**HOW TO CITE SOURCES**

**SSSP Writing Skills Tutor**

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**Why do we Cite Sources?**

1. We cite sources to give credit to the author for his/her work.
2. We cite sources because as scholars we are engaging in dialogue about subjects and adding to the existing body of knowledge and research.
3. Whoever reads your paper can investigate your sources and learn more!

**Critically evaluate and examine your sources** because **not everything is credible**.

**Evaluate your sources** by answering the following questions:

a) Does the author document sources in footnotes at the bottom of the page, or endnotes at the end of a chapter or book or Internet site? Does the author include a bibliography? This indicates the author’s awareness of other research done in the field. Look at their Works Cited.

b) What is the date of the publication you are using and of the sources the author is using?

c) Is the author an authority in the field?

d) Have you seen references to the author in the bibliographies of other works dealing with the same subject?

**What is a Primary Source?**

A primary source is the primary text that is not altered in any way. For example, fiction, poetry, and/or an autobiography are primary sources. In addition, primary sources in the sciences are different than in the humanities or social sciences. See link:

**What is a Secondary Source?**

A secondary source is what other’s say about the text. It is any source about an event, period, or issue in history that was produced after that event, period, or issue has passed. For example, a secondary source is a scholarly journal article.

**Good questions to ask of any secondary source are the following:**

Who is the author, and what seems to have been his or her likely intention in writing this work?

When was the work written, and does the date of publication potentially impact upon the book's message?

Is the argument persuasive? Is it based on well-researched evidence?

Is the text generally free of obvious [bias and prejudice](http://qcpages.qc.cuny.edu/writing/history/critical/bias.html)?

**What is a Scholarly Article?**

Many instructors at the college level require that you use scholarly articles as sources when writing a research paper. **Scholarly** or peer-reviewed articles are written by experts in academic or professional fields.

**How do I find Information on How to Cite my Sources?**

Click “**Writer Center”** on **IAU’s website** to learn more about how to cite your references using APA Style in your case studies and papers. Click on [**APA Format for Case Studies - Example**](http://iau.la/wp-content/uploads/APA_Format_Sample_for_Case_Studies.docx)

for specific help on how to insert in-text citations within the body of your essay.

**Prepare a list of References for APA** because you need to **document your sources. You need to become familiar with the type of research that has been done on your topic** i.e.what other literary scholars have said about it. From seeing a variety of titles, you will learn how your chosen thesis in your paper might further be limited or broadened. Ask who has published, or sponsored the material? A university press usually publishes scholarly, well-researched material, and some of the best known publishers are usually reliable. Is the Internet site reliable and authoritative?

**For Sample Bibliographies and References Examples:**

From the IAU website home page, click on Writing Center and [**APA Format for References - Examples**](http://iau.la/wp-content/uploads/APA_Format_Sample_for_References.docx)  
[Reference List: Basic Rules-APA](http://owl.english.purdue.edu/owl/resource/560/05/) from OWL at Purdue

**For Assistance with Citing Sources for References:** Bibme - www.bibme.org

**How to Document your Sources**

When you quote one of your sources, you need to document and **credit that source** to show where that information came from in your text

**How to Document your Sources in APA style**

When you quote one of your sources, you need to document and **credit that source** to show where that information came from in your text

You need to ensure that your paper is double-spaced, with one inch margins all around, Times New Roman 12 font is preferred, the page number appears in the upper right hand corner of the second page, indented paragraphs are half an inch from the left margin

**In-Text Citations are in the past tense (APA style, 7th ed.) as follows:**

* **BOOK (Direct Quote) by ONE AUTHOR: Cite Author’s Last Name and year of publication in ( )**

Ex 1: … (Holt, 2016) or if you were using a signal phrase, cite as follows: Holt (2016) claimed “…” (pg. no.)

Ex: Smith (2010) stated, “The banking sector’s abuses were largely to blame for the failing economy” (p. 163).

Paraphrased citation Ex: The economic downturn resulted directly from abuses in the banking sector (Smith, 2010). Note that page numbers are only for direct quotes.

