



HOW TO CITE SOURCES

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Why do we Cite Sources?

1. We cite sources to give credit to the author for their 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:

1. Does the author document the sources in footnotes at the bottom of the page, or endnotes at the end of a chapter or book on an Internet site? Does the author include a bibliography? This indicates the author's awareness of research done in the field. Look at their "References" page (see p.7 of the IAU APA template).
2. What is the date of the publication in the source used by the author?
3. Is the author an authority in the field?
4. 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 from those in the humanities or social sciences.

What is a Secondary Source?

A secondary source is what others 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:

1. Who is the author, and what seems to have been their likely intention in writing their work?



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2. When was the work written, and does the date of publication potentially affect its message?
3. Is the argument persuasive? Is it based on well-researched evidence?
4. Is the text generally free of obvious [bias and prejudice](#)?

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 “**Writing Center**” under “**Helpful Resources**” on IAU’s website: [Writing Center - IAU \(iaula.edu\)](#) to learn more about how to cite your references in APA 7th edition in your case studies and papers. Click on the [APA Format for Case Studies Example](#) for specific help on how to insert in-text and parenthetical citations in the body of your essay.

Prepare a list of References on a separate page at the end of your paper in **APA 7th edition** because **sources** need to be **correctly cited**. Become familiar with the type of research that has been done on your topic, for example, what other literary scholars have said about it in the source (print or online). From reading a variety of works, you will learn how to develop and broaden your chosen thesis in your paper. Ask who has published, or sponsored the material? **Is the online source reliable and authoritative?** A university press publishes scholarly, well-researched material, and some of the best-known publishers should be reliable.

For Sample Bibliographies and References Examples:

From the IAU website home page, click on **Writing Center** and [APA_7th-Edition_References-Examples](#) under “Helpful Resources.”

The [Reference List: Basic Rules-APA](#) from OWL at Purdue is a useful resource.

For Assistance with Citing Sources for References: [Bibme - www.bibme.org](#)

1. Review “Sample Professional Papers” (American Psychological Association, 2020, p.50-67):
<https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>:
 - In-Text and End-of-Text Citations
 - References p.10
2. Review the [APA Format for Case Studies Example](#) (IAU APA template) on <https://iaula.edu/writing-center/>
 - References p.7

For Assistance with How to Perform Research: Access the [Library Services](#) web page at:

<https://iaula.edu/library-services> and explore IAU’s [Research Skills | Library & Information Resources Network \(lirn.net\)](#) and [Our Vendor Catalog | Library & Information Resources Network \(lirn.net\)](#).

How to Document your Sources in APA style

When quoting from your source, document and **credit the author of the source** in APA 7th edition to avoid plagiarism. Show where that information came from in the text by paraphrasing or directly citing the source in APA 7th edition.



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Please ensure that your paper is double-line 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 each page, and the first line of each paragraph is indented by half an inch from the left margin.

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

- **BOOK by ONE AUTHOR: Cite Author's Last Name with the year of publication and page number in parenthesis as follows:**

Direct citation:

Dweck (2006) stated, "... (p.41).

Paraphrased citation:

Changing beliefs about their capabilities can change their ability to perform (Dweck, 2016).

- **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.**

Direct citation:

Wegener and Petty (2004) indicated, "... (p.2).

Paraphrased citation:

... discovered in later studies (Wegener & Petty, 2004).

Direct citation:

Sinclair and Fawcett (1991) stated, "Physical development is particularly erratic in adolescence" (p.197).

Parenthetical citation:

Physical development in adolescence can become unpredictable (Sinclair & Fawcett, 1991, p.197).

- **WORK BY MULTIPLE AUTHORS (THREE to FIVE AUTHORS):** When citing multiple authors, for example more than three (3) authors from a work, cite **the first author by their last name and et al.**, followed by the year of publication in parenthesis:

Direct citation:

According to Williams et al., (2016), "... (p. 2).

