



# COLUMBIA SOUTHERN UNIVERSITY

## 2020 Success Center **Citation Guide**

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Based on the Publication Manual of the American  
Psychological Association—7th Edition

## Citation Guide – 7<sup>th</sup> Edition

This document covers certain citation formats addressed in the 7<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* (APA) but is not a complete guide. Should you have any questions, please contact the CSU Success Center by email at [teamsucceed@columbiasouthern.edu](mailto:teamsucceed@columbiasouthern.edu) or by phone at (877) 875-0533.

For all rules and requirements of APA, please refer to the 7<sup>th</sup> edition of the *Publication Manual of the American Psychological Association*, which can be purchased through the American Psychological Association at <https://apastyle.apa.org/products/publication-manual-7th-edition/>.

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## What is APA Format and Why is it Used?

The American Psychological Association is a professional organization representing psychologists in the United States. APA format is a set of rules developed to assist with writing and the citing of sources. Following the rules laid out in the *Publication Manual* helps to prevent plagiarism and acknowledges the original author of the information used. It is meant to provide a concise and standardized citation format for written assignments (such as essays, research papers, and article critiques, among others) and is used for all Columbia Southern University courses.

In educational institutions, academic integrity is an area of great concern. Academic integrity refers to being intellectually honest by “avoiding... cheating, plagiarism, self-plagiarism, and/or poor scholarship” (Columbia Southern University, 2019, p.28). Adhering to APA guidelines can prevent academic integrity violations (especially plagiarism) by clearly marking which words and ideas belong to outside sources. Committing an academic integrity violation of any kind can have serious consequences.

Plagiarism is the act of stealing someone else’s work and passing it off as one’s own. It can be deliberate or accidental; deliberate plagiarism includes directly copying, summarizing, or paraphrasing a source without giving credit to the author or putting it in quotation marks. This type of plagiarism also includes turning in a paper that has been bought, written by another student, or copied from another source. Accidental plagiarism is when a writer uses another author’s thoughts or ideas without realizing credit must be provided. This includes working in groups and submitting the same answers as other students, forgetting to place quotation marks around a direct quotation, omitting an in-text citation for a summary or a paraphrase, and omitting an in-text citation for the ideas of another writer. Accidental plagiarism also includes submitting an assignment that has already been previously submitted in another course. Unfortunately, both types of plagiarism can result in a failing grade, suspension from the university, or even expulsion.

There are a few ways APA can help students avoid plagiarism. The primary way to avoid it is to cite any ideas that are not one’s own. Citations help readers to locate the sources used in a paper. Citations should not only be used for direct quotes, but they should also be provided when information is paraphrased or summarized from another author. Paraphrasing a source’s material is a good way to avoid copying directly from an outside source and possibly being reprimanded. If any questions or concerns about APA format, please feel free to contact the CSU Success Center by email at [teamsucceed@columbiasouthern.edu](mailto:teamsucceed@columbiasouthern.edu) or by phone at (877) 875-0533.

**For additional information on plagiarism and academic integrity,  
please see the Writing Center’s [Plagiarism Tutorial](#).**

## Citing Sources

When writing a paper in APA 7<sup>th</sup> edition style, there are two specific ways to cite the information that is used: *within the text* and in the *reference list* at the end of the paper. Citations are utilized when a phrase, a piece of specific information, or a sequence of sentences is drawn from an outside source. To meet APA requirements specified for CSU written essay responses, *in-text citations* and a *reference list* must be included if any outside sources are used. For formal papers, follow all guidelines listed in this handout. For all rules and requirements of APA, please refer to the 7<sup>th</sup> edition of the *Publication Manual of the American Psychological Association*, which can be purchased through the American Psychological Association at <https://apastyle.apa.org/products/publication-manual-7th-edition/>.

### In-text Citations

- An in-text citation should be used when a phrase, a piece of specific information, or an idea is drawn from an outside source.
- In-text citations are also required when putting the author's information in your own words (paraphrasing).
- Citing helps to prevent plagiarism, and it acknowledges the original author of the information used.
- In-text citations and reference citations must always correspond; each in-text citation must have a matching reference citation and vice-versa. APA uses the author-year method of citation.
- It is standard practice for the period at the end of the sentence to be placed after the last parentheses of the in-text citation. An exception is made if inserting a direct quote that contains more than 40 words; in this instance, the period is placed directly before the in-text citation.

