APA Advanced Citation
Thursday, February 18 @ 2 pm ET
Presenter – Chrissine Rios, MA
Kaplan University Writing Center

Access the workshop recording here:  http://khe2.adobeconnect.com/p43w1va8yh2/
Agenda

• APA
• Citation parts
• Electronic sources
• Personal communications
• Author issues
• Resources and services

This is the Advanced Citation workshop. The other workshops in our APA series are APA Basics and APA Formatting. You will find links to these and other workshops on the Writing Center’s Writing Workshops page. We also provide links to past workshops in this room. You can access them after this workshop concludes.
APA stands for American Psychological Association, which publishes *The Publication Manual of the American Psychological Association*, currently in the 6th edition. While APA style is used mostly in the social and behavioral sciences, it’s the default standard at Kaplan.

APA generally refers to two things: format (or the way a paper looks) and citation style (or the way the writer acknowledges the use of outside resources).

The APA web site contains helpful tutorials and a style blog. If you cannot find the information you need within the Writing Center, try the APA link on the slide. You’ll probably find the information you need!

This workshop will focus on some advanced citation issues.
Citation Parts

Reference citation:
Who + When + What + Where

In-text citation:
Who + When + Where for quote

All reference citations share these parts – who, when, what, and where. If you remember this sequence, you will be able to search for and find the parts required for each specific kind of resource you use. The in-text citation is built from the reference citation.
Webpage With Individual Author

Reference citation

In-text citation
Paraphrase or summary: Include author’s last name and publication year
(Harley, 2015)
Quotation: Include author, year, and page or paragraph number
(Harley, 2015, para. 4)

We will look at some of the different kinds of resources most Kaplan students use, and we’ll see how to cite those resources correctly. Should you require further information, refer to the APA Publication Manual or the tutorials in the Kaplan University Writing Center. The resource titled, “Common Citations in APA” may be especially helpful.

Notice the four parts of the reference citation: who, when, what, and where. Also note that special capitalization rules apply to a Web page title. Only the first word, proper nouns, words derived from proper nouns, and the first word after a colon are capitalized.

For APA in-text citations, the author and date are used for paraphrases and summaries, and the page or paragraph number must be added for direct quotations. (Use the paragraph number if there is no pagination.)
Web Page without Individual Author

Webpages often have corporate or organizational authors.

Reference citation


In-text citation

Paraphrase or summary: (Associated Press, 2012)
Quotation: (Associated Press, 2012, para. 1)

It’s helpful to remember that a citation lets the reader know the author’s name and date of publication. For that reason, a citation should begin with an author’s name. If there is no individual author, a corporate or organizational sponsor should be used. Often that sponsoring organization can be found at the top or the bottom of the page. The publication or copyright date often appears at the very bottom of a webpage.
Webpage Without Individual, Corporate, or Organization Author

- If a webpage does not identify any author, cite the title instead.

**Reference citation**


**In-text citation**

Paraphrase or summary: (“Vegans May Not,” 2010)

Quotation: (“Vegans May Not,” 2010, para. 3)

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**Web Page without Corporate/Organizational Sponsor**

- If a webpage does not identify any author, cite the title instead.

**Reference citation**


**In-text citation**

Paraphrase or summary: (“Vegans May Not,” 2010)

Quotation: (“Vegans May Not,” 2010, para. 3)

If you cannot find an individual, corporate, or organizational author, then use the title. Only the first few words are used in the in-text citation, while the entire title is used in the reference list. Please note that the Web page title is not italicized, quoted, or bold in the reference list; however, it is quoted in the in-text citation. Also note that no retrieval date is used for a Web page. (If your professor requires a retrieval date, however, then please use one.)
Blog Post

Reference citation

In-text citation
Paraphrase or summary: (Sexton, 2014)
Quotation: (Sexton, 2014, para. 1)

The reference citation for a blog post is much like one for a Web page citation. Notice that the specific date for a post and the identification of “Blog post” are included. If you are citing a comment on a blog, “Blog comment” should appear in the brackets.
Blog Post

In-text citation using a signal phrase

In her June 5 post, Sexton (2014) wrote, “Learning to use APA and other citation styles correctly is often daunting and frustrating for student writers” (para. 1).

