APA Style & Academic Integrity Guidelines

A supplemental resource introducing students to proper use of APA style and how to avoid plagiarism.
Dear Students:

The following document has been developed to provide students with the essential guidelines for writing a college research paper in accordance with the *Publication Manual of the American Psychological Association*. This brief guide is a supplement to the *Publication Manual of the American Psychological Association (6th Edition)*, not a substitute.

Effective Fall 2009, Franklin University created guidelines that aim to simplify and clarify elements of APA style for use in research-oriented assignments. This guide will help students understand and apply APA standards in accordance with Franklin University’s minimum APA standards. Certain disciplines or courses may require additional standards beyond APA. Students should consult their instructor or course syllabus for information on requirements for additional standards for their course or specific discipline. Students should always defer to the stylistic and formatting guidance of his or her course instructor should questions arise.

The Student Learning Center has a variety of resources to help students improve their writing, including tutoring, workshops, and online resources. Writing tutors are available for online or face-to-face appointments, and the SLC online writing review is available 24/7 through the SLC website, [www.franklin.edu/slc](http://www.franklin.edu/slc). Writing workshops are held each term and may also be viewed on our website anytime. Students are strongly encouraged to use the resources at the SLC, which are all free for currently enrolled students. If you have questions, please visit [www.franklin.edu/slc](http://www.franklin.edu/slc), or email slc@franklin.edu. We may also be reached by telephone at 614-947-6800, or 1-866-341-6206.
Table of Contents

Table of Contents .................................................................................................................................................. 3
How to Format a Paper According to APA Style Guidelines ............................................................................ 4
Defining Plagiarism ............................................................................................................................................. 5
  Plagiarism ...................................................................................................................................................... 5
The Importance of Citations ................................................................................................................................. 6
When to Use Citations .......................................................................................................................................... 6
Using In-text Citations to Avoid Plagiarism ......................................................................................................... 6
  Direct Quotations ........................................................................................................................................ 6
Acceptable Variations for Quotations .................................................................................................................. 7
  Long Quotations ........................................................................................................................................ 7
  Quotations from on-line documents ........................................................................................................... 8
  Paraphrasing .............................................................................................................................................. 8
  Summarizing ............................................................................................................................................. 8
Examples of Quoting, Paraphrasing, and Summarizing ........................................................................................ 8
Citing Indirect Sources (citing a source-within-a source) ................................................................................... 9
If You Still Are Not Sure When To Cite Information, Use the Following Checklist: ....................................... 9
Common Knowledge and Items Not Needing Documentation ......................................................................... 9
Other APA Rules .............................................................................................................................................. 10
Using Online Sources ..................................................................................................................................... 10
  Judging Credibility of Online Sources ........................................................................................................ 10
  Questions to Assess Online Source Credibility .......................................................................................... 11
Electronic Media and Digital Object Identifiers ............................................................................................... 11
Examples of Reference List Entries and In-text APA Citations ........................................................................ 13
  Formatting a Reference Page ......................................................................................................................... 13
  Reference Examples .................................................................................................................................. 13
Sample Reference Page, with explanations by each source ................................................................................ 19
Sample reference page without comments (as reference page should look) .................................................. 20
Further Online Resources ................................................................................................................................ 21
How to Format a Paper According to APA Style Guidelines

- Margins: **Set margins to one inch on all sides.** Do not confuse the margins with the page setup in Microsoft Word. Word 2007 defaults to 1.25” margins on the left and right. Change the setup to one inch.

- Font: 12 point Serif font (Times New Roman, or Courier).

- Spacing: Double-spaced throughout; even the reference page is double spaced. Do not add line breaks manually.

- Paragraph spacing: Indent the first line of each paragraph by one-half inch.

- Title page: The title page should be centered vertically and horizontally on the page and include the **title of your paper (or assignment name), your name, course title, professor’s name, and the date.** *Note: some professors may want students to also include course and section numbers with the course title."