Williams et al., (2016) claimed, "... (p.25).

Paraphrased citation:

Williams et al., (2016) claimed ...

... (Williams et al., 2016).

So, if you used the following authors: Smith, Jones, Blake, Sinclair & Daniels (2004) claimed ...

Direct citation:

This would become: Smith et al., (2004) claimed, "... (p.3).



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Paraphrased citation:

Smith et al., (2004) claimed ...
... (Smith et al., 2004).

- **CITING MULTIPLE AUTHORS in the same set of parentheses, list them alphabetically by the author's last name and et al., separated by a semi colon, before the year of publication.**

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

Paraphrased citation:

The most abundant and widespread source of marine debris is plastics, accounting for 60–95% of marine litter (Derraik, 2002; Walker et al., 2006; Walker et al., 1997).

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

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

- **CITING THE WORK OF ANOTHER AUTHOR WITHIN AN AUTHOR'S WORK, cite as follows (APA, 2020):**

Paraphrased citation:

Rosener (1990) explained (as cited in McDonagh et al., 2014) ...

Parenthetical citation:

... (Rosener, 1990, as cited in McDonagh et al., 2014).

- **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 article titles are in quotation marks.**

... 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).

- **ONLINE JOURNAL ARTICLE (One Author):**

Dyrud, M.A. (2001). Group projects and peer review. *Business Communication Quarterly*, 64(4), 106-112.

<https://doi.org/10.1177/108056990106400412>

Parenthetical citation: ... (Dyrud, 2001).

Narrative citation: Dyrud (2001) ...



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➤ ONLINE JOURNAL ARTICLE (Two Authors):

Aspy, D.J., & Proeve, M. (2017). Mindfulness and loving-kindness meditation: Effects on connectedness to humanity and to the natural world. *Psychological Reports, 120*(1), 102-117. <https://psycnet.apa.org/record/2017-05522-006>

Parenthetical citation: ... (Aspy & Proeve, 2017).

Narrative citation: Aspy and Proeve (2017) ...

➤ ONLINE JOURNAL ARTICLE, Multiple Authors:

Williams, J.L., Kendall, B.E., & Levine, J.M. (2016). Rapid evolution accelerates plant population spread in fragmented experimental landscapes. *Science 29, 353*(6298), 482-485. <https://doi.org/10.1126/science.aaf6268>

Parenthetical citation: ... (Williams et al., 2016).

Narrative citation: Williams et al., (2016) ...

➤ ONLINE MAGAZINE ARTICLE:

Bergeson, S. (2019, January 4). Really cool neutral plasmas. *Science, 363*(6422), 33-34. <https://doi.org/10/1126/science.aau7988>

Parenthetical citation: ... (Bergeson, 2019).

Narrative citation: Bergeson (2019) ...

➤ MAGAZINE ARTICLE, NO AUTHOR GIVEN: ... ("Understanding Sensory Memory," 2018).

➤ ONLINE NEWSPAPER ARTICLE:

Plumer, B. (2022, September 1). California approves a wave of aggressive new climate measures. *The New York Times*.

https://messaging-custom-newsletters.nytimes.com/template/oakv2?campaign_id=190&emc=edit_ufn_20220901&instance_id=7



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Paraphrasing: Paraphrasing is restating someone else's ideas in your own words. It is used to avoid plagiarism and to provide context for your research. **Paraphrasing citation:** ... (Plumer, 2022). **Narrative citation:** Plumer (2022) ...

- **ANONYMOUS AUTHOR: Keep the "Anonymous" as if it were the author's last name followed by the year of publication in parenthesis.**
... and was considered obsolete (Anonymous, 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.**
... and was considered obsolete ("English Tutoring," n.d.).
- **WEB-BASED SOURCE:**
Webpage on a website with an individual author (APA, 2020, p.351).

Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic.

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

Paraphrasing citation: ... (Martin Lillie, 2016).

