

# Citing Sources





# When do I Cite?

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Whenever you are using information that is not common knowledge and not your idea. If you Google it, it needs a citation.

# 3 Types of Sources

*which is your professor asking for?*

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- **Reputable:** rely on their reputation for having high standards of researching, fact-checking, accountability, and ethical reporting.
  - Ex. Wall Street Journal or New York Times
- **Credible:** rely on the expertise of the author to know the topic completely. The author should have a higher degree (master's or doctorate) in the field they are writing.
  - Ex. A medical doctor writes about the importance of vaccinating children
- **Scholarly:** written by experts who have a higher degree in their field and are written for other experts to help them further their research and understanding. They often have a long references list at the end and are sometimes peer-reviewed.
  - Ex. A medical doctor writes about a study she conducted on overweight mice in an academic journal



# CHOOSING CREDIBLE SOURCES FOR YOUR RESEARCH

## WIKIPEDIA IS AWESOME, BUT DANGEROUS

Wikipedia is an amazing way for everyday people to share information. It is also a great way to introduce yourself to a topic. However, do not use it as an official source. Most teachers and college professors do not feel that Wikipedia is credible because it can be edited by anyone. You may use the notes and references at the bottom of a Wikipedia page to find links to more reliable sources.

Before you read, check for...

1



### DATE

Many credible sources have dates. When a source has a date, it is easier to understand the context in which it was written.

2



### AUTHORSHIP

Credible sources often have an author listed. When an author attaches their name to a work, they are taking responsibility for what they have created. This can mean that they are more careful to ensure its quality.

3



### ENDORSEMENT

Credible sources are often endorsed by an organization or publisher with a trusted reputation. Websites that end in .edu are endorsed by schools or universities. Websites that end in .gov are endorsed by government agencies.

4



### CITATIONS

Credible sources cite the source of their information. This may include quotes within the text or a bibliography, foot-notes or works-sited page at the end of the text.

After you read, check for...

## VOCABULARY BUILDING

While you read, it is good to underline unknown vocabulary words. Pay special attention to words or phrases that you feel are important to understanding the main idea of the text. After reading, take time to look up definitions for these terms.



## BALANCE

Credible sources often include a balance of opinions and multiple points of view.



## FACTS VS. OPINIONS

credible sources often include more facts than opinions. However, facts should alw be checked by comparing the informatior other sources.

What is a  
Credible Source?



<b>Trait</b>	<b>Popular</b>	<b>Scholarly</b>
<i>Authors</i>	Journalists or freelance writers	Academics or researchers (credentials listed)
<i>Audience</i>	General public	Researchers, academics, college students
<i>Editing Process</i>	Sometimes edited by staff	Peer-reviewed before publication
<i>Appearance</i>	Contains photos, illustrations, meant to entertain, shorter in length	Contains charts, graphs, references, meant to inform, longer in length
<i>Examples</i>	Newsweek, Vanity Fair, The New York Times, websites	Journal of Evolutionary Biology, JAMA, The Journal of Popular Culture

# What is a Scholarly Source?







# Which Style do I Use?

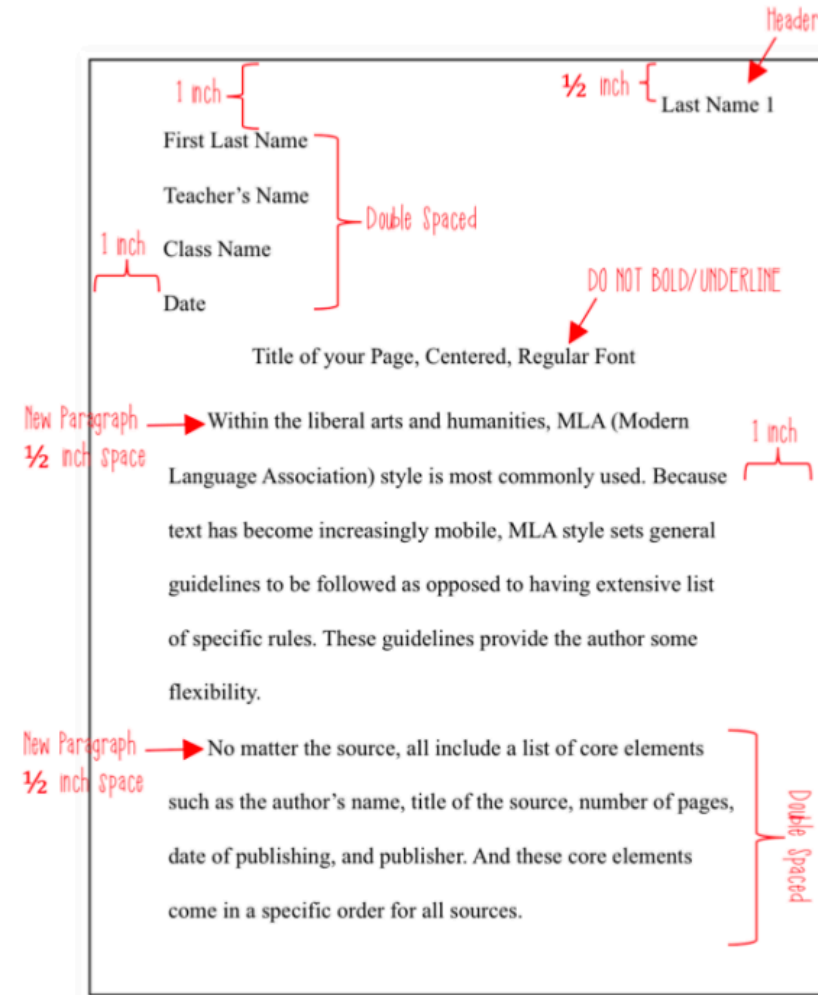
- Most professors/majors have a preferred style for citations in written assignments.
- The first place to look for this is the assignment prompt.
- Don't see it? Check the assignments grading rubric
- Not there? Check the syllabus
- Still not sure? Email the professor to clarify. It is not worth losing points over by guessing!



