

DeVry University APA Handbook

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Introduction

When you write a paper or present research results in college or at work, you are contributing to the collective body of knowledge on your topic. Think of it as entering into a discussion about the topic: your ideas interact with the ideas of others in a continuing conversation. Your paper or presentation is, in fact, a blend of your ideas and outside sources. Use sources to give support for your claims and establish your credibility as a writer or presenter about the topic. When you use sources, the other authors' material must be integrated conceptually and stylistically with your own work.

When using sources, remember the following:

1. Borrowed ideas in the form of quotations, paraphrases, or summaries need to be cited properly in the text and on the separate References page in order to avoid plagiarism.
2. Your original ideas and the ideas borrowed from sources should flow together. Keep your paper organized and seamless:
 - Balance direct quotations with paraphrases and summaries.
 - Use signal phrases to introduce quotations, paraphrases, summaries, and visual aids.
 - Use in-text citations to document sources.
 - Use correct formatting to help get your point across to audiences or readers.

This handbook describes how to integrate your sources in these ways for class assignments and projects using the editing style approved by the American Psychological Association (APA). See the *Publication Manual of the American Psychological Association* (2009) for more information on APA style. This handbook references APA manual page numbers (6th edition, First Printing with corrections) when applicable.

Use this handbook as a quick guide for citing research in papers, team projects, and presentations (including PowerPoint projects). Although you may **not** need to apply the specific guidelines and rules in this handbook for citing posts in the class Threaded Discussion Areas (TDAs), please be aware that some kind of documentation for material used in threaded discussions will be required.

Below are suggested guidelines for citing sources in your discussion posts. Your professor may provide alternative guidelines.

If you need to cite a source in your discussion posts (TDAs), simply provide the following:

1. the full name of the author
2. the title of the source
3. the web address (URL) for electronic sources

Doing so will help your classmates find the information on their own, review it, and post their ideas about the topic in the threaded discussion.

To further help your use of sources in class, you'll find details about the DeVry University Academic Integrity Policy and Turnitin.com use in your Student Handbook, on the Policies tab under Course Home, and in online course syllabi.

Avoiding Plagiarism

Citing sources — letting readers know where information and ideas come from — is done out of consideration to readers and as a sign of integrity on the part of the writer. Taking credit for words or ideas that are not one's own is unethical and considered to be plagiarism. Plagiarism at its worst is the outright stealing of another's words or ideas. Also, writers should be aware of unintentional plagiarism that can result from improperly citing borrowed language or ideas.

What Needs to Be Cited?

You must cite all outside ideas, images, and sources in assignments. **When in doubt, cite.**

| Should I Cite? | Type of Resource |
|----------------|----------------------------------------------------------|
| √ | Direct quotations, interviews, and online discussions |
| √ | Ideas, summaries, or paraphrases |
| √ | Facts, statistics, graphs, diagrams, graphics, or images |
| √ | Computer software |

What Does Not Need to Be Cited?

You don't need to cite common knowledge. What is common knowledge? This is general information that everyone knows or that you can find easily in numerous reference sources. Examples include information like the approximate population of the United States, the names of the planets, or the fact that the Amazon River flows through Peru and Brazil.

A good rule of thumb is that if you find information that is repeated in the research, you can consider this common knowledge. However, this doesn't apply to statistics. When you see numbers or results of surveys or studies, cite them. Furthermore, you should cite information that deals with controversial subjects, no matter how popular you think the opinion might be.

Your audience can determine common knowledge. A surgeon writing to a group of surgeons will make more assumptions about common knowledge than if writing for the general public. The same is true about specialized fields. Depending on your audience, you might be able to assume that your audience won't share your expert background and that you need to explain or cite information that may be "common" in your academic or professional community but not to a broader audience; what is "common knowledge" to one group of people may not be so "common" to another.

| Example of Content | Cite? | Why or Why Not? |
|-------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Governor Jeb Bush was reelected as Florida's governor in 2002. | No | This was reported often in the media and is considered common knowledge. |
| In a recent study by the University of Maryland, dogs were shown to respond not just to food treats, but also to human touch. | Yes | This refers to a specific study, and even though it does not mention statistics, it still refers to a conclusion from that study. |
| The most popular item sold right now is dog clothing. | Yes | Even though you may have heard this or can see why this would be the case, anything that claims to be top-selling or ranked needs to be cited. |
| Children need more sleep than adults. | No | This is something that is common knowledge either by personal observation or a general understanding of biology. |

Using Sources

When using sources in your writing, you have four options: a quotation, a paraphrase, a summary, or a visual aid:

- Quoting means exactly copying three or more words in a row or from the original source and using quotation marks around them.
- Paraphrasing means putting words or phrases from the source into your own words while keeping the original details and meaning. A paraphrase should be about the same number of words as the original material.
- Summarizing means restating in your own words the main idea and main points of a long passage. A summary is a shorter, condensed version of the original material.
- Using a visual aid means creating a table, chart, or other visual aid from your research data or copying a table, chart, image, photograph, or other visual aid from a source. You can also create your own visual aid from data obtained from another source.

Since you have choices, which one is better? It depends on your purpose. Basically, quotations are used to emphasize exact words because you want to analyze the specific words that an author wrote or because you cannot paraphrase and have your own words convey the same meaning as the original; paraphrases are used to provide ideas and details; and summaries are used to provide many ideas without details in a short version.

Visual aids are used when a table, chart, or other visual represents an idea better than words alone. Visuals might be used in full, which is like quoting. You might take just one column of data from a complex table and create a simple table; this would be an example of summarizing the data. Since visual aids are formatted differently from quotations and summaries of words, a section of this handbook is dedicated to them on pages 7 and 15.

Usually, of all the sources used in a paper, most should **not** be directly quoted but should be paraphrased or summarized. Why? Paraphrases and summaries allow you to keep the writing in your own words and create a consistent flow and style! Keeping the writing in your own words also allows you to emphasize your ideas to the audience. If in doubt, check with your professor for specific guidelines on how to use sources in assignments.

| Ways to Use Sources | Definition | Does it need a citation? |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Quotation | An exact copy of an original passage, phrase, or sentence | Yes |
| Paraphrase | A passage, phrase, or sentence that is rewritten entirely in your own words | Yes |
| Summary | A shortened version in your own words of an original text that briefly tells the main points but doesn't cover many details | Yes |
| Visual Aid | Any non-textual presentation of data, such as tables, charts, photographs, drawings, and graphs | Yes |

Notice that all four ways to use sources require that you cite the source. The section in this handbook titled "Integrating and Citing Sources" (see p. 8) will walk you through the three steps of properly citing sources in APA style.

When in doubt, cite.

Quotations

Direct quotations are perhaps the most common way people think to use sources, but as mentioned earlier, use them sparingly. A direct quotation uses the exact words of a source.

When to Quote

Quote in the following situations:

- Quote to emphasize specific words.
- Quote when there is a particularly striking word, phrase, or sentence.
- Quote when the speaker of the words is a very important person or an expert authority on the topic, such as a well-known scientist (like Albert Einstein) or a politician (like President Abraham Lincoln).

Tips and Suggestions

- Copy the quotation exactly, including all punctuation.
- Make the quotation a grammatical part of the sentence.
- Generally, avoid using more than a few direct quotations unless you are analyzing someone's writing or use of words.

Paraphrases

Paraphrases take ideas from other sources, but these ideas are written in your own words. A paraphrase is usually about the same length as the original text.

To paraphrase, do not just change a word here or there, or it will be considered plagiarism. The language used must not be too similar to the original. If you need to use a few original words because they are technical and can't be reworded, such as "CPU," or "modem," quotation marks are NOT needed since the terms are common knowledge to readers.