Ex: Sinclair and Fawcett (1991) stated that “Physical development is particularly erratic in adolescence” (p.197).

Paraphrased citation Ex: Physical development in adolescence can become unpredictable (Sinclair and Fawcett, 1991).

* **BOOK by TWO AUTHORS: List both author’s last names and year of publication in parenthesis. Note the ampersand between the two author’s last names**

Ex: Wegener and Petty (2004) indicated “ ….” (p. 2).

… discovered in later studies (Wegner & Petty, 2004).

… (Holt, 2016) or if you were using a signal phrase, cite as follows: Holt (2016) claimed “…” (pg. no.)

* **BOOK or WORK BY MULTIPLE AUTHORS (THREE to FIVE AUTHORS):** When citing multiple authors, for example more than 3 authors from a work, you would just cite **the first author by last name and et al.** followed by the year of publication as follows:

(Williams et al., 2016) … or

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

So, if you used was the following authors: Smith, Jones, Blake, Sinclair & Daniels (2004) found …

This would become Smith et al., (2004) stated, “….” (p.3).

Williams et. al. (2016) claimed,” “…” (p.25).

Or if it was a paraphrase of a quote … (Williams et al., 2016)

* **CITING MULTIPLE AUTHORS** in same set of parentheses, list them **alphabetically** by **author’s last name** and **et al.** separated by a **semi colon**

(Raspa et al., 2015; Gadomski et al., 2018; Graybill et al., 2016).

* **CITING MULTIPLE AUTHORS using "et al.", and there are multiple dates,** chronologically list the dates.

(Caraway et al., 2013, 2014, 2019).

* **CITING A WORK BY THE SAME AUTHOR AND SAME DATE** use a lowercase letter after the year of publication for both in-text and reference-list entries.

(Boysen, 2015a, 2015b)

* **UNKNOWN AUTHOR: Give the Title in the signal phrase and the year of publication in parenthesis. Please note that book titles are *italicized* while articles and titles are in quotation marks**

Ex: … a research study was conducted of students working on case studies (“Using APA,” 2001).

* **BOOK NO AUTHOR GIVEN: Give the title of the work and the year in parenthesis**

(*Interpersonal Skills,* 2019)

* **MAGAZINE ARTILE, NO AUTHOR GIVEN:**

(“Understanding Sensory Memory,” 2018).

* **ANONYMOUS AUTHOR: Keep the “Anonymous” as if it was the author’s last name followed by the year of publication in parenthesis**

Ex: … and was considered obsolete (Anyonymous, 2008)

* **ANONYMOUS AUTHOR, NO DATE: Keep the first word or two of the title (from the signal phrase) followed by “n.d.” for “no date” in parenthesis**

Ex: … and was considered obsolete (“English Tutoring”, n.d.)

* **ELECTRONIC SOURCE: Cite Author’s LAST NAME and publication date (like a book). If no author is given, list TITLE of the electronic source**

Ex**:** Jones (2004) claimed …

Coral reefs protect our coasts from storms and floods, “some of the most productive regions are coasts to the Western-side of the Americas and Africa” (Schulz et al., 2019).

**APA Style for List of References**

1. The title “References” is in **bold**, on a separate page from the rest of the paper.

2. References are listed in **alphabetical order** by the author’s last name, flush left with the margin, in double-line spacing, with subsequent paragraphs indented by half an inch

3. When composing the References page, the **publisher location is no longer needed**. All that is required is the publisher’s name as follows:

**References**

Williams, B., Young, A., Evans, P. & Ruiz, A. (2016). Human resource management

(4th ed.). Pearson

1. References (online sources). When including online sources in your References, “**Retrieved from”** is no longer required before the URL. All that is required is the URL as follows:

Goldsmith, M. (2002). Try feed-forward instead of feedback.

http://www.marshallgoldsmithlibrary.com

**3 Tips on Documenting your Sources:**

**1.** Use **direct quotations very sparingly**. Use the **exact words** of the author to make your point.

**2. Introduce quotations** as follows: Author’s last name (year of publication) claimed, “…” (pg. no).

**3. Indent** your paragraph by the required half an inch from the left margin