### **Paraphrased Information**

When paraphrasing or summarizing a source, provide the author's last name and year of publication (separated by a comma). Page and paragraph numbers are not required when you are paraphrasing information. However, be sure to consult with your faculty member to determine his or her preference on adding page numbers in citations.

### **Direct Quotations**

If utilizing a direct quote, this must be indicated by placing the passage in quotation marks. Further, the specific page or paragraph number is *always* required. If there is no page or paragraph number, as is the case for many electronic sources, provide a section heading or other label to indicate the passage the quote was borrowed from.

For additional information, please see the Writing Center's [In-text Citations Tutorial](#).

### Examples of in-text citations

Reference Type	Examples of in-text citations
Paraphrased information from one author	It has been found ... can be concluded (Simpson, 2007). According to Simpson (2007), ... can cause problems. Other people say... based on Simpson (2007).
Paraphrased information from two authors	There are ... at this point (Stemmer & Tisdale, 2008). Stemmer and Tisdale (2008) mention ... a set of styles. This plan will ... according to Stemmer and Tisdale (2008).
Paraphrased information from three or more authors	When stating.... can be located (Padgett et al., 2004). Padgett et al. (2004) explain ... is further noted.
Direct quotation less than 40 words	“It is amazing...with confidence” (OSHA, 2010, p. 121). According to Davis and Dudley (2005), “We are...to save” (para. 5). “What is lost...come at all” (Ingram et al., 2001, pp. 8-9).
Paraphrased information with no author listed	When using data ... can be seen (“Title of Document,” 2003). If information is ... was conquered (“Driving and Talking,” 2004). According to “Leadership Versus Management” (2001), ... is an art form.
Information from a secondary source	It can be found ... in Stemmer’s work (as cited in Pratt, 2008). According to Stemmer’s work (as cited in Pratt, 2008), “...” (p. 65). <i>**Add the page number if you use a direct quote from Stemmer found in Pratt’s work.</i>
Information via personal communication	J. M. Newsome (personal communication, May 30, 2008) expressed ... ...of time (V. P. DeLuca, personal communication, November 9, 2007). <i>**Personal communication should only be listed in the in-text, not on the reference list.</i>
Information found in classical works	...will have everlasting life ( <i>King James Bible, 1769/2017, John 3:16</i> ). ...as read in the Bible in John 3:16 ( <i>King James Bible, 1769/2017</i> ).

**Direct Quotations of 40 or more words**

Block quotations (quotes that contain 40 words or more) are formatted differently, as they have no quotation marks. In formal writing, block quotations are acceptable, although their use should not be in excess. While block quotes are accepted in formal writing, the use of them in essay responses is not encouraged due to the length of the assignment. Block quotations are indented an additional .5" and double spaced. The period is placed *before* the citation.

**Block Quotation Example**

**The solutions proposed by a number of advocacy groups underscore this interest in political and cultural change. A report outlined trends that may have contributed to the childhood obesity crisis.**

**This includes food advertising for children as well as a reduction in physical education classes and after-school athletic programs, an increase in the availability of sodas and snacks in public schools, the growth in the number of fast-food outlets, and the increasing number of highly processed high-calorie and high-fat grocery products. (Kaiser, 2004, pp. 1-2)**

**Reference List**

**The reference list is of the utmost importance, as it allows the reader to access the sources cited in the in-text and enables the student writer to give credit where credit is due.** For this reason, the references should contain accurate information, as well as proper punctuation and spelling. References will follow the conclusion of any APA document. For each reference listed, there will be at least one corresponding in-text citation in the document. Examples of reference source formatting can be found on the following pages.

