Beginners Guide to APA:
In-text and Reference List Citations
Introduction to APA Citation

• Citations are one of the most important components of any research project.

• Reference list and in-text citations are two different forms of citation, but when one is necessary, the other is as well. You should always use both when quoting.

• Citations demonstrate a working knowledge of academic information that is relevant to your topic.

• Remember not to overuse quoted material. Use the ratio of 70% your text to 30% quoted or paraphrased material as your guide.

• Using citations both in text and in the references list at the end of the paper will help you to avoid the serious offense of PLAGIARISM.
Three Kinds of Citations

- Citations for Short Direct Quotations
- Citations for Long Direct Quotations
- Citations for Paraphrased Source Material
Citations for Short Direct Quotations

- A citation for a short direct quotation involves a direct, word-for-word quote from one specific source. This means that you may not change the source’s words in any way.

- The short direct quotation contains less than 40 words and is roughly four lines of text or less on your page.

- The short direct quotation is the only kind of quotation that is actually encased within or surrounded by quotation marks (“”). Long direct quotations are indicated differently.
Citations for Short Direct Quotations, cont.

- All uses of quotations require that the author’s name, the year of publication, and the page number (if there is one) are given in the sentence. Most of the time, this is in the form of a parenthetical citation at the end of the sentence.

- When incorporating a short direct quotation, always use a signal phrase to introduce the quotation. This will help you to avoid floating and drop quotations, making the integration smooth.

- The end punctuation for the sentence itself will come after the last parentheses of the parenthetical citation.
One of the first reasons that handguns must be eliminated from public schools is that their presence makes already nervous students even more edgy. However, using metal detectors and having guards patrol the hallways does not seem to help either. According to Adams (1993), “the more that schools attempt to implement the use of high tech gadgets and police squads, the more frightened and agitated the already troubled teens become” (p. 34). Clearly, there is a correlation between the dehumanization that technology promotes and the anti-social behavior which exists in students who are patrolled by and policed by this unfeeling electronic machinery.
According to Adams (1993), “the more that schools attempt to implement the use of high tech gadgets and police squads, the more frightened and agitated the already troubled teens become” (p. 34).
One of the first reasons that handguns must be eliminated from public schools is that their presence makes already nervous students even more edgy. However, using metal detectors and having guards patrol the hallways does not seem to help either. This situation makes clear that “the more that schools attempt to implement the use of high tech gadgets and police squads, the more frightened and agitated the already troubled teens become” (Adams, 1993, p. 34). In other words, there is a correlation between the dehumanization that technology promotes and the anti-social behavior which exists in students who are patrolled by and policed by this unfeeling electronic machinery.
This situation makes clear that “the more that schools attempt to implement the use of high tech gadgets and police squads, the more frightened and agitated the already troubled teens become” (Adams, 1993, p. 34).
Long Direct Quotation and In-text Citation

- A long direct quotation is a direct, word-for-word quote from a specific source containing **40 words or more**.

- A long direct quotation is indented 5 spaces from the left margin and is sometimes referred to as a “blocked quote” because of the way it is “blocked” on the page once you’ve indented it.

- The signal phrase for this type of quotation must be a complete sentence followed by a colon.

- Unlike a short direct quotation, the end punctuation comes before the parenthetical citation.

- Text within a long quote is always double spaced.

- You must have in-text citation to indicate the author of the original source, the date of publication, and the page number from the material.
Even though Lincoln was an admirable statesman, he was considered a far greater rhetorician, authoring the Emancipation Proclamation—one of the key reasons that he is considered perhaps America’s greatest president. In the essay by Cross (1996) it is stated the following:

The fact that Lincoln had the foresight to pen such an insightful, far-reaching, and powerful document is a great testimony to his already mammoth powers of observation and the command of the written language. It sometimes seems strange that a simple country farmer could possess such immense power over the written word. (p. 237)
Citations for Paraphrased Source Material

- To paraphrase is to take the source's information and to reword that information completely by restructuring it, allowing the meaning to take on another form. This is when you put research information into your own words.

- A paraphrase has no set line length.

- Often times, paraphrasing is used to condense a fairly large body of material.

- End punctuation for the sentence comes after the parenthetical citation.

- Must have in-text citation to indicate the author of the original source, the date of publication, and the page number from the material.
The final reason that women should attempt to learn the art of self defense is that our cities are becoming more and more dangerous by the hour. According to the article “Imitation of Facial and Manual Gestures by Human Neonates” (2002), most women tend to rely upon the fact that they will be treated kindly by passersby—and nothing could be further from the truth in our society which is currently reeling from unemployment and over taxation (p. 125). These thoughts certainly pose an interesting line of thought for women, workers, and political officials.
Reference Page Citations

- A reference list is a complete list of all of the resources used in the paper. If a source is cited somewhere in your paper, it **must** be listed on your reference page.

- The references must be listed alphabetically according to primary author’s last name. If no primary author is provided, list entry according to title of source. However, if it is an article, list the article title, not the magazine title.

- Present the references list in hanging indent format. First line aligned with the margin. The second and proceeding lines should be indented 5 spaces.

- Do not number or bullet the entries.
References


APA Style Writing

• Should you have further questions regarding APA style writing, don’t hesitate to contact the Success Center as they would be more than happy to assist you with any questions you may have! Feel free to contact them via email at teamSUCCEED@columbiasouthern.edu, or by phone @ 877-875-0533!

• This presentation was created and edited by Melissa Madden, Marsha Hinnen, and Nichole Gotschall