

Quick-Reference Guide to Source Documentation for SMU Students

Based on guidelines in the ***Publication Manual of the American Psychological Association*** (5th ed).

APA Quick-Reference Guide

The following guide aims to help you produce better written documents. How will this guide help you? To find an answer consider the following question: how might a top student be different than an underperforming student? Certainly there is the obvious answer that the top student worked harder or more effectively. We might also suggest that the top student did more or better research for an assignment. Both points could be true in any given situation. A third and important explanation also exists: the top student *communicated both the quantity and quality of her or his research* to the professor by properly using in-text citations and a bibliography to reference every source from which an idea was borrowed.

Scholarly writers *always* acknowledge outside sources. This is an important and central tenet of academic writing. You will produce a better final document, by referencing sources when writing your paper, and have a better chance of earning a high grade than colleagues who do not use proper referencing. Here is why.

- Proper referencing shows your professor that you have taken the time to locate and learn from external sources and experts.
- Proper referencing also indicates the quality of sources you decide to base your arguments on. Suitable sources might include local newspapers while expert sources might include a journal, professional publication, or leading publisher (i.e., Harvard Business School Publishing).
- Proper referencing protects you against charges of plagiarism which carries very serious consequences at SMU.

What is plagiarism? In the simplest terms plagiarism occurs when you borrow ideas from another person or source and you present them as your own. In some cases it simply could be borrowing an idea from an outside publication. In worst-case instances, some students may cut-and-paste entire segments of text from a book or web page and insert this material into their final document which is then given to the professor for a grade. Regardless of how or why these outside ideas and text find their way into your document, the guidelines of good academic writing and the university's expectations of you as a scholar *require* that you reference the source of all borrowed ideas, paraphrased passages, and direct quotes.

To help you understand how to properly cite a reference in the body of your paper and then create a bibliography, we have created this quick-reference guide. Should you have additional questions, you are strongly encouraged to read or even purchase a copy of the ***Publication Manual of the American Psychological Association*** (5th edition; American Psychological Association). You may also visit the *Center for Communication and Teaching Excellence* to speak with peer consultants about your paper.

Happy writing!

Quotation

Brief definition:-

Information which is taken straight from another writer's work or from someone's past published work; data that is reproduced word for word. When quoting directly from a source, first provide the author and the year, followed by a specific page number in parentheses, together with an alphabetized list of references stating publication information regarding the sources at the end of the paper.

Example of in-text citation

Argenti (2003) wrote that "people all over the world know Coca-Cola's red can and white script lettering and McDonald's golden arches in front of a store, whether it's in Beijing, China, or Providence, Rhode Island" (p. 45).

Example of matching bibliographic reference

Argenti, P. A. (2003). *Corporate Communication*. New York: McGraw-Hill.

Summary or Paraphrase

Brief definition:-

An idea adapted from a book or article (but not an exact quote). Author's last name and the date should be included in the parentheses or signal phrase. A page number can be included to help readers find a passage in a long work.

Example of in-text citation

Effective leaders must balance their weaknesses with others' strengths and then evaluate the team as a whole (Giuliani, 2002).

Example of matching bibliographic reference

Giuliani, R. W. (2002). *Leadership*. Great Britain: Little, Brown.

Two Authors

Brief definition:-

Include both authors in the parentheses or signal phrase each time the work is cited. Use "&" between authors' names in parentheses; use "and" between authors' names in signal phrase within the sentence (see below).

Example of in-text citation

The Federal Reserve is a system designed to increase or decrease the reserve requirements of its member banks (Heilbroner & Thurow, 1998, p. 133).

According to Heilbroner and Thurow (1998), the Federal Reserve is a system designed to increase or decrease the reserve requirements of its member banks (p. 133).

Two Authors (*cont.*)

Example of matching bibliographic reference

Heilbroner, R. L., and Thurow, L.C. (1998). *Economics Explained*. New York: Touchstone.

Three to Five Authors

Brief definition:-

- (i) Name all authors in parentheses or signal phrase only the first time when work is cited.
- (ii) In subsequent citations, identify the first author's name followed by "et al." in parentheses or signal phrase.