One way to ensure that you don't unintentionally plagiarize when you are paraphrasing is to put the original material aside and write from memory. This will prevent you from relying on the original writer's words. Writers spend a great deal of time picking their words, so they often phrase their sentences in a way that seems perfect. When you paraphrase, it is often difficult to let go of the original language, so forcing yourself to write from memory will help.

When to Paraphrase

Paraphrase in the following situations:

- Paraphrase when a direct quotation is too long or too wordy.
- Paraphrase when the exact, original wording is not as important as the meaning.
- Paraphrase when you don't want to break up the flow of your words.
- Paraphrase to show understanding of the material. When you paraphrase, you process the information better since you must restate it in your own words.
- Paraphrase to avoid quoting too much.

Tips and Suggestions

1. When you decide on which part of the text you want to paraphrase, read it and then set it aside. Then, tell someone what it said or write down the idea from memory.
2. Compare your paraphrase to the original: Are the words your own? Is it similar in phrasing, wording, or style? If these similarities exist, your writing isn't a paraphrase. Try again, or quote the source instead.
3. In some word-processing programs, like Microsoft Word, you can right-click on a word to see suggested synonyms or highlight the word and hit "Shift F7."
4. Remember that just changing the words isn't enough. The sentence structure of your paraphrase should also be different from the original.
5. Go back to the source to make sure you have not left out any important ideas and that the ideas are represented accurately.

Summaries

A summary is a very short explanation of a longer text. Take the main point of another text and rewrite it in shorter form in your own words. When you talk about someone else's text or argument, you need to summarize it in your writing. Depending on what you are writing, you could be summarizing whole books, articles, or even just ideas.

| Summarizing Any Passage | Summarizing a Longer Passage | Summarizing a Shorter Passage |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------|
| Go through the original text and make sure you pick out all the main points. | Take one point out of each paragraph or find the thesis and topic sentences. | Look for the main idea and any supporting points. |

As with paraphrases, you cannot just skip a few sentences or words here or there and use the rest directly in your writing, or it will be considered plagiarism. The language you use must not be too similar to the original. It's acceptable to use some words from the original source, but, if you do, be sure to put those words in quotation marks.

When to Summarize

Summarize in the following situations:

- Summarize to give background on a text you are discussing.
- Summarize to talk about a writer's most important points.

Tips and Suggestions

- Pick out the main points.
- Before you read a text you need to summarize, be prepared to take notes.
- Read the text or passage once, trying to find the main idea as you read.
- Read it over again, this time looking for main points. Highlight, copy, or underline the main points you find.
- Be sure you understand the words the writer uses; use a dictionary if you have any doubts about words.
- Break up the text into sections/main points. Paragraphs usually cover one point, so that is a good place to start. A heading can also give clues to a section's main points.
- Make a list of the main points/topics/sections.
- Try to write a short description of each topic (1–2 sentences).
- Write one sentence that describes the entire text or passage. This sentence will become the start of your summary.
- Complete your paragraph by combining the sentences you wrote covering each topic.
- In some word-processing programs, like Microsoft Word, you can right-click on a word to see suggested synonyms or look up the word in a thesaurus.

Visual Aids

Visual aids are any non-textual presentations of data, such as tables, charts, graphs, photographs, or drawings. In APA style, visuals fall into two categories: tables and figures. A table is a simple presentation of data in rows and columns. A figure is any visual other than a table. You might create a visual aid based on your own surveys, experiments, or observations, or you might borrow a visual aid (or information to create a visual aid) from a source. Just make sure to cite accordingly.

When to Use Visual Aids

Use a visual aid in the following situations:

- To present difficult numerical data or other information that would be too complicated to explain in words.
- To make points clear or to emphasize points.

Tips and Suggestions

- Choose the best kind of visual aid to represent the idea. See below for some examples:
 - Use a table to provide exact numbers or to compare data.
 - Use a pie chart to show parts in relationship to a whole concept.
 - Use a bar chart to compare or show relationships.
 - Use a line chart to show changes over time.

- Use a photograph/graphic to show authenticity, materials, or processes.
- Use a drawing to show dimension.
- Avoid colors that are difficult to distinguish or text that is too small to read.
- Be sure the visual aid is accurate.

Integrating and Citing Sources

To be a good, academic writer, you need to be very clear about which ideas belong to you and which belong to other sources. All four ways of using research **require** that you do the following:

1. Introduce the source using a signal phrase.
2. Insert an in-text citation in the sentence or paragraph containing research from a source:
 - If you are paraphrasing or summarizing, include the author's last name and the publication or copyright year (use "n.d." if there is no date). Example: (Smith, 2010).
 - If you are quoting directly, add the page number if you have one. Insert a paragraph number for non-paginated materials, such as electronic sources. Example: (Smith, 2010, p. 24) or (Smith, 2010, para. 7) (APA, 2009, pp. 171-172).
3. Cite the source on the list of references, which is an alphabetized list of sources you used in the paper included as the last page of the paper.

Integrate signal phrases and in-text citations as smoothly as possible, so readers can go from your words to quotations, paraphrases, summaries, or visual aids without interruptions.

Step 1: Introducing Sources with Signal Phrases

Signal phrases help you smoothly integrate your sources with your own ideas. A signal phrase uses a verb (like "claims," "disagrees," etc.) to indicate the author's idea. In-text citations tell readers what source the quotation, paraphrase, or summary comes from.

Think carefully about the verbs you choose for signal phrases. The verb must accurately reflect the author's ideas and how you are using them in your writing. For example, saying an author "argued" a point is very different than just saying that the author "said" something. Think about the context: is it an argument, an observation, a suggestion, or something else? Find a verb that clearly shows how you are using the source.

| Common Verbs for Signal Phrases | When to Use |
|---------------------------------------------------|------------------------------------------|
| According to, claimed, reported, suggested, wrote | Making an observation |
| Admitted | Defining your point |
| Agreed | Agreeing with a point |
| Argued, asserted | Arguing a point |
| Believed, noted, observed, pointed out | Stating an opinion |
| Contended, declared | Stating an opinion/making an observation |
| Denied, refuted | Stating an opinion/arguing a point |
| Rejected | Disagreeing |

You can also find good verb options in a thesaurus, which will show you words that are similar to the meaning you want. Use the past tense or present perfect tense of the verb in signal phrases (APA, 2009, pp. 65-66). More information about verb tenses can be found on page 24 of this handbook.

Avoiding Monotony

Keep your writing as interesting as possible by avoiding monotony. Do not repeat the same signal phrases. Vary the words and location of your signal phrases within your sentences.

| Examples of Signal Phrases | |
|---------------------------------------------------|---------------------------------------------------------------------------|
| As Battelle (2006) noted, ". . ." (p. 26). | Battelle (2006) reported that ". . ." (p. 26). |
| In the words of Battelle (2006), ". . ." (p. 26). | ". . ." claimed Battelle (2006, p. 26). |
| Battelle (2006) argued that ". . ." (p. 26). | ". . ." wrote Battelle (2006), ". . ." (p. 26). |
| Battelle (2006) has written that ". . ." (p. 26). | Battelle (2006) responded to the claims with this point: ". . ." (p. 26). |

Using Signal Phrases with Quotations

Never include a quotation in your paper without any set-up or notice; this is sometimes referred to as a dropped, dumped, or hanging quotation. You need to provide clear signal phrases and appropriate in-text citations, which are explained in Step 2 (the next section).

| | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dropped or Hanging Quotation | More significant than weather patterns to scientists is the attitude that most people have towards the environment. "While studies consistently show Americans do care about environmental issues, most don't care enough to change their consumption patterns" (Haskell, 2006, p. 3). |
| Quotation with Signal Phrase | More significant than weather patterns to scientists is the attitude that most people have towards the environment. According to Haskell (2006), "While studies consistently show Americans do care about environmental issues, most don't care enough to change their consumption patterns" (p. 3). |