# MLA Basics

## page guidelines

- 1 inch margins
- Double space entire document, including the works cited page
- Font: Times New Roman
- Font Size: 12-pt
- Indent each new paragraph five spaces
- Include a header with your last name and page number
- Do not bold or underline your title





# MLA In-Text Basics

## <<< IN-TEXT *citation* >>>

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There are *four ways* you can include the author's name in the sentence. Pay close attention to punctuations, citations, and how the quote is incorporated into the sentence.

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START WITH THE  
AUTHOR(S)

Smith states that "Newfoundland, Hudson Bay, and most of Acadia was given to the British in 1713 under the Treaty of Utrecht," which resulted in major changes in North America (111).

START WITH  
AUTHOR(S) AND  
INCLUDE TITLE OF  
WORK

Smith, author of *End of French Rule*, points out that "Newfoundland, Hudson Bay, and most of Acadia was given to the British in 1713 under the Treaty of Utrecht," which resulted in major changes in North America (111).

START WITH  
AUTHOR AND  
INCLUDE  
PROFESSION

Smith, a Canadian historian, claims that "Newfoundland, Hudson Bay, and most of Acadia was given to the British in 1713 under the Treaty of Utrecht," which resulted in major changes in North America (111).

START WITH TITLE  
OF WORK AND  
INCLUDE AUTHOR  
AFTER

Author of *End of French Rule*, Smith states that "Newfoundland, Hudson Bay, and most of Acadia was given to the British in 1713 under the Treaty of Utrecht," which resulted in major changes in North America (111).



# MLA Works Cited Basics

## entire book

Last Name, First Name. *Title of Book*. Publisher, Publication Date, page range.

Kendall, Michael. *The New World Dilemma*. Penguin, 2009, pp. 87-98.

## article or chapter in a book

Last Name, First Name. "Title of Chapter." *Title of Book*, Publisher, Publication Date, page range.

Helfer, Mary. "Atomic Diplomacy." *Diplomatic History*, Scholastics, 2008, pp. 12-45.

## journal article from database

Last Name, First Name. "Title of Article." *Title of Journal*, vol. #, no. #, Publication Date, Page Range. *Name of Database*, URL/DOI.

Bernstein, Tyson. "The Relationship Between Men and Women." *Journal of Relations*, vol. 67, no. 5, 2009, pp. 12-45. *JSTOR*, 12.9863/siso.34.567.899653.

## journal article from a website

Last Name, First Name. "Title of the Article." *Title of the Journal*, vol. #, no. #, Publication Date, Page Range. *Name of Publisher*, URL or DOI.

Jackson, Jack. "The New Generation." *Relationships and Society*, vol. 5, no. 4, 2009, pp. 56-88. *JSTOR*, [www.relationshipsandsociety.com/789&39si5](http://www.relationshipsandsociety.com/789&39si5).





# MLA Works Cited Basics

## website

Last Name, First Name. "Title of Article or Individual Page." *Title of the Website*, Name of the Publisher, Publication Date, URL

White, Lori. "The Newest Styles." *Upworthy*, Cloud Tiger Media, 3 Aug. 2018, [www.upworthy.com/theneweststyles/g=2&c=hpstream](http://www.upworthy.com/theneweststyles/g=2&c=hpstream).

NOTE: If the website doesn't list an author, omit the author information from the citation and start the citation with the title.

