

Citation 101—sources

a friendly guide
from the **writing program** and
graduate writing coach at EMU

Skip Kempe, Former EMU Graduate Writing Coach



EMU

First:

**Why do citations
matter?**

one explanation:
...so that your
readers can know
where your ideas
come from.

more specifically, citations:

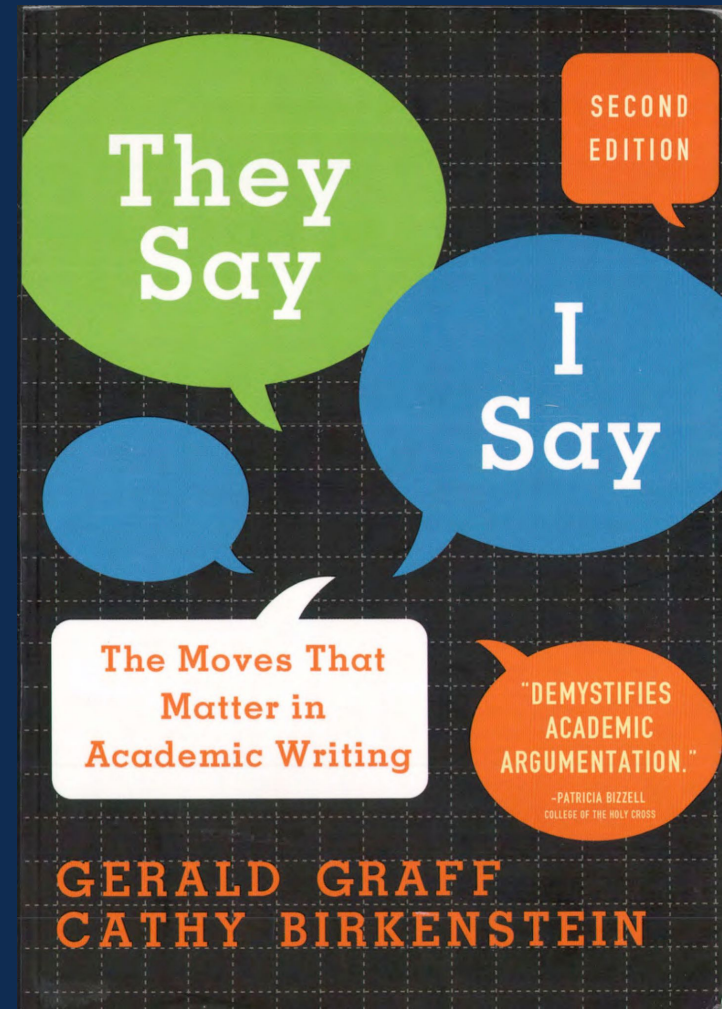
- allow you to show how your argument is built upon the ideas of others
- allow you to indicate which ideas are taken from others, and from whom those ideas were taken; in other words, *to give credit where it's due*
- allow the interested reader to follow your argument and confirm its logic by investigating the ideas on which the argument is built, or to further explore those ideas on their own.

—[from the UNC University Libraries](#)

Back up:
**Why does it
matter *which*
sources you
choose?**

academic writing

1. ...is NEVER just about what you think
2. ...must be connected to what others in the field have said
3. ...prefers peer-reviewed articles
4. ...distinguishes between primary & secondary sources
5. ...explains every example



1. arguments aren't about “what you think”

- Arguments must be based on specific evidence that you point to
- What “counts” as evidence in your discipline?
- Every factual statement must point to supporting evidence
 - Except... common knowledge!
- Avoid vague statements of assumptions

What's common knowledge? What's vague?

- “The opioid epidemic affects many families.” 😐
- “The opioid epidemic affects many families across income levels.” 👍
- “The opioid epidemic affects many families across income levels and geography.” 👍 🙌 🎉

- “We all know that many children fell behind academically during the pandemic.” 😞
- “Many have pointed to severe learning loss suffered by students during the pandemic (Fuchs, et al., 2023; Kuzmanic, et al., 2024; Lichand, et al., 2024; Suyadi, et al., 2023), often drawing attention to additional socio-economic factors that exacerbated these struggles.” 👍 🙌 🎉

2. Scholarly research must be connected

- Points and arguments build on what others have written. **Always!**
- Requires critical analysis of what others have said—even big-time scholars
- Not all sources are created equal!

