CUNY SPS

Finding, Using, & Citing Sources in APA Style

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Welcome! We will begin in just a few moments.

Slide 1: During this live webinar we are going to teach you how to find and cite sources for Academic Papers, using the APA citation style guidelines. Using sources in college level writing is an essential skill. But it can be confusing when you're first learning. This webinar will give you all the information you need to help you understand the citation process and to be able to cite sources correctly and effectively.

SPEAKERS

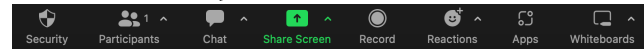**Ibtisam Ammouri**
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ASKING QUESTIONS

- Please post any content and technical questions in the chat.

- There will also be a dedicated time for Q&A at the end of the event.

Zoom Poll

Question:

- How long have you been at CUNY SPS?

Answer:

- This is my first semester.
- This is my second semester.
- I have been at CUNY SPS for more than two semesters.

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Before we begin, we wanted to do a little survey. Please indicate how long you have been at CUNY SPS.

Zoom Poll

- I feel confident in:
  - understanding the rules of academic integrity (yes/no)
  - finding scholarly sources (yes/no)
  - directly quoting, paraphrasing, & summarizing sources (yes/no)
  - implementing APA references list & in-text citations (yes/no)

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Here's a second set of polls [note: each is a different poll]. Please indicate whether or not you feel confident in the following things: understanding the rules of academic integrity, finding scholarly sources, directly quoting, paraphrasing, summarizing sources, and making properly formatted APA-style References and in-text citations

-Briefly discuss answers

What we will cover:

- How, when, and why to cite sources (and avoid plagiarism)
- Direct quoting, paraphrasing, and summarizing sources
- Definition of scholarly sources and explanation of how to find them
- How to do in-text and reference list citations

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Slide 2: We will go over

[ARROW] how, when and why we cite sources in academic writing, focusing on how to properly cite your sources so that you avoid plagiarism.
[ARROW] We will cover direct quoting, paraphrasing, and summarizing sources.
[ARROW] We will define what scholarly sources are and show you how to find them.
[ARROW] And we will demonstrate how to do citations both in your text and on the reference list at the end of your paper.

Why Cite?

Avoid plagiarism.

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Information

Slide 3: In college and graduate school whenever you present information or ideas from a source outside of yourself, you are expected to give credit and show where you found that information.

Why Cite?

Help readers evaluate your argument or claim

Legitimate your claim or inquiry

Provide direction on how to locate information

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Slide 4: Why Cite? There are several important reasons why having these citations in your text and on a reference list is crucial.
[ARROW] We cite in order to help readers evaluate the arguments or claims you're making
[ARROW] And to legitimate those claims or inquiries.
[ARROW] We cite in order to provide directions on where are our readers can find the same information themselves if they want to look for it.
And most importantly… [next slide]

Leave a trail

Give credit where credit is due.

Plagiarism

CUNY defines plagiarism as "the act of presenting another person's ideas, research, or writings as your own"

Slide 6: If you fail to cite sources or cite them incorrectly, you may be charged with plagiarism, which is a serious academic offense.

[ARROW] The CUNY policy on academic integrity defines plagiarism as "the act of presenting another person's ideas, research or writings as your own."   You can find more information out about CUNY's academic integrity policy at the link here.

Plagiarism

www.sps.cuny.edu/Academic-Integrity

CUNY defines plagiarism as "the act of presenting another person's ideas, research, or writings as your own"

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Slide 6: If you fail to cite sources or cite them incorrectly, you may be charged with plagiarism, which is a serious academic offense. The CUNY policy on academic integrity defines plagiarism as "the act of presenting another person's ideas, research or writings as your own."

[ARROW] You can find more information out about CUNY's academic integrity policy at the link here.

What counts as plagiarism?

- Copying another person's actual words without the use of quotation marks and without attributing the words to their source.

- Presenting another person's ideas or theories in your own words without acknowledging the source.

Slide 7: What exactly counts as plagiarism? The CUNY Academic Integrity policy includes the following as examples of plagiarism:

> **[ARROW]** 1.Copying another person's actual words or images without the use of quotation marks and without attributing the words to their source.
> **[ARROW]** 2. Presenting another person's ideas or theories in your own words without acknowledging the source..
> **[ARROW]** 3. Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

What counts as plagiarism?

- Internet plagiarism
  - Including: submitting downloaded term papers or parts of term papers
  - Paraphrasing or copying information from the internet without citing the source
  - Or "cutting & pasting" from various sources without proper attribution.

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Slide 7: What exactly counts as plagiarism? The CUNY Academic Integrity policy includes the following as examples of plagiarism:

[ARROW] 1.Copying another person's actual words or images without the use of quotation marks and without attributing the words to their source.
[ARROW] 2. Presenting another person's ideas or theories in your own words without acknowledging the source..
[ARROW] 3. Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

Also important:

CUNY's academic integrity policy prohibits submitting the same paper (or substantial portions) to more than one course without consulting each instructor.

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Slide 8. Please note that the CUNY academic integrity policy also prohibits students from submitting the same paper (or substantial portions of the same paper) to more than one course without consulting each instructor.