## film or video

*Title of Film*. Directed by First and Last Name, performance(s) by First and Last name(s), Production Company, Release Date.

*Kill Bill*. Directed by Quentin Tarantino, performances by Uma Thurman, David Carradine, Michael Madsen, and Daryl Hannah, Miramax, 2003.

## magazine or newspaper article

Last Name, First Name. "Title of Article." *Title of Newspaper/Magazine*, Publication Date, Page Range.

Peterman, Jay E. "Obesity and Childhood." *New York Times*, 5 Mar. 2009, p. 53.

# MLA Works Cited Basics

## *digital image with a title*

Last Name, First Name. \*Title of the Digital Image.\* *Title of the Website, Publisher, Publication Date, URL.*

Vasquez, Gary A. \*New Mexico.\* *Library of Congress, LC Publishing, 2004, [www.loc.gov/pictures/item/876259/](http://www.loc.gov/pictures/item/876259/).*

## *digital image with no title*

Last Name, First Name. Description of the image. *Title of the Website, Publisher, Publication Date, URL.*

Vasquez, Gary A. Photograph of New Mexico Around Sunset. *Library of Congress, LC Publishing, 2004, [www.loc.gov/pictures/item/876259/](http://www.loc.gov/pictures/item/876259/).*



## APA 7th Edition Quick Guide

By Francesca Gacho, Graduate Writing Coach  
Annenberg School of Communication  
<http://cmgtwriting.uscannenberg.org>  
fgacho@usc.edu

The American Psychological Association recently updated its publication manual for its 7th edition. There are some new and updated content regarding paper elements and format, bias-free language guidelines, in-text citations, and more than 100 examples of APA Style references including templates for every reference category. Here's an overview of some of the changes.

### Elements & Format (Sections 2.3-2.25)

- **Recommended Fonts:** (Use the same font throughout the text of the paper) 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode; 12-point Times New Roman, 11-point Georgia, or normal 10-point Computer Modern (default font for LaTeX).
- **Header:** For student papers, include the short title of the paper in all caps. No "Running head" required.
- **Student Title Page:** Include the title, author names, author affiliation, course number and name, instructor name, assignment due date, and page number.

### Levels of Heading (Section 2.27)

Level	Format
1	<b>Centered, Bold, Title Case Heading</b> Text begins as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b><i>Flush Left, Bold Italic, Title Case Heading</i></b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending <u>With a Period</u>.</b> Text begins on the same line and continues as a regular paragraph.
5	<b><i>Indented, Bold Italic, Title Case Heading, Ending <u>With a Period</u>.</i></b> Text begins on the same line and continues as a regular paragraph.

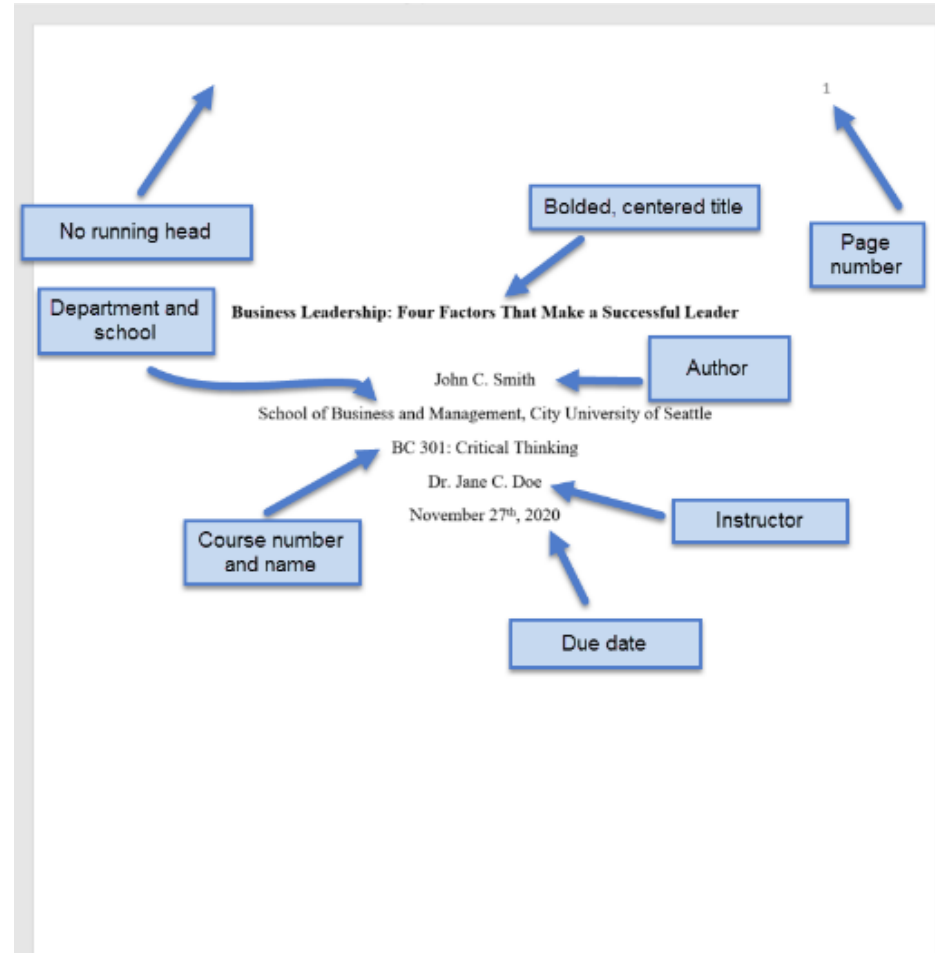
### Writing Style & Grammar (Sections 4.16-4.21)