- If there is a digital object identifier (DOI) available, include that in the reference. The DOI is precisely used to give the reader information about where the document can be found on the Internet. The DOI is typically located near the copyright notice on the first page of the electronic journal article. In the case that there is no DOI, provide the homepage URL of the web page where you found the article. (Please note the DOI, when available, is required in doctoral courses.)
- Multiple citations containing the same author and year should first be listed chronologically by the specific date (with newer sources being listed first) and then alphabetically by the title. A lowercase *a, b, c*, etc. should be placed after the year to distinguish between the entries. This is also used in the in-text citations. For example:

Smith, J. (2013a, March 8). *How to groom cats*. Garden Press.

Smith, J. (2013b, January 20). *How to groom dogs*. Garden Press.

### Examples of reference list entries

Reference List	What to Include	Information and Examples
<b>General Referencing Information</b>		<ul style="list-style-type: none"> <li>• When listing the author on the reference list, the last name should be first, followed by the author's first and middle (if applicable) initials. For example: Smith, J. R.</li> <li>• References should be placed in alphabetical order by the first author's last name, by associates (if the work is authorized by an organization), or by anonymous. Anonymous should only be listed as the author if it is signed as such.</li> <li>• If a particular person did not create the document being cited, use the organization that created the document.</li> <li>• The document title can be substituted as the author if no author is provided. In this case, the first word of the title will dictate the alphabetical placement ("a," "an," and "the" notwithstanding).</li> <li>• The letters "n.d." (no date) can be utilized if the source listed has no listed date. Substitute "n.d." where the date would normally go. For example: Smith, R. T. (n.d.)...</li> <li>• Professional credentials, such as Ph. D., should not be used on the reference page.</li> <li>• References beginning with numerals should be alphabetized based on the spelling of the numeral</li> <li>• States should be identified with their two letter abbreviations, such as AL, MS, and NY.</li> <li>• Spell out cities and countries outside the United States.</li> </ul>

Reference List	What to Include	Information and Examples
Books		<ul style="list-style-type: none"> <li>For titles on the reference list, only capitalize the first word of the title, proper nouns, and the first word after a colon or dash.</li> <li>Journal articles and books only require the year, rather than the entire date.</li> <li>Book titles should be italicized within the reference list.</li> </ul>
	<p><u>Book</u> Author(s). (date of publication). <i>Book title</i>. Publisher.</p>	<p><b>Book Examples:</b></p> <p>Erickson, C. K. (2007). <i>The science of addiction: From neurobiology to treatment</i>. W.W. Norton &amp; Company.</p> <p>Morenberg, M. (2014). <i>Doing grammar</i> (5<sup>th</sup> ed.). Oxford University Press.</p>
Periodicals: Journals, magazines, and newspaper articles		<ul style="list-style-type: none"> <li>For the name of the actual publication the article appears in (journal, magazine, or newspaper), use standard title capitalization. Capitalize all words with the exception of conjunctions, articles, and short propositions; however, capitalize all words that have four letters or more.</li> <li>Magazine articles, newsletters, and newspaper articles require the listing of the entire date when available (month or month and day). For example: (2001, May) or (2001, May 2)</li> <li>Journal articles and books only require the year.</li> <li>For journal articles, there is no need to write out the words <i>volume</i>, <i>issue</i>, <i>p.</i>, or <i>pp</i>. The order of the numbers indicate what they represent.</li> </ul>

Reference List	What to Include	Information and Examples
<b>Periodicals: Journals, magazines, and newspaper articles continued</b>	<p>Author(s). (date of publication). Article title. <i>Journal Title</i>, volume (issue), page numbers.</p> <p>Retrieval information.</p> <p>*Retrieval information for online sources can be either a URL or a DOI. If neither is available, treat the journal like a print source.</p>	<p><b>Journal Examples:</b></p> <p>Clark, L. B. (2019, April). Education as property. <i>Virginia Law Review</i>, 105(2), 397-424.</p> <p>Rouw, R., &amp; Erfanian, M. (2018, March). A large-scale study of misophonia. <i>Journal of Clinical Psychology</i>, 74(3), 453-479. doi:10.1002/jclp.22500.</p> <p>Smith, J. E. (2003). Addiction and environmental change. <i>Journal of Personality and Social Psychology</i>, 66(3), 47-68. <a href="http://www.apa.org/pubs/journals/psp/">http://www.apa.org/pubs/journals/psp/</a></p>
<b>Websites</b>	<p>Author(s). (date of publication). <i>Title of page</i>. Retrieval information (including direct URL)</p>	<ul style="list-style-type: none"> <li>• Do not add a period after the retrieval information (URL or DOI). Otherwise, the period might be mistaken as part of the URL.</li> <li>• The URL can either be an active hyperlink (blue and underlined), or the hyperlink formatting can be removed.</li> <li>• To ensure accuracy, always test the URL prior to submission.</li> <li>• Italicize the titles of webpages.</li> </ul> <p><b>Website Examples:</b></p> <p>Cain, A., &amp; Burris, M. (1999). <i>Investigation of the use of mobile phones while driving</i>. <a href="http://www.cutr.eng.usf.edu/oldpubs/mobile_phone.pdf">http://www.cutr.eng.usf.edu/oldpubs/mobile_phone.pdf</a></p>