When you use a signal phrase to introduce a direct quotation in your text, the date follows the author’s name and the page or paragraph number follows the quotation.
Streaming Video

Reference citation

Author, A. A. [user name]. (year, Month day). *Title of video* [Video file]. Retrieved from URL

User name. (year, Month day). *Title of video* [Video file]. Retrieved from URL

In-text citation: author may be real name or user name

Paraphrase or summary: (Author, year)

Quotation: (Author, year, Time stamp)

For purposes of easy access, you credit as author the person or organization that posted the video. If the person’s real name and user name are both available, provide the real name in the format Author, A. A., followed by the user name inside brackets. Otherwise, when the real name is not available, include only the user name, without brackets.

The video title is italicized in the reference citation, and if you refer to it in text, you italicize it in text as well.
Streaming Video

Reference citation


In-text citation

Paraphrase: (Kaplan University, 2012 )
Quotation: (Kaplan University, 2012, 1:32)

Here are in-text and reference citations for a Kaplan video. Notice that the name of the person or organization that uploaded the video is used as the author. The kind of source is identified in brackets, as a blog post was. When working with an Internet address, you may copy and paste the URL from the browser’s address bar.
To cite a podcast, use as much information as you can gather. Look for an author, producer, or speaker. Use the name you see, and identify the contribution of that person in parentheses when you know it.

Podcast citations are similar to those for blog posts and streaming videos. Place the kind of source in brackets as you do with blog posts and videos, for example.

Notice that there is more information here than just an Internet address or URL. Including only the URL would be considered an incomplete or inadequate reference.
Podcast

In-text citation

Paraphrase: (Clements, 2011)

Quote: (Clements, 2011, 0:95)

To quote from a podcast in text, similar to a streaming video, include the time stamp in the citation.
PowerPoint Slides

Reference citation


In-text citation

Paraphrase: (Sexton, 2015)

Quote: (Sexton, 2015, slide 6)

If you need to cite a PowerPoint presentation, you will follow this format. Remember to cite the slide number for a direct quotation so the reader can easily find the material you have used.
Discussion Board or Online Forum

Reference citation

Author, A. A. (year of publication, Month day). Re: Title of the discussion post [Online forum comment]. Retrieved from URL where discussion board resides


A discussion board post citation includes the exact date the entry was posted. Use the URL of the page where you accessed the discussion post in the retrieval information, Just copy and paste the URL into the citation and format it according to the style guidelines regarding spacing and font.
E-book

Electronic version of a print book


Electronic-only book


Electronic book with DOI


Some E-books are electronic versions of books in print (Google books, for example) while others exist only in electronic form.

For an E-book version of a print book, the version description is listed in brackets after the book title. A Kindle book, for example, is distinguished in this way. In brackets it would say Kindle DX Version, for example. And you’d write retrieved from Amazon.com

An electronic-only book does not require a version description in brackets, however.

If the electronic book has a DOI (digital object identifier), then use that number. You can also use the doi hyperlink before the number. APA added this formatting to the style guide in 2015, so it’s new enough that it’s still an option to use the number alone. And if you do not have a .doi number then don’t worry about it; use the retrieved from url instead or provide the website homepage address where the book is available.
Personal Communication

Letters, memos, emails from non-archived discussion groups, personal interviews, and telephone conversations are cited in the text only. Because the reader cannot access a personal communication, there is no reference citation.

D. L. Martinez (personal communication, March 5, 2011) disagreed with . . .
(D. L. Martinez, personal communication, March 5, 2011)

Personal communication is defined as anything that cannot be recovered or looked up by someone else. This usually includes personal interviews you conducted, personal emails, memos, or telephone calls. Because this information cannot be looked up or accessed by anyone else, you cite the information only in the body or text of the paper. No citation will appear in the reference list. You will use the words “personal communication” within the in-text citation.
Multiple Authors

Two authors – cite both names every time
(Rios & Harley, 2016) or Rios and Harley (2016) contended . . .

Three-five authors – cite all authors the first time and then only the first author followed by et al.

1st instance: (Martinez, Sexton, & Rios, 2011) or Martinez, Sexton, and Rios (2011) stated that . . .

2nd instance: (Martinez et al., 2011) or Martinez et al. (2011) stated . . .

When there are multiple authors for a work, special rules apply. With two authors, cite the names every time. With three to five authors, cite all of them the first time and then only the first author followed by et al. (Et al. is the Latin abbreviation for “and others.”) The ampersand (&) appears in the in-text parenthetical citations and reference citations.
Multiple Authors

Six or more authors – cite only by first author followed by et al.
Gerardy et al. (2014) studied . . . or (Gerardy et al., 2014)

Reference citation: List first six followed by . . . last author's name.

For six or more authors, cite only the first author followed by et al.