Using Signal Phrases with Paraphrases and Summaries

You can add the same signal phrases and in-text citations used for quotations to introduce paraphrases and summaries.

| Examples of Signal Phrases with Paraphrases | Changes in Purpose |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schwartz (2004) claimed/argued/alleged that the majority of teenagers and at least half of the adult population are using instant messenger to communicate with friends and family. He failed to note, however, that this popular mode of communication is quite possibly the least secure of any method of technologically-based communication: conversations can easily be intercepted and monitored. | The verbs claimed/argued/alleged set up an argument with which you can disagree. The next sentence provides your own words and ideas showing your disagreement. |
| Schwartz (2004) admitted/acknowledged/stated/pointed out that three quarters of teenagers are communicating via instant messenger. We can therefore see how crucial it is to consider security measures to protect both financial and personal information shared using these types of services. | The verbs admitted/acknowledged/stated/pointed out let you use the paraphrase to make your point. The next sentence in your own words states your point. |
| Cultural critics and psychologists agree that instant messaging is becoming a popular mode of communication. Schwartz (2004) reported/wrote that the majority of teenagers and many adults are now using instant messaging to communicate with friends and family. | The first sentence in your own words makes a point. The verbs reported/wrote let you use the paraphrase to support your point. |

Tips and Suggestions

- When you finish your draft, go back and revise it for the following elements:
 - Search for each set of quotation marks, and make sure you have used a signal phrase to set up each quotation. There should not be any dropped quotations.
 - Check that you used at least three different signal phrases to avoid monotony.
 - Check to see how many times you have used the same verbs in signal phrases. If you've used a particular verb in a signal phrase more than two times, you should consider using a different one to add variety.
- Be sure to use signal phrases when you summarize and paraphrase, as well. Any time you introduce an outside source, you want to clarify that you are doing so. Signal phrases offer a nice transition between your ideas and others and provide a smooth, organized style to your writing.
- Keep a list of helpful verbs handy when you are using sources in your writing. Add new verbs to the list so that you have a personalized verb thesaurus.
- You can access a thesaurus in Microsoft Word by right-clicking on a word. For instance, if you are looking for another word to use in place of the word "said," right-click the word and Microsoft Word will bring up a list of alternate words that are similar in meaning, or synonyms, such as "assumed," "thought," or "supposed."

Step 2: Citing Sources in the Text

An in-text citation indicates the source of a quotation, paraphrase, or summary inside the paper. The complete citation for a source will be on the References page, which is the last page of a paper. An in-text citation, also known as a parenthetical citation because the information appears in parentheses, tells readers which source the quotation, paraphrase, or summary comes from (APA, 2009, pp. 170–171). As a general rule, insert a citation with every direct quotation and whenever you are introducing cited material from a different author. If several sentences include information from the same source, it is acceptable to insert a citation in the last sentence.

Parenthetical citations include the following information (APA, 2009, pp. 174-179):

1. The author's last name or the name of the group author (company, agency, organization, etc.). Please note that there are specific rules for multiple authors; see the examples on page 12 for details.
Include the title if there is no author. Please note that there are specific rules for how the title should appear; see the examples on page 12 for details.
2. Publication date of the source or "n.d." if there is no publication date given.
3. The page or paragraph number(s) if you are quoting directly.
 - Page numbers are abbreviated as "p." for one page or "pp." for more than one page.
 - Paragraph numbers are abbreviated as "para." and are used for non-paginated materials (those without page numbers), such as electronic sources.

Organization of In-Text Citations

The basics for parenthetical citations are that the author's last name and the year that the source was published must be clear within the text. Why? These elements appear first in each citation on the list of references. When readers scan the list of references to find a source cited in the paper, they can quickly find the source because they only have to look for these elements in each reference entry.

A sample parenthetical citation could read (Smith, 2010, p. 24). Make sure you have the right information in parentheses. If the author is named in a signal phrase, put the date in parentheses after the author's last name. For example, "According to Smith (2010) . . ." If quoting directly, place the page or paragraph number in parentheses followed by a period at the end of the sentence or paragraph (APA, 2009, p. 174).

| |
|-------------------------------------------------------------------------------|
| In-Text Citation: Direct Quote—Author's Name Included in Signal Phrase |
|-------------------------------------------------------------------------------|

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In the essay "Witches," Atwood (2001) rebuffed her critics: "I would like to give <i>gratis</i> , a year's subscription, to the next literary critic who accuses my work of being unduly pessimistic" (p. 59). |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

If the author is not named in the signal phrase, put the author's last name, date, and the page number in parentheses (APA, 2009, p. 174).

| |
|-----------------------------------------------------------------------------------|
| In-Text Citation: Direct Quote—Author's Name Not Included in Signal Phrase |
|-----------------------------------------------------------------------------------|

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One feminist writer rebuffed her critics: "I would like to give <i>gratis</i> , a year's subscription, to the next literary critic who accuses my work of being unduly pessimistic" (Atwood, 2001, p. 59). |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

These rules about the placement of your in-text citations apply regardless of the type or number of authors. However, there are specific rules to follow when you have an organizational author, no author, or multiple authors to cite.

If there is an organizational author, use the organization's full name the first time and an abbreviation for subsequent in-text citations (APA, 2009, p. 176).

In-Text Citation: Paraphrase—Organizational Author's Name in Signal Phrase

ABC Online University (ABCOU) (2007) has found that more students are choosing to study online today than they were five years ago. ABCOU also claimed . . .

If there is no author, an abbreviated version of the title should be used. In a sentence in your paper, keep the following rules in mind:

- Capitalize major words in the titles of books and articles.
- Capitalize all words of four letters or more; capitalize all nouns, pronouns, verbs, adjectives, and adverbs.
- Italicize the title of a periodical, book, brochure, or report.
- Use quotation marks around the title of an article, chapter, or web page (APA, 2009, pp. 101, 176–177).

In-Text Citation: Paraphrase—No Author Available

Studies revealed that revenue from cigarette sales fell in the autumn of last year ("North Pole," 2006).

Note: The full title of this source might be "North Pole Cigarette Sales Fall 10% in September of 2005." Only an abbreviated title is used in the in-text citation. Since it is an article title, it is in quotation marks. Note that it is also capitalized.

If you have multiple authors, there are specific guidelines depending on the *number of authors* of the source and the *number of times* the source is cited. List the authors in the same order in which they appear in the source. Do not use titles (like Dr. or Mrs.) or suffixes (like Jr. or Ph.D.). If you have three to five authors, you may abbreviate later citations after you identify all of the authors the first time the source is cited. If you have six or more authors, you may abbreviate each citation. See the table for details (APA, 2009, pp. 174-177). While both are actually within the text itself, there are two ways to cite: a signal phrase (which uses a verb as the author's "voice") and an in-text citation (a citation following the referenced material).

| Number of Authors | "Signal Phrase" Citation | "In-Text" Citation |
|-------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| One | Smith (2010) claims | (Smith, 2010) |
| Two | Smith and Jones (2010) claim | (Smith & Jones, 2010) |
| Three to Five | First citation: Smith, Jones, and Shah (2010) claim Later citations: Smith et al. (2010) claim | First citation: (Smith, Jones, & Shah, 2010) Later citations: (Smith et al., 2010) |
| Six or More | Smith et al. (2010) claim | (Smith et al., 2010) |

If your source quotes another source, it is called a **secondary source citation**. For example, if you read an article by Dr. Smith, and he quotes Dr. Jones, list only Dr. Smith's article on your References page. In the text of your paper, cite both authors as follows: It was revealed in Dr. Jones' study (as cited in Smith, 2009)

Introducing a Source for the First Time

It's a good idea to help readers learn more about your sources by including the author's last name, his or her affiliation with the work or credentials, and full title of the work the first time you introduce the source in your writing. Providing this information helps readers understand the relevancy and authority of the source.

