

APA Citation Guide (Math, Science, Business, Economics, Social Sciences)

Introduction to Citations

In all your courses, you will be required to use outside sources in research projects and assignments. In such situations, you would include the words or ideas of other people into your own work. When you do so, you must give credit for the original source of information or the idea. In other words, you must "cite" the source. When you do not properly cite or credit the original source in your work, it comes across as cheating or as a plagiarized work. Your teacher would then give a zero for your assignments!

This citation guide will explain everything you need to know to safely and correctly cite your sources.



Methods of Using Outside Sources

When using outside sources, it must be done in a fair and attentive manner. By doing so, you help to demonstrate that you have carefully read and considered the material on your topic. Your teacher and classmates see not only your ideas alone but also how other people's ideas helped shape your own.

When using information from outside sources, there are 3 methods of presenting the information in your work: Direct Quoting, Paraphrasing, and Summarizing

	What is it?	When to use it?	How to cite it?
Direct Quotations	Words and phrases that are taken directly from another source and then used word-for-word in your paper. You must put that quotation or phrase in quotation marks.	Use when the original language has a strong impact; with set-up, context, and proper citation; followed by analysis or explanation of why you included it. This method should be used sparingly; do not overuse this method.	Cite with an in-text citation along with a corresponding entry in the References page.
Paraphrasing	Expressing the meaning of the original source using different words.	Use to put the information into the context of your piece of writing; to restate all the supporting points to develop the main idea of the original text; to share important information from the source while maintaining your own voice.	Cite with an in-text citation along with a corresponding entry in the References page.
Summarizing	Condensing the main idea of a source into a much shorter overview. A summary outlines a source's most important points and general position.	Use to put the information into the context of your piece of writing by summarizing the source material to its main ideas to support your own claims.	Cite with an in-text citation along with a corresponding entry in the References page.

Formatting Citations - APA Style

★ Vocabulary Reminder

A **Source** is the place you found your information. This could be a website, a video, a novel, etc.

A **Citation** is a way to 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.

To “**cite your source**” is to create a citation that gives credit to the rightful authors, websites, or businesses for the information you used in your writing that was taken from them. It is an acknowledgement that you used that **source** to obtain information used in a sentence or paragraph or an acknowledgement that you based your sentence or paragraph off of that source's information.

When do I need to use a Citation?

- Anytime that you are using information that is gathered from another source and is NOT common knowledge (the sky is blue, the grass is green, etc.) you need to cite it.

We use a standard format to cite. Major formats come from organizations like the **American Psychological Association (APA)** or the **Modern Language Association (MLA)** or the **Chicago Style Citation**.

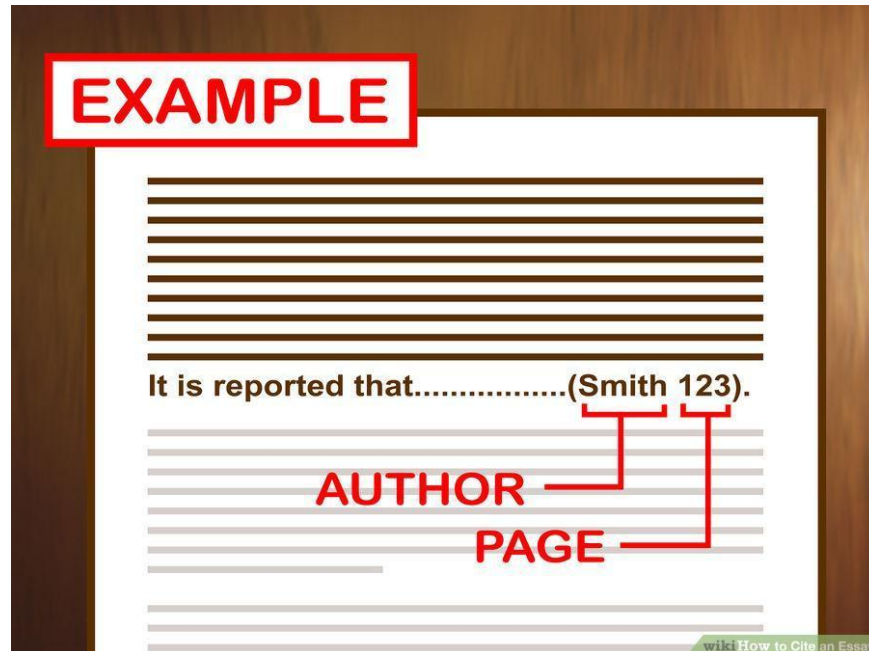
For this course, you will be using the APA style citation.

