Sources not only provide information and ideas but can help establish your credibility and strengthen your argument when used as “expert witnesses.” You should cite your sources to allow your readers to track down those sources and to avoid plagiarizing words and ideas, a serious academic offense. For additional examples and advice, consult the Publication of Manual of the American Psychological Association, 6th edition (2010).

A. A Checklist for Working with Sources

- Did I use the best possible evidence for my assertions?
  - Are all of my claims supported by evidence? If a section of your paper needs stronger support or if you need to verify a fact, consult with a reference librarian for suggestions.
  - Do my sources present balanced perspectives? If a source you rely on ignores alternative viewpoints, substitute one that is more balanced and less likely to be considered unreliable.
  - Will my readers consider my sources persuasive? If your assignment calls for scholarly sources, look for those written by researchers that include documented references to other sources.
  - In a literature review, have I highlighted the most significant publications? A review gives a concise overview of important research. Organize a review so readers can quickly grasp the various approaches and key issues relevant to your topic.

- Are my sources integrated into my writing smoothly and correctly?
  - Do my sources back up what I say—or do they speak for me? Use sources to support your ideas, but write in your own words. Don’t quote a source when a paraphrase or summary will do.
  - Have I used my sources ethically? Provide a reference for anything that isn’t common knowledge, even if you have used your own words. Facts available in multiple sources—such as dates and well known historical events—are considered common knowledge and do not need to be cited.
  - Have I integrated each source into my text effectively? Never drop in a quotation without introducing it. Use signal phrases such as “according to…” or “… Smith (2001) argued.”

- Are my sources cited clearly and completely?
  - Did I provide a citation for every idea that came from a source? Indicate the original source by naming the author and year of publication. If you include a page number, put it in parentheses at the end of the quotation: (p. 112).
  - Did I provide complete details for all of my in-text citations and reference list entries? Make sure every source referred to in the text can be found easily in your reference list. Provide all required publication information in the reference list.
B. For APA-Style In-Text Citations

In-text citations allow your readers to locate the full citations for sources in the reference list at the end of your text.

- Refer to the author’s name in the text or include it with the year in parentheses: Jones (2009) asserted… or (Jones, 2009). When quoting directly from a source, include the page number: (Jones, 2009, p. 33).
- If there is no author, use a shortened version of the title: (“Mind,” 2008).
- For multiple works by the same author published in the same year, use the lowercase letter assigned to the year in the reference list: (Peters, 2005b).
- When a work has two authors, cite both names and the year: (Smith & Jones, 2009). For three to five authors, cite all authors in the first reference; for subsequent references, use the first author followed by “et al.” For a source with six or more authors, use the first author’s name followed by “et al.” in the first and subsequent references.
- Include in-text citations for personal communications and interviews by providing the person’s name, type of communication, and date: J. Smith (interview by the author, March 3, 2009) or (J. Smith, personal communication, February 12, 2009).

C. For an APA-Style Reference List

At the end of your paper, provide all the details readers need to find the sources you used in your text. For some sources, all the details may not be available, but do your best to uncover all the information about your sources.

- Arrange the entries in alphabetical order by authors’ last names (or by title if a work has no author).
- Do not list personal communications, unpublished interviews, or other unrecoverable sources in the reference list.
- Some online sources include a DOI (digital object identifier). APA uses the DOI, when available, instead of a URL.
- Use the state abbreviation for all US cities or the country (not abbreviated) for non-US cities; also give the province for Canadian cities.
- For sources with up to seven authors, use all authors’ names. For sources with eight or more authors, use the first six names followed by an ellipsis mark and the last author’s name.
- Use volume and issue numbers only for journals that begin each issue with page 1; use the volume number alone for journals that number pages continuously throughout the volume.
- Give the retrieval date for a source only if the content of the source is likely to change. (Use “n.d.” if a source has no date.)
- To divide a URL or a DOI at the end of a line, break it after a double slash or before any other mark of punctuation. Do not insert a hyphen; do not add a period at the end of the entry.
Author variations

- **ONE AUTHOR**
  Last name, First initial(s).
  Craske, M. G.