You may also mention the publication date in the sentence itself (APA, 2009, p. 174).

| Examples—Introducing a Source the First Time |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| J. Cameron (2002) discussed the importance of a writer's attitude in the essay "Let Yourself Listen." Cameron has written several books about writing, including <i>The Artist's Way</i> . |
| In 2002, prominent author J. Cameron discussed the importance of a writer's attitude in the essay "Let Yourself Listen." |

Effective In-Text Citations

As the following examples demonstrate, good in-text citations with signal phrases clearly distinguish your idea and words from the ideas and words of your sources, whether you are quoting directly or paraphrasing.

| Original Quotation #1 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Search is also a catalyst in promising attempts at cracking one of mankind's most intractable problems: the creation of artificial intelligence" (Battelle, 2006, p. 26). |

| Plagiarized Quotation vs. Good Quotation | |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plagiarized Quotation | Search is also a catalyst in promising attempts at cracking one of mankind's most intractable problems: the creation of artificial intelligence (p. 26). |
| Why is it plagiarized? | Even though the quotation is written word-for-word and the page number is cited, the writer does not put quotation marks around the quoted words or mention the author and year. Readers would not know the source of this information; they also would not know which words come from a source and which come from the writer. |
| Good Quotation | Battelle (2006) claimed, "Search is also a catalyst in promising attempts at cracking one of mankind's most intractable problems: the creation of artificial intelligence" (p. 26). |

| Plagiarized Paraphrase vs. Good Paraphrase | |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plagiarized Paraphrase | Battelle (2006) posited that search is a catalyst in breaking through one of humanity's most challenging problems: creating artificial intelligence. |
| Why is it plagiarized? | Even though this sentence is cited, the writer uses exact phrases from the original and only includes new synonyms; it is too close to the original. |
| Good Paraphrase | Battelle (2006) posited that search technology may in fact lead to the development of human-like artificial intelligence. |

Original Quotation #2

Almost three-quarters of all teenagers with online access use instant messaging and about half of all adults have tried the services, surveys show. Adults, who generally began using the services from AOL, Microsoft and Yahoo to stay in touch with co-workers during the day, Mr. Gartenberg said, are saying "this stuff I'm using for work is actually useful in my personal life as well."

Use among adults has grown to include friends and far-flung family members, particularly children away at college. AOL, which provides the most popular service, reports that more than one billion instant messages each day flow through its networks.

And now, as families own more than one computer, the machines spread beyond the den and home networks relying on wireless connections become increasingly popular, instant messaging is taking root within the home itself.

Although it might seem lazy or silly to send electronic messages instead of getting out of a chair and walking into the next room, some psychologists say that the role of the technology within families can be remarkably positive. In many cases, they say, the messages are helping break down the interpersonal barriers that often prevent open communication. (Schwartz, 2004, para. 4-6)

Correctly Cited Quotation, Paraphrase, and Summary

| | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quotation | Instant messaging a family member in the same room might seem "lazy or silly," but this form of communication seems to be opening lines of communication within families (Schwartz, 2004, para. 7). |
| Paraphrase | According to Schwartz (2004), a large number of both teenagers and adults are using instant messaging to communicate with friends and family. Using instant messaging is an especially useful way to communicate easily with college kids who are away from home. One popular service provider, AOL, reported that more than one billion messages are exchanged daily, thus showing how expansive this type of service is. Most families today own more than one computer, and instant messages between family members in the same home is also becoming more and more common. However odd it may seem to send instant messages to a family member who may be sitting just across the room from you, Schwartz noted that psychologists are seeing the use of instant messages in the family home as a healthy thing. Frank communication with people—even between family members—is not always so easy. People often put up blocks that prevent clear communication. Using instant messaging can cut through these blocks and open the lines of communication. |

| | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary | In the article "That Parent-Child Conversation is Becoming Instant, and Online," Schwartz (2004) noted that instant messaging as a form of communication between friends and family has become very popular. While this is an understandably easy way to communicate with those at a distance, it is now also a popular way to communicate with family members in the same home. Some psychologists acknowledged that while it may seem strange to send an instant message to a family member in the next room, it is really a positive way of communicating that can cut through many of the obstacles that often inhibit true communication. |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Citing Visuals

Just as writers need to use citations for any words quoted, paraphrased, or summarized, writers also need to cite visual aids borrowed from sources. Writers need to cite visual aids that are directly copied from a source or that include data from a source that is used to create a new visual.

Where to Cite Visuals

All tables and figures are labeled in APA style, such as Table 1 or Figure 4. Label tables separately from figures. For example, Figure 1 could appear between Table 2 and Table 3.

All visual aids also receive a title, which appears immediately following the label and a period. The label and title are placed above the visual (APA, 2009, pp. 130–133). Italicize the title.

Place your visual aid close to the paragraph that refers to it. Always refer to a visual aid in a sentence and use its label, such as "See Figure 4 for a list of the survey results." Do not use "See the figure below" or "See the table above" (APA, 2009, p. 130).

As with quotations, paraphrases, and summaries borrowed from sources, visuals must be cited. The in-text citation would be single-spaced in a note below the visual (APA, 2009, p. 138).

In-Text Citation—Visual Aid from a Web Document

Figure 1. *Map of Wayne Township*

<Insert map here.>

Note. Adapted from "Wayne Township Map," by Wayne Township, 2010. Retrieved from <http://www.waynetwp-il.org/dsp/map.htm>

In-Text Citation—Visual Aid from a Journal

Table 1. *Comparison of Autism Scores*

<Insert chart here.>

Note. Adapted from "Comparison of Scores on the Checklist for Autism Spectrum Disorder, Childhood Autism Rating Scale, and Gilliam Asperger's Disorder Scale for Children with Low Functioning Autism, High Functioning Autism, Asperger's Disorder, ADHD, and Typical Development," by S. Mayes et al., 2009, *Journal of Autism & Developmental Disorders*, 39, p. 1686.

List of Illustrations

In formal reports, provide a Table of Contents and then a List of Illustrations at the beginning. List the numbers, titles, and page numbers in Arabic numerals (i.e. 1, 2, 3, etc.) of all visuals used from first mentioned to last mentioned in the paper (APA, 2009, p. 127).

Tips and Suggestions

- While researching, track when and where your visuals come from. If they are electronic, type notes under the image or in the properties of the file. If images are in print, write in

- pencil on the back.
- Make sure the colors of the visuals and text are clear. If needed, recreate charts, tables, and graphs so that the data is clear and readable. You should still cite the data even if you recreate it.
- If a visual is related to the topic and might be of interest to the reader, but does not link closely to the content of the paper, place it in an Appendix. Cite it under the visual and in the list of references just as you would if you had placed it in the body text.
- If needed, use the Insert menu on the Microsoft Word Toolbar to insert trademark, copyright, and registered symbols if visual aids or references require them.

Step 3: Citing Sources on the List of References

The list of references is the last section of the paper. It is exactly what it sounds like: a list of all the sources you referenced in the text of a paper. By using the list of references, the reader can understand exactly where the information can be found. This is essential because a good list of references will give a lot of credibility to a writer as well as credit the original authors.

The References page should be double-spaced, and the title "References" should be centered at the top. Entries are arranged in alphabetical order according to the author's last name, or, if no author is named, by the title of the document (APA, 2009, pp. 181-183). Entries should be justified to the left; the second line of each entry and every line thereafter should be indented five spaces. This is called a "hanging indent." With Microsoft Word, open push the F1 key on your keyboard to open "Help," then type in "hanging indent" and follow the instructions to learn how to format your References list.

All parenthetical citations within papers must refer to the list of references (APA, 2009, p. 180). Therefore, if a source is not listed on the list of references, but is in one of the parenthetical citations in the paper, this source would need to be inserted immediately into the list of references. The one exception to this is a non-published, personal communication source, such as an email or phone communication; this type of source is cited in-text but not at the end since the reader cannot retrieve the email or phone call (APA, 2009, p. 180).

