

# ***How to Cite Your Sources Properly***

*What is a Citation?* A citation is a reference to a source that you have used in your research.

## ***Why Cite?***

Citing your sources provides:

- proof of your research to your reader,
- credit to the person you took that information from,
- access to other sources for your reader, and
- avoids ***plagiarism***.

## ***What Goes Into A Citation?***

In order to create a proper citation, there is a set of specific information you will be required to list. The information you need is typically the author, date, title, subtitle, publisher, place of publisher, pages, URL and date accessed if online, volume and issue if an article.

There are different citation formats, so the information needed may vary slightly as well as how the information is presented.

## ***Types of Citation Formats:***

- **Modern Language Association (MLA) Style** – Language, literature, and culture.
- **American Psychological Association (APA) Style** – Psychology, linguistics, sociology, economics, criminology, business, and nursing.
- **Chicago Manual of Style (CMOS) (also called Turabian)** – History, English, and art.
- **Institute of Electrical and Electronics Engineers (IEEE) Style** – Electronics, engineering, telecommunications, computer science, and information technology.
- **American Medical Association (AMA) Style** – Medicine.
- **American Sociological Association (ASA) Style** – Sociology.

*Unsure of which one to use?* Ask your advisor (and in the future, your professor and/or employer), as they will usually have a preference.

All of your citations will be listed on a separate page at the end of your paper, listed alphabetically, double spaced, and use hanging indentations. The title of this page varies from format to format.

In-Text citations must be provided when you paraphrase, reference, and/or directly quote one of your sources. The way you present the in-text citation will also depend on the format. Every in-text citation must correlate to a citation listed on the last page.

## ***Citation Format Resources:***

[Purdue Owl](#)

[The Chicago Manual of Style Online](#)

[Turabian: A Manual for Writers](#)

# ***How to Cite Your Sources Properly: Format Example APA***

## ***Required Information for Citation:***

**Book:** author, year, title of work, location of publication, publisher.

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

**Electronic source:** author, date, title of page, format (PDF file), retrieved from URL.

Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary].  
Retrieved from <https://www.someaddress.com/full/url/>

**Articles:** author, year, title of article, title of periodical, volume, issue, pages (e.g. 1-4), URL (if online).

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. <https://doi.org/xx.xxx/yyyy>

*Punctuation and capitalization are highly important.*

## ***Notes on Authors:***

All names are inverted – last name, first name initial. middle initial.

**Single author:** list their name.

- Berndt, T. J. (2019).

**Two authors:** list both names, the first will be the more prominent author, use & between names.

- Wegener, D. T., & Petty, R. E. (1994).

**Three to seven authors:** list all names. Use a comma to separate them and use & for the last one.

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993).

**More than seven:** List six authors and use ... until the last name – of which you list.

- Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009).

**Unknown author:** skip the author and go straight to the title.

- *Merriam-Webster's collegiate dictionary* (10th ed.). (1993).

**Organization/Corporate author:** list the name of the organization in direct order.

- American Psychological Association. (2009).

**No Date:** use (n.d.)

## ***In-Text Citations***

- When you have directly quoted a source, you must list author, year, and page (Jones, 2019, p. 52).
  - E.g., “You’re a wizard, Harry” (Rowling, 1997, p. 75).
  - Alternatively: e.g., Rowling (1997) wrote “You’re a wizard, Harry” (p.75) in the first novel of her series.
- When you paraphrase an idea from your source, you must list author, year, and page (Jones, 2019, p. 52).
  - E.g., Hagrid had claimed that Harry Potter was, in fact, a wizard (Rowling, 1997, p. 75).

Citation list is called the ***Reference List***

RESEARCH PAPER FORMAT EXAMPLE

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Page Number

Running Head

Title of Paper

Research Paper Format Example:

Subtitle

Following the APA Style of formatting

Analeigh Novak

Author(s)

Maples MET School

Your School/Institution's Name

### References

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from <https://www.facebook.com/PurdueUniversityWritingLab/>

Bernstein, M. (2002). 10 tips on writing the living web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <https://www.alistapart.com/articles/writeliving>

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.