Full policy on SPS website: sps.cuny.edu/Academic-Integrity

Slide 9. The full policy can be found here on the CUNY SPS website :
https://sps.cuny.edu/about/dean/policies/academic-and-student-policies/academic-integrity

Steer Clear of These Websites!

- Chegg
- Course Hero
- OneClass
- StuDocu

It is against the CUNY SPS Academic Policy to share syllabi, course assignments, and exams on these sites. This is a violation of your faculty's intellectual property, and provides unfair advantage to future students. Additionally, it is against the Academic Integrity Policy to download previously posted course content from these sites.

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Slide 12: As a special note, it is important to steer clear of websites like Chegg, Course Hero, OneClass, & StuDocu.

It is against the CUNY SPS Academic Policy to share syllabi, course assignments, and exams on these sites. This is a violation of your faculty's intellectual property, and also provides unfair advantage to future students. Additionally, it is against the Academic Policy to download previously posted course content from these sites.

The Scale of Plagiarism

More Intentional   **Less Intentional**

Either way, you get in trouble.
Let's avoid it!

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Slide 10: Plagiarism Is a serious academic offense and can sometimes happen even when students are not necessarily trying to steal another person's ideas. So let's make sure you understand how NOT to plagiarize!

This can be done by citing properly.

Citation Style Guide

- Provides guidelines for how a paper should be formatted
- Whether to use a cover page
- How to format in-text citations and reference list citations

Note: These rules will differ based on the style guide you are required to use

Slide 11: When it comes to citing sources, there are several different style guides out there. A style guide dictates such things as how your paper is formatted, whether it has a cover page, how to format in-text citations and reference list citations. Note: These rules will differ based on the style guide you are required to use.

APA = American Psychological Association

- Social and behavioral sciences
- Natural sciences
- Nursing
- Communications
- Education
- Business
- Engineering
- and other fields

APA STYLE

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Slide 12: APA is the preferred style for most of the faculty at SPS. Since this webinar was developed specifically with CUNY SPS students in mind, we are focusing only on the APA method. If your professor does not specify which guide they want you to use, please be sure to ask at the start of the semester.

APA stands for the American Psychological Association. But the guide is used in a variety of disciplines including the social and behavioral sciences. Natural sciences, Nursing, Communications, Education, Business, and Engineering are some of the fields that require APA citations.

Scholarly Sources

(and how to find them)

Credible Sources

versus

Scholarly Sources

Credible Sources

| Newspapers and Magazines | Government Websites | Well-respected Organizations |

Slide 14: A credible source – sometimes referred to as a popular source – can refer to articles from

[ARROW] newspapers, such as The New York Times
[ARROW] government websites such as NYC.Gov
[ARROW] or websites of well-respected organizations, such as the American Association of Nurse Practitioners (AANP). These are just a few examples of credible or popular sources.

Scholarly Sources

Academic Sources

Peer Reviewed

Slide 15: But often professors will ask you to use

[ARROW] "scholarly sources,"
[ARROW] sometimes referred to as "academic sources"
[ARROW] or more commonly called "peer reviewed."

For many students all these terms can seem confusing.

Peer Reviewed Sources

Solid Writing   **Sound Research**

Slide 16: What are peer reviewed sources and how do you find them?

[ARROW] If a journal is "peer reviewed" it means that a group of scholars in a particular discipline have inspected the writing and the research closely and they have agreed that it is suitable to be published in that particular journal.

[ARROW] In other words, a group of scholars working for a particular journal acts like a group of "peers" or "referees" who determine if the writing and the research is acceptable by the discipline's standards.

Where to Find Sources

Slide 17. How do you find scholarly sources?

Most academic journals can be bought (often online), by anyone who is willing to pay. But the price is usually too costly for most students. Many public libraries and the libraries at most accredited colleges and universities have subscriptions to academic databases where most scholarly journals are housed. That means college and graduate students as well as faculty and staff at a university have access to thousands of scholarly journals. This is one of the things your tuition dollars pay for. So you should take advantage of that access. In order to access these journals as a CUNY student, you must go through the library system's database, using a search engine called CUNY One Search. I'm going to walk you through the steps of how to get there.
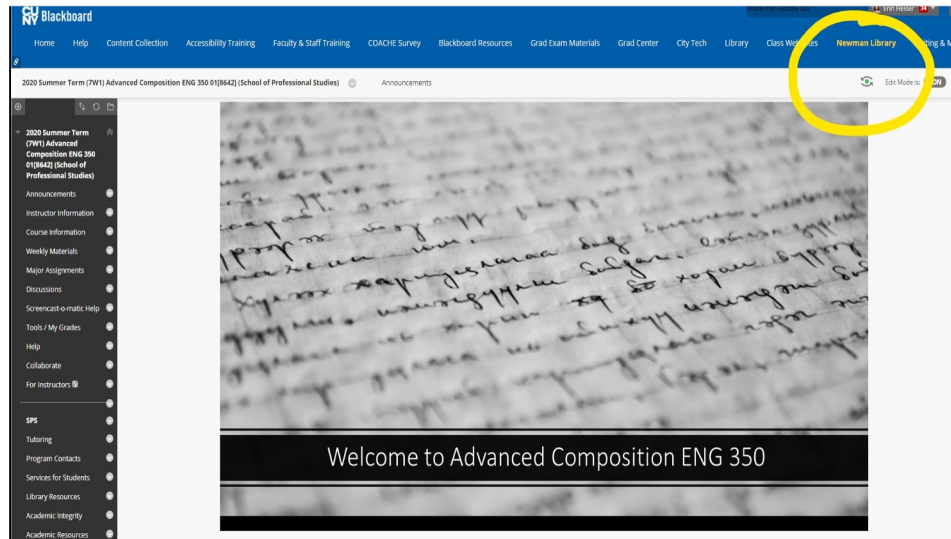
Slide 18. Students at CUNY's School of Professional Studies have access to Baruch College's Newman Library; there's a link provided to the library website on your BB course site. Click on Newman Library and