- Page header (and page numbers): A page header is an abbreviated version of your paper’s title and the page number. In the upper right-hand corner of each page, include a 1- to 2-word abbreviation of your title. Follow with one space, then the page number. The title page is page 1.

- Running header: A running header is for **publishing purposes only and does not need** to be used on academic papers.

- Headings: If you choose to use headings in the body of the paper, major headings should be centered. Any minor headings should be aligned to the left and in italics. Capitalize all major words and all words for four or more letters.

- Reference list: Start on a separate page. Must be in APA format.

- Appendixes (where applicable): Start on a separate page. Must be in APA format.

- Use complete sentences, correct grammar, correct spelling and accurate punctuation. The paper should be free of typographical errors.

- **Comma Use in APA:**
  - Before *for, and, nor, but, or yet, so* when they connect two independent clauses
  - To separate three or more items in a series
  - After an introductory expression or before a comment or question tacked on to the end
  - Around the name of a person spoken to
  - Around expressions that interrupt flow (however, moreover, therefore, by the way, etc.)
  - Around additional information NOT needed (The author, who is also a noted actor, …)
Defining Plagiarism

Each year, many students are disciplined for plagiarism because they do not understand what plagiarism is or the way to avoid it by correctly citing sources. “The purpose of education is to advance one’s own intellectual skills and to demonstrate the outcomes of those efforts” (Franklin University, 2005, p. 32). A crucial part of achieving this goal is accurately acknowledging how the work of others contributes to one’s own work. Some students may be intentionally dishonest and choose to submit the work of others as their own, perhaps supposing they will not be noticed and disciplined. This guide is not directed toward them.

Because plagiarism affects a student’s future, this guide offers students some examples of plagiarism and suggests ways to avoid it. It also includes some examples of correct APA citation format for in-text citations and reference page entries. This brief guide is NOT a substitute for the Publication Manual of the American Psychological Association as a reference on citation format. Rather, this guide is a quick reference for students who are already familiar with preparing reference pages and in-text citations in APA style.

Plagiarism

Plagiarism, one form of academic dishonesty, is submitting the work of another—even a small part of that work—as one’s own in any academic assignment, including all written exercises and computer programs. Using someone else’s words or ideas without proper acknowledgment is stealing. As part of its commitment to a high quality education, Franklin University imposes severe penalties for academic dishonesty—from receiving a grade of zero on a paper to failing a course or being expelled from the university with a notation in one’s permanent record. The complete policy can be found on pages 32-35 of the Franklin Student Success Handbook available here: http://www.franklin.edu/franklin/files/student-success-handbook.pdf.

According to Webster’s Ninth New Collegiate Dictionary (1983), to plagiarize is to “commit literary theft” or “present as new and original an idea or product derived from an existing source.” Notice that this definition does not distinguish between accidental or irrational plagiarism—and neither will your instructors. Whether you “stole” another author’s words intentionally or plagiarized accidentally, Franklin can impose severe penalties on students who plagiarize. Consequently, you need to understand what plagiarism is and how to avoid it.

Whether by using this guide, reviewing the Publication Manual of the American Psychological Association Sixth Edition, or consulting www.apastyle.org online, each student is responsible for learning correct citation practices to avoid plagiarism. Just as not knowing the speed limit is not an acceptable excuse to avoid getting a speeding ticket, not knowing APA format is not sufficient to avoid a charge of plagiarism and the consequences it may have.
The Importance of Citations

Though we have discussed the practical reason correct citation is important to avoid a charge of plagiarism, three other purposes for citing sources exist:

- To give readers the information needed to locate sources
- To give an author credit and acknowledgement for the information he or she has provided
- To provide support for your arguments. To demonstrate to readers that you’ve done some research (you’re not just making these things up!)

Knowing the source of information helps fellow students or professors engage in a conversation with the original author about the validity of sources, or it may point the way for students to take advantage of information they have not encountered before. Acknowledging the work of others is even more pertinent in the business world, where using the work of others without giving credit can result in consequences much more serious than academic discipline.

