Introduction to APA 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).

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.

True or 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.

False. It's self-plagiarism. This is just as dishonest as plagiarism.
Always give credit to the authors whenever you use their work. How do I make sure I do not plagiarize?
What is APA Style Citation?

APA style was created by the American Psychological Association.

It is a set of rules for:
• Citing your sources
• Formatting your essays
APA Citation Guide

In this guide you’ll learn about APA Style rules for:

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

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

Sample APA Paper

- APA Sample Paper Template

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: The 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, and 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), 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

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

APA Style Title Page

Full Title of Research Paper

Student’s Name

COM101

Professor’s Name

July 18, 2018
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.


How Do I Cite Sources in APA?
Citing in APA has 2 parts

1. In-text citations

   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 & Liane, 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


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*

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

In-text citation

(Author, Date)
Example of Quoting Directly

*Using an author’s exact words*

“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).

In-text citation

(Author, date, page no.)
Remember!
All sources in your references list must have a matching in-text citation within the body of your paper.
Check out the APA Citation Guide to learn how to cite different sources.
# Example: Citing a Book with One Author

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

<table>
<thead>
<tr>
<th>In-Text Citation: Paraphrase</th>
<th>(Author's Last Name, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Watson, 2012)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation: Direct Quote</th>
<th>(Author's Last Name, Year, p. Page Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Watson, 2012, p. 70)</td>
</tr>
</tbody>
</table>
# Example: Citing a Newspaper Article from a Website

<table>
<thead>
<tr>
<th>References List Citation</th>
<th>Author's Last Name, First Initial. Second Initial if Given. (Year of Publication, Month Day if Given). Title of article: Subtitle if any. Name of Newspaper. Retrieved from URL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation: Paraphrase</th>
<th>(Author's Last Name, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Aw, 2012)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation: Direct Quote</th>
<th>(Author's Last Name, Year, p. Page Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Aw, 2012, para. 2)</td>
</tr>
</tbody>
</table>

Note: When there are no visible page numbers on the online article, indicate which paragraph the quote came from in your in-text citation.
## Example: Citing a Website by a Group Author

<table>
<thead>
<tr>
<th>References List Citation</th>
<th>Corporation/Group/Organization's Name. (Year website was last updated/published, Month Day if given). <em>Title of website</em>. Retrieved Month Day, Year site was last viewed (if content is likely to change over time), from URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Note: As this content is likely to change over time, the date the website was viewed was included in the retrieval information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation: Paraphrase</th>
<th>(Corporation/Group’s Name, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>(World Health Organization, 2012)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation: Direct Quote</th>
<th>(Corporation/Group’s Name, Year, Section Name section, para. Paragraph Number if more than one paragraph in section)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>(World Health Organization, 2012, Prevention section)</td>
</tr>
<tr>
<td></td>
<td>Note: When there are no visible page numbers, you may cite the section heading and the number of the paragraph in that section to identify where your quote came from. In this example there is only one paragraph under the specific heading, so no paragraph number is needed.</td>
</tr>
</tbody>
</table>
# Example: Citing an Infographic by a Group Author

<table>
<thead>
<tr>
<th>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>
</table>

<table>
<thead>
<tr>
<th>In-Text Citation: Paraphrase</th>
<th>(Corporation/Group's Name, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Statistics Canada, 2019)</td>
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<tr>
<th>In-Text Citation: Direct Quote</th>
<th>(Corporation/Group's Name, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>(Statistics Canada, 2019)</td>
</tr>
</tbody>
</table>
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)