Slide 19. If it doesn't take you directly to the library's home page, it will take you here, where you'll be able to click on a OneSearch link.
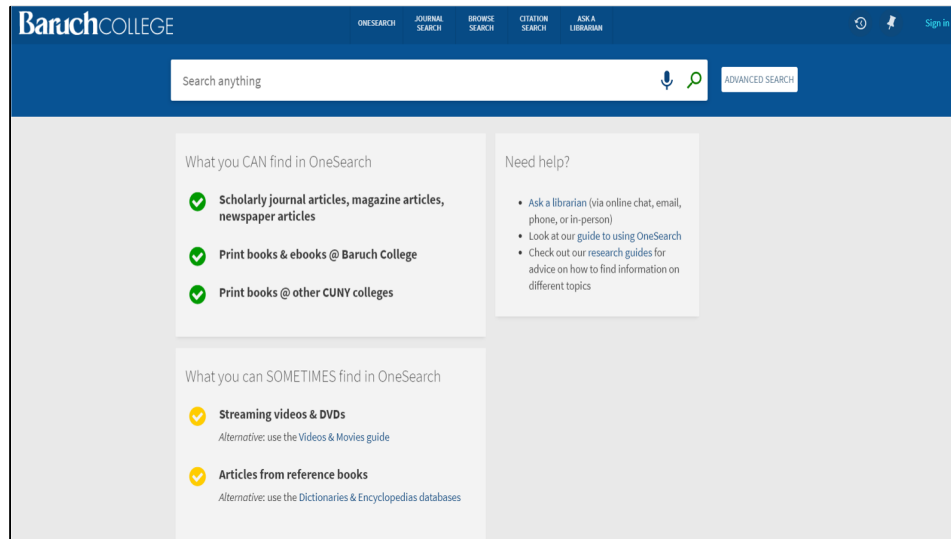
Slide 20: Once you're in OneSearch, type in your search terms. I tried searching for articles on Nursing and Coronavirus.
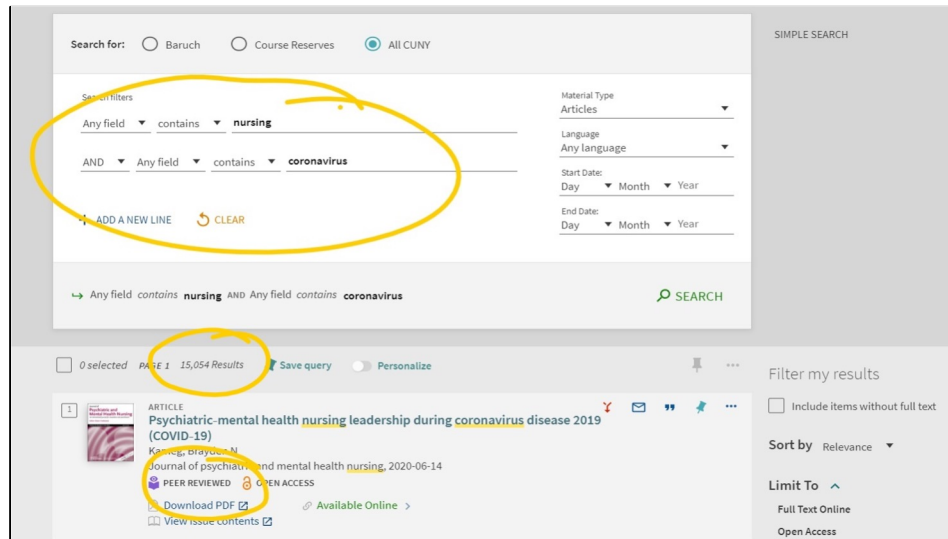
Slide 21: You'll notice that when I put in my search terms over 15,000 results came up.

The sources will be marked for it they are peer reviewed or not, but it is hard to scroll through all of these.