Think:

**Let's rank the
following sources**

rank these, *most authoritative to least*:

- social media post
- news article
- book
- chapter in a book
- letter to the editor
- letter to the editor of a scholarly journal
- dataset on a corporate website
- dataset on a university website
- dataset on a government website
- wikipedia article
- scholarly (peer-reviewed) article

what is a...
scholarly article?

scholarly articles

a/k/a “primary research” or “peer-reviewed” or “refereed” articles:

- Authors’ **academic affiliations** listed
- Begin with an **abstract** summarizing the research
- Often a section for **methods** and **materials**
- Numerous **citations** within the text
- **Results** of research are given
- Includes sections for **discussion** and **conclusion**
- Ends with a **bibliography** or **list of references**

From [Harvard Library](#)

primary vs. secondary sources

- **Primary:** the person writing the article made the observations themselves. They were a first-hand witness. The source material was recorded more or less at the time of the events it documents.
- **Secondary:** reporting on what someone else observed. The source material in many cases is recorded after the the events it documents.

points don't explain themselves!

Use P-Q-E. Every time!

- Point: make your point.
- Quote: quote a source, whether directly or indirectly.
...but you're not done yet!
- Explain: explain how that quotation connects to your argument.

Point, quotation, explain. Point, quotation, explain. Point, quotation, explain.

**Now that you have
reliable sources,
what next?**

documentation!

- We **document** ideas taken from reliable sources with **citations**:
 - so that your readers can track down your sources
 - so that you give credit to those you're borrowing from
 - so that you can show how your ideas fit in with an ongoing scholarly conversation
 - so that you don't take credit for work or ideas that aren't your own!
 - (so that you avoid plagiarism)
- Causes **BIG PROBLEMS** when you don't say where your ideas came from
- It's **GOOD** to build your ideas on others' anyway!

citation information goes TWO places

- **Bibliography** (or References or Works Cited) goes at the end of your paper, as a separate section
- **In-text citations** go within the text of your paper. They tell the reader what source you got a quotation from, and point them to the bibliography at the end of the paper for the full information on the source
 - “In-text citations”
 - “Footnotes”
 - “Endnotes”
- Two different formats, working together, same purpose!

thank you!

a friendly guide
from the **writing program** and
graduate writing coach at EMU

Skip Kempe, Former EMU Graduate Writing Coach



EMU

first: in-text citations

how to include evidence from sources

- Direct quotation
 - Author's last name + year of publication + page number
 - "Direct quotation," (McCallister, 1990, p. 145).
 - *You must copy the words exactly!*
- Indirect quotation (paraphrase)
 - Author's last name + year of publication
 - Your paraphrase of author's point (McCallister, 1990).
 - *Use your own words and sentence structure!*

also: two methods to do this

- Incorporate the citation *within your discussion*
 - As Ahmed (2016) points out, the data are not always clear. [indirect quotation]
 - As Ahmed (2016) explains, “data that at first glance appear to support a given hypothesis are rarely that straightforward” (p. 83). [direct quotation]
- Include the entire citation *after the quotation*
 - Yet as researchers have shown, the data are not always clear (Ahmed, 2016). [indirect quotation]
 - Yet as researchers assert, “data that at first glance appear to support a given hypothesis are rarely that straightforward” (Ahmed, 2016, p. 83). [direct quotation]

signal verb variety (*The Everyday Writer* p.145)

acknowledges

concludes

emphasizes

replies

advises

concurrs

expresses

reports

agrees

confirms

interprets

responds

allows

criticizes

lists

reveals

answers

declares

objects

says

asserts

describes

observes

states

believes

disagrees

offers

suggests

charges

discusses

opposes

thinks

claims

disputes

remarks

writes

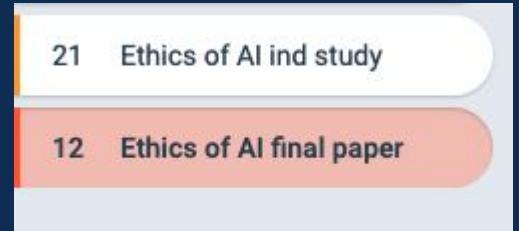
in-text citations always point to your reference list


So:

- In-text citations = inside the paper
- Reference citations = at the end of the paper

Tip:

- create the reference citations first, as you research. Include **all possible sources** that you encounter
- as you use sources in your rough draft, copy the reference citations into a second list containing **only sources you actually use**



Ayling, J., & Chapman, A. (2021). Putting AI ethics to work: Are the tools fit for purpose? *AI and Ethics*, 2. <https://doi.org/10.1007/s43681-021-00084-x> 

IN-TEXT CITATION: > According to the research (Ayling & Chapman, 2021)  we can determine that...

> According to Ayling and Chapman (2021)  we can determine that...