Reference List	What to Include	Information and Examples
Websites continued		<p>Starbucks Coffee Company. (n.d.). <i>Starbucks social impact</i>. <a href="https://starbucks.com/responsibility">https://starbucks.com/responsibility</a></p> <p><i>If there is not an author listed, you can use the company that created the website as an organizational author.</i></p>
PowerPoint slides	<p>Author(s). (date of publication). <i>Title of slideshow</i> [Format of document]. Retrieval information</p>	<ul style="list-style-type: none"> <li>The PowerPoint format description in brackets is used because the format is something out of the ordinary.</li> <li>The title of the PowerPoint should be italicized.</li> </ul> <p><b>PowerPoint Examples:</b></p> <p>Sprott, J. C. (2000). <i>Is global warming for real?</i> [PowerPoint slides]. <a href="http://sprott.physics.wisc.edu/lectures.htm#warming">http://sprott.physics.wisc.edu/lectures.htm#warming</a></p> <p><i>How to succeed in business</i> [PowerPoint slides]. (n.d.). <a href="http://online.columbiasouthern.edu/webapps.jsp">http://online.columbiasouthern.edu/webapps.jsp</a></p> <p><i>If there is no author, list the title of the document in the author's position.</i></p>
Personal conversations, emails, interviews, and letters	Do not include on the reference page.	Due to retrieval inability, personal conversations, emails, interviews, and letters should not be listed on the reference page. Instead, cite these as a <i>personal communication</i> in the in-text. For an example, see the chart on <a href="#">page 6</a> (information via personal communication).

## Selecting Appropriate Research Sources

In academic writing, only certain types of resources are considered acceptable. All sources mentioned in this guide are sources that are considered to be academic. If you have any questions regarding acceptable and unacceptable sources or how different types of sources can be used, please contact the CSU Library. Additional information about the CSU Library can be found on [page 17](#) of this guide.

## Formatting

When writing any type of formal paper, the document should have in-text citations and a reference list, and should be formatted in accordance to APA format. The following are specific instructions on how to set up a document in APA format using Microsoft Word.

### Document formatting in APA style

General Formatting	Information
Margins	<ul style="list-style-type: none"> <li>All margins (top, bottom, and sides) should be set at one inch.</li> <li>Microsoft Word allows the user to set the margin at a default of one inch on all sides.</li> </ul>
Page Numbers	<ul style="list-style-type: none"> <li>Page numbers should be listed in the top right corner of the document, beginning on the title page.</li> </ul>
Alignment/ Line Spacing	<ul style="list-style-type: none"> <li>All documents following APA guidelines are required to be flush-left style and double-spaced throughout the entire document.</li> <li>Additional spacing should not be used between headings and paragraphs.</li> </ul>
Font Type and Size	<ul style="list-style-type: none"> <li>APA font options include the following: <ul style="list-style-type: none"> <li>Times New Roman, size 12</li> <li>Calibri, size 11</li> <li>Arial, size 11</li> <li>Lucida Sans Unicode, size 10</li> <li>Georgia, size 11</li> <li>Computer Modern, size 10</li> </ul> </li> </ul>
Paragraph Indentation	<ul style="list-style-type: none"> <li>All papers typed in APA format require the first line of each paragraph to be indented .5".</li> <li>Pressing the Tab button on the keyboard automatically indents the text .5".</li> </ul>

For additional information, please see the Writing Center's [Formatting Formal Assignments Tutorial](#).

