



APA Style & Academic Integrity Guidelines

A supplemental resource introducing students to the APA guidelines and how to avoid plagiarism in their writing at Franklin University.

Franklin University
Student Learning Center

Phone: (614) 341-6206 or 866-341-6206 (toll free)

Email: slc@franklin.edu

www.franklin.edu/students/slc

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Contents

❖ What is Plagiarism.....	1
❖ Citation	
Why it is Important.....	2
How to Cite to Avoid Plagiarism.....	2
Citation Styles.....	3
How to format a paper in APA.....	3
In-Text Citation - Guidelines & Examples.....	4-6
❖ Reference Page in APA Style	
General Guidelines.....	7
Sample Reference Page.....	8
Examples: Reference List Entries & In-Text Citations	
Print Sources.....	9-10
Online Documents.....	11
Other Media.....	12
❖ Further Online Resources.....	13

What is Plagiarism, and Why is it Important at Franklin University?

“The purpose of education is to advance one’s own intellectual skills and to demonstrate the outcomes of those efforts” (Franklin University, 2004). A crucial part of achieving that goal is accurately acknowledging how the work of others contributes to one’s own work. As part of its commitment to a high quality education, Franklin University imposes severe penalties for academic dishonesty, from receiving a grade of zero on a paper to failing a course or being expelled from the university, with a notation in the permanent record.

One form of academic dishonesty, plagiarism, is submitting the work of another, even a small part of that work, as one’s own in any academic exercise, including all written assignments and computer programs. Using someone else’s words or ideas without proper acknowledgement is a form of stealing.

Some students may be intentionally dishonest and may choose to submit the work of others as their own, perhaps supposing they will not be noticed and disciplined. This guide is not directed to them. Each year, however, many students are disciplined for plagiarism because they didn’t understand what constitutes plagiarism or the way to avoid it by correctly citing sources. Because plagiarism can affect a student’s future, this guide will offer those students some examples of plagiarism and suggest ways to avoid it. It will also include some examples of correct APA citation format for both in-text citations and reference list entries. **This brief guide is NOT a substitute for the *Publication Manual of the American Psychological Association (5th Edition)* as a reference on citation format.** It is a quick reference guide for students who are already familiar with general practice for in-text citation and reference list.

According to Webster’s *Ninth New Collegiate Dictionary* (1983), to plagiarize is “to commit literary theft” or to “present as new and original an idea or product derived from an existing source.” Notice that this definition does not distinguish between accidental or irrational plagiarism—and neither will your instructors. Whether you “stole” another author’s words intentionally or plagiarized accidentally, Franklin can impose severe penalties on students who plagiarize. Consequently, you need to understand what plagiarism is and how to avoid it.

Whether by using this guide, reviewing the *Publication Manual of the American Psychological Association (5th Edition)*, or consulting www.apastyle.org online, each student is responsible for learning correct citation practice to avoid the appearance of plagiarism. Just as not knowing a speed limit is not an acceptable excuse to avoid getting a speeding ticket, not knowing APA practice is not sufficient to avoid a charge of plagiarism and all the consequences it can have.

Why Is Citation Important?

Though we've discussed the practical reason that correct citation is important to avoid a charge of plagiarism, the real purpose of citing sources is to give readers the information they need to locate the various sources the writer uses in a paper. Knowing the source of information can help fellow students or instructors engage in a conversation with the writer about the validity of sources, or it may point the way for others to take advantage of information they hadn't encountered before. Acknowledging the work of others has even more pertinence in the business world, where using the work of others without giving credit can result in consequences much more serious than academic discipline.

How Do I Use Citation to Avoid Plagiarism?

Students must cite the source of three types of information.

Direct quotations. These must be in quotation marks. Page number or some other distinguishing information (like the section label in an online document without a page number) must be part of the in-text citation.

Paraphrased material. To change a few words but still use the thoughts and writing of another without proper citation is still plagiarism and carries the same penalties as directly quoting without correct citation.

Using ideas. Using distinctive ideas of another without giving credit can also be plagiarism. This is a gray area, but most people are able to judge when large ideas come from another source. For instance, if one says "Many successful people display seven habits," one would want to cite Stephen Covey as the source of that concept.