[MyBib](#) supports this nicely... [Zotero](#) is great too.

fringilla. In at dictum urna. Jones's (1998) study found the following: (Signal phrase)

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 ask their teacher for help. Nulla egestas facilisis sagittis. Suspendisse auctor tincidunt purus, ac efficitur lectus eleifend ac. Morbi eleifend posuere ipsum, eget molestie arcu tincidunt eu. (p. 199) (Parenthetical follows ending punctuation)

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec

(Entire quotation indented 1/2 inch)

Long quotations (40 words or more) as above

lots of details to pay attention to...

- Two authors?
 - Research by **Wegener and Petty (1994)** supports...
 - **(Wegener & Petty, 1994)**
- Three or more authors?
 - **Kernis et al. (1993)** suggest...
 - **(Kernis et al., 1993)**
- Indirect/secondary sources (your source quotes another author)
 - Ideally, track down the original (primary) source and use it. Otherwise:
 - **Johnson** argued that... **(as cited in Smith, 2003, p. 102)**.
 - **(Johnson, 1985, as cited in Smith, 2003, p. 102)**.
 - In your reference list, cite the secondary source from which you referenced the original, *since that's the one you read*. In this case, only the full citation for **Smith (2003)** would appear in your reference list.

Search the OWL



Purdue OWL > Research and Citation > APA Style (7th Edition) >
APA Formatting and Style Guide (7th Edition) > **General Format**

APA FORMATTING AND STYLE GUIDE (7TH EDITION)

General Format

In-Text Citations: The Basics

In-Text Citations: Author/Authors

General Format

Please use the example at the bottom of this page to cite the P

You can also watch our **APA vidcast series** on the **Purdue OWL**

Excellent details for all of this on the
[Purdue OWL website](#)

The image shows the MyBib website interface. At the top, there are buttons for '+ Create Citation', 'Import', a language dropdown set to 'Modern Languag...', and 'Download Bibliography'. A sidebar on the left lists project sections: 'Start new project', 'My bibliography', 'Thesis', 'Introduction', 'Research methods', 'Results', 'A nurses role in comba...', and 'Fatigue in lung cancer'. A central modal window is open, titled 'Generate formatted bibliographies, citations, and works cited automatically'. The modal includes a 'STYLES:' dropdown menu with options: APA 6, APA 7, Chicago, Harvard, Harvard (Australia), **MLA 8**, and MLA 9. Below this are tabs for 'WEBSITE', 'BOOK', 'JOURNAL', 'VIDEO', and 'MORE'. A search input field contains the text 'Enter or paste a web address to cite. URLs to PDFs are supported.' with a 'Search' button. An 'OR' separator is followed by an 'enter manually' button. A green callout box on the left of the modal contains the text: 'Start here! Cite websites, books, journals, and videos automatically – just search with the title or an identifier. Tip: use the ISBN, ISSN, DOI, or URL for the best accuracy.'

Also, strong recommendations: a citation *machine* that also tracks your sources, like [MyBib](#) or [Zotero](#)