- The singular "they" is endorsed, consistent with inclusive usage.
- Always use a person's self-identified pronoun, including when a person uses the singular "they" as their pronoun.
- Also use "they" as a generic third-person singular pronoun to refer to a person whose gender is unknown or irrelevant to the context of the usage.
- Do not use "he" or "she" alone as generic third-person singular pronouns. Use combination forms such as "he or she" and "she or he" only if you know that these pronouns match the people being described.
- Do not use combination forms such as "(s)he" and "s/he."
- If you do not know the pronouns of the person being described, reword the sentence to avoid a pronoun or use the pronoun "they."

# APA Basics

# APA Student Cover Page

Please check your prompt for any additional/different information your professor may want.



# APA In-Text Basics

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Author	Narrative	Parenthetical
No author	"First few words of source title" (Year) "Explaining Fidget Spinners" (2020)	("Source Title," Year) ("Explaining Fidget Spinners," 2020)
1 Author	Last name (year) In the article Smith (2009) outlines...	(Last name, year) (Smith, 2009)
2 Authors	Last name 1 "and" last name 2 (year) Researchers Vega and Cantrell (1999)	(Last name 1 & last name 2, year) (Vega & Cantrell. 1999)
3+ Authors	Last name 1 et. al (year) It is according to Gentry et al. (2002) that...	(Last name 1 et al., year) (Gentry et al., 2002)
Abbreviated group author	Unabbreviated group name (abbreviations, year)  In a survey conducted by the World Health Organization (WHO, 2020)	(longhand group name [abbreviation], year)  (World Health Organization, [WHO], 2020)  <b>Subsequent citations</b> (abbreviations, year)  (APA, 2020)
Non-abbreviated group author	Unabbreviated group name (year)  Most University of North Alabama students completed the program within 2 years (2018)	(Unabbreviated group name, year)  (University of North Alabama, 2018)
Multiple authors, same last name	Full name 1 and full name 2 (year)  Ice cream is highly correlated with happiness according to studies by A. Kramer and B. Kramer (2005)	(First initial. Last name & first initial. Last name, year)  (A. Kramber & B. Kramer, 2005)
Multiple sources, same author, different years	Last name (year)  Cane later duplicated these results in another study (2013)	(Last name, year)  (Cane, 2013)
Multiple sources, same author, same year	Last name (YEARa)  Cane successfully duplicated these results (2012a)	(Last name, YEARa)  (Cane, 2012a) (Cane, 2012b)
Multiple sources, same in-text citation	All current research in the foundation of previous researchers Cox (1989), McGee (2011), and Shaffer et al. (2019)	(Last name 1, year 1; last name 2, year 2.....)  (Cox, 1989; McGee, 2011; Shaffer et al., 2019)





# Hanging Indents

for direct quotes with 40 or more words

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus interdum id velit cursus varius. Morbi tristique convallis sapien a suscipit. Maecenas aliquam erat ac tellus sagittis, sed fringilla nibh iaculis. Vestibulum ex nisi, ultrices nec velit at, rutrum sodales sem. Donec nulla enim, luctus id ligula sit amet, semper consectetur felis. Pellentesque eleifend egestas ligula at fringilla. In at dictum urna. Jones's (1998) study found the following: (Signal phrase)

(Entire quotation indented 1/2 inch)

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or ask their teacher for help. Nulla egestas facilisis sagittis.

Suspendisse auctor tincidunt purus, ac efficitur lectus eleifend ac. Morbi eleifend posuere ipsum, eget molestie arcu tincidunt eu. (p. 199) (Parenthetical follows ending punctuation)

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec aliquam lectus nisl. Nulla ac vehicula purus. Cras vitae nunc quam. Mauris scelerisque lorem ut tellus tincidunt, ut sodales felis molestie. Maecenas ac sodales nibh. Sed at vulputate turpis.

