QUOTING, PARAPHRASING AND APA STYLE CITATIONS

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Purposes of Citations

In all types of academic writing, you have to document the sources you used in your paper. Citations serve a number of purposes:

- **Help readers identify and relocate the sources.**
  - The citations included in your paper can help readers relocate a source to either verify the information or to learn more about issues and topics by the source.

- **Provide evidence that the position is well-researched.**
  - Academic writing is usually grounded in the past studies. Citations allow you to show that your position or argument is thoroughly researched.

- **Give credit to the author of an original concept or idea presented.**
  - Allow you to give credit to other researchers and acknowledge their ideas, thoughts and words you used in your paper.

- **Help you avoid plagiarism.**
  - Plagiarism is a serious academic dishonesty and offense. Any violation of academic integrity is subject to an appropriate penalty.
Three Types of Citation Styles

**APA**

• APA style refers to the citation format established by the American Psychological Association. APA is the style preferred by most of the disciplines in the social sciences.

**MLA**

• MLA style refers to the citation format established by the Modern Language Association. MLA is used by many disciplines in the humanities, including English and other language studies, art, and philosophy.

**Chicago**

• Chicago style refers to the citation format established by the University of Chicago Press. Chicago style supports two citation systems: the Notes and Bibliography system is traditionally used in the arts and humanities, and the Author-Date system is recommended for the natural sciences and social sciences.

APA, MLA and Author-date Chicago are more similar than different, please check the handout for differences and similarities between APA and MLA.
APA style provides a standard system for giving credit to others for their contribution to your work.

**Two kinds of citations:**

- Reference list
- In-text citations and Page number --Appears only in a citation to a direct quotation
Reference List: Basic Rules

- **Appear** at the end of your paper.
- For readers to **locate** and **retrieve** any source you cite within your paper.
- Each source you cite in the paper must **appear** in your reference list; likewise, each entry in the reference list must **be cited** in your text.
- **Begin** on a new page separate from the text of the essay.
- **Label** this page "References" centered at the top of the page.
Reference List--Articles

*Last name first, followed by author initials. Use the ampersand instead of "and."


Reference List--Books

• **Basic Format for Books**
  • Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.
  • **Note**: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).


Reference List--Websites

Basic Format:


Example of Reference List

References


In-Text Citations: Citing Information and Ideas

⚠️ Cite or not to cite? Even if you use your own words, but you obtained the information or ideas you are presenting from a source, you must document the source.

⚠️ You do not need to cite a source for material considered common knowledge:

- **Common knowledge** is factual information considered to be in the public domain, such as generally accepted facts, dates of historical events, etc.
  - The Moon orbits the Earth

- **Field-specific common knowledge** is "common" only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline.
  - It is dangerous to mix ammonia and bleach
Direct Quoting vs. Paraphrasing

Should I quote or paraphrase?

• **In general**, use direct quotations only if you have a good reason. Most of your paper should be in your own words, and try to summarize from sources when you're writing in the social or natural sciences.

• For a humanities paper, you may use more direct quotations. But there are always exceptions.
When to Use Direct Quotations

In academic papers, you should quote from a source

to show that an authority supports your point.
to present a position or argument to critique or comment on.
to include especially moving or historically significant language. e.g. “Brevity is the soul of wit” (Shakespeare, 1602).
to present a particularly well-stated message whose meaning would be lost or changed if paraphrased or summarized.
How to Do Direct Quotations

**Direct quotations**: Using an author’s exactly the same word for word in your writing.

If you use an author's specific words, you must:
(1) **Place** those words within quotation marks “ ”

and

(2) **Credit** the source by telling the reader where the information came from (author’s last name, publishing year) within your paper, and including the citation in **References** at the end of your paper.
Short Direct Quotations (1)

• If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

• If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
Short Direct Quotations (2)

• According to Palladino and Wade (2010), “a flexible mind is a healthy mind” (p. 147).

• In 2010, Palladino and Wade noted that “a flexible mind is a healthy mind” (p. 147).

• In fact, “a flexible mind is a healthy mind” (Palladino & Wade, 2010, p. 147).
Long/Block Direct Quotations (1)

Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
Today, digital cameras have practically taken over photography. As Johnson (2010) explained,

> Digital cameras now make up 90% of all camera sales at the leading electronic stores. This increase in sales can be partially attributed to the widespread use of email and social networking, which has encouraged the sharing of digital photos. (p. 23)

Johnson further noted that, even more than with the shift to digital cameras, the increasing use of phones and iPods that have built-in cameras has replaced the use of film cameras.
When to Paraphrase/Summarize

- **Paraphrasing/Summarizing/Indirect quoting:** Putting an author’s ideas in your own words.

You should **summarize or paraphrase** when:

- what you want from the source is the **idea** expressed, and **not the specific language** used to express it.
- you can **express in fewer words** what the key point of a source is.
How to Paraphrase a Source

• When reading a passage, try first to understand it as a whole, rather than pausing to write down specific ideas or phrases.

• Be selective about what to summarize. Choose and summarize the material that helps you make a point in your paper.

• Think of what "your own words" would be if you were telling someone who's unfamiliar with your subject.

• Remember What the original source said.
Paraphrase/Summary (1)

• If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

  According to Jones (1998), APA style is a difficult citation format for first-time learners.

  APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).
### Original

To the extent that a woman's self-image is challenged or threatened by an unattainable ideal of an impossibly thin female physique, she may well become susceptible to disruption of her self-regard, and may be more likely to develop an eating disorder.

### Paraphrase in Paper (APA)

If a woman interprets the media's representation of thinness as the ideal she must achieve, her sense of self-esteem might be threatened and even damaged, making her more likely to exhibit disordered eating patterns (Polivy & Herman, 2004, p. 2).
Examples of APA citation style

• APA style guides: https://owl.english.purdue.edu/owl/resource/664/1/