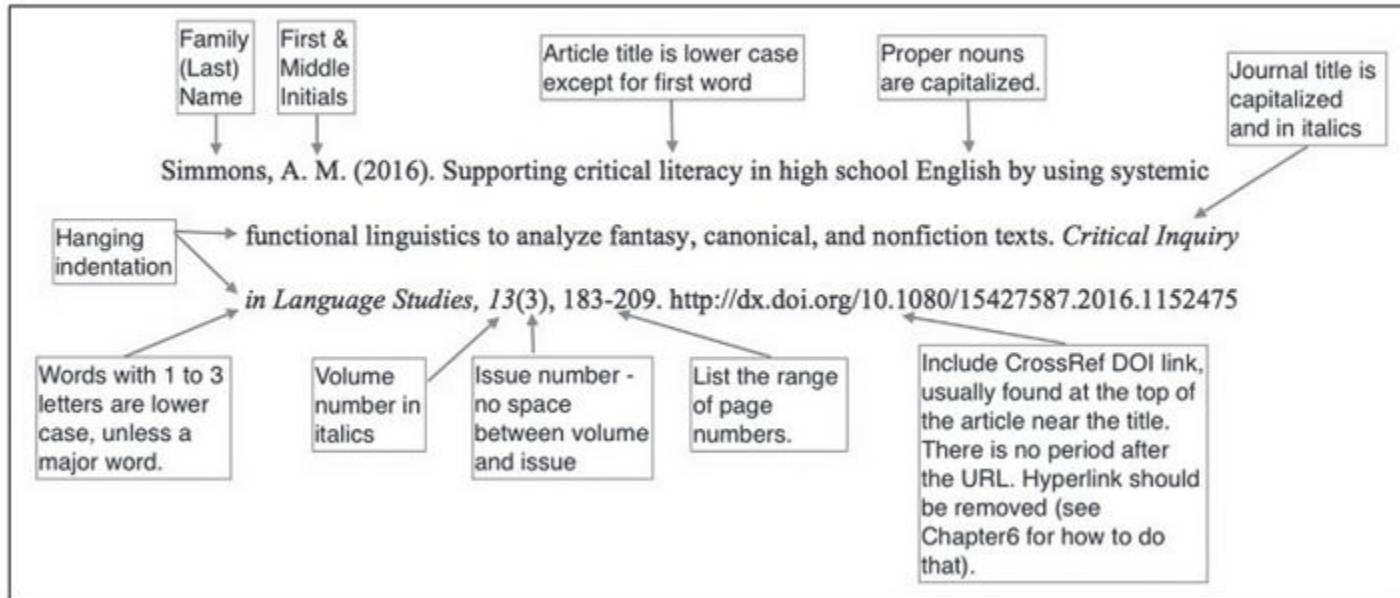
next: reference list



—The New Yorker

a detailed look at a reference list entry

One Author With CrossRef DOI



basic reference list format: **books**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

all these examples from [Purdue OWL](#)

basic reference list format: **edited books**

Editor, E. E. (Ed.). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher. DOI (if available)

Leitch, M. G., & Rushton, C. J. (Eds.). (2019). *A new companion to Malory*. D. S. Brewer & Sons.

basic reference list format: **edited book + author**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (E. Editor, Ed.). Publisher. DOI (if available)

Malory, T. (2017). *Le morte darthur* (P. J. C. Field, Ed.). D. S. Brewer & Sons.
(Original work published 1469-70)

basic reference list format: **translation**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (T. Translator, Trans.). Publisher. (Original work published YEAR)
DOI (if available)

Plato (1989). *Symposium* (A. Nehamas & P. Woodruff, Trans.). Hackett Publishing Company. (Original work published ca. 385-378 BCE)

basic reference list format: **article or chapter in an edited book**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI (if available)

Armstrong, D. (2019). Malory and character. In M. G. Leitch & C. J. Rushton (Eds.), *A new companion to Malory* (pp. 144-163). D. S. Brewer & Sons.

basic reference list format: **article in an electronic journal**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.
<https://doi.org/xx.xxx/yyyy>

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11-16. <https://doi.org/10.5703/1288284316979>

do not copy URLs from your browser's address bar!

different formats for different sources

Bookmark the Purdue OWL site!

APA FORMATTING AND STYLE GUIDE (7TH EDITION)

General Format

In-Text Citations: The Basics

In-Text Citations: Author/Authors

Reference List: Basic Rules

Reference List: Author/Authors

Reference List: Articles in Periodicals

Reference List: Books

Reference List: Other Print Sources

Reference List: Electronic Sources

Reference List: Audiovisual Media

Reference List: Other Non-Print Sources

Legal References

Footnotes & Appendices

Numbers & Statistics

Additional Resources

APA Headings and Seriation

creating journal article citations

- EMU library database may have a citation already available
- **MyBib, Zotero**, or the citation tools for **Word & Google Docs**
- Watch for capitalization errors!

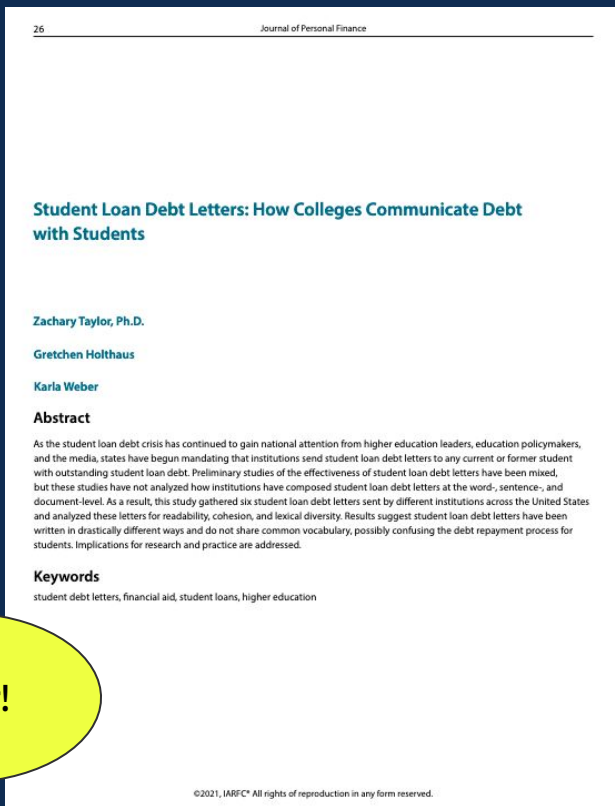
practice: create a reference for a journal article

Student Loan Debt Letters: How Colleges Communicate Debt with Students

<https://emu.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=150311123&site=ehost-live&scope=site>

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxx>

Try it!