When to Use Citations

Students must cite the source when using these three types of information:

1.) Direct quotations are identical to the original text, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

2.) Paraphrasing material involves putting another’s ideas into your own words; it does not mean just changing a word or two in the original. It refers to genuinely expressing the author’s point in one’s own words. A paraphrase must also be attributed to the original source.

3.) Summarizing involves putting the main ideas into your own words, including only the main points; they provide a broad overview of the source’s main concept. It is also necessary to attribute summarizes to the original source.

Using In-text Citations to Avoid Plagiarism

Direct Quotations

When you take another author’s ideas word for word, you must put quotation marks around the information. The page number or other distinguishing information (like the section label/heading in an online document) must be part of the in-text citation. The following example uses a quote from a book.

Example:

According to Bowling Alone: The Collapse and Revival of American Community, “Social capital allows citizens to resolve collective problems more easily… People often might be better off if they cooperate, with each doing her share” (Putnam, 2000, p. 288).

Putnam is the author’s last name; 2000 is the year the book was published; p. 288 is the page where the quote is located.

*Notice the period for the end of the sentence goes after the in-text citation.*

Since Putnam’s book is cited in the paper, you also need to cite the book on the Reference page:

Acceptable Variations for Quotations

Introduce the quotation with a phrase that includes the author's last name followed by the date of publication in parentheses. Or, if the author is not named in the sentence, place the author's last name, year of publication, and page number in parentheses after the quotation. Remember end punctuation always goes after the in-text citation when the citation is at the end of the sentence.

Examples:
According to Jones (1998, p. 199), "students often had difficulty using APA style, especially when it was their first time."

Jones (1998, p. 199) found "students often had difficulty using APA style,” but many students are familiar with MLA stylistics.

Although it has been written, "Students often had difficulty using APA style," (Jones, 1998, p. 199), no one offers an explanation why.

Long Quotations

Long quotations are quotations with more than 40 words. Place these quotations in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing. The parenthetical citation should come after closing punctuation mark.

Jones's (1998, p. 199) study found the following:

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 to ask their teacher for help.

Results have been difficult to understand. However,

Through examination of the seasonal correlation plots, the variability presented in the annual mean plots is better understood. Although there are differences between the 1980s and the 1990s DJF patterns, the correlations in the majority of the South Pacific are significant at >95% level, and only the spatial pattern is changed. (Fogt, 2006, p. 8-9)

* Note: the period placement changes with block quotes. In all other circumstances, the period follows the citation, but in block quotes the period is at the end of the quote, before the citation.
Quotations from on-line documents
For electronic sources that do not provide page numbers, use the paragraph number, preceded by
the paragraph symbol or the abbreviation “para.” For example, (Myers, 2000, ¶ 5)

- If neither paragraph nor page numbers are visible, cite the heading and the number of the
  paragraph following it to direct the reader to the location of the material. For example,
  (Beutler, 2000, Conclusion section, para. 1)

- Your reference page only lists the author, date, article title, when you retrieved the article,
  and the web address. Neither paragraph nor section headings appear in reference pages, nor
  are web addresses used in the in-text citation or body of your paper.

Paraphrasing
When you take the ideas of another source and put them in your words, this is paraphrasing. A
paraphrase is your rendition of information expressed by someone else, presented in a new form.

Even though a paraphrase is written with your words, the information is from another source,
and that source needs to be cited. However, unlike citing a quotation, you do not need to include
a page number for paraphrases; APA recommends this, but it is not required.

Summarizing
Summarizing is taking the single, main idea from another source and putting it into your words.
When you summarize the main idea of another essay or article, you need to cite the author or
source of that main idea. You do not need to include page numbers for summaries.

Examples of Quoting, Paraphrasing, and Summarizing

Original passage: “Students frequently overuse direct quotations in taking notes, and as a result
they overuse quotations in the final [research] paper. Probably only about 10% of your final
manuscript should appear as directly quoted matter. Therefore, you should strive to limit the
amount of exact transcribing of source materials while taking notes” (Lester, 1976, p. 46-47).