Regardless of the style, when you cite, you do two things:

- Create **In-Text Citations** - These are indicated in the text of your paper, after the quotation, paraphrase, or summary. This tell your reader precisely what is borrowed from your source and where to locate that information in the References List.
- Create a **References List** - This is the list of more detailed citations at the end of your paper that tells your reader what resources you used to write your paper and where they can find it.

In all Grade 11 and 12 courses, in-text citations AND a reference list must be present in any assignment that requires outside research.

How To Create In-Text Citations - APA Style



- The in-text citation is a brief reference within the body of your assignment that indicates the source where you got the information.
- The purpose is to allow the reader to quickly find the source of your information in your References list.
- Every in-text citation used in an assignment must have a corresponding entry in the References List.
- In-text citations usually appear in parentheses at the end of the sentence where you used the outside information.
- The **author's last name and the year of publication** are enough to indicate the location in the source in APA style.
- If the author's name is used in the sentence, do not repeat it in the citation.

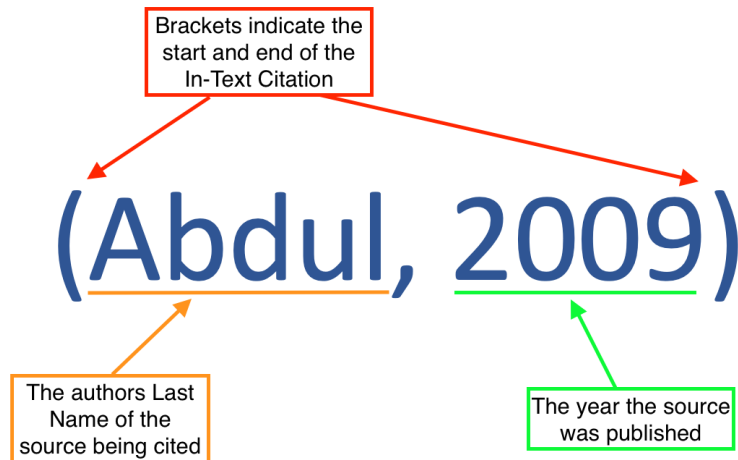
Standard Structure of a APA in-text citation:

"Direct quote" or Paraphrase (**Author's last name**, **year published**).

OR

Author's Last Name states, "Direct Quote" or paraphrase (**year published**).

Example:



Important Notes to Remember

Take a moment to carefully consider the placement of the parts and punctuation of this in-text citation. Note that there is no punctuation indicating the end of a sentence ***inside*** of the quotation marks—closing punctuation should instead follow the parentheses.

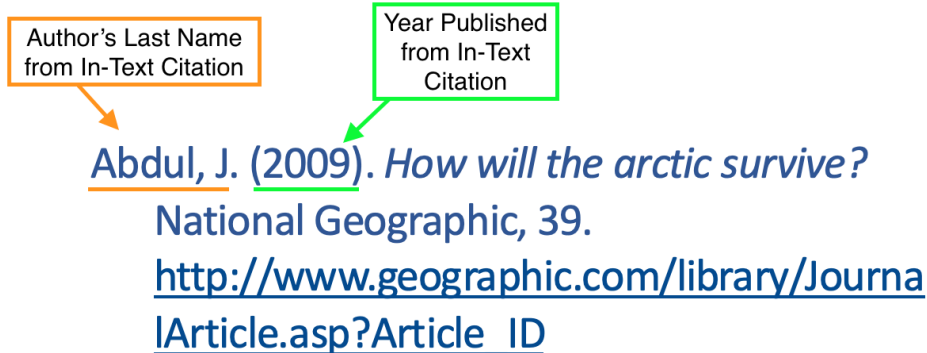
There is also a *comma* between the author's last name and the year inside of the parentheses. The misplacement of these simple punctuation marks is one of the most common errors students make when crafting in-text citations.