### Steps for document formatting

Formatting	Steps
Title Page	NOTE: The title page of the document can be thought of as the paper's first impression. For this reason, it is important to pay attention to the format required by APA.
	1. The <b>title of the paper</b> (in bold) should be centered on the page and followed by a single space. Then, also centered, list the <b>student's name</b> , the <b>name of the university</b> , the <b>course</b> , the <b>name of the instructor</b> , and the <b>due date</b> .
Abstract	NOTE: All papers at CSU do not require an abstract. Please consult the course syllabus or professor for specifications about this.
	1. The abstract tells the audience why they should care about the presented topic.
	2. It provides the methods that will be utilized in order to get the results.
	3. The word "Abstract" will be listed, centered and bold, one inch from the top of the page as the heading for the abstract.
	4. The abstract itself should be flush left and should not be indented.
	5. The abstract should be an accurate and concise reflection of the document's content.
6. Typically, the abstract should only be one paragraph (150-250 words) in length, with no direct quotations, and be on a page of its own directly after the title page.	

Formatting	Steps
Headings	1. Headings are titles of different sections of a formal written assignment.
	2. They can be used to add structure, organize ideas, and tell the reader what content to expect.
	3. The following headings should be used when required:

### Level One

Level one headings are centered and bold, and use title case capitalization. Headings should be used to add structure, organize ideas, and help give the reader an idea of the content they should expect. Every heading level does not have to be present in a paper; shorter papers will often use only level one headings. There must be at least two level one headings per paper in order to use them.

### Level Two

Level two headings are left-aligned and bold, and use title case capitalization. There must be a level one heading in the paper for there to be a level two heading.

### *Level Three*

Level three headings are italicized, bold, and use title case capitalization. There must be a level two heading for there to be a level three heading.

**Level Four.** Level four headings are indented, bold, use title case capitalization, and end with a period. The text follows immediately after the heading on the same line. There must be a level three heading for there to be a level four heading.

***Level Five.*** Level five headings are indented, italicized, bold, use title case capitalization, and end with a period. The text follows immediately after the heading on the same line. There must be a level four heading for there to be a level five heading.

For additional information, please see the Writing Center's [Level Headings Tutorial](#).

Formatting	Steps
References Page	NOTE: At the end of each APA document, there should be a references page containing the sources used within the paper.
	<ul style="list-style-type: none"><li>• Every reference cited in-text should be listed on the references page(s), and every reference listed on the references page(s) should be cited in the in-text.</li></ul>
	<ul style="list-style-type: none"><li>• The exceptions to this are personal communications and secondary sources.</li></ul>
	<ul style="list-style-type: none"><li>• With secondary sources, only the original source should be cited on the reference page.</li></ul>
	<ul style="list-style-type: none"><li>• References are of the utmost importance, as they allow the reader to access the sources cited in-text, and they enable the author of the document to give credit where credit is due.</li></ul>
	<ul style="list-style-type: none"><li>• The references should contain accurate information, as well as proper punctuation and spelling.</li></ul>
	<ul style="list-style-type: none"><li>• References will accompany the conclusion of any APA document.</li></ul>
	<ul style="list-style-type: none"><li>• For each reference listed, there must be at least one corresponding in-text citation in the document.</li></ul>
	<ul style="list-style-type: none"><li>• All margins should be one inch.</li></ul>
	<ul style="list-style-type: none"><li>• The word “References” should be used as the heading, and it should be centered and bold.</li></ul>
	<ul style="list-style-type: none"><li>• Double spacing should be used.</li></ul>
	<ul style="list-style-type: none"><li>• With the exception of the first line of each reference, all lines are indented .5”. This is called a hanging indention.</li></ul>

## Specific formatting steps for documents

Software	Click the following icons to access formatting.	
MS Word 2016		
MS Word Office 365		
MS Word for Mac		
MS Word Online		
Pages for Mac 2019		
Google Docs		

## **Library Resources and Services for CSU Students**

The CSU Library supports the CSU community with access to information and research assistance. The online collection contains resources chosen to support the programs of study at Columbia Southern University. Library resources such as journal articles or ebooks can be accessed at any time through the library website.