Alphabetize the list of references by the author's last name, which is usually the first element of the entry. If there is no author, move the title of the source to the author position and alphabetize by the title (APA, 2009, pp. 181-183).

The reference entries for visual aids should be alphabetized along with other sources. Do not list visual citations separately from other sources (quotations, paraphrases, or summaries).

You can find a variety of sources listed in correct APA end-of-text format in the APA Guidelines Tutorial located at the end of your course syllabus. The examples provided here are for sources commonly used by students, but are not comprehensive.

Reference Page General Forms and Examples

Below are some examples of individual reference list entries. Keep in mind that some of these examples can be mixed and matched. For instance, the example showing how to cite a journal article with more than one author can be used as a guide for citing any other source with more than one author. The way the authors are listed is the same. Similarly, the example showing how to cite a web document with no author or no date can be used as a guide for citing any other source with no author or no date; the placement of the title first instead of the author and the use of "n.d." to indicate "no date" is the same.

The bracketed information in the examples below corresponds to the page and example numbers in the *Publication Manual of the American Psychological Association*.

| Electronic Sources |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nonperiodical Web Document, Web Page, or Report [200: 9] |
| Author's Last Name, First Initial. Second Initial. (Year of publication). <i>Title of document.</i> Retrieved from URL |
| Arthen, I. (2009). <i>Real vampires</i> . Retrieved from http://www.earthspirit.com/fireheart/fhvampire.html |

- When no author is present, use the title, publication date, and URL (in that order) for your entry.
- If your article was found via a search from the home page of the website, list only the URL of the home page.
- If you linked directly to the article via a search, list the specific URL.
- It is no longer necessary to insert a retrieval date (the date you accessed the electronic source) unless the information in the source is subject to change over time, such as in a wiki format. (Please use caution when evaluating wiki-type resources for use.)

| Newspaper or Magazine Article Available Online [200-201: 7 & 11] |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Author's Last Name, First Initial. Second Initial. (Year, Month day). Title of article. <i>Title of Newspaper or Magazine.</i> Retrieved from home page URL |
| Skiba, K. (2010, January 13). Michelle Obama pleased with 1st year, tries to stay grounded. <i>The Chicago Tribune.</i> Retrieved from http://www.chicagotribune.com/ |

Note that the home page URL is listed above because the article was found via a search.

| Online Journal Article with Multiple Authors and DOI—Found Using Database [198: 1] |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Author's Last Name, First Initial. Second Initial., Author's Last Name, First Initial. Second Initial., & Author's Last Name, First Initial. Second Initial. (Year of publication). Title of the article. <i>Title of the Magazine/Journal, Volume number</i> (Issue number if known), page numbers. doi: 10.####/#####.##### |
| Nordh, H., Grahn, P., & Währborg, P. (2009). Meaningful activities in the forest, a way back from exhaustion and long-term sick leave. <i>Urban Forestry & Urban Greening, 8</i> (3), 207-219. doi: 10.1016/j.ufug.2009.02.005 |

What is a DOI?

The DOI is a *Digital Object Identifier*—a number assigned to some journal articles as a way to identify and manage material. DOIs may be available on both online and print journal articles, especially in the social sciences. They may be listed separately or under the term “article” or a vendor’s name, such as “CrossRef.” It is more permanently reliable than a URL, so you should include only the DOI, and not a URL, in your entry whenever your source provides one (APA, 2009, pp. 188-189).

What if I used a database?

It is no longer necessary to include database information in most entries. You should include the journal's home page URL *only if you accessed your article directly through that journal's website*. Use a "Retrieved from" statement as in the previous examples (APA, 2009, p. 192).

Online Journal Article without DOI—Found Using Database [199: 3]

Author's Last Name, First Initial. Second Initial. (Year of publication). Title of article. *Title of Journal, Volume*(Issue, if known), page numbers.

Schnoor, J. (2009). Jobs, jobs, and green jobs. *Environmental Science & Technology, 43*(23), 8706.

Note that no URL is provided in this example because database information is not required.

Therefore, this type of entry will resemble a print entry. However, if you find a journal article on the journal's website and not through the use of a database, provide the URL of the journal's home page at the end of the entry. See the next example.

Online Journal Article Found Without Database—More than Seven Authors [198: 2 & 199: 3]

First Author's Last Name, First Initial. Second Initial., 2nd Author, 3rd Author, 4th Author, 5th Author, 6th Author's Last Name, First Initial. Second Initial., . . . Last Author's Last Name, First Initial. Second Initial. (Year of publication). Title of article. *Title of Journal, Volume*(Issue, if known), page numbers. Retrieved from home page URL

Ellis, J. A., Gwynn, C., Garg, R. K., Philburn, R., Aldous, K. M., Perl, S. B., . . . Frieden, T. R. (2009). Secondhand smoke exposure among nonsmokers nationally and in New York City. *Nicotine and Tobacco Research, 11*(4), 362-370. Retrieved from <http://ntr.oxfordjournals.org/>

Since this source was found directly on the journal's website, the home page URL is listed. If your source has more than seven authors, list the first six, then ellipses, then the last author listed. Always list them in the order in which they are provided.

Government Publication Available Online [205: 31]

Name of Government Department or Agency. (Year of publication). *Title of the document* (report number if given). Retrieved from specific URL

U. S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2009). *What is diabetic heart disease?* Retrieved from http://www.nhlbi.nih.gov/health/dci/Diseases/dhd/dhd_what.html

For government publications, you should name the publisher in the retrieval statement only if it has

not already been named as the author (Retrieved from Agency Name website: URL). In the example above, the publisher is not named at the end of the entry because it was named in the author position.

Web Log Post (Blog) [215: 76]

Author's Last Name, First Initial. Second Initial. (Year, Month day). Title of post [Description of form]. Retrieved from specific URL

Taylor, G. (2010, January 7). Down with the bullies in Britain [Web log post]. Retrieved from <http://adventuresinautism.blogspot.com/>

Insert the blogger's screen name as the author if no author's name is provided.

Video Blog Post [215: 77]

Author's Last Name, First Initial. Second Initial. (Year, Month day). Title of post [Video file].

Doctors offer virtual check-ups [Video file]. (2010, January 19). Retrieved from <http://www.msnbc.msn.com/id/21134540/vp/34933382#34931564>

Since no author is present, the title, publication date, and URL are used in this entry.

Presentation or Lecture Notes Available Online [Follows format of 200: 9]

Author's Last Name, First Initial. Second Initial. (Year, Month Day if given). *Title of lecture or presentation* [File format]. Retrieved from specific URL

Rose, C. (2009, May 22). *Alaska: Becoming a world leader in renewable energy development* [PowerPoint slides]. Retrieved from <http://www.alaskaconservationsolutions.com/acs/presentations.html>

Map Available Online [210: 53]

Organization that Published Map or Last Name, First Initial. Second Initial if Given.

(Cartographer). (Date of Publication). Title of the map [Type of map if given].

Retrieved from specific URL

Wayne Township (Cartographer). (2010). Wayne township map. Retrieved from

<http://www.waynetwp-il.org/dsp/map.htm>

Reference Entry Available Online—No Author, Editor, or Date of Publication [205: 30]

Name of entry. (n.d.). In *Title of the Reference work* (# ed.). Retrieved from specific URL

Humid. (n.d.). In *Roget's 21st Century Thesaurus* (3rd ed.). Retrieved from Thesaurus.com

website: <http://thesaurus.reference.com/browse/humid>

The example above was found online but refers to a specific print work. Name the website before providing the URL because both *Roget's* and Thesaurus.com must be cited.