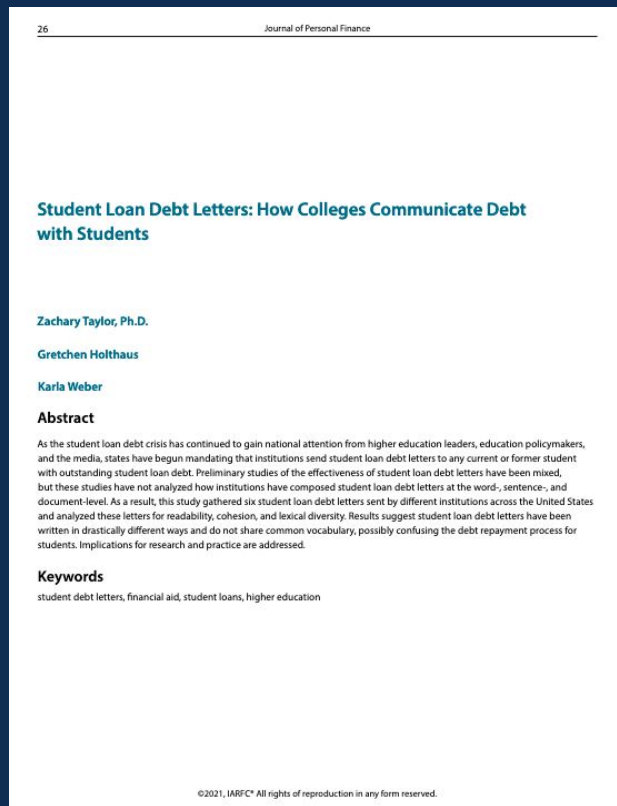
practice: create a reference for a journal article

Student Loan Debt Letters: How Colleges Communicate Debt with Students

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxxx>

Taylor, Z., Holthaus, G., & Weber, K. (2021). Student loan debt letters: How colleges communicate debt with students. *Journal of Personal Finance*, 20(1), 26–39.

exactly like this!



Sample APA formatted paper

—from our friends at the Purdue OWL

Sample Student Paper

1

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy ← student title page, 2.3

Hannah K. Greenbaum
Department of Psychology, The George Washington University
PSYC 3170: Clinical Psychology
Dr. Tia M. Benedetto
October 1, 2019

2

paper title, 2.4, 2.27, Table 2.1, Figure 2.4 → **Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy**

group author, 9.11 → A majority of Americans experience stress in their daily lives (American Psychological Association, 2017). Thus, an important goal of psychological research is to evaluate techniques that promote stress reduction and relaxation. Two techniques that have been associated with reduced stress and increased relaxation in psychotherapy contexts are guided imagery and progressive muscle relaxation (McGuigan & Lehrer, 2007). *Guided imagery* aids individuals in connecting their internal and external experiences, allowing them, for example, to feel calmer externally because they practice thinking about calming imagery. *Progressive muscle relaxation* involves diaphragmatic breathing and the tensing and releasing of 16 major muscle groups; together these behaviors lead individuals to a more relaxed state (Jacobson, 1938; Trakhtenberg, 2008). Guided imagery and progressive muscle relaxation are both cognitive behavioral techniques (Yalom & Leszcz, 2005) in which individuals focus on the relationship among thoughts, emotions, and behaviors (White, 2000).

parenthetical citation of a work with two authors, 8.17 → (McGuigan & Lehrer, 2007)

italics to highlight a key term, 6.22 → *Guided imagery*, *Progressive muscle relaxation*

parenthetical citation of a work with one author, 8.17 → (White, 2000)

Group psychotherapy effectively promotes positive treatment outcomes in patients in a cost-effective way. Its efficacy is in part attributable to variables unique to the group experience of therapy as compared with individual psychotherapy (Bottomley, 1996; Yalom & Leszcz, 2005). That is, the group

Sample APA formatted papers

—from the APA website

thank you!

a friendly guide
from the **writing program** and
graduate writing coach at EMU

Skip Kempe, Former Graduate Writing Coach



EMU