### **The library resources include:**

- Online databases that contain a wide variety of resources including journal, magazine, and newspaper articles.
- A collection of over 180,000 online books in **eBook Academic Collection**.
- Electronic journal subscriptions in specialized fields of study.
- Video tutorials and research guides designed by CSU librarians.

### **Contact a librarian when you need to do the following:**

- Brainstorm appropriate research strategies such as determining keywords for your topic.
- Navigate library databases for journal articles and other library resources to support your assignments.
- Locate and obtain specific articles or other resources assigned in your courses.
- Limit your search by article type (such as peer-reviewed), date of publication, or article length.

The CSU Library is staffed by professional librarians available to help when you need them. The three main avenues of library support are phone, email, and chat. To reach a CSU librarian during regular business hours, call (877) 268-8046 or email [library@columbiasouthern.edu](mailto:library@columbiasouthern.edu). Chat reference assistance is available via the library homepage 24 hours a day, 7 days a week, including holidays. Students may also communicate with an individual member of the library staff through the contact information provided on the library webpage.

## Sample Essay

Click on the sample below to view an example of an APA style essay (this view is only the first page):

1

# SAMPLE ESSAY

There are key elements that are necessary to be successful in online learning as well as with most careers. These skills are useful for those in roles of leadership to maintain order and productivity. In my career as a training coordinator, skills such as organization, time management, and communication are paramount.

Organization is an optimal skill to help efficiency. It is a necessary ability that enhances learning through orderly schoolwork and increases productivity in one's job through systematic documentation. This process allows for files and documents to be arranged so that they can be easily accessed (Hamilton, 2013). Paperwork organization allows for training documents to be updated and placed in specific binders for dissemination to team members. Additionally, it is imperative to keep email files organized so that tasks are not forgotten or overlooked. Just as years ago when paper mail had to be sorted, email must be sorted or grouped into appropriate folders (Weber & Horn, 2011). Great organization skills make keeping and accessing information efficient.

When paraphrasing information, in-text citations should include the author(s) and the year of publication.

Time management is an element or skill that allows employees as well as students to get the most out of the allotted time. "It's been estimated that reading, responding, and doing something with business e-mail can consume two to four hours each and every day!" (Weber & Horn, 2011, p. 33). Prioritizing tasks and scheduling events allow one to maximize productivity (Hamilton, 2013). When time is scheduled and work is ordered, the most important things get done first. It does not matter if an unexpected meeting is called; the imperative jobs have been accomplished or planned. Highlighting the most important tasks ensures that those take first

Direct citations require the listing of the author(s), year of publication, and the page or paragraph number. More complicated sources may also cite to another specific part, like a section header, tables, figures, footnotes, chapters, or time stamps.

APA 7<sup>th</sup> edition allows for a variety of different font choices for papers. Options include Times New Roman (size 12), Calibri (size 11), Arial (size 11), Lucida Sans Unicode (size 10), and Georgia (size 11). This example paper is written in Times New Roman, size 12. The same font and font size should be used throughout the entire paper.

## Sample Research Paper

Click on the sample below to view an example of an APA style paper (this view is only the first page):

**SAMPLE RESEARCH PAPER**

1  
↑

**Integration of Mobile Apps into Education**



Student Name  
Columbia Southern University  
Course Name  
Instructor Name  
Date

**COLUMBIA  
SOUTHERN  
UNIVERSITY**

Your paper should include the page number in the upper right hand portion of every page. This can be easily achieved by going to "insert," "Page Number," "Top of Page," and then selecting "Plain Number 3."

APA 7<sup>th</sup> edition allows for a variety of different font choices for papers. Options include Times New Roman (size 12), Calibri (size 11), Arial (size 11), Lucida Sans Unicode (size 10), and Georgia (size 11). This example paper is written in Times New Roman, size 12. **The same font and font size should be used throughout the entire paper.**

### References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

Columbia Southern University. (2019). *Student handbook*.

<https://www.columbiasouthern.edu/downloads/pdf/handbook/csstudenthandbook.aspx>