Electronic Version of Print Book [203: 19]

Author's Last Name, First Initial. Second Initial. (Year of publication). *Title of the ebook*

[version if applicable]. Retrieved from specific URL

Goldsmith, B. (2010). *100 ways to boost your self confidence: Believe in yourself and*

others will too [Books24x7 version]. Retrieved from [http://library.books24x7.com.](http://library.books24x7.com.proxy.devry.edu/toc.aspx?bookid=35094)

<http://library.books24x7.com.proxy.devry.edu/toc.aspx?bookid=35094>

If a DOI is available, replace the "Retrieved from" statement with "doi: 10.####/#####.#####" to end the entry.

In the example above, the ebook was accessed via the library. Note that individual course textbooks are downloaded to your computer via MyScribe, so although you can list "MyScribe version" in brackets, no URL is available to insert in your entry.

In-Text Citation—Visual Aid from a Web Document

Figure 1. *Map of Wayne Township*

<Insert map here.>

"Map of Wayne Township" from "Wayne Township Map." (2011). Retrieved from

<http://www.waynetwp-il.org/dsp/map.htm>

Keep in mind that the goal of citing is to help your readers locate the information that you used. Your in-text citation for a visual aid that you found on a website should include information that will help your reader to go to the same online source.

| In-Text Citation—Visual Aid from a Journal |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Table 1. <i>Comparison of Autism Scores</i></p> <p style="text-align: center;"><Insert chart here.></p> <p>"Comparison of Autism Scores" from Mayes, S., et al. (2009). "Comparison of scores on the checklist for autism spectrum disorder, childhood autism rating scale, and Gilliam Asperger's disorder scale for children with low functioning autism, high functioning autism, Asperger's Disorder, ADHD, and typical development." <i>Journal of Autism & Developmental Disorders</i>, 39, p. 1686.</p> |

A visual aid from an article published in a professional journal must include publication information, also, to ensure that your reader knows where the information originated.

| Print and Non-Print Sources |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entire Book [203: 18] |
| <p>Author's Last Name, First Initial. Second Initial. (Year of publication). <i>Title of the book</i>. Place of Publication [City, State]: Publisher.</p> |
| <p>Hyde, C. R. (1999). <i>Pay it forward</i>. New York, NY: Simon & Schuster.</p> |

The state abbreviation should be included in the place of publication (ex. Springfield, MA: Merriam-Webster). Do not include unnecessary terms (Co., Inc., etc.) in your entry, but do include "Books" and "Press" if listed.

| Book with Organizational Author [205-206: 32] |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Name of Organization. (Year of publication). <i>Title of the book</i>. Place of publication: Publisher.</p> |
| <p>American Psychological Association. (2009). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: American Psychological Association.</p> |

If the book is a numbered edition, insert the edition in parentheses immediately after the title of the book, as shown above.

| Book Chapter or Reference Book [204: 25] |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Author's Last Name, First Initial. Second Initial. (Year of publication). Title of the chapter or entry. In <i>Title of the Book</i> (pp. page numbers). Place of publication: Publisher.</p> |
| <p>Schakel, P. & Ridl, J. (2005). Plot and characters. In <i>Approaching literature in the 21st century</i> (pp. 54-90). Boston, MA: Bedford/ St. Martin's.</p> |

If you are citing a reference book entry, you may have an editor instead of an author. List the editor's name in the author position and insert an identifier immediately afterwards: Smith, J. (Ed.). (2005).

Print Journal or Magazine Article [200: 7]

Author's Last Name, First Initial. Second Initial. (Year, Month day if given). Title of the article.

Title of the Magazine, volume number(Issue, if known), page numbers.

Gosling, S. (2009, September/ October). Mixed signals. *Psychology Today*, 42(5), 62-71.

Computer Software [211: 56]

Rightsholder's Last Name if given, First Initial. Second Initial. (Year of publication). Title of the software (Version Number) [Computer software]. Location: Name of Producer.

Bradley, F.P. (1999). Earth sciences references (Version 5.0) [Computer software]. New York: Prentice-Hall.

Personal Communications—Private Letters, Memos, Emails, or Phone Interviews [179: 6.20]

Acknowledge a personal interview or other personal communication in your text by identifying the person interviewed and the date of the interview. **Do not include personal communication in the Reference page** because it is information of limited circulation—that is, most readers will not have access to your personal sources. Reference pages should include only information that is widely available to everyone.

According to J. Smith (personal communication, November 1, 2008), . . .

Formatting Papers

APA format represents an editing style for many academic papers. APA style also provides guidelines for the basic format of the paper, including the list of references.

The basic format for APA involves the title page, page numbering, and spacing of the entire paper. The title page itself must include the title of the paper, the author, and the university where the paper is presented (APA, 2009, pp. 23–24).

At the top of each page is a running head, a short version of the document's title which precedes the page number itself. The running head should be 50 characters or less (counting spaces) and should be left justified, in all caps (APA, 2009, pp. 229–230).

All margins in APA format are one inch, and everything in APA is double-spaced except notes under visual aids (APA, 2009, p. 229).

A paper formatted according to APA style is provided at the end of this handbook.

Word Choice, Punctuation, and Capitalization

Just as APA style provides guidelines for integrating sources and formatting papers, it also provides guidelines for word choices, punctuation, and capitalization.

Using Correct Verb Tenses

Correctly using verb tenses in sentences is important because it helps readers understand the writing. Before you get "tense" about verb tenses, though, remember that a verb's tense simply tells readers when in time an action occurs.

Verb tense can be broken into four categories: simple, progressive, perfect, and perfect progressive. The simple tenses break down into three groups: past, present, and future. These verbs tell us that something happened in the past, happens right now, or will happen in the future (APA, 2009, pp. 77–78).

| Tense | Example |
|----------------|--------------------------------------------------------------------------------------------------|
| Simple Past | The tutors worked for three hours yesterday. [Describes an event in the past.] |
| Simple Present | The tutors work hard. [Describes something happening right now.] |
| Simple Future | The tutors will work hard tomorrow. [Describes something that will happen in the future.] |

In APA style (2009), use the past tense or present perfect tense in signal phrases (pp. 65–66).

| Past Tense | Present Perfect |
|------------------------------------------------------------|---------------------------------------|
| Haskell noted that... | Haskell has noted that... |
| Haskell maintained that... | Haskell has maintained that... |
| Do NOT use the present tense: Haskell notes that... | |

While you cannot use the present tense in signal phrases, you can use present tense in two ways (APA, 2009, p. 66):

- To indicate results of an experiment or study
- When conclusions are agreed upon by everyone

| Present Tense for Results of an Experiment or Study | Present Tense for Conclusions Agreed Upon by Everyone |
|------------------------------------------------------------|--------------------------------------------------------------|
| The results show that... | Researchers agree ... |
| The study proves that... | Studies demonstrate ... |

Of course, when you are talking about actions that happened in the past, you need to use the past tense. Common uses for past tense are as follows (APA, 2009, p. 66):

- Talking about other research
- Presenting your results
- Discussing your results

| | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Past Tense for Talking about Other Research | Haskell (2006) formed the same conclusions. |
| Past Tense for Presenting Your Results | The telephone survey indicated that employers are seriously concerned about their employees reaching retirement age. |
| Past Tense for Discussing Your Results | As shown in the responses, 56% of all employees pay out of pocket for medical care. |

Punctuating Quotations

Quotations must be included as part of a grammatical sentence. In other words, when adding or removing words from a quotation and punctuating quotations, it is very important to make sure that the sentence that has the quotation uses correct grammar and mechanics.