Slide 22: The sidebar on the right gives you options to limit your search. You can tell it to specifically look for peer-reviewed journals only, you can tell it to only show you articles written during a certain time period. Depending on your topic, this will reduce the number of results, sometimes significantly.
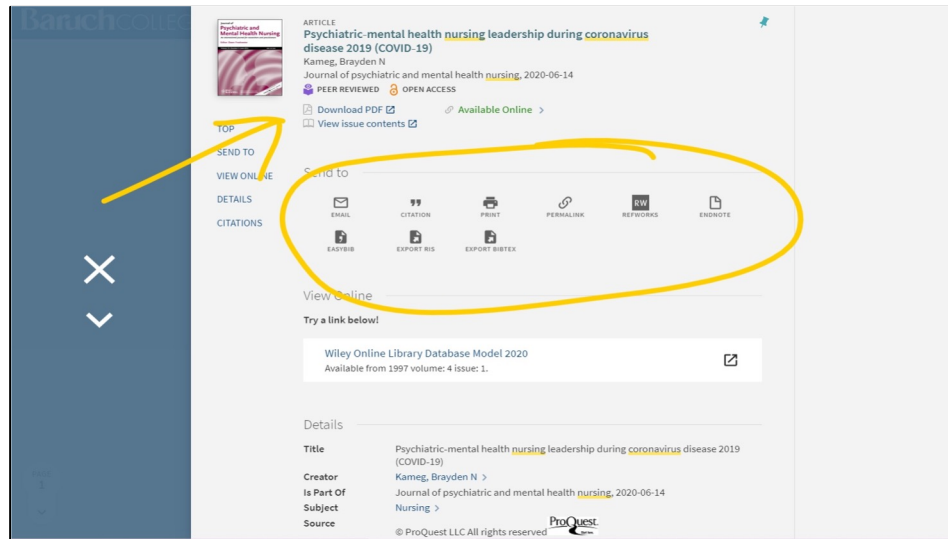
Slide 23: As you scroll through the list of results reading the titles and clicking on them, you begin to read through to see what might be relevant to your project. Sometimes the articles include abstracts, which can give you a sense of whether or not to keep reading. Once you've found an article you can download a pdf or email it to yourself. There are several different tools available in the OneSearch system.

You found your sources!

Now it is time to cite them.

Now that you've found all your sources that you're going to incorporate into your paper, you must give citations for each source that you use.

When should you cite sources?

- **When you quote**

- **When you paraphrase**

- **When you summarize**

- **You're using factual information you need to look up**

Citations are the specific information that you are required to provide that helps your reader know exactly where your information has come from.

There are 4 situations when you should cite sources:
[ARROW] When you quote
[ARROW] paraphrase
[ARROW] summarize another source
[ARROW] or when you mention factual information that you have to look up

We'll go through each one of these situations in more detail

In-Text Citations
APA 7th Edition

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We'll start by talking about how to do proper in-text citations. Remember, in this presentation, we're focusing on APA 7th edition, which is the latest version of APA formatting. It was released in October 2019.

In-Text Citations: Direct Quotes

1) When you quote. Any verbatim use of a source.

For direct quotes, you must provide a page number.

Example:

Househ (2013) claims that "approximately 70 percent of U.S. healthcare organizations use social media as part of various community engagement activities" (p. 245).

or

Research has found that "approximately 70 percent of U.S. healthcare organizations use social media as part of various community engagement activities" (Househ, 2013, p. 245).

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The first type of situation that requires citation is any kind of direct quote. This means any verbatim use of a source. For direct quotes, APA generally stipulates that you must provide a page number.

a. **[ARROW]** Here's an example of what an in-text citation of a direct quote might look like. Note this first example is one where the author's name is used in the signal phrase: Househ (2013) claims that "approximately 70 percent of U.S. healthcare organizations use social media as part of various community engagement activities" (p. 245).

b. **[ARROW]** Here's another example where the author's name is not used in a signal phrase, but appears at the end in the parentheses. Research has found that "approximately 70 percent of U.S. healthcare organizations use social media as part of various community engagement activities" (Househ, 2013, p. 245).

c. Note the formatting of the page number. You simply put "p." and then the page number, with a space in between.

d. Both of these examples are appropriate. You're free to choose whether you want the author's name in the sentence (like in the first example) or in the parentheses (like in the second example).

In-Text Citations: Direct Quotes
But what if there's no page number? Use paragraph number.

Reynolds (2020) argued that there is "considerable and compelling evidence that exercise alters our risks of developing or dying from malignancies" (para. 2).

Reynolds, G. (2020, November 12). How exercise might affect immunity to lower cancer risk. The New York Times. https://www.nytimes.com/2020/11/11/well/move/how-exercise-might-affect-immunity-to-lower-cancer-risk.html

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[ARROW] Books and journal articles usually have page numbers. But what if you're using a source that doesn't have a page number, like an online news article?

a. Use the paragraph number instead.

b. **[ARROW]** For example, take a look at this New York Times article. If I want to do a direct quote of the text that's highlighted in yellow, I would count the paragraph number that it showed up in, which is the second paragraph of the article.

c. **[ARROW]** Note how you would format this. You write out "para." and then put the number of the paragraph, with a space in between.

d. **[ARROW]** Also note how I've inserted the author's name and the year of when the article was published.

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In-Text Citations: Direct Quotes

What if your quote is 40+ words? Use a block quote.

In this paragraph, I will show an example of a direct quote that requires block formatting because it is over 40 words. According to Herbert et al. (2018):

Entire quotation is indented

> Identifying ethnic/racial differences in psychological resilience in OEF/OIF combat veterans may illuminate differences in the development of mental and physical health conditions associated with OEF/OIF deployment. Further, understanding the relationship between psychological resilience and social support in veterans from different ethnic/racial groups may inform future preventative and treatment approaches. (p. 266)

Continue the rest of your paragraph here.