Narrative citation: Martin Lillie (2016) ...

- **Webpage on a website with a group author (APA, 2020, p.351).**

Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of developing flu-related complications*. https://www.cdc.gov/flu/about/disease/high_risk.htm

Paraphrasing citation: ... (Centers for Disease Control and Prevention, 2018; World Health Organization, 2018).

Narrative citation: Centers for Disease Control and Prevention (2018); World Health Organization (2018) ...

- **In-text citation (first citation) to a paragraph on a website with a group author:**
Paraphrasing citation: ... (Centers for Disease Control and Prevention [CDC], 2007, para.2).
Narrative citation: The Centers for Disease Control and Prevention (CDC, 2007) explained ...
The American Psychological Association (APA, 2020) explained ...
- **In-text citation (subsequent citation) to a paragraph on a website with a group author:**
Paraphrasing citation: ... (CDC, 2007, para.2).
Narrative citation: APA (2020) further explained ...



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- **Webpage on a website with a retrieval date**, cite as follows (American Psychological Association, 2020, p.352):
U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019,
from <https://www.census.gov/popclock/>

Parenthetical citation: ... (U.S. Census Bureau, n.d.).

Narrative citation: The U.S. Census Bureau (n.d.) claimed ...

The above example shows a source from a group author (a government agency) with no date.

- **Block quotation with parenthetical citation:** if the quotation is 40 words or more, it is a block quotation. Commence the block quotation on a new line, double-spaced, and ensure to indent it by half an inch from the left margin. There are no quotation marks around the block quotation (exact words of the author). Any additional paragraphs within the direct citation need to be indented by an additional half an inch. The period moves to the end of the last sentence in a block quotation before the parenthetical citation containing the author's last name, date and page number (American Psychological Association, 2020, p.272) or .. (The IAU Writing Guide, 2024-2025, p.23).

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p.957)

APA Style for List of References

1. The "**References**" title is in **bold**, centered and 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 the second and subsequent paragraphs of each reference 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:



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References

Williams, B., Young, A., Evans, P. & Ruiz, A. (2016). *Human resource management* (4th ed.). Pearson.

Digital Object Identifier (DOI) format

The DOI of a source, for example, of an online journal article or report or the print version in the References section of your paper, is the "Digital Object Identifier," which is the unique persistent identifier of an online or print source. It is the last component in a reference list entry.

According to the American Psychological Association (2020), "A DOI, or digital object identifier, is a unique alphanumeric string that identifies content and provides a persistent link to its content location on the internet. It is typically located on the first page of an article near the copyright notice, and it starts with "https://doi.org/..." and is followed by a string of letters and numbers" (p.298). Here is an example: <https://doi.org/10.1037/0000092-000>

The APA guidelines for using DOIs are as follows (American Psychological Association, 2020, p. 299):

1. Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
2. If a print work does not have a DOI, do not include any DOI or URL in the reference.
3. If an online work has a URL but no DOI, include the URL in the reference as follows:
 - a. For works without DOIs from websites (not including databases), provide a URL in the reference.
 - b. For works without DOIs from most academic research databases, do not include a URL or database information in the reference because these works are widely available. The reference should be the same as the reference for a print version of the work.
 - c. For works from databases that publish works of limited circulation (such as the ERIC database) or original proprietary material only in that database (i.e. UpToDate database), include the name of the database or archive and the URL of the work.
 - d. If the URL is no longer working or no longer provides readers access to the content you intend to cite, follow guidance for works with no source.

APA Format of DOIs and URLs: (American Psychological Association, 2020, p.299):

- DOIs and URLs are formatted as hyperlinks "http://" or "https://" No need to include "Retrieved from" before the DOI or URL.
- Use the default display settings for hyperlinks (blue font, underline) or plain text not underlined.
- Links should be live if work is published or read online.
- Follow the International DOI Foundation to format the DOIs in the reference list as follows:
<https://doi.org/xxxx>



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How to Format Tables and Figures

1. For how to format tables and figures in your paper, (American Psychological Association, 2020, p.197):

Refer to every table and figure by its number (callout), which tells the reader what to look for in the table or figure. Introduce your table or figure as follows:

As shown in Table 1, the characteristics of ...