Usually the author and year are enough for in-text citations, but there are common exceptions. You can find more information [here](#).

How To Create A Reference List - APA Style

- A References list includes all resources that you used in your assignment and is included at the end of your work.
- Each citation that is used in your paper must be included in the Reference List
- Each citation must be displayed in a certain format and style.

Examples of citation format:



How to format each citation in your Reference List:

- Author (Last Name, First Name Initial)
 - In this case, the authors name is **J. Abdul**
- Publication Date. Name of Work
 - The publication date is the date that the source was printed, released, or posted online. The published date here is **2009** and it is in brackets
 - The name of this work is called "***How will the arctic survive?***" which is italicized in the citation
- Name of Publisher

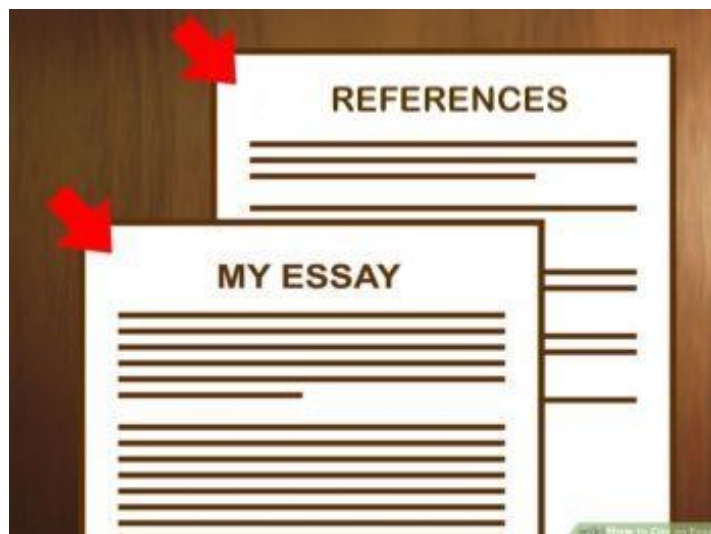
- The publisher is the company that produced the source. The name of the publisher here is "**National Geographic**"
- Location
 - The location of the source is where it can be found. This can be a URL link, page numbers, or physical place. This sources location is the **URL link**

There is a specific Reference List format for each type of source. [Take a look at the format and examples here.](#)

Here are some helpful websites that will generate the citations for your References List. Make sure to double-check that the citations include the correct information and follow the appropriate format:

1. [Citation Machine](#)
2. [Bibme](#)
3. [Cite This For Me](#)