A direct quote: According to Lester, “Probably only about 10% of your final manuscript should
appear as directly quoted matter” (1976, p. 46-47).

A legitimate paraphrase: In research papers students often quote excessively, failing to keep
quoted material down to a desirable level. Since the problem usually originates during note
taking, it is essential to minimize the material recorded verbatim (Lester, 1976).

An acceptable summary: Students should take just a few notes in direct quotation from sources
to help minimize the amount of quoted material in a research paper (Lester, 1976).

A plagiarized version (what not to do): Students often use too many direct quotations when
they take notes, resulting in too many of them in the final research paper. In fact, probably only
about 10% of the final copy should consist of directly quoted material. So it is important to limit
the amount of source material copied while taking notes.
Citing Indirect Sources (citing a source-within-a source)

When using a source that cites or references another source, name the original source in your sentence. However, your in-text citation will include the secondary source.

For example, you are reading Diana Hacker’s *A Writer’s Reference*, and she quotes Bob Newhart. You want to use Bob Newhart’s material, even though it is Hacker’s book. Your in-text citation may look like the following:

According to Bob Newhart (as cited in Hacker, 2005, p. 102), “Writing is the single greatest part of higher education.”

List the secondary source in your reference list. For this example, Hacker’s book is the secondary source. Your reference page will look like this:


If You Still Are Not Sure When To Cite Information, Use the Following Checklist:

Cite the main, key words, or ideas presented from another source, even if you put them in your own words.

Cite information gained through interviewing or conversing with another person, face to face, over the phone, or in writing. However, only cite personal communication such as interviews or emails in the body of your paper, not on the reference page.

*In-text citation example for personal communication:*

Cite when you reprint diagrams, illustrations, charts, pictures, or other visual materials.

Common Knowledge and Items Not Needing Documentation

Your personal observations, insights, and conclusions about a subject do not need citations. With this in mind, much of your work at Franklin requires you to use supporting research.

You do not need to cite when you use "common knowledge"— generally-accepted facts or general definitions, common sense observations, myths, urban legends, and facts accepted within disciplines (e.g., in ecology, “recycling is beneficial to the environment” is a generally-accepted fact). Defining “common knowledge” can be confusing, as “common knowledge” may be different from person to person; if you are not sure whether or not information should be attributed, cite.

Generally speaking, information is common knowledge if you find the same information undocumented in at least five credible sources. Additionally, information might be common knowledge if the information you’re presenting is something your readers will already know.
Note: Remember, the purpose of using outside sources is to obtain and reference material that supports your thesis (your paper’s purpose). If you find yourself using more quotes or citations throughout your paper than your own material, you may need to re-evaluate what you are actually writing in your paper. What are the thoughts, analyses, conclusions you bring to the paper? Your name is on the front page of the paper; therefore, you should provide most of the paper’s content. Regardless of the assignment, do not simply use multiple sources strewn together to create a paper.

**Sources should only be utilized to help explain, support, demonstrate, and/or provide examples for your thesis statement, the purpose of your paper.**

**Other APA Rules**

Capitalization: In-text, capitalize all major words in a title—For example, in the book *Attitudes Toward Mental Health Workers*. On your references list, only the first word of a title will be capitalized: *Attitudes toward mental health workers.*

Italicizing: Italicize titles of books, newspapers, magazines, edited collections, movies, television series, documentaries, or albums.

Quotation Marks: Quotation marks go around titles of shorter pieces: magazine and journal articles, book chapters, articles from edited collections, television episodes, and song titles.

Punctuation and Spacing: Only one space is used after any punctuation.

**Using Online Sources**

*Judging Credibility of Online Sources*

One cannot simply type his or her subject into Google and expect to retrieve the most recent, unbiased, or scholarly of sources. Although these sources are valuable for finding information quickly, please note: not all Web sites are created equal. In other words, not all Web sites are credible for conducting scholarly research.