Proin libero nulla, mattis nec lectus sed, tincidunt aliquam felis. Nulla augue quam, dignissim sed cursus ac, commodo quis odio. Duis porta mollis metus, a lobortis ante hendrerit id. Ut vitae sodales sapien. Praesent facilisis erat non justo molestie laoreet. Sed maximus placerat suscipit.

Quisque vitae ex sed velit ornare luctus a nec lacus. Fusce posuere vel diam sed vulputate.

Donec eu malesuada dolor, in aliquam nulla. Nunc interdum ornare massa et finibus. Donec



## PRINT SOURCES

### BOOK

Format	Author(s). (Date). <i>Book title</i> . Publisher. DOI <a href="#">url</a> if applicable.
Examples	Federici, S. (2018). <i>Witches, witch-hunting, and women</i> . PM Press.  May, T. (2009). <i>Death</i> . Acumen Publishing. <a href="https://doi.org/10.1017/UPO9781844654307">https://doi.org/10.1017/UPO9781844654307</a>

### JOURNAL ARTICLE

Format	Author(s). (Date). Article title. <i>Journal Title</i> , Volume(Issue), Page range. DOI <a href="#">url</a> if applicable
Examples	Baer, A. (2018). It's all relative? Post-truth rhetoric, relativism, and teaching on "Authority as Constructed and Contextual." <i>College &amp; Research Libraries News</i> , 79(2), 72–97. <a href="https://doi.org/10.5860/crln.79.2.72">https://doi.org/10.5860/crln.79.2.72</a> .  Roberts, S. T., & Noble, S. U. (2016). Empowered to name, inspired to act: Social responsibility and diversity as calls to action in the LIS context. <i>Library Trends</i> , 64(3), 512-532. <a href="https://doi.org/10.1353/lib.2016.0008">https://doi.org/10.1353/lib.2016.0008</a>

### MAGAZINE ARTICLE\*

Format	Author(s). (Date). Article title. <i>Magazine Title</i> , Volume(Issue), Page range. DOI <a href="#">url</a> if applicable.
Examples	Pfenninger, S. (2017, February 23). Energy scientists must show their workings. <i>Nature</i> , 542(393). 399-400. <a href="https://doi.org/10.1038/542393a">https://doi.org/10.1038/542393a</a>  Farrow, R. (2017, October 10). From aggressive overtures to sexual assault: Harvey Weinstein's accusers tell their stories. <i>The New Yorker</i> . <a href="https://www.newyorker.com/news/news-desk/from-aggressive-overtures-to-sexual-assault-harvey-weinsteins-accusers-tell-their-stories">https://www.newyorker.com/news/news-desk/from-aggressive-overtures-to-sexual-assault-harvey-weinsteins-accusers-tell-their-stories</a>

\*If the magazine article is online-only and does not have volume, issue, and/or page numbers, omit the missing elements (as shown in the Farrow example).

# APA Reference List Basics



#### NEWSPAPER ARTICLE\*

Format	Author(s). (Date). Article title. <i>Newspaper Title</i> . URL
Examples	<p>Sigee, R. (2020, January 28). The end is neigh: How BoJack Horseman and The Good Place changed comedy forever. <i>The Guardian</i>. <a href="https://www.theguardian.com/tv-and-radio/2020/jan/28/how-bojack-horseman-and-the-good-place-changed-comedy-for-ever">https://www.theguardian.com/tv-and-radio/2020/jan/28/how-bojack-horseman-and-the-good-place-changed-comedy-for-ever</a></p> <p>Wakabayashi, D. (2019, May 28). Google's shadow work force: Temps who outnumber full-time employees. <i>The New York Times</i>. <a href="https://www.nytimes.com/2019/05/28/technology/google-temp-workers.html">https://www.nytimes.com/2019/05/28/technology/google-temp-workers.html</a></p>

\*If the article is from a news website that does not have an associated daily or weekly print newspaper—use the format for a webpage on a website instead (like the ProPublica and CNN examples below).

#### ELECTRONIC SOURCES

##### WEBPAGE ON A WEBSITE\*

Format	Author(s). (Date). Article or page title. Publisher/Website. URL
Examples	<p>Russell, G. (2019, December 19). <i>How an environmental regulator became known for protecting industry</i>. ProPublica. <a href="https://www.propublica.org/article/how-an-environmental-regulator-became-known-for-protecting-industry">https://www.propublica.org/article/how-an-environmental-regulator-became-known-for-protecting-industry</a></p> <p>Regan, H., George S., Dewan, A., &amp; Kottasova, (2020, January 30). <i>Wuhan coronavirus cases top 8,000 as countries step up evacuation efforts</i>. CNN. Retrieved January 30, 2019, from <a href="https://www.cnn.com/asia/live-news/coronavirus-outbreak-01-30-20-intl-hnk/index.html">https://www.cnn.com/asia/live-news/coronavirus-outbreak-01-30-20-intl-hnk/index.html</a></p>

\* When contents of a page are updating over time, include a retrieval date in the reference (as shown in the CNN reference).