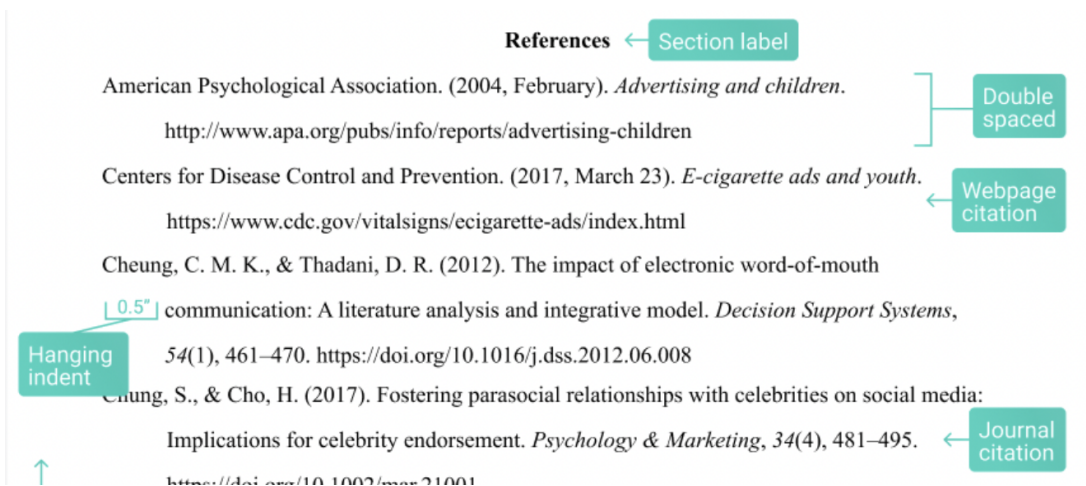
Your References List is the full list of all the citations that you used. In addition to ensuring you have the correct formatting for each citation, you must also have the correct format for the entire Reference List.



How to Format Your Reference List:

1. **Page numbers:** Just as the rest of your paper should have, the top of the page should retain the right-justified header with the page number.
2. **Title:** On the first line, the title of the page— "References"—should appear centred and not italicized, bolded, or placed in quotation marks.
3. **Alphabetical order:** Starting on the next line after the page title, your references should be listed in alphabetical order by author.
4. **Spacing:** Like the rest of your paper, this page should be double-spaced and have 1-inch margins (don't skip an extra line between citations).
5. **Hanging indents:** Each reference should be formatted with what is called a hanging indent. This means the first line of each reference should be flush with the left margin (i.e., not indented), but the rest of that reference should be indented 0.5 inches further. Any word-processing program will let you format this automatically. (In Microsoft Word, for example, you simply highlight your citations, right-click and choose "Paragraph", and choose "hanging indent" under the "Special" section.)

Here is an example of a formatted Reference list:



References ← Section label

American Psychological Association. (2004, February). *Advertising and children*.
<http://www.apa.org/pubs/info/reports/advertising-children> } Double spaced

Centers for Disease Control and Prevention. (2017, March 23). *E-cigarette ads and youth*.
<https://www.cdc.gov/vitalsigns/ecigarette-ads/index.html> ← Webpage citation