Professional sources from the Web include professional home pages or online professional journals (usually Web sites ending in .org or .edu). Non-professional sources may include personal home pages, blogs, or general online audience magazines.

In general, if many pop-up advertisements, advertising banners on the sides of the page, and/or “flashy” advertisements exist on the page, it is not a scholarly source. If the webpage references other scholarly works or professionals, it may be worth investigating. In addition, Wikipedia, a source commonly used by students, is not an academic source. Even the creator of Wikipedia does not recommend its use in academic research (more information can be found here: [http://chronicle.com/wiredcampus/index.php?id=1328](http://chronicle.com/wiredcampus/index.php?id=1328)).
**Questions to Assess Online Source Credibility**

**Authorship**
- Can you identify an author? Question sources whose author you cannot identify.
- Is the author a professional in the field? What are his/her qualifications?
- Has this author been referred to/cited by respected professionals in the field? Does the document contain links to these professionals or to the respected Web sites?
- Does the Web site belong to an individual, or is it part of a site maintained by an organization, academic institution, or other group?
- Does it list the author's position in this group?

**Publishing Body/Publisher**
- Is the type of material appropriate for the assignment?
- Is the site sponsored by a respected organization? Does the site include an official insignia of the organization sponsoring it?

**Timeliness**
- Can you identify the date created as well as date(s) revised?
- Does the site include information on how often the site is updated?
- Is a copyright date listed?
- Does the page contain many outdated links?

**Perspectives**
- Can you identify the goals of the site?
- Does the focus of the text relate to the graphics in the site?
- Are all sides of the issue fairly presented, or is the author or organization biased?

**Accuracy or verifiability**
- Does the source include citations that can compare or verify information?
- Is information poorly presented compared to the graphics?
- Do mechanical errors appear? (e.g., typos, grammatical errors, etc.)
- Did you discover the site via a search engine or through a professional organization?

**Electronic Media and Digital Object Identifiers**

In June 2007, APA issued *APA Style Guide to Electronic References* which changes the way electronic media is cited. The publication information for some online sources now includes a Digital Object Identifier (DOI), which acts like a serial number for each article. According to the *APA Style Guide* (2007, p.3), a Digital Object Identifier (DOI) is “a unique alpha-numeric string assigned … to identify content and provide a persistent link to its location on the Internet.” The DOI should be on the first page of an article.

The DOI functions as a unique identifier of the content (taking the place of a database name) and a link to the content (taking the place of a URL)” (*APA Style Guide*, 2007, p. 7), so when an article has a DOI, do not cite the database name or provide a URL in your reference page.
citation. In addition, the retrieval date is no longer required by APA when a document is unlikely to change (such as a journal article).

In-text citations for articles with a DOI are in the same format as any article: (Author’s last name, year of publication). If no author is available, the in-text citation refers to an abbreviated article title in quotation marks and the year of publication.

**DOI EXAMPLE:**
This journal is available through the vendor ScienceDirect. In this example the DOI is easy to spot; the DOI for this article is doi:10.1016/j.ssresearch.2006.09.002

![ScienceDirect](image)


**NOTE:** Again, when a DOI is available include the DOI instead of the retrieval date and URL or database name on the reference page citation.

If you can’t locate the DOI on the first page of the article, you can go to www.CrossRef.org. CrossRef currently provides three ways for you to locate a DOI:

- If you have bibliographic data for an item, use their “metadata” section
- If you only have an article title and author, use the “article title search” section

  If you have the text of a bibliographic reference, use their “automatic parsing” service
Examples of Reference List Entries and In-text APA Citations

**Formatting a Reference Page**

1. Center the word References at the top. Do not bold; do not use a colon after the word.

2. Create a hanging indent. A hanging indent is created in Word by clicking Format, then Paragraph, Indentation, then Special: Hanging.

3. Double-space each entry, with no extra space between entries.

4. List the items on the reference page alphabetically.

5. Do not list personal communication, although cited with in-text citations, because it cannot be referenced by readers.