In the reference list, all authors’ names appear except for works by 6 or more authors. With 6 or more authors, name the first six, use an ellipsis ( . . . ), and include the last author’s name.

The ampersand (&) appears in the in-text and reference citations.
Authors with Same Surname

- If two or more sources have authors with the same surnames, include the first initial in the in-text citation even if the date is different.


In the reference list, D. Martinez would come before S. Martinez.

Authors with the Same Surname

- If two or more sources have authors with the same surnames, include the first initial in the in-text citation even if the date is different.


In the reference list, D. Martinez would come before S. Martinez.

Authors with the same surnames can be quite confusing. For that reason, in APA style you should include the author’s first name initial in citations even if the publication dates are different. If you want to be especially careful, use signal phrases in which you refer to both authors by first initials and surnames.
Sources with Same Author and Date

If you use several sources with the same author and publication date, you will need to be able to distinguish between those works in your in-text citations. Add a letter to the dates in the reference citations:


The in-text citations are distinguished by the letter added to the date: (Rios, 2012b).

If you use several resources with the same author and same publication date, you will need to add a letter to the date of each in order to distinguish between the works in the in-text citations. List the resources in alphabetical order by title and then add the letters to the dates, beginning with “a.”
Multiple Sources in One In-text Citation

- When multiple sources are saying the same idea that you are paraphrasing, include them in one in-text citation.

- Within one set of parentheses, alphabetize the sources as you would in the reference list.

- Use a semicolon to join different sources.

Writing effectively requires work through a series of recursive stages (Harley, 2015; Rios, 2014; Sexton, 2013).

Occasionally, you may need to include more than one source in a citation to acknowledge information that appears in those several documents. Within one set of parentheses, include the sources in alphabetical order and separate them by semicolons.
The Basic Citation Guidelines resource explains how to quote and paraphrase and shows how to integrate these methods into your writing as well as cite them. It also explains the Academic Integrity Policy regarding plagiarism. I highly recommend this resource as it explains why and how we use outside research and other author’s ideas in our writing.

The Common Citations in APA resource shows how to cite common sources that Kaplan students use in their research-based writing and how to cite them in-text and on the reference list. It provides examples of citing both paraphrases and quotes using both the signal phrase and parenthetical citation methods. I highly recommend both resources.
And we’ve reached the conclusion of our workshop. Well done! You now know advanced APA citation. For even more help, visit the Writing Center!
Connect with the KUWC’s public webpage: http://library.kaplan.edu/kuwc. You can actually Google and find this page. This is also a great way for you to stay connected to the KUWC through Facebook and Twitter. Many of our resources are here as well.
Come visit us. We can be found under the My Studies tab, then under Academic Support Center.
On the main Academic Support Center page, you will see the Writing Center links. These include Live Tutoring, Paper Review Service, the Writing Reference Library, Citation Guidelines, Workshops, English Language Learner, and Fundamental writing help. Notice, you can access the Kaplan Guide to Successful Writing on the right hand side in both print and audio form.
Kaplan University Writing Center

Writing Center
- Writing Tutor
- Paper Review and Q&A Services
- Writing Reference Library
- Citation Guidelines (APA & more)
- Writing Workshops
- Graduate Student Resources
- English Language Learners
- Writing Fundamentals Program
- Effective Writing Podcasts Series
- First-Term Student Resources

Click on any of the links on the slide to learn more.

Writing Center
Writing Tutor
Paper Review and Q&A Services
Writing Reference Library
Citation Guidelines (APA & more)
Writing Workshops
Graduate Student Resources
English Language Learners
Writing Fundamentals Program
Effective Writing Podcasts Series
First-Term Student Resources

The best time to do a paper review in the Kaplan University Writing Center is after you have written your first draft. When you come to us early, we can help you the most by helping you with the structure of your paper. Many students send papers at the last minute because they want us to simply proofread their paper. However, KUWC writing tutors do not simply proofread the paper for you; we want to help you learn to write and proofread your own papers. You can submit a first draft, and then
submit a later draft if you need further help on an assignment.

If you need help before you write the first draft, you can use live tutoring. During live tutoring, you can ask questions and brainstorm with a tutor. Live tutors can help you with other stages in the paper writing process as well.
Contact Information
Chrissine Rios, MA, Tutor, Resources
Amy Sexton, MS, Tutor, Workshops
Write us at kuwc@kaplan.edu!

Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshops page after the workshop.

Kaplan University Writing Center Resources
Introductory Video Survey Link
Writing Center

Additional Kaplan University Writing Center Resources
Introductory Video Survey Link Writing Center

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