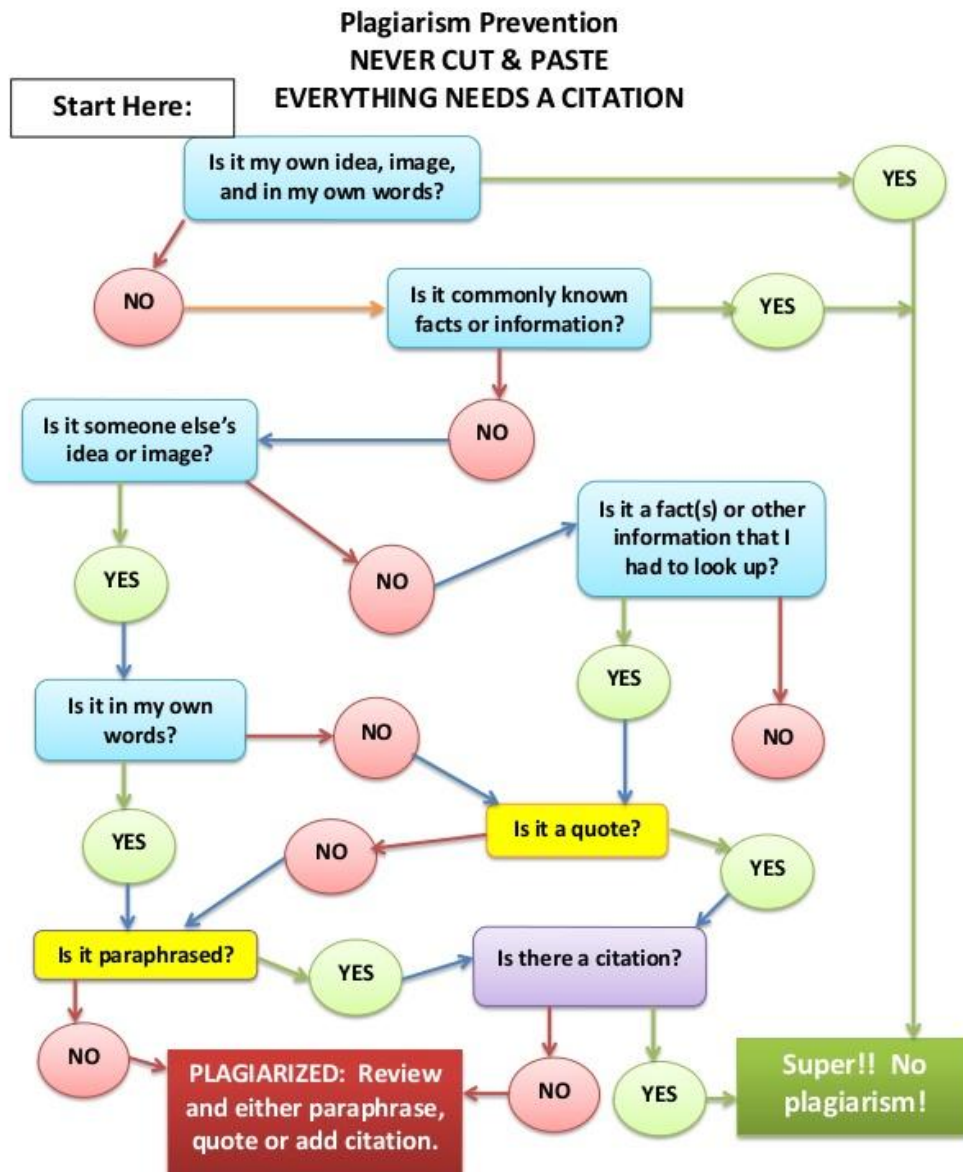
Cheung, C. M. K., & Thadani, D. R. (2012). The impact of electronic word-of-mouth
 [0.5"] communication: A literature analysis and integrative model. *Decision Support Systems*,
 54(1), 461–470. <https://doi.org/10.1016/j.dss.2012.06.008> ↑ Hanging indent

Chung, S., & Cho, H. (2017). Fostering parasocial relationships with celebrities on social media:
 Implications for celebrity endorsement. *Psychology & Marketing*, 34(4), 481–495. ← Journal citation
<https://doi.org/10.1002/mar.21001>

Source: APA Reference Page - Scribbr

Let's Put it All Together

Use the following flow-chart to determine when and how to include APA citations:



Created by: Erin Gabrielson, Indiana University SLIS student, modified by Steve Hardin, Reference/Instruction Librarian,

Source: Plagiarism and citing flow chart - Prosper High School

More Information

Now that you understand the importance of citing sources and how to create in-text citations and Reference lists, you should have the basics to responsibly use research in your assignments. However, you may find that there are exceptions or variations in citations depending on the type of source. Use the following link to see examples of the most up to date citation format for all types of resources:

[APA Purdue Writing Lab](#)

Final Note

Citations are a crucial part of academic integrity. We use citations from credible sources to support, *not replace*, our own thinking and ideas. An essay or research paper with little or no citations lacks credibility. However, we must also be careful not to use too many citations. The purpose of your assignments is to demonstrate your learning by expressing your own thoughts and ideas and, when needed, back them up with citations. When your teacher is grading your writing, they will consider these questions:

- Does the unique voice of the student come through?
- Does the student share their own ideas and opinions (or do they just repeat the words and ideas from other people)?
- Does the student use enough credible citations to back up their thinking?

It is one thing to follow good citation practices and formatting, but if the entirety of your work is a collection of other people's ideas—even if those ideas are properly cited!—that is still an offence against academic integrity. Ultimately, it is your voice and your ideas that should be heard.