

APA Citations

Citation Guidelines to Avoid Plagiarism

Presented by

The Student Success Center

What is Plagiarism?

- When you fail to cite quotations and borrowed ideas.
- When you fail to use quotation marks when borrowing the direct language of the author in your paper.
- When you fail to put summaries in your own words.
- Essentially, plagiarism is considering **stealing**

**Even if you do this accidentally, it is still considered plagiarism*

How to Avoid Plagiarism?

When using ideas, concepts, or information from a source other than your own knowledge, you must do 2 things:

- Put summaries into your own words (paraphrasing) or put quotation marks around the exact wording of another author.
- Give credit to your source using a citation, both in the text and on the reference page.

Paraphrase Versus Quote

- **Paraphrasing** is putting another author's ideas into your own words.
- **To quote** means that you have taken an author's exact wording and copied it into your paper.

**You can choose either, but limit the amount of quotes and mostly use paraphrasing*

Using Quotes

- Use only when you are unable to paraphrase.
- Use a signal phrase to introduce the quote.
- Include the publication year and page number in author's text in the citation.

Example:

Jones discovered that “most students were unfamiliar with APA style because they were not required to use it prior to college” (2015, p. 45).

OR

It was found that “most students were unfamiliar with APA style because they were not required to use it prior to college” (Jones, 2015, p.45).

Using Paraphrases

- Use a signal phrase to introduce your summary.
- Include the publication year in the citation.

Example:

Jones determined college students did not know APA style because they had not used it in elementary, middle, or high school (2015).

OR

It was determined that college students did not know APA style because they had not used it in elementary, middle, or high school (Jones, 2015).

Paraphrasing Guidelines

To accurately paraphrase, you must:

- Change the structure of the original passage

**Hint: change clauses to phrases and phrases to verb and alter the placement of the subject and verbs*

- Change the wording of the original passage

**Hint: use synonyms*

Tips for Paraphrasing

1. Read the author's sentence or passage until you understand the main idea.
2. Put the author's text out of sight and write down a summary, focusing on what you remember as the main idea.
3. Compare your summary to the author's text.
4. If your summary is too similar to the author's or did not capture the original meaning, repeat these steps.

**Don't be discouraged if you need to repeat the process. You will, most likely, have to do this multiple times for each paraphrase.*

Reference Page: FAQs

- Sources are formatted based on type and where the original is located (electronically or in print).
- There are hundreds of source types.
- All sources cited in the text of your paper must be included on the reference page.
- Online sources typically require a URL or doi number.

**For answers and guidelines to uncommon questions and situations, review the SSC's APA citations handout*

Reference Page: Most Common Sources

Journal Article (electronic)



Reference Page: Most Common Sources

Journal Article (in print)

Richardson, D.M. & Smith, J.S. (2013). Factors affecting growth of technology. *International Journal of Academic Research in Business*, 7(3). 1-33.

Newspaper Article (electronic)

Watson, M. (2012, March 1). The end of the financial recession. *The New York Times*. Retrieved from <http://newyorktimes.com/>

Newspaper Article (in print)

Jones, B.E. (2014, February 5). Psychology of an entrepreneurial mind. *The New York Times*, p.11.

Reference Page: Most Common Sources

Report/Long Document on a Website

Cain, A. & Burris, M. (2013, May). *Best business practices in healthcare*. Retrieved from <http://www.inc.com>PDF

Short Work on a Website

How to deal with a miserable boss. (2012, March 19). *Leadership by design*. Retrieved from <http://www.ing.forbes.edu>

Document from a Government Agency

Smith, T & Applebaum, M. (2014). *Scientific theory: A look into the past*. Retrieved from Harvard University, Massachusetts, Center for Advanced Science website: [ttp://www.harvard.edu/cas_scientific](http://www.harvard.edu/cas_scientific)

Additional Resources

- Make a tutoring appointment:
<http://carey.jhu.edu/ssc>
- Email us: carey.tutoring@jhu.edu
- Utilize the APA manual or booklet in the SSC or the APA resources on the website