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a. **[ARROW]** Occasionally, you might quote a long block of text. If the text that you're quoting is 40 words or longer, then you need to put it in block formatting. This is called a "block quote."
b. **[ARROW]** Instead of adding quotation marks, you put the quotation in an indented format like in the example shown here. See how the entire quotation is indented.
c. Also note the formatting of the page number. This time the punctuation comes before the parenthetical citation.

In-Text Citations
Paraphrasing

The second type of situation where you would add an in-text citation is when you paraphrase.

In-Text Citations: Paraphrasing

2) When you paraphrase. Restate another person's thoughts or words. Does not require page number.

Example:

Research by Wegener and Petty (1994) supports the claim that webinars are boring.

The second type of situation where you would add an in-text citation is when you paraphrase.

a. Paraphrasing means to present information in your own words. The in-text citation for paraphrased information, according to the APA, does not require a page number. Here's an example of what a paraphrased citation in the text might look like:

b. Research by Wegener and Petty (1994) supports the claim that webinars are boring.

c. It's important to note that the APA recommends using paraphrasing more so than direct quoting. If your paper has too many direct quotes from other sources, your voice gets lost and the flow of the paper may suffer. Try not to use too many direct quotes in your writing. It's best to save direct quotes for when you want to provide an exact definition or when you want to address the exact wording of the original source.

Original source:
Roulin and Levashina (2018, p. 22)

Cybervetting, or hiring managers' attempts to assess applicants' qualifications based on social media profiles, has become an inevitable reality of personnel selection. However, research suggests that assessments based on personal social media, such as Facebook, raises legal and ethical issues and offers limited predictive power.

POLL: Is this sufficient paraphrasing?

Cybervetting, which refers to hiring managers' attempts to assess applicants' qualifications based on social media profiles, is an inevitable reality, but research suggests that social media-based assessments raise legal and ethical issues and provide limited predictive power (Roulin & Levashina, 2018).

NO. Needs to be re-written in own words.

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Paraphrasing tends to be a challenging aspect of writing for many students, so we're going to explore this a little more.

a. Let's pretend that you found this research article and you want to paraphrase this section of the article:

    i. Cybervetting, or hiring managers' attempts to assess applicants' qualifications based on social media profiles, has become an inevitable reality of personnel selection. However, research suggests that assessments based on personal social media, such as Facebook, raises legal and ethical issues and offers limited predictive power.

b. **[ARROW]** Let's take a look at a few attempts to paraphrase this passage. I want you all to take a look at each attempt, and tell me if you think it is sufficiently paraphrased.

c. You'll see a poll in your Zoom pop up asking you to vote on whether you think the writing is sufficiently paraphrased or not.

d. Let's pretend this is an example of a student's writing. [read the example]

e. Do you think this sentence is sufficiently paraphrased? In other words, did the student properly re-write the original passage in their own words? Please vote in

the poll.

  i. **[ARROW]** NO. The language in this sentence is very similar to the original passage. When paraphrasing, it is important that you write using your own words. Even though you cited the original authors, you may still face academic integrity issues if you do not sufficiently paraphrase.

Original source:
Roulin and Levashina (2018, p. 22)

Cybervetting, or hiring managers' attempts to assess applicants' qualifications based on social media profiles, has become an inevitable reality of personnel selection. However, research suggests that assessments based on personal social media, such as Facebook, raises legal and ethical issues and offers limited predictive power.

POLL: Is this sufficient paraphrasing?

Roulin and Levashina (2018) state that engaging in cybervetting, or assessing applicants' qualifications through social media networks, has become an unavoidable truth of employee selection. But studies propose that evaluations based on private social networks, including Facebook, solicit lawful and moral issues and provide restricted prognostic capability.

NO. Only changing a few words or using synonyms is not sufficient paraphrasing.

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Here's another example of an attempt at paraphrasing the same passage. [read the example].

[ARROW] Is this sufficient paraphrasing? Please vote again in this next poll.
a. **[ARROW]** NO. All the student did was change some of the words. Notice how the sentence structure is almost identical to the original passage. Simply using a thesaurus and picking synonyms of the original words is still considered insufficient paraphrasing. This could also lead to potential academic integrity issues.

Original source:
Roulin and Levashina (2018, p. 22)

Cybervetting, or hiring managers' attempts to assess applicants' qualifications based on social media profiles, has become an inevitable reality of personnel selection. However, research suggests that assessments based on personal social media, such as Facebook, raises legal and ethical issues and offers limited predictive power.

POLL: Is this sufficient paraphrasing?

Although hiring managers often evaluate the social media profiles of job applicants, this practice likely does not offer any benefits to companies and might even violate legal and ethical standards (Roulin & Levashina, 2018).

YES.

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Here's a 3rd example of an attempt at paraphrasing the same passage. [read the example].