Many writers are unsure where to place periods, commas, and other punctuation marks when using quotation marks and parentheses. When you are quoting, the punctuation goes **inside** quotation marks and **outside** parentheses (APA, 2009, p. 92).

| Examples of Correct Punctuation for Quotations |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| According to Haskell (2006), "While studies consistently show Americans do care about environmental issues, most don't care enough to change their consumption patterns" (p. 3). |
| "While studies consistently show Americans do care about environmental issues," noted Haskell (2006), "most don't care enough to change their consumption patterns" (p. 3). |

If you include a quotation that is longer than forty words (approximately three lines), indent one-half inch from the left margin. You don't need to add quotation marks, but you do need to include a phrase that introduces the quotation, and this phrase should be punctuated with a colon. Also, place the period **before** the parentheses in this case (APA, 2009, p. 171).

| Example of Correct Punctuation for Long Quotations |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Battelle (2006) has noted just how quickly technology has advanced: Just ten years ago, bandwidth was scarce and storage was expensive. Use of the Internet was comparatively sparse, files were small, and Internet companies, for the most part, didn't keep their log files—storing that data was too expensive. In the past few years, a good portion of our digitally mediated behavior—be it in email, search, or the relationships we have with others—has moved online. (pp. 9–10) |

How to Use Commas and Colons to Introduce Quotations

Many writers are unsure whether to use a colon or a comma to introduce a quotation.

If a quotation is introduced with a full sentence, use a colon. Almost all long quotations are introduced with a colon.

Example of Using a Colon to Introduce Quotations

In the essay "Witches," Atwood rebuffed her critics: "I would like to give *gratis*, a year's subscription, to the next literary critic who accuses my work of being unduly pessimistic" (2001, p. 59).

If a quotation is introduced with an expression such as "he said," "they wrote," or "she remarked," use a comma.

Example of Using a Comma to Introduce Quotations

Atwood claimed, "We've had witch-hunts before, and there is every indication that we're on the verge of having them again" (2001, p. 58).

However, do not use a comma if you use the word "that."

Example of Using No Comma to Introduce Quotations

Atwood claimed that "[w]e've had witch-hunts before, and there is every indication that we're on the verge of having them again" (2001, p. 58).

When you blend a quotation into your own sentence, follow the normal rules of punctuation. For an explanation of bracket use see the following page.

Example of Blending Quotations with Sentence Punctuation

To make a position paper convincing to your audience, Johnson-Sheehan and Paine suggested that you "use solid reasoning and factual evidence" (2010, p. 221).

The authors have cautioned you to "think about the purpose of your site" when promoting your writing on a social networking website (Johnson-Sheehan & Paine, 2010, p. 543).

How to Use Ellipses in Quotations

An ellipses mark is a series of three spaced periods. Ellipses marks tell the reader that some words have been omitted from the original quotation. When using ellipses, make sure that the quotation is still grammatically sound (APA, 2009, pp. 172-173).

Example of Using Ellipses to Omit Words

Battelle (2006) has noted that "just ten years ago . . . use of the Internet was comparatively sparse" (p. 9).

When using ellipses, be very careful that the words you omit don't alter the writer's intended meaning.

| Original | Incorrect Use of Ellipses |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| "Style is <i>not</i> flowery language or ornamentation" (Johnson-Sheehan & Paine, 2010, p. 348). | Johnson-Sheehan and Paine (2010) stated that "Style is . . . flowery language or ornamentation" (p. 348). |

Although you use the ellipses mark when you omit words in the middle of the quotation, you don't need to put them at the end or beginning of a quotation. Your reader knows that you took the quotation from a longer text with words and sentences both before and after the quoted words you used. Never use an ellipses mark at the beginning or end of a quotation unless you need to prevent misinterpretation of the quote (APA, 2009, p. 173).

If you are going to leave out one or more sentence in the quotation, you need to put a period before the ellipses mark (APA, 2009, pp. 172-173).

Example of Using Ellipses to Leave Out Sentences

Battelle (2006) has noted that "just ten years ago, bandwidth was scarce and storage was expensive In the past few years, a good portion of our digitally mediated behavior has moved online" (p. 9).

The ellipses mark has a space before it, spaces between the periods, and a space following it.

How to Use Brackets in Quotations

Brackets are used to make small changes within a quotation. You can use brackets to do the following:

- Add your own words to the quotation, often to clarify meaning.
- Make grammatical changes, so the quotation is a grammatical part of your sentence.
- Show that the quotation has an error by putting [*sic*] after the error. This is a Latin word that shows that the error appears in the original source. "Sic" should be italicized and in brackets. Avoid using this too often (APA, 2009, pp. 172-73).

| | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Added Words | Battelle (2006) has written that "Search is also a catalyst in promising attempts at cracking one of mankind's most intractable problems: the creation of artificial intelligence [human-like computers]" (p. 26). |
| Grammar Change | Battelle (2006) noted that "Search [was] also a catalyst in promising attempts at cracking one of mankind's most intractable problems: the creation of artificial intelligence" (p. 26). |
| Correction | In Hughes' 1940 memoir "Salvation," Westley whispered, "I'm tired o' [<i>sic</i>] sitting here. Let's get up and be saved'" (as cited in Johnson-Sheehan & Paine, 2010, p. 598). |

How to Use Other Specific Punctuation with Quotations

Colons and semicolons are always placed outside of the quotation marks unless they are part of the quoted material.

| | |
|------------------------------------|-----------------------------------------------------------------------|
| Colon Outside the Quotation | Doe (2007) asked the same question: "What will happen next?" (p. 27). |
|------------------------------------|-----------------------------------------------------------------------|

Question marks and exclamation points go inside the quotation marks when they are part of the punctuation from the source you are quoting. Question marks and exclamation points are outside the quotation marks if they are your own addition to the sentence as a whole.

| | |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question Mark as Part of Quotation | Doe (2007) asked the same question: "What will happen next?" (p. 27). |
| Added Question Mark | What should we do about the "truly devastating problem facing our country today" (Doe, 2007, p. 28)? |
| Exclamation Point as Part of Quotation | In his 1855 poem "The Statue and the Bust," R. Browning (as cited in Bartlett, 1980, p. 543) wrote, "Do you best, whether winning or losing it, / If you choose to play!" |
| Added Exclamation Point | She was shocked to read Barry's comment (as cited in Johnson-Sheehan and Paine, 2010, p. 647) that ballet appears to be "a troupe of mincing mimes"! |

Capitalizing Words in Quotations

Capitalize the first word of a quotation if the quotation can stand on its own as a sentence. If the quotation is blended into your own sentence, do not capitalize. If you must change a capital letter to a lowercase or vice versa, you must indicate that change with the use of a bracket around the changed letter (APA, 2009, pp. 94, 101–102).

| Example of Capitalizing Quotations |
|--------------------------------------------------------------------------------------------------------------------------|
| It is customary for college professors to "regularly ask you to work in groups" (Johnson-Sheehan & Paine, 2010, p. 440). |
| According to Johnson-Sheehan and Paine (2010), "[P]rofessors will regularly ask you to work in groups" (p. 440). |

Capitalizing Words in Citations

When citing research using APA style, there are several important rules to follow regarding capitalization. The rules discussed here apply only to using capital letters when citing sources; do not use these rules as a guide to capitalizing other words in a paper, such as headings, lists, sentences, or anything else.

