Introduction to APA & MLA Style Citation
What is Citing?

The way you tell your readers that certain material in your work came from another source.

It also gives your readers the information necessary to find that source again, including:

- information about the author
- the title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing

Source: Plagiarism.org
Why Cite?

The Research Process

My Essay

blah "data"
blah blah blah
blah.

blah, blah, blah
blah "quote"
blah.

plagiarism
Academic integrity is “a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage” (ICAI, Fundamental Values Project, 1999).

### Purpose

To maintain a high standard of academic integrity across the Seneca community and provide the foundation for research, teaching, learning and working practices.

<table>
<thead>
<tr>
<th>Area Responsible for Administration:</th>
<th>Office of the Vice President, Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authorities:</td>
<td>Academic College Council</td>
</tr>
<tr>
<td></td>
<td>Senior Executive Committee</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>July 18, 2018</td>
</tr>
<tr>
<td>Revision History:</td>
<td>New</td>
</tr>
<tr>
<td>Review Timeline:</td>
<td>One year after implementation; every three years thereafter.</td>
</tr>
</tbody>
</table>

Citing or giving credit to the authors

Commitment to honesty, trust, fairness, respect, responsibility, and courage
Appendix B: Academic Integrity Offence – Sanctions

1. Seneca’s Academic Integrity Program is a holistic, integrated model, grounded in a teaching and learning approach. As such, the sanctions are also grounded in the principles of teaching and learning, and imposed according to the nature and extent of the academic integrity offence. A repeated academic integrity offence will result in harsher sanctions.

2. Academic sanctions may include one or more of the following, in ascending order of severity:
   ○ Written warning or reprimand
   ○ Required completion of an academic integrity assignment(s) or course(s)
   ○ Required completion of a make-up assignment or rewriting of an assignment examination or work
   ○ Lower grade on the assignment, examination or work
   ○ Lower grade in the course
   ○ Failure in the course
   ○ Suspension from the institution for a minimum of three (3) consecutive terms to a maximum of nine consecutive terms, based on the discretion of the Academic Integrity Committee and approval from the respective dean.
   ○ Permanent expulsion from Seneca when a student returns to the institution after being suspended under the provisions outlined above and commits a subsequent academic integrity offence
   ○ Such other penalties as may be appropriate in the circumstances.

3. Any academic sanction(s) imposed will be recorded on the record. In the case of suspension or expulsion from Seneca, there will be a notation on the student’s official transcript.

4. The circumstances surrounding each case of an academic integrity offence may vary to a significant degree. The sanctions imposed should reasonably reflect these circumstances. These guidelines are not intended to restrict the authority or flexibility of the Academic Integrity Committee in imposing the sanctions contained in this policy. In each case, the Academic Integrity Committee shall exercise its discretion taking into consideration the relevant factors, as outlined below. For the benefit of students, the Academic Integrity Committee shall provide an explanation in its written decision of the major reasons the sanctions imposed were deemed warranted. Important factors to be considered by the Academic Integrity Committee in imposing sanctions or reviewing sanction recommendations include:
   ○ Extent of the violation
     ■ The actions that constitute specific offences of academic integrity vary in terms of severity. Some instances of academic integrity offences constitute only minor infractions, while others represent the most extreme form of violation. Sanctions should correspond to the nature of the offence.
   ○ Level of the student’s academic experience
   ○ Extenuating circumstances that may help explain the action taken by the student with due weight being attached to those circumstances
   ○ If the student admits guilt and accepts responsibility for their action(s), the Academic Integrity Committee may impose a less severe penalty
   ○ Prior/multiple incidents

Note: If the offence is a second (or subsequent) one for the student and/or is in combination with another offence, then a more severe penalty should be considered.
IS IT PLAGIARISM?

Test yourself!
Your essay is due tomorrow and you don't have time to write it. You decide to buy an essay online. You've paid for it, so it can't be plagiarism.

False. It's plagiarism. Even though you paid for it, you didn't write it yourself.
Your friend gives you his essay from last semester. You use some parts of his essay in your assignment.