[ARROW] Is this sufficient paraphrasing? Please vote again in the next poll.
a.   **[ARROW]** YES. The student successfully conveys the idea of the original passage using their own words. In other words, the student was able to communicate the same idea of the original source while also writing it in their own voice.
b.   When paraphrasing, we'd recommend that you first take some time to read the original source to understand the main idea. Then, without looking at the source, try to write it in your own words.

In-Text Citations
Summarizing

The second type of situation where you would add an in-text citation is when you paraphrase.

In-Text Citations: Summarizing

3) When you summarize. Provide a concise summary of another person's thoughts or ideas in your own words. Does not require a page number.

Example:

Freud (1930) argued that civilization both protects humans from discontent and is a primary source of human suffering.

a. Summarizing means to provide a concise statement of another person's thoughts or ideas in your own words. For example, this might be the main point of an entire chapter, article, or book – cases where you are not trying to paraphrase a single sentence or thought. The in-text citation for summarized information also does not require a page number.

b. Let's say that you read a book written by Freud published in 1930, and you want to summarize the main idea of the entire book in a few sentences or less. You might write something like this:
   i. Freud (1930) argued that civilization both protects humans from discontent and is a primary source of human suffering.

In-Text Citations: Factual Information

4) Any time you're using factual information that you need to look up (that is not common knowledge).

Example:

In 2019, there were 17.4 million veterans in the United States (U.S. Census Bureau, 2020).

The 4th situation where you need to use an in-text citation is when you use factual information that isn't common knowledge.

a. Some things are common knowledge that we can assume most people would know. For example, if you say "There are 50 states in the US", then you don't need to cite that.

b. But if you mention some fact like a statistic that you had to look up, you should provide a citation for where you got the information from.

c. For example:
   i. In 2019, there were 17.4 million veterans in the United States (U.S. Census Bureau, 2020).

In-text citation format differs depending on number of authors

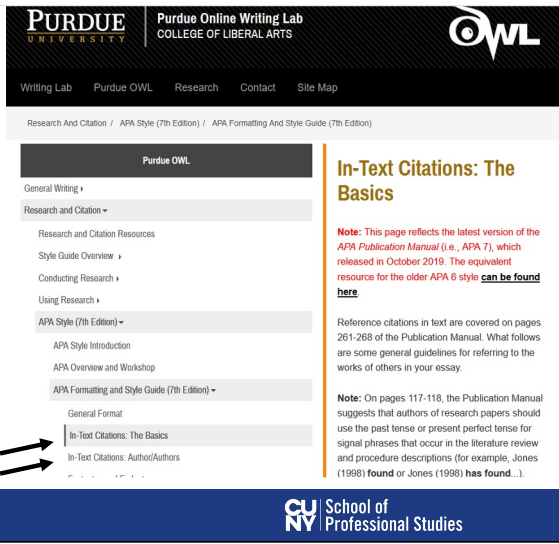| # of Authors	Example 1 (Narrative format)	Example 2 (Parenthetical format)
1 author	Freud (1930)	(Freud, 1930)
2 authors	Wegener and Petty (1994)	(Wegner & Petty, 1994)
3+ authors	Herbert et al. (2018)	(Herbert et al., 2018)

Note: et al. means "and others"

One important point about in-text citations is that how you format them differs depending on the number of authors that your source has.

a. If your source just has one author, then you simply list that author's last name and year.

b. Notice that I'm showing two sets of examples: a "narrative" format and a "parenthetical" format. The parenthetical format includes the authors and the date of publication within the parentheses. The narrative format inserts the author as part of the sentence with only the date of publication in parentheses. You can choose to use either format. Both formats are totally acceptable.

c. If your source has 2 authors, you would list both names. In parenthetical format, you use an "ampersand" (&) symbol. In narrative format, you would write out the word "and" between the author names.

d. **[ARROW]** If your source has 3 or more authors, you would just list the first author followed by "et al.", which means "and others"
   i. Some sources have dozens or even over a hundred authors! So using "et al." makes your life much easier instead of having to write out every author's name in your text.

We've covered the basics of in-text citations in APA formatting. But if you have more questions, we'd recommend you check out the APA guide on Purdue OWL's website.

[ARROW] You'll find links providing more guidance on in-text citations here.

References
APA 7th Edition

In addition to having in-text citations, APA format also requires you to have a References section at the end of your paper. We'll talk about the basics of how to create a References list here.

References Section

If it's cited in your paper, it must also appear in your References section and vice versa!

Paper

A research study by Herbert et al. (2018) examined racial differences in psychological resilience among a sample of U.S. combat veterans.

References

Freud, S. (1930). *Civilization and its discontents*. Hogarth.