Figure 2 shows the demographics of ...

of the results of the testing ... (see Table 3).

... of the comparisons (see Figures 4 and 7).

Avoid writing “the table above” (or “below”) or “the figure on page 32.” Tables and Figures should go at the end of your paper, on a separate page, after your list of references, (see p.8 and 9 of the IAU APA template).

2. An Organizational Chart may be embedded in the body of the paper, after its number (callout), (American Psychological Association, 2020, p.198).
3. Review the APA Format for Case Studies - Example (IAU APA template) on <https://iaula.edu/writing-center/> (see Tables and Figures p.8-9).

How to Format Appendices

1. List the appendices on a separate page at the end of the paper after the references, tables and figures.
2. The Appendix title and label is in bold, centered and Title Case.
3. If there is only one Appendix, label it "Appendix."
4. For more than one appendix,, "label each appendix with a capital letter and in the order the appendix appears in the paper as follows: "Appendix A," "Appendix B" (American Psychological Association, 2020, p.41).
5. Indent the first line of each appendix paragraph by half an inch.
6. Create an in-text citation in the body of the paper to the appendix as follows: ... (see Appendix A).
7. If the appendix has "tables, figures, footnotes, and/or displayed equations, number them alphanumerically by including "the letter and number as follows: Table A1 (for Table 1 in Appendix A); Equation B1 for the first equation in Appendix B; Figure C2 as the second figure of Appendix C).

How to Format Footnotes

1. Footnotes “supplement or enhance substantive information in the text” and they “convey one idea” (APA, 2020, p.40).
2. Footnotes are centered in the footer at the bottom of the page.
3. Footnotes should not be long. If paragraphs or equations are required, include them in the Appendices.
4. Number the footnotes in chronological order consecutively with Arabic superscript numerals.
5. Create an in-text citation in the body of the paper to the footnote as follows: ... (see Footnote 3).



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How to Avoid Plagiarism

To avoid plagiarism in academic writing, which is using the words of another author's work as your own, it is important to give credit to the author for their work, and this can be achieved in the two following ways:

1. **Directly cite** the exact words of the author correctly in APA 7th edition. For example, cite the author's work by stating their last name, the year of publication in parenthesis, followed by the exact words of the author and the page number in parenthesis as follows:

Alexander (2018) stated, "...” (p. 10).

Here is an example of how to directly cite from an online journal article by multiple authors (more than two):

Williams et al., (2016) stated, "Plant height and dispersal ability evolved more rapidly in patchier experimental landscapes, suggesting that fragmentation can select for more rapid invasion velocity" (p.482).

2. **Paraphrasing** the author's work (writing another author's work in your own words):

Alexander (2018) claimed ...

... (Alexander, 2018).

Here is an example of how to paraphrase from an online journal article reference by multiple authors (three or more):

Williams et al., (2016) explained ... or ... (Williams et al., 2016).

Williams et al., (2016) examined the extent of plant population that can spread in fragmented experimental landscapes.

Williams, J.L., Kendall, B.E., & Levine, J.M. (2016). Rapid evolution accelerates plant population spread in fragmented experimental landscapes. *Science* 29, 353(6298), 482-485.

<https://doi.org/10.1126/science.aaf6268>

3 Tips on Documenting your Sources with Direct Citations/Quotations in APA 7th edition

1. Use **direct citations** as **supporting evidence** for your main idea.
2. Use the **exact words** of the author to make your point.
3. **Introduce direct citations** as follows: Author's last name (year of publication) stated, "...” (p. no).
Work by two authors: McCauley and Christiansen (2018) stated, "...” (p. 10).