It can’t be plagiarism, my friend and I had different teachers and he gave me permission to use it.

False. It's plagiarism. Even though your friend gave you permission to use his essay, you didn't write it yourself.
You and a friend work on an essay together and use some of the same ideas and a few of the same sentences. This can't be plagiarism, you did it together.

False. It's plagiarism if you and your friend hand in essays with the same sentences or the same ideas.
You get an assignment that is really similar to an assignment you had in a previous class. In order to save time, you hand in the same essay as last year with a new cover page. This can't be plagiarism, it's your work.

True or False

False. It's self-plagiarism. This is just as dishonest as plagiarism.
How do I make sure I do not plagiarize?

Always give credit to the authors whenever you use their work.
What are citation styles?

Citation styles, such as APA and MLA, provide a set of rules for:

• Citing your sources
• Formatting your essays

Use the citation style required by your instructor
Seneca Libraries Citation Guides

The library’s citation guides provide information on:

- Citing various information sources
- Creating in-text citations
- Formatting your essay and other assignments

seneca.libguides.com/citingsources
APA Style Formatting
APA Citation Guide: Reference List, Sample Paper, Headings

Sample APA Paper

This sample paper includes a title page, sample assignment page and references list in APA format. It can be used as a template to set up your assignment.

NB: This template is a word document which may display incorrect margins. Please double check with page layout to ensure 1” margins both top and bottom.

Quick Rules for an APA Reference List

Your research paper ends with a list of all the sources cited in the text of the paper. Here are nine quick rules for this Reference list:

1. Start a new page for your Reference list. Centre the title, References, at the top of the page.
2. Double-space the list.
3. Start the first line of each reference at the left margin; indent each subsequent line five spaces (a hanging indent).
4. Put your list in alphabetical order. Alphabetize the list by the first word in the reference. In most cases, the first word will be the author’s last name. Where the author is unknown, alphabetize by the first word in the title, ignoring the words a, an, the.
5. For each author, give the last name followed by a comma and the first (and middle, if listed) initials followed by periods.
6. Italicize the titles of works: books, audiovisual material, internet documents and newspapers, and the title and volume number of journals and magazines.
7. Do not italicize titles of parts of works, such as: articles from newspapers, magazines, or journals; essays, poems, short stories or chapter titles from a book; chapters or sections of an Internet document.
8. In titles of non-periodicals (books, videotapes, websites, reports, poems, essays, chapters, etc.), capitalize only the first letter of the first word of a title and subtitle, and all proper nouns (names of people, places, organizations, nationalities).
9. If more than one place of publication is listed give the publisher's home office. If the home office is not given or known then choose the first location listed.

Headings

If your instructor requires you to use APA style headings and subheadings, this document will show you how they work.

APA Headings
This sample demonstrates and describes how to use different levels of headings in APA format.

Appendix

If you are adding an appendix to your paper there are a few rules to follow that comply with APA guidelines:

View the APA Sample Paper Template
APA Style Title Page

Include shortened title in the header. Note that for the term “Running head:” appears only on the first page.

Running head: SHORTENED TITLE

Full Title of Research Paper

Student’s Name

COM101

Professor’s Name

July 18, 2018

Page numbers are included in the header and right-aligned.
BEGIN THE FIRST PARAGRAPH OF YOUR RESEARCH PAPER WITH A HALF-INCH INDENT. AVOID THE TEMPTATION OF USING THE HEADING "INTRODUCTION" AT THE START OF YOUR PAPER. YOUR FIRST SENTENCE IS WHAT SHOULD IMMEDIATELY FOLLOW THE TITLE. NOTE THAT THE TITLE IS NOT BOLDED, ITALICIZED OR UNDERLINED. THE FIRST PARAGRAPH IS AN INTRODUCTION WHICH SHOULD INCLUDE SOME HISTORICAL OR BACKGROUND INFORMATION ON YOUR TOPIC. THIS SHOULD BE FOLLOWED BY YOUR PURPOSE STATEMENT, THESIS, OR THE RESEARCH QUESTION THAT YOU ARE TRYING TO ANSWER.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson & Liang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012). At the end of your paper, you will list all your sources in a References list. The References page begins on a new page and must be included in every research paper. If you are required to use headings in your paper, follow the examples below.
References


MLA Style Formatting
MLA Style doesn't require a title page

Student's Name
Professor's Name
EAC150NCC


Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that "duplicate the original source word for word" (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way you would an article (Poneclet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple words of the title in quotation marks.

