

**A Guide for Citing Sources: APA Style**  
**Presented By Bonnie Cooper, Graduate School Editor**  
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Always give proper credit where it is due: The following information is taken directly from Section 2 of *Guidelines for the Preparation of Dissertations, Theses, and Papers*:

**2. Academic Honesty and Originality in Dissertations, Theses, and Papers**

The disquisition must respect the intellectual rights of others. Statements (three or more words) taken verbatim from other publications must be appropriately cited as quotations. Ideas, summaries, paraphrased material, and other information taken from the literature must be correctly referenced as required by your discipline. (The Graduate School, 2007, para. 2)

Be consistent with all in-text citations in your document. Be consistent with all reference entries in your document. The reference section at the end of this handout follows the American Psychological Association (APA) style manual (APA, 2001).

When is a citation needed?

1. If the information is common knowledge that most people, in general (not most people in your discipline), know (i.e., George Washington was the first president of the United States.), a citation is not needed.
2. If specific information about George Washington is given, a citation would be needed.

Direct quotations

1. A page number is required with all direct quotations (three or more words taken verbatim from a source).
2. Direct quotations that contain 39 words (or fewer) are in-text quotations (APA, 2001, p. 117).
  - a. Quotation marks are used.
  - b. The punctuation mark goes after the citation.
3. Direct quotations that are 40 words (or longer) are block quotations (APA, 2001, pp. 117-118).
  - a. They are indented ½”.
  - b. There are no quotation marks.
  - c. The punctuation mark comes before the parenthetical citation.

Paraphrases

1. Page numbers may be given with paraphrases, but they are not required by APA (APA, 2001, p. 121).
2. Be consistent: if you give a page number with one paraphrase, you need to give page numbers for all such citations.

Give complete citation information for entries in your reference section. Your entries should have enough information that readers can locate all sources. All like entries should have the same, consistent APA format so that readers can easily identify the source type (i.e., book, journal article, or web).

1. The reference section should be double spaced without extra space between entries. (The APA manual uses single spacing to save space in the book.) A hanging indent is used to distinguish entries from each other.
2. Books should list author, year, title, publisher, and publisher's location. If the book is a second or subsequent edition, that information is also needed (APA, 2001, pp. 248-251).

Hacker, D. (2006). *The Bedford handbook* (7th ed.). Boston: Bedford/St. Martin's.

Mindich, D. T. Z. (2005). *Tuned out: Why Americans under 40 don't follow the news*. New York: Oxford University Press.

3. If the book publisher is located in a city known for publishing (as in the two examples above) or if the state is in the publisher's name, the state/country is not needed in that section of the entry (APA, 2001, p. 217).
4. Journal articles require the author, article title, journal name, volume and issue numbers, and page numbers (APA, 2001, pp. 240-241).

Duffy, M. (1997, Winter). High stakes: A fantasy theme analysis of the selling of riverboat gambling in Iowa. *The Southern Communication Journal*, 62(2), 117-132.

McCaffery, E. J. (1994). Why people play lotteries and why it matters. *Wisconsin Law Review*, 1, 71-122.

5. Web citations should include the author (if given), title (Give both subpage and main page titles, if necessary.), dates written (Use "n.d." if the written/updated date is not given.) and accessed (both dates as complete as possible), and the web address (APA, 2001, pp. 273-274).

The Graduate School. (n.d.). *Graduate program list*. Retrieved June 12, 2008, from The Graduate

School at NDSU Web site: <http://www.ndsu.nodak.edu/gradschool/degrees/gradproglis.shtml>

6. Conference proceeding entries list the author(s), paper title, conference name, conference date and location, and the paper's page numbers in the printed proceedings (if applicable). A fictitious example is given here to illustrate how to cite such sources (APA, 2001, pp. 259-260).

Doe, J. (2008, July). *Referencing is important*. Paper presented at the annual meeting of the Reference Society of America, Fargo, ND.

7. APA does not list personal communications (i.e., emails, letters, or interviews) in the reference section since they are not retrievable (APA, 2001, p. 214). (Therefore, APA requires a more in-depth in-text citation for this type of source.)

The document text contains the information that you are citing while the parenthetical citation contains the APA-required information (J. S. Doe, personal communication, June 12, 2008).

8. If you have two primary authors with the same surname, APA says that you need to give initials with in-text citations. The following fictitious examples are given for illustration.

Smith, A. B. (2008). *Citations: A primer*. Fargo, ND: ABC Press.

Smith, J. S. (2007). *Citations: Basic to complex*. Fargo, ND: ABC Press.

When citing one of these authors in the text, you simply need to add the initials to the citation, keeping the rest of the citation like the others (J. S. Smith, 2007). Notice that the authors' initials are used to alphabetize the entries in the reference list (APA, 2001, pp. 211, 221).

Not citing sources properly has consequences.

1. NDSU explains the consequences in its *Policy Manual* (North Dakota State University, 2007).
2. In the policy, see Section 335: Code of Academic Responsibility and Conduct ("Section 335," 2007).

Other APA format considerations

1. Running heads
  - a. Running heads are used for articles that are being submitted to journals in order to make it easier for journals to keep articles together. Running heads are not required for disquisitions.
  - b. If you choose to use a running head, it should be used on all pages (except the title and approval pages which do not have page numbers either).
2. Page number
  - a. APA places the page number in the upper-right corner.
  - b. The page number must be the same type size/font and in the same location on all disquisition pages.
3. Tables and figures
  - a. The APA manual says to double space table entries. You may use single spacing (as illustrated in *Guidelines*) if it is easier for you and if you want to make tables fit on a page. Be consistent with the spacing in all tables of your document.
  - b. Tables/figures should be presented as soon as possible after their first mention as listed in *Guidelines* (not at the end of the chapter/disquisition as indicated in the APA manual) since you are presenting the finalized work. (APA puts tables/figures at the end of a submitted article to make it easier for journal editors to move them for the actual published journal.)

## References

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
- The Graduate School. (2007, March). *Guidelines for the preparation of dissertations, theses, and papers*. Retrieved January 11, 2008, from The Graduate School at NDSU Web site: <http://www.ndsu.edu/gradschool/dissertation/guidelines.shtml#Academic>
- North Dakota State University. (2007, November 1). *NDSU policy manual*. Retrieved January 11, 2008, from NDSU Web site: <http://www.ndsu.nodak.edu/policy/index.html>
- Section 335: Code of Academic Responsibility and Conduct. (2007, March). *NDSU policy manual*. Retrieved January 11, 2008, from NDSU Web site: <http://www.ndsu.nodak.edu/policy/335.htm>