the Publication Manual of the American Psychological Association (6th ed.) are available at the Reference Desk of the Library

• Manhattanville College Library Reference Desk – (914) 323-5282.
REFERENCES


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