# APA Reference List Basics



ONLINE VIDEO (YOUTUBE, VIMEO, ETC.)

Format	Name of Account. (Date). <i>Title of video</i> [Video]. YouTube. URL
Examples	<p><u>CrashCourse</u>. (2019, January 8). <i>Introduction to CrashCourse navigating digital information #1</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=pLlv2o6UftU">https://www.youtube.com/watch?v=pLlv2o6UftU</a></p> <p>TED. (2009, October 7). <i>The danger of a single story: Chimamanda Ngozi Adichie</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=D9lhs241zeg">https://www.youtube.com/watch?v=D9lhs241zeg</a></p>

PODCAST EPISODE\*

Format	Host Name. (Host). (Date). Title of episode (No. episode) [Audio podcast episode]. In <i>Title of podcast</i> . Producer. URL
Examples	<p>Glass, I. (Host). (2013, March 1). No coincidence, no story! (No. 489) [Audio podcast episode]. In <i>This American Life</i>. WBEZ Chicago. <a href="https://www.thisamericanlife.org/489/no-coincidence-no-story">https://www.thisamericanlife.org/489/no-coincidence-no-story</a></p> <p>Judge, P. (Host). (2017, July 21). A bump in the night (No. 71) [Audio podcast episode]. In <i>Criminal</i>. WUNC. <a href="https://thisiscriminal.com/episode-71-a-bump-in-the-night-7-21-2017">https://thisiscriminal.com/episode-71-a-bump-in-the-night-7-21-2017</a></p>

\*Omit URL if unknown (accessed via an app)

TWEET

Format	Author [ <u>@Twitter_Handle</u> ]. (2019, January 27). <i>First 20 words of the Tweet</i> [Indicate attachment] [Tweet]. Twitter. URL
Examples	<p>Sanders, B. [<u>@SenSanders</u>]. (2020, January 24). <i>This man’s doctor told him to delay treatment because of insanely high costs. Now he recognizes what 70% of Americans</i> [Thumbnail with link attachment] [Tweet]. Twitter. <a href="https://twitter.com/SenSanders/status/1220732734240362496">https://twitter.com/SenSanders/status/1220732734240362496</a></p> <p>Smithsonian [<u>@smithsonian</u>]. (2020, January 23). <i>Like her paintings, Georgia O’Keeffe’s letters have their own bold style. She didn’t write in traditional paragraphs and rarely used</i> [Image attached] [Tweet]. Twitter. <a href="https://twitter.com/smithsonian/status/1220399019127533568">https://twitter.com/smithsonian/status/1220399019127533568</a></p>