At the end of your paper, you will list all of your sources in a Works Cited List. The Works Cited List begins on a new page and must be included in every research paper.
Works Cited


Citing Sources
There are 2 parts to citing:

1. In-text citations

Begin the first paragraph of your research paper with a half-inch indent. Avoid the temptation of using the heading “Introduction” at the start of your paper. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson & Liang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012).

At the end of your paper, you will list all of your sources in a References list. The References page begins on a new page and must be included in every research paper.

2. Reference List citations

Note: This example is in APA Style
Full Title of Research Paper

Begin the first paragraph of your research paper with a half-inch indent. Avoid the temptation of using the heading “Introduction” at the start of your paper. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson & Liang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012).

At the end of your paper, you will list all of your sources in a References list. The References page begins on a new page and must be included in every research paper.
Paraphrasing example

Using your own words to describe an author’s idea

APA

Developing self-awareness is a lifelong process that requires continual work (Mohr, 2003).

MLA

Developing self-awareness is a lifelong process that requires continual work (Mohr 3).
Example of Quoting Directly

*Using an author’s exact words*

**APA**

“Social cognition includes self-knowledge, your knowledge of other people, others’ knowledge of themselves, and their knowledge of you" (Bosacki, Varnish, & Akseer, 2008, p. 190).

**MLA**

“Social cognition includes self-knowledge, your knowledge of other people, others’ knowledge of themselves, and their knowledge of you" (Bosacki et al. 190).
Full Title of Research Paper

Begin the first paragraph of your research paper with a half-inch indent. Avoid the temptation of using the heading “Introduction” at the start of your paper. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson, & Liang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012).

At the end of your paper, you will list all of your sources in a References list. The References page begins on a new page and must be included in every research paper.

Note: This example is in APA Style

References


Remember!

All sources in your References List (APA) or Works Cited List (MLA) must have a matching in-text citation within the body of your paper.
Check out the “How do I Cite?” tab to learn how to cite different sources.
### Example: Citing a Book with One Author

<table>
<thead>
<tr>
<th>APA References List Citation</th>
<th>Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of book: Subtitle if given (edition if given and is not first edition). Publication City, Province, State or Country: Publisher Name often shortened.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MLA Works Cited List Citation</th>
<th>Author's Last Name, First Name. <em>Title of Book: Subtitle if Any.</em> Edition if given and is not first edition, Publisher Name often shortened, Year of publication.</th>
</tr>
</thead>
</table>
# Example: Citing an Infographic by a Group Author

<table>
<thead>
<tr>
<th>APA References List Citation</th>
<th>Group’s Name. (Year infographic was posted, Month Day if given). Title of infographic: Subtitle if given [Infographic]. Retrieved Month Day, Year, from URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLA Works Cited List Citation</td>
<td>Author's Last Name, First Name or Group Author's Name. “Title of Infographic: Subtitle if Available.” Title of Website, Date Posted or Updated, URL.</td>
</tr>
</tbody>
</table>

**Note:** Begin your citation with the title of the infographic if the author is the same as the title of the website.
Digital Assignments

e.g., presentation slides, videos, websites
Citing Sources in Digital Assignments

- Check with your professor on their preferred citation style

- You may be required to use formal citation (e.g., APA, MLA) or informal citation (e.g., including the source and creator)
We’re here to help!

Ask Us

In Person
Visit Seneca Libraries for more help with citation

Online

Need More Help?
- Make a Research Appointment

- Chat
- Call
- E-mail
- Text 647-694-2806
- Subject Guides
- Tweet
- Hours
- Staff
- FAQs for Faculty

seneca.libanswers.com