**Reference Examples**

These examples are adapted from several sources, and for the purposes of this guide, these examples are *not* double spaced as they should be. Examples are for illustration purposes only.

The first example is the reference list entry. The format for how to cite within your paper is labeled “in-text citation.”

For an extensive list of reference list samples, refer to Chapter 4 of *Publication Manual of the American Psychological Association*. Helpful information is also available at Purdue University’s Online Writing Lab, available at [http://owl.english.purdue.edu/owl/resource/560/01](http://owl.english.purdue.edu/owl/resource/560/01)

<table>
<thead>
<tr>
<th>PRINT SOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual report</strong></td>
</tr>
<tr>
<td><em>In-text:</em> (Nationwide Insurance Enterprise, 2004).</td>
</tr>
</tbody>
</table>

| **Article or chapter in a book** |
| *In-text:* (Lunsford, 2005) |

| **Article or chapter in an edited book** |
| *In-text:* (Bjork, 1989) |
**Book**

*In-text:* (Casagrande, 2006)

**Book, no author**

*In-text:* (*Merriam-Webster's Collegiate Dictionary, 1990*).

**Book, edited**

*In-text:* (Gibbs, 1991)

**Brochure, with a company or organization as the author**

*In-text:* (College Board, 2006).

**Class handout**

*In-text:* (Stirm, 2005)

**Journal article**

*In-text:* (Scruton, 1996).

**NOTE:** For journal articles, list the volume after journal title. *If an issue number exists, put issue number in ( ) directly after the volume. Page numbers are listed at the end of the citation.*

**Magazine article**

*In-text:* (Klein, 2006)

**Newspaper article, no author specified**

*In-text:* (‘Youths Firebomb McDonald’s,” 2006)

**NOTE:** On the reference page, alphabetize works with no author by first significant word in the title. *In-text, use an abbreviated title (excluding the, a, etc.).*
<table>
<thead>
<tr>
<th>Newspaper article, letter to the editor</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (Greenbrook-Held, 2006)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (Baumeister, 1993)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any printed source with two authors</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (Wegner &amp; Petty, 1994)</td>
</tr>
</tbody>
</table>

**NOTE:** List by last names and initials. Use “&” instead of “and.”

<table>
<thead>
<tr>
<th>ONLINE RESOURCES (Formats for most online documents follow similar guidelines as print sources)</th>
</tr>
</thead>
</table>

**Articles from a database**

**Article with a DOI**


*In-text:* (Whitmeyer, 2000)

**NOTE:** When citing online articles, give the volume and issue numbers for all journals.

**Article without a DOI**


*In-text:* (Ashe & McCutcheon, 2001)

**NOTE:** If there is no DOI, include the URL for the article. With a DOI, the database name in the reference citation is no longer necessary. If you do include the database name in the reference, do not include the database URL.

**Government document online**


*In-text:* (2005 internet crime, 2006)
<table>
<thead>
<tr>
<th>Internet article based on a print source OR article from an online periodical</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (Fagerjord, 2005)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wiki (collaborative Web pages anyone can write, review, and edit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (“Psychometric assessment,” n.d.)</td>
</tr>
</tbody>
</table>

**NOTE:** The title of the page or topic reviewed is referenced first in the citation.

<table>
<thead>
<tr>
<th>Online forum or discussion board post</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (Frook, 1999)</td>
</tr>
</tbody>
</table>

**NOTE:** Include title of message (subject line), message number, and URL of the discussion board.

<table>
<thead>
<tr>
<th>General web document, web page, or report (online document NOT from a periodical)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic form:</strong></td>
</tr>
<tr>
<td>Author, A. (Date of publication*). <em>Title of document</em>. Retrieved month date, year, from [<a href="http://Web">http://Web</a> address](<a href="http://Web">http://Web</a> address).</td>
</tr>
<tr>
<td><em>If there is no date (or year) available, use: n.d.</em></td>
</tr>
</tbody>
</table>

**Specific example:**


*In-text:* (Simmons, 2006) |

**NOTE:** Online documents rarely have a “publication” date. Dates are generally referred to as “Last updated,” “Updated,” or “Modified.” If you do not see any of these listed, use the “Created” date. (“Date of publication” may be just a year; you may not have a month or day.)