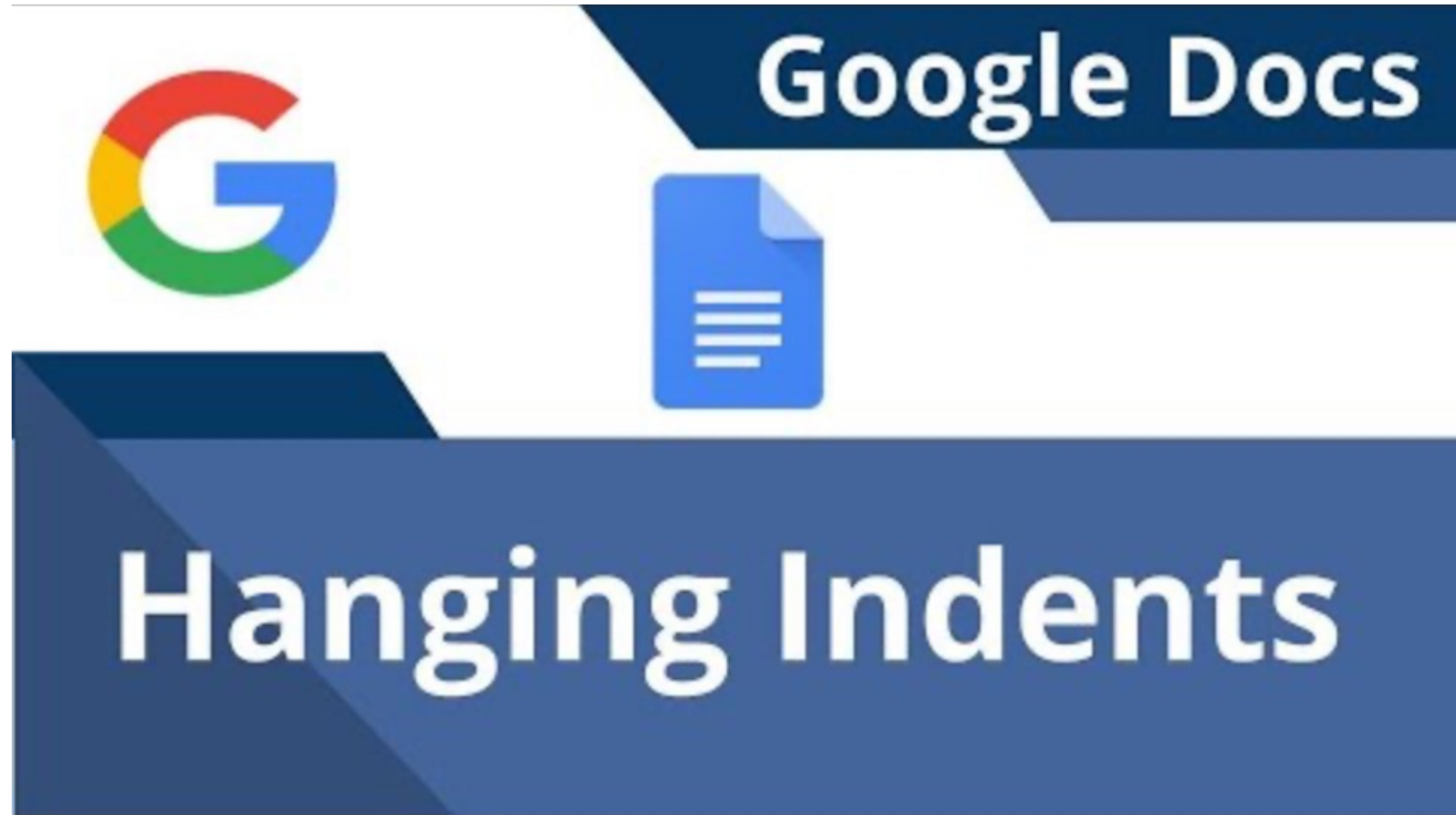
# APA Reference List Basics





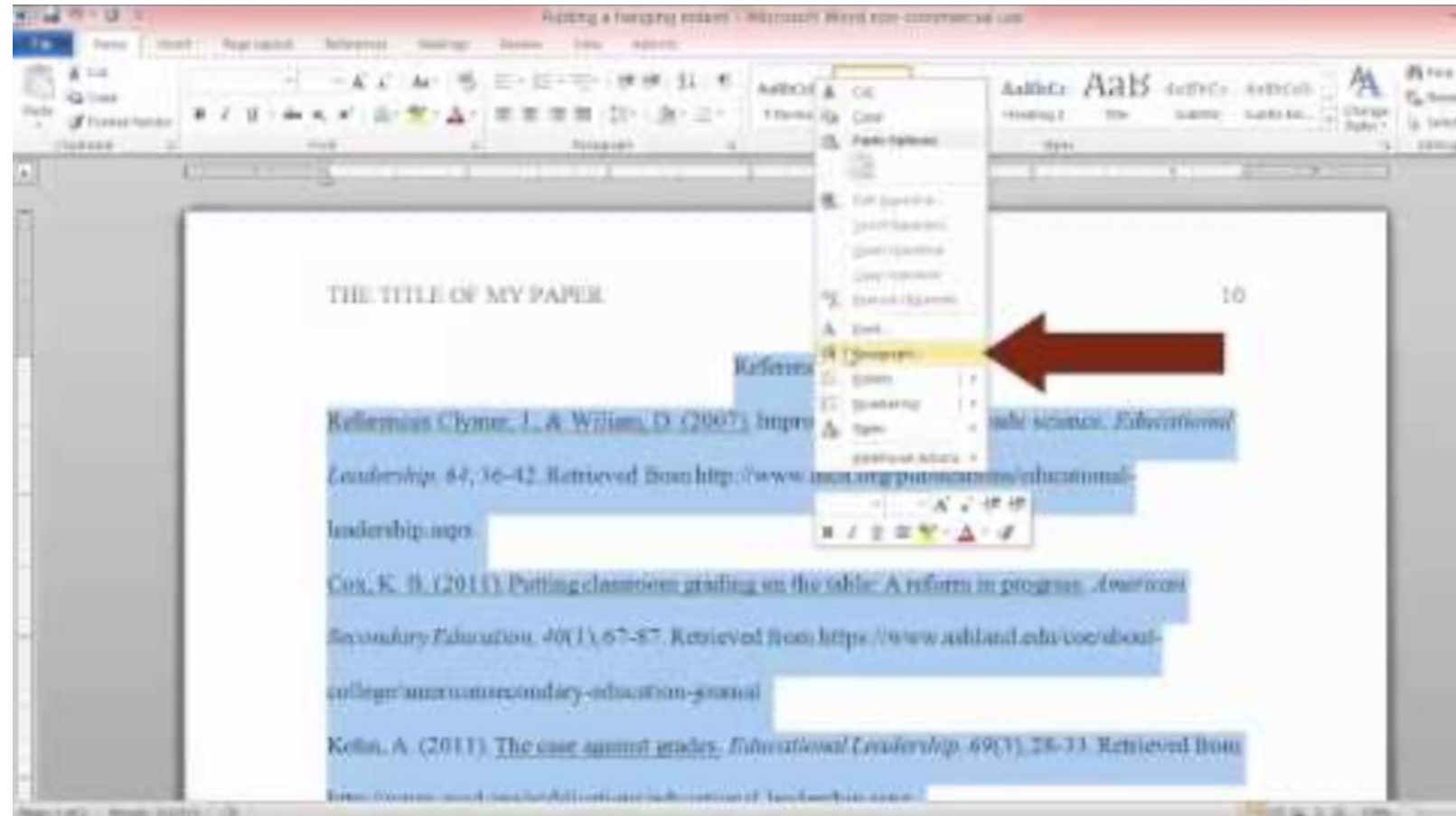
# Hanging Indents in Google Docs

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# Hanging Indents in Word

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APA

VS

MLA

#### In-text citations

(Smith, 2019, p. 25)

(Smith 25)

#### Title of reference list

References

Works Cited

#### Author names in references

Smith, A.

Smith, Anna.

#### Capitalization of source titles

Citing sources: A quick  
guide for students

Citing Sources: A Quick  
Guide for Students

#### Title page

Title page required

No title page required

#### Running head

Paper title and  
page number

Author name and  
page number

APA  
vs  
MLA

# DID I CORRECTLY CITE MY SOURCES

## USING APA OR MLA FORMAT?



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### IN-TEXT CITATIONS QUICK REFERENCE GUIDE

#### MLA FORMAT (note the emphasis on page number)

**Author Included in Sentence:** (75)  
**Author NOT Included in Sentence:** (Anderson 75)  
**Corporate or Organizational Author:** (Internal Revenue Service 126)  
**Two Authors:** (Jones and Anderson 97)  
**Three Authors:** (Harrison, Handa, and Peterson 217)  
**More than Three Authors:** (Johnson et al. 161)  
**Multiple Authors with Same Last Name:** (J. Smith 23); (B. Smith 97)

**Multiple Works by Same Author:** (Kuhn, *Structure of Scientific* 214)  
**Works with No Page Numbers:** (Dickens, para. 7)  
**Works