Capitalization Rules for Citing

The rules for capitalizing citations in the text of the paper and on the list of references are different. Below are rules for capitalizing in the text of a paper (APA, 2009, pp. 101–106).

| Type of Passage | How to Capitalize in Text | Example |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Author's Names | Capitalize the author's last name and first initial (if used). | According to P. Elbow, there are five ways to define "voice" in writing (2000, p. 218). |
| Titles of both Periodical and Nonperiodical Sources | Capitalize the first word in a title and each word in the title that is four letters or more. Capitalize all verbs, nouns, adjectives, adverbs, pronouns, and hyphenated compound words (i.e., <i>Hearing-Impaired</i>). Notice that this is different from how titles are capitalized on the list of references. | In his book, <i>Everyone Can Write</i> , Elbow states that there are five ways to define "voice." |

| | | |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Words after Dashes and Colons within Titles | Capitalize the first word after the colon or dash (as well as the other words in the title that have more than four letters). | In his book, <i>Everyone Can Write: Essays Toward a Hopeful Theory of Writing and Teaching Writing</i> , Elbow tells about his own struggles with writing. |
| Titles of Tests | Capitalize complete text titles, both published and unpublished, as they are written. If you use words such as "test" or "scale" as part of a subscale of tests, do not capitalize them. The same applies to general or abbreviated test titles. | The results of the Advanced Vocabulary Test were surprising. When taking a vocabulary test, students who liked to read were more relaxed than those who didn't like to read. |

As you have seen on pages 16-22 of this handbook, capitalization rules for the references list are different (APA, 2009, p. 185).

| Source Type | How to Capitalize in References | Example |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Author's Names | Capitalize the author's last name, first initial, and middle initial if given. | Elbow, P. (2000). <i>Everyone can write</i> . New York, NY: Oxford University Press. |
| Titles | Capitalize ONLY the first word of a title and subtitle (anything which follows a colon or dash). Also capitalize the first letter of any proper nouns within a title. Notice that this is different from the way titles are capitalized in the body of the paper. | Elbow, P. (2000). <i>Everyone can write: Essays toward a hopeful theory of writing and teaching writing</i> . New York, NY: Oxford University Press. |

Tips and Suggestions

- Remember that the rules for capitalization in the body of the paper are different from the rules that apply to the list of references. You don't need to memorize all of the rules regarding APA style. It's okay to look them up each time you need them.
- If you have worked with MLA or another citation style, remember that the rules in APA style may differ from the rules in these other citation systems.
-

Using Italics or Quotation Marks with Titles

Follow the directions in the table below to determine how the title of your source should appear (APA, 2009, pp. 101, 176, 185).

| | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In the text of your paper | <ul style="list-style-type: none"> • Italicize the title of a periodical, book, brochure, or report. • Use quotation marks around the title of an article, chapter, or web page. |
| In your in-text citation | <p>If your article has no author, cite the title and year of publication in parentheses.</p> <ul style="list-style-type: none"> • Italicize the title of a periodical, book, brochure, or report. • Use quotation marks around the title of an article, chapter, or web page. • You may use the first few words of the title if it is long; just make sure your reader can tell which source you are citing. |

On your References page

- Italicize the title of your article only if it does not appear in a larger work.
- If your article appears in a larger work, such as a journal, italicize only the journal title and not the article title.

Resources

APA Style Resources

The following resources will provide additional explanations, examples, and tools for using APA style.

APA Parenthetical Citations and List of References

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch09_o.html

This page provides a clear overview of in-text citations and the list of references with a variety of examples.

APA Formatting

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch09_s1-0008.html

This page offers a clear description of the various parts of formatting a manuscript in APA, including how to format abstracts.

APA Sample Papers

<http://bcs.bedfordstmartins.com/resdoc5e/pdf/Hacker-Mira-APA-2010.pdf>

This is an undergraduate student's 13-page literature review about childhood obesity for a psychology course. The annotations in the sample refer to APA rules for citing, formatting, and writing effectively.

Automated Citation Tools

The sites listed below can be used as resources for creating your bibliography entries. You should not rely on automated tools to write your bibliography for you.

<http://www.noodletools.com/>

This site allows you to choose from almost any source type to create a reference entry in APA format. If you sign into this site through the DeVry Library (<http://library.devry.edu>), you should not be required to pay for this service.

http://citationmachine.net/index.php?new_style=2&reset=1#here

This site allows you to choose the source type and enter the source's bibliographic information into a form that will create a reference entry in APA format.

<http://www.noodletools.com/>

This site allows you to choose from almost any source type to create a reference entry in APA format. If you sign into this site through the DeVry Library (<http://library.devry.edu>), you should not be required to pay for this service.

<http://www.easybib.com/>

This site gives a demonstration and has 58 types of sources to choose from to create in-text citations and reference entries. However, this service requires payment after the free trial.

APA-Sponsored Resources

<http://www.apastyle.org/>

This home page for APA style offers APA resources and lists reference material for sale.

<http://www.apastyle.org/about-apa-style.aspx>

This link offers an overview of the principles of APA style.

<http://www.apastyle.org/manual/index.aspx>

This page describes the contents of the *Publication Manual of the American Psychological Association* (2009), including a link to the changes implemented in this newest edition.

<http://www.apastyle.org/learn/faqs/index.aspx>

This link answers FAQs about APA style.

<http://www.apa.org/ethics/code/index.aspx>

This link reviews APA's Code of Ethics for publication, including the 2010 amendments.

Differences between MLA and APA Citation Styles

You may be familiar with the documentation systems of other disciplines, such as that used by the Modern Language Association (MLA). There are some key differences between MLA and APA citation rules. However, while you are researching, the information you need to gather about your sources is almost identical. In addition, both styles require you to cite all outside sources both in-text (at the point you use the source) and at the end of the paper.

Major Difference in In-Text Citations

| | MLA Style | APA Style |
|----------------|-------------------------------------|------------------------------------------------------------------------------------------|
| Content | Last name of author(s) page numbers | Last name of author, date of publication, page or paragraph number (if quoting directly) |
| Example | (Smith 24) | (Smith, 2010, p. 24) |

Major Differences in Bibliography Entries

| | MLA Style | APA Style |
|-------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Title of Bibliography | Works Cited | References |
| Author | Last name, first name (and middle if provided). Use initials if the title page does. | Last name, first initial (and middle initial if provided) |
| Example | Smith, John Lee. | Smith, J. L. |
| Date of Publication | Placed near the end of the entry | Placed second in the entry (after the author's name when author is present; after title of source when no author is present) |
| Example | Smith, John Lee. <i>Title of the Book</i> . City: Publisher, 2010. Print. | Smith, J. L. (2010). <i>Title of the book</i> . City: Publisher. |
| Rules for Capitalizing Title | Uses Title Case—all major words are capitalized | Only the first word of the title, subtitle, and proper nouns are capitalized |
| Example | Title of the Article: Subtitle of the Article | Title of the article: Subtitle of the article |

| | | |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rules for Italicizing Title | Italicize the title of larger works, including books, periodicals, and entire websites. Put quotation marks around the titles of smaller works, such as articles. | Titles of larger works are italicized; if no larger work is present, italicize the title (such as an Internet-only source). |
| Example | Smith, John Lee. "Title of the Article." <i>Title of Journal</i> volume #.issue# (2010); page #. Web. 5 May 2010. | Smith, J.L. (2010). Title of the article. <i>Title of Journal</i> , volume #(issue #), page #. |
| Retrieval Date | Listed at the end of the entry in the following format: Day Month abbr. Year Note: abbreviate all months except May, June, and July. | Retrieval dates are no longer needed unless the source's information is subject to change over time, such as in a wiki format. |
| Example | 8 Aug. 2000. | |
| Appearance of URLs | Only provide a URL if the source is difficult to locate or your professor requires it. If required, enclose the URL in brackets and end with a period. | URLs are not listed for every electronic source (see Reference list examples on pages 17-22). When listed, give the home page URL if you found your source via a home page search; give the specific URL if you linked directly to your source. Do not put a period at the end of the URL. |
| Example | <http://www.website.com>. | Home page URL: http://www.howstuffworks.com Specific URL: http://www.howstuffworks.com/ endangered-species/frog- extinction.htm |
| Recognition of Database | List the title of the database in italics. It is no longer necessary to name the library where you accessed the database. | It is not necessary to include database information in most entries. |
| Example | Smith, John Lee. "Title of the Article." <i>Title of Journal</i> volume #.issue # (2010): page #. <i>Name of Database</i> . Web. 5 May 2010. | |