**Hint:** *Dates of publication are usually at the very beginning or very end of online documents.*

*In-text:* You will never use a URL in the in-text citations in your paper.

<table>
<thead>
<tr>
<th>Web site with no author provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In-text:</em> (“Get the 3-D Glasses,” 2008)</td>
</tr>
</tbody>
</table>

**NOTE:** Use abbreviated article title in your in-text citation, and article titles in-text need quotation marks.
**Data set**

*In-text:* (Pew Hispanic Center, 2004).

**NOTE:** Use “Available from” to indicate the URL leads users to a download site, not directly to the data.

**Online dictionary**

*In-text:* (Merriam-Webster, n.d.)

**NOTE:** Citation first references the word searched in the dictionary.

**Television feature, podcast**
http://www.pbs.org/wgbh/amex/rss/podcast_pd.xml

*In-text:* (Kloft, 2006)

**Audio podcast**

*In-text:* (Nathan, 2008)
**OTHER MEDIA**

| **In-text:** (Brieger, 2008) |

| **In-text:** (Scorsese & Lonergan, 2000) |

| **In-text:** (Crystal, 1992) |

| **Personal interview, email, or other source that cannot be verified by readers:** IN-TEXT CITATIONS ONLY. These are not listed on Reference pages. | In-text: (J. Smith, personal communication, January 10, 2006) |

**NOTE:** If the person’s name is mentioned in the text, use: (personal communication, date).

**NOTE:** Franklin University expects students to make their best efforts at using the correct citation format before submitting the paper to the SLC for review or to the instructor for grading. If you are struggling with how to cite a particular reference, do your best, based on the APA *Publication Manual* examples and other resources. The tutors and instructors can give you guidance. The expectation is that you put forth effort and be competent, not an expert.
Sample Reference Page, with explanations by each source  
(Note: a true reference page is double-spaced throughout)

References

Author. (date published) Title of article. *Title of magazine, volume #, page #.*

Author. (date published). Title of article. *Title of newspaper. Page number.*

{because no DOI is available, the retrieval date and database name is provided}

Author. (Date published). Brochure title. [Brochure]. Place published: Publisher.

Author. (date published). *Title of book.* Place published: Publisher.

Authors. (Date published). *Book title.* Place published: Publisher.

Author. (Date updated/modified). Source title [Type of file]. Type of file posted to URL

Authors. (Date). Article title. *Source title, volume, page numbers.* DOI.

Author. (date posted/updated/written) Title of article. Day you obtained it, from URL

Word referenced. (date updated). *Source title.* Day you obtained it, from URL
Sample reference page without comments (as reference page should look)

References


Further Online Resources
(Available as of June 2009)

The following are additional resources of information on properly citing sources and plagiarism.

**Academic Integrity at Princeton** - Princeton University offers an overview on proper use of resources, including examples how to properly incorporate research into papers, cite sources, and ensure you are not plagiarizing: http://www.princeton.edu/pr/pub/integrity/index.html.

**Citation Style and Avoiding Plagiarism** - Includes pamphlets from Indiana University’s Writing Tutorial Services: http://www.indiana.edu/~wts/pamphlets.shtml.


**Northern Michigan’s APA Style and Reference Guide** - Source for proper APA citations, including many online examples such as YouTube citations, podcasts, online articles, and print materials: http://library.nmu.edu/guides/userrguides/style_apa.htm.

**Purdue University’s Online Writing Lab** - APA formatting and style guide. One of the best online resources for the writing process, research and writing, APA format, documenting sources, grammar and mechanical help: http://owl.english.purdue.edu/owl/resource/560/01.

**University of Hong Kong Self Test** - Are you unwillingly plagiarizing? Test yourself here: http://ec.hku.hk/plagiarism/self_test.htm (note: writing examples here are not in APA format)