- **TWO TO SEVEN AUTHORS**
  Last name, First initial(s), Last name, First initial(s), & [before last author] Last name, First initial(s).
  Brunstein, A., Betts, S., & Anderson, J.R.

- **EIGHT OR MORE AUTHORS**
  Last name, First initial(s), Last name, First initial(s), Last name, First initial(s), Last name, First initial(s), Last name, First initial(s), Last name, First initial(s), … Last name, First initial(s).
  Fleisher, A. S., Podraza, K. M., Bangen, K. J., Taylor, C., Sherzai, A., Sidhar, K., … Buxton, R. B.

**Articles**

- **ARTICLE IN A JOURNAL PAGINATED BY VOLUME**
  Last name, First initial(s). (Date). Title of article. *Title of Journal*, volume, pages.

- **ARTICLE IN A JOURNAL PAGINATED BY ISSUE**
  Last name, First initial(s). (Date). Title of article. *Title of Journal*, volume(issue), pages.

- **ARTICLE FROM AN ELECTRONIC DATABASE**
  Last name, First initial(s). (Date). Title of article. *Title of Journal [or Magazine or Newspaper]*, publication information, doi: number or Retrieved from URL for journal home page
- **MAGAZINE ARTICLE**
  Last name, First initial(s). (Year, month and day [if any]). Title of article. *Title of Magazine*, volume(issue), pages.

- **NEWSPAPER ARTICLE**
  Last name, First initial(s). (Year, month and day). Title of article. *Title of Newspaper*, p. page(s).

### Books

- **BASIC FORMAT FOR A BOOK**
  Last name, First initial(s). (Date). *Title of book*. Place: Publisher.

- **EDITED BOOK**
  Last name(s) of editor(s), First initial(s). (Ed. or Eds.). (Date). *Title of book*. Place: Publisher.

- **EDITION OTHER THAN FIRST**
  Last name, First initial(s). (Date). *Title of book* (number ed.). Place: Publisher.

- **ARTICLE OR CHAPTER IN AN EDITED BOOK**
  Last name, First initial(s). (Date). Title of article or chapter. In First Initial(s) Last name (Ed.), *Title of book* (pp. pages). Place: Publisher.
Online Sources

- **DOCUMENT FROM A WEB SITE**
  
  Last name, First initial(s). (Date). *Title of document*. Retrieved from URL
  

- **DOCUMENT FROM A UNIVERSITY PROGRAM WEB SITE**
  
  Last name, First initial(s) or Organization Name. (Date). *Title of document*. Retrieved from Name of University Program website: URL
  

- **WEBLOG (BLOG) POST**
  
  Last name, First initial(s). (Date). Title or Subject of post [Web log post]. Retrieved from URL
  

- **PODCAST**
  
  Last name, First initial(s). (Host, Producer, or Writer [if appropriate]). (Date). *Title of podcast (No. number, if any) [Audio podcast]. Series title [if any]*. Retrieved from URL
  

- **ENTRY IN A WIKI**
  
  Title of entry. (Date of posting). Retrieved date from URL
  
Other Sources (including online versions)

- **GOVERNMENT DOCUMENT**
  
  Agency. (Date). *Title of document*. Place: Publisher.
  

- **CONFERENCE PROCEEDINGS**
  
  Last name(s) of editor(s), First initial(s). (Ed. orEds.). (Date). *Title of proceedings*. Place: Publisher.
  

- **FILM OR VIDEO (MOTION PICTURE)**
  
  Last name of director or producer, First initial(s). (Director or Producer). (Date). *Title (DVD or Videocassette or Motion picture)*. Country: Name of studio.
  

- **TELEVISION PROGRAM**
  
  Last name of producer, First initial(s). (Producer). (Year, date aired). *Title of program (Television broadcast)*. Place: Network or channel.
  

- **BROCHURE**
  
  Last name, First initial(s) [if given]. (Date). *Title of brochure (Brochure)*. Place: Publisher.
  

- **DATA FILE OR DATA SET**
  
  Sponsoring Organization. (Date). *Title [Date file or Data set]*. Retrieved from URL
  