with No Known Author:** ("How Birds Migrate" 8)  
**The Bible:** (King James Version, Matthew 3:7)  
**Indirect Sources:** (qtd. in McCloud 27)  
**Multiple Citations in Same Sentence:** (Barthes 48; Ulmer 112)

#### APA FORMAT (note the emphasis on publication year)

**Author Included in Sentence:** Anderson (2014)  
**Author NOT Included in Sentence:** (Anderson, 2014)  
**Corporate or Organizational Author:** Internal Revenue Service (1998)  
**Two Authors:** Research by Jones and Anderson (2016)  
(Jones & Anderson, 2016)  
**Three to Five Authors:** (Harrison, Handa, Peterson, & Thomas, 2004)  
**More than Five Authors:** Harrison et al. (2006); or (Harrison et al., 2006)

**Multiple Authors with Same Last Name:** (J. Smith, 2007); (B. Smith, 1991)  
**Multiple Works by Same Author:** Newbold (2016a); Newbold (2016b)  
**Works with No Known Author:** ("How Birds Migrate," 1995)  
**Unknown Author:** ("The Basics of Astrology," 1995)  
**Unknown Date:** (n.d.)  
**Indirect Sources:** (as cited in McCloud, 2003)  
**Multiple Citations in Same Sentence:** (Barthes, 1963; Ulmer, 2001)



# ASA Citation Resources

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- [Purdue Owl](#)
- [American Sociological Association](#)
- [Harvard Sociology](#)

# Citation Resource

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- [Purdue Owl](#)
- [Chicago Manual of Style](#)



*Still not sure?*

EMAIL US YOUR QUESTIONS OR TO REQUEST AN  
APPOINTMENT WITH A WRITING TUTOR.