Example of in-text citation

- (i) Today's businesses generate large quantities of information, making it increasingly important for managers to summarize much of that information so that busy executives can learn about important issues quickly (Cox, Bobrowski, & Maher, 2003).
- (ii) According to Cox et al. (2003), writing clearly and concisely are also skills students need for resume writing in which they must condense their academic and work experience to one page.

Example of matching bibliographic reference

Cox, P. L., Bobrowski, P. E., and Maher, L. (2003). *Business Communication Quarterly, Volume 66, Number 4 Abstract Writing*. New York: Association for Business Communication.

Six or More Authors

Brief definition:-

Include the first author's name followed by "et al." in the parentheses or signal phrase.

Example of in-text citation

Harrington et al. (2003) has argued that persuasive communication research has made great strides in advancing the science of message design and effects.

Six or More Authors (cont.)

Example of matching bibliographic reference

Harrington, N. G., Lane D. R., Donohew L., Zimmerman R. S., Norling G. R., Jeong-Hyun A., Wai H. C., McClure L., Buckingham T., Garofalo E., and Bevins C. C. (2003). *Communication Monographs, Volume 70, Number 1 Persuasive Strategies for Effective Anti-Drug Messages*. Washington DC: National Communication Association.

Unknown Author

Brief Definition:-

Give the work title in the signal phrase or the first two words of the title in the parentheses. The titles of articles and chapters should be in quotation marks while titles of books and reports should be in italics.

Example of in-text citation

The democratization of technology is the result of several innovations that came together in the 1980s involving computerization, telecommunications, miniaturization, compression technology and digitization (Anonymous, 1999).

Example of matching bibliographic reference

Anonymous. 1999. *And the walls came tumbling down*. New York: Anchor Books.

Organization as Author

Brief Definition:-

- (i) If the author is an organization, identify the organization in the parentheses or the signal phrase the first time the work is cited.
- (ii) If the organization has an abbreviation, include it in brackets the first time the source is cited and use only the abbreviation in subsequent citations.

Example of in-text citation

- (i) According to the Football Association of Singapore (2004), foreign talents are a key ingredient in our quest for success. They must add value and complement our local players.
- (ii) **First citation:** In Singapore, the arts are receiving increased emphasis in the schools (Nanyang Academy of Fine Arts [NAFA], 2003).

Subsequent citations: Consequently, donations to the arts are increasing (NAFA, 2003).

Organization as Author (cont.)

Example of matching bibliographic reference

Football Association of Singapore (2004). *Today. Goal 2010*. Singapore: MediaCorp Press.

An Electronic Document

Brief Definition:-

- (i) You should cite an electronic document in the same way you would any other document (applying the author-date style) whenever possible (see item 2).
- (ii) When author is unknown, cite title of document in signal phrase or first two words in parentheses (see item 6). (If organization is the author, see item 7).
- (iii) If date is unknown, indicate “n.d.” (for “no date”).
- (iv) When an electronic document lacks numbered pages, citation should include information which will help readers locate the particular passage. When an electronic source has numbered paragraphs, use the abbreviation “para.” Cite the appropriate heading if no page or paragraph headings are given.

Electronic documents using portable document format (PDF) have stable page numbers. Give page number in parenthetical citation.

Example of in-text citation

- (iii) Microsoft has brought consumers and companies together into a value net based around its technologies, standards, software and operating systems. (Friedman, n.d.).
- (iv) According to Cialdini (1999), to discover why canned laughter is so effective, we first need to understand the nature of another potent weapon of influence: the principle of social proof. It states that one means we use to determine what is correct is to find out what other people think is correct. (Social Proof section, para. 6).

Example of matching bibliographic reference

Cialdini, R.B. (1999). *In Dr Robert Cialdini Interview on Influence [database online] Colorado: CWII*. Available from World Wide Web:
http://ucsub.colorado.edu/~schwartzb/booknotes/Cialdini_interview.html.