APA Citation Style

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Why are you using APA citation style?

• To help your reader (your instructor) identify and locate the source that you used
• To provide evidence that your position is well-researched
• To give credit to the author of ideas which are not your own, and thereby avoid plagiarism

Adapted from http://libguides.sait.ca/apa
The two parts of APA citation style

1. In-text citations
2. Reference list entries

If you *paraphrase* (*put in your words*) or *directly quote* (*copy it word-for-word and place quotation marks around it*) from a source, you must cite it.

To properly cite a source, there must be an in-text citation wherever it is used in your assignment and a reference list entry at the end of your assignment.
How to create an in-text citation, step-by-step:

1. Type a round bracket.
   
   Example: (

2. Determine who the author of the source is and add their last name(s) to your in-text citation with a comma after. Remember, an author can be a person, more than one person, or an organization. Information on how to cite for various numbers of authors can be found here.

   Example: (Smith & Jones)

3. Determine the date of publication of the source and add it to your in-text citation.

   Example: (Smith & Jones, 2015)

4. Did you paraphrase the information from the source (i.e. did you put it in your own words)? If you paraphrased, a specific page or paragraph number is not needed. You can close your in-text citation with a round bracket.

   Example: (Smith & Jones, 2015)

5. Did you directly quote the information from the source (i.e. did you copy it word-for-word and place quotation marks around it in your assignment?) If you directly quoted, you also need to add a specific page or paragraph number where you took the information from. Most sources have page numbers but websites and Brightspace outcomes will need to be counted in paragraphs.

   Example: (Smith & Jones, 2015, p. 6) or (Smith & Jones, 2015, para. 6)
How to create a reference list entry, step-by-step:

1. Determine what type of source you are using – is it a book, a journal article, a newspaper article, a website, etc.?

2. Find the template for that source on the SAIT Library APA guide – Reference List section: [https://libguides.sait.ca/apa/reference-list](https://libguides.sait.ca/apa/reference-list)

3. Use the template to write your own reference list entry. You can copy and paste the template into Microsoft Word and type over it. Pay special attention to capitalization, punctuation, and italics! It’s not enough to just have the information there - it must be in the correct style.

4. Consult the **OWL Purdue APA guide** if you have a unique situation that you can’t find the answer for in the SAIT APA guide. For example, a journal article that has more than seven authors.
Before you submit an assignment…

Ask yourself these questions:

✓ Does each in-text citation have a reference list entry?
  
  Tip: You only need one reference list entry for a source, even if you have several in-text citations for it.

✓ Does each reference list entry have an in-text citation?
  
  Sometimes you may edit out information from a source so there will no longer be an in-text citation for it. If this is the case, you no longer need a reference list entry for it either.

✓ Is the format of the reference list entry appropriate for the material? For example, if you have a reference list entry for a textbook, does it follow the format for a book or did you accidently write it as a reference list entry for a website?

✓ Are your reference list entries in alphabetical order?
Resources

• The APA section of your Dental Assisting Library guide: http://libguides.sait.ca/c.php?g=688768&p=4867922

• SAIT’s Reg Erhardt Library APA Guide: http://libguides.sait.ca/apa

  *Look under the ‘Reference List’ tab for information on how to cite specific types of materials (a book vs. an article vs. a website, etc.)

• Purdue University’s Online Writing Lab (OWL) APA Guide: https://owl.english.purdue.edu/owl/resource/560/01/

  *This guide is more in-depth and discusses the exceptions, for example, how do you cite an article with more than seven authors.

• Purdue University’s Online Writing Lab (OWL) APA Sample Paper: https://owl.english.purdue.edu/owl/resource/560/18/
How to cite images

Your Dental Assisting Library Guide has a section on how to cite images:

http://libguides.sait.ca/c.php?g=688768&p=4867922
Questions?

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*Please use the DENT 237 Brightspace discussion board before contacting me for one-on-one citation help. Check to see if your question has already been answered and if it hasn’t, post your question there. If you need to book an appointment with me, you can do so here.*