Herbert, M. S., Leung, D. W., Pittman, J. O. E., Floto, E., & Afari, N. (2018). Race/ethnicity, psychological resilience, and social support among OEF/OIF combat veterans. *Psychiatry Research, 265,* 265-270. https://doi.org/10.1016/j.psychres.2018.04.052

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Note that if you include a citation in the text, it must appear in the references list too. And if you include a source in the References list it must also appear in the text somewhere.

a. **[ARROW]** For example, see here how I've cited Herbert et al. (2018) in the text. That means I should also have a corresponding reference starting with "Herbert" in the References section at the end of the paper.

b. If Herbert et al. (2018) was included in the body of the text, but not in the References section, that would be an issue. Conversely, if Herbert et al. (2018) was listed in the References section, but not in the body of the text, that would also be problematic. So make sure all of your in-text citations and references are accounted for.
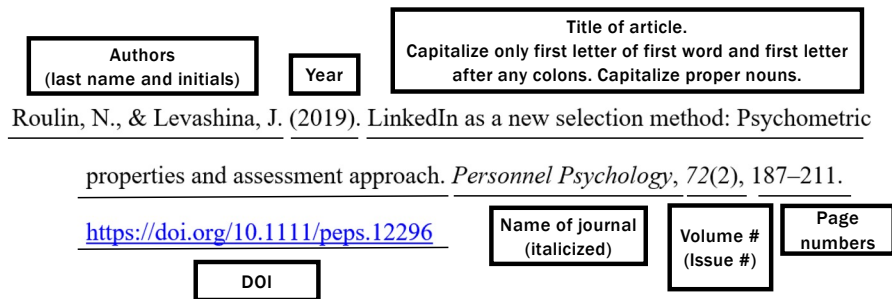
References Section

▪ We'll explore how to format references for:
- Articles from research journals
- Books
- Articles from websites
- Films/videos
- Podcasts
- Tweets
- Webpages
- For specific reference examples, see: https://apastyle.apa.org/style-grammar-guidelines/references/examples

In the next few slides, we'll go over how to format References for some common things you might cite, like articles from research journals, books, and articles from websites.

a. There are many other type of sources that you might potentially cite. And there are specific APA formatting rules for all of these. For example, if you want to cite films, videos, podcasts, tweets, webpages, or something else, you'll want to check out this resource on the APA website to find out how to properly format them.

b. For now, we'll just focus on some of the more common types of sources in the next few slides.

Reference: Research Journal Article

Authors (last name and initials)

Year

Title of article. Capitalize only first letter of first word and first letter after any colons. Capitalize proper nouns.

Roulin, N., & Levashina, J. (2019). LinkedIn as a new selection method: Psychometric properties and assessment approach. *Personnel Psychology*, *72*(2), 187–211.

https://doi.org/10.1111/peps.12296

DOI

Name of journal (italicized)

Volume # (Issue #)

Page numbers

First, we'll look at how to format a reference for a research journal article. Research journal articles are what your professors might call "peer-reviewed" or "scholarly sources."

a. Here's an example of a reference for a research journal article.
b. **[ARROW]** First, you start with the names of the author/authors. Write out the last name and then first and middle initials. Note where the commas and periods go.
c. **[ARROW]** Next, you have the publication year in parentheses.
d. **[ARROW]** Then, add in the title of the article. When writing out titles, don't capitalize every word. Only capitalize the first word, the first word after any colons or question marks, and any proper nouns. All other words should be lower-case.
e. **[ARROW]** After the title, insert the name of the journal where the article came from in italics. Here, the name of the journal that this article is published in is called *Personnel Psychology*
f. **[ARROW]** Next is the volume and issue number of the journal. The volume number is written in italics, and the issue number is written inside parentheses.
g. **[ARROW]** After that, add the page numbers of the article.

h. **[ARROW]** Finally, at the end, insert the DOI for the journal article

    i. DOI stands for digital object identifier. You can think of DOI as like a unique barcode for research journal articles.

Reference: Book

Authors (last name and initials)	Year	Title of book (italicized). Capitalize only first letter of first word and first letter after any colons. Capitalize proper nouns.

Sidanius, J., & Pratto, F. (1999). *Social dominance: An intergroup theory of social hierarchy and oppression.* Cambridge University Press.

Publisher

Next, we'll look at how to format a reference for a book.

a. **[ARROW]** Start with the author names, **[ARROW]** and year in parentheses, just like how we did for a journal article.

b. **[ARROW]** Insert the title of the book in italics. Again, the same rules for capitalization apply (Only capitalize the first word, the first word after any colons or question marks, and any proper nouns. All other words should be lower-case)

c. **[ARROW]** Then, at the end, include the name of the publisher of the book.

Reference: Article from Website

Authors (last name and initials)

Year, Month Day

Title of article. Capitalize only first letter of first word and first letter after any colons. Capitalize proper nouns.

Reynolds, G. (2020, November 12). How exercise might affect immunity to lower cancer risk.

Site Name

The New York Times. https://www.nytimes.com/2020/11/11/well/move/how-exercise-might-affect-immunity-to-lower-cancer-risk.html

URL

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Finally, we'll look at an example of a reference for an article that you find on a website.

a. For example, you might want to cite an article from the New York Times website.
b. **[ARROW]** As usual, start off with the authors last name and initials.
c. **[ARROW]** For articles on websites, you want to include also the month and day in the addition to the year if applicable.
d. **[ARROW]** Next, insert the title of the article, again following the same rules of title capitalization as before.
e. **[ARROW]** Then, insert the name of the website in italics (e.g., *The New York Times*).
f. **[ARROW]** Finally, paste the URL of the article.

Reference Page Formatting

- Starts on new page
- Alphabetical order by author's last name
- Use "hanging" indent

References

Freud, S. (1930). *Civilization and its discontents*. Hogarth.

Herbert, M. S., Leung, D. W., Pittman, J. O. E., Floto, E., & Afari, N. (2018). Race/ethnicity, psychological resilience, and social support among OEF/OIF combat veterans. *Psychiatry Research, 265*, 265–270. https://doi.org/10.1016/j.psychres.2018.04.052

Househ, M. (2013). The use of social media in healthcare: Organizational, clinical, and patient perspectives. *Studies in Health Technology and Informatics, 183*, 244–248.

Reynolds, G. (2020, November 12). How exercise might affect immunity to lower cancer risk. *The New York Times*. https://www.nytimes.com/2020/11/11/well/move/how-exercise-might-affect-immunity-to-lower-cancer-risk.html

Roulin, N., & Levashina, J. (2019). LinkedIn as a new selection method: Psychometric properties and assessment approach. *Personnel Psychology, 72*(2), 187–211. https://doi.org/10.1111/peps.12296

U.S. Census Bureau. (2020, November 10). *Veterans day 2020: Nov. 11*. https://www.census.gov/newsroom/facts-for-features/2020/veterans-day.html

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology, 66*(6), 1034–1048. https://doi.org/10.1037/0022-3514.66.6.1034

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Here is a sample References page. Your References page should follow this same format.

a. A couple of key formatting points to keep in mind:
   i. Make sure your references start on a new page at the very end of your paper.
   ii. References should be arranged alphabetically by the first author's last name.
   iii. **[ARROW]** Format each reference using what is called a "hanging indent." This means that after the first line of each reference, each subsequent line should be indented.

Got more questions about references?
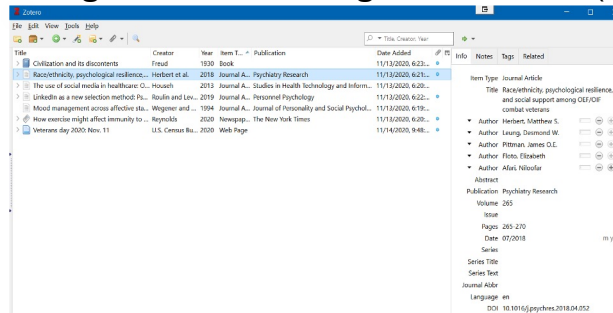
Check out Purdue OWL's guide:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

If you have more specific questions about how to format your references or the overall References page,

[ARROW] we would again encourage you to check out Purdue University's OWL APA website guide, where they have a number of pages talking about creating References in APA format

OPTIONAL: Want to make your References page automatically? Consider using free citation management software (e.g., Zotero)

https://guides.newman.baruch.cuny.edu/zotero
Don't want to install any software? Consider https://www.zbib.org

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Some of you might be thinking to yourselves this process of writing up a References page seems very monotonous. You're absolutely right.

a. In reality, many researchers actually don't write up their References manually.

b. Many researchers use computer software called "citation managers" that can automatically format references for you.

c. One popular citation manager program is called "Zotero"; you might have also heard of other ones called Mendeley or EndNote.

d. Remember the example References page a few slides back? It was actually automatically generated using the Zotero program (shown in this screenshot). With a few clicks, it was able to produce a fully APA-formatted References page

e. Zotero and other citation managers can sometimes even automatically populate the information you need for sources. If you'd like to learn more about how to use Zotero, Baruch College has a guide (linked here) on how to get started with it. If you're someone who has to write a lot of research papers for class or is considering going to graduate school, you may benefit from learning how to use a citation manager as it'll make your life a lot easier

f. If you don't want to download any software on your computer, you can consider

using other options that work entirely within an Internet browser like
www.zbib.org

Zoom Poll

- I feel confident in:
  - understanding the rules of academic integrity (yes/no)
  - finding scholarly sources (yes/no)
  - directly quoting, paraphrasing, & summarizing sources (yes/no)
  - implementing APA references list & in-text citations (yes/no)

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-Before we wrap things up, we wanted to survey you again on the same questions we started the webinar with.
-Now that you've had a chance to watch our presentation, please indicate whether or not you feel confident in the following aspects: understanding the rules of academic integrity, finding scholarly sources, directly quoting, paraphrasing, summarizing sources, and making properly formatted APA-style References and in-text citations
-We appreciate your feedback.

Need more help?

Schedule an appointment with the CUNY SPS Writing Fellows!

If you need more help with APA formatting or with your writing in general, feel free to schedule an appointment with the SPS Writing Fellows. We provide students with assistance at any stage of their writing from brainstorming and planning to proofreading and editing. And can assist writers at every stage of ability. We're available 7 days a week and we can meet with you either synchronously via video, audio, or text chat, or we can provide feedback asynchronously as well.

On your Blackboard course page, click "Tutoring" on the left sidebar and follow instructions to make an appointment with the CUNY SPS Writing Fellows

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Need more help?

Contact us via email: <u>writingfellows@sps.cuny.edu</u>

Website: <u>bacwritingfellows.commons.gc.cuny.edu</u>

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Questions?

We hope this webinar on citing sources will be helpful for you as you continue your mission of completing your degree! Thanks so much for listening, and we'd be happy to take any questions you might have.