Be meticulous about putting quotation marks around the authors' exact words. Take time as you do the research to note all the reference information (including page number) you'll need on each source. Coming back later to determine the source of material wastes time and is an invitation to make a serious error. Don't look at the material if you're paraphrasing or summarizing the author's point. Look away from the page or the computer screen and rephrase the author's ideas without looking at the original. To check that your summary is not too close to the original, you might try using the "dot" method (Prater, 1994). Read the original text and place a dot over each word in your summary that is identical or a minor variation, or boldface the word on your computer. If more than a few words are identical, you may have a problem. After using this method for several papers, you may begin to do this instinctively, but it's always a good way of checking for unintentional plagiarism.

Citation Styles

Franklin has adopted the citation conventions of the APA, the American Psychological Association, for its classes. (MLA style and citation convention is a citation method approved by the Modern Language Association, but it is not acceptable for Franklin papers.)

Writing tutors at the Student Learning Center (SLC) advise students using APA style, both in paper format and citation practice. They also coach students on good practice for the clear, straightforward writing that is an asset to any businessperson's career. Tutoring is available either in person at the SLC or online, by submitting papers as Microsoft Word attachments to the form at <http://www.franklin.edu/forms/tlcwriting1.jsp>

What is APA Style?

APA style designates how the writer assembles and formats in-text citations and entries for a "References" page, how the paper looks, and certain practices concerning word use, punctuation, and capitalization.

How Should I Format My Academic Paper?

Unless your professor tells you otherwise, here are some guidelines to follow for all Franklin papers:

1. Margins are 1 inch on all sides.
2. All writing is double-spaced, not single, or triple. Use the Format function in Word to set double spacing. Do not add line breaks manually.
3. Use the Header and Footer function (under View in Word) for page numbering and brief information on author or title.
4. Title, author, class, class section, professor, and date should be on the title page (which is not part of the assignment page count).
5. Manuscript should be left-justified, which results in the right side being uneven, like this paper. Do not make the paper aligned on both sides.
6. There should be no hyphenation unless word is written as such (e.g., at-risk).
7. Indent the first line of every paragraph at least five spaces. Use the TAB key. Do not leave extra space between paragraphs.
8. Use Arial or Times New Roman 12 point font.
9. There is no need for a "Running Head" in Franklin papers. Running heads are used in publishing.
10. Franklin students need not include an "Abstract," though APA guidelines discuss how to construct one. The purpose of an abstract is to summarize academic research so other scholars can easily review it. That isn't necessary for papers submitted to fulfill class assignments.

In-Text Citations—General Guidelines and Examples

For an extensive discussion of in-text citation format, refer to the end of Chapter 3 (p. 207 ff.) of *Publication Manual of the American Psychological Association* (5th ed.).

What to cite:

Direct quotations

Paraphrases (putting the author's words into your own words while conveying the same meaning.)

Ideas (using major ideas that an author has developed)

Use an in-text citation AT THE VERY SPOT in the paper where you use the information. **Listing the references at the end of the paper is not sufficient to avoid violating Franklin's plagiarism policy.**

Each in-text citation must list author and the year the material was published. Direct quotations also will list the page number or some identifying way to locate the quotation. Remember, the author does not have to be a person. It might be an organization, as in the case of the annual report. **Do not put the URL of an electronic source as an in-text citation in lieu of the author's name and date.** URLs are part of the information on some reference list entries. Never put a URL by itself on the reference page.

Examples of in-text citations:

This is the standard format, listing author and publication date in parentheses:

A study of working mothers (Johnson & Thurston, 2003) showed that the SAT scores of children of working mothers were just as high as . . .

Many variations on this format are acceptable, so long as the writer includes information on author and date.

In a 2003 study of working mothers, Mary Johnson and Pamela Thurston showed that the SAT scores of children of working mothers were as high as . . .

A 2003 study of working mothers (Johnson & Thurston) showed that the SAT scores of children of working mothers were just as high as . . .

In a study of working mothers (2003), Mary Johnson and Pamela Thurston showed that the SAT scores of children of working mothers were as high as . . .

Subsequent mentions of one source within a single paragraph may omit the year. Give the full information with each new paragraph:

A recent study of working mothers showed that “college bound children of working mothers score not one whit lower on the SAT than do children of mothers who stay at home” (Johnson & Thurston, 2003, pp. 57-58). Other data indicated that latchkey children consumed more Twinkies than did their peers whose mothers served a nutritious snack after school (Johnson & Thurston).

The format is different for an extended quotation (more than 40 words or four lines). Note that the quotation is indented on the left. It will be double spaced, just like the rest of the paper (though this guidebook doesn’t follow the double spacing format). It is not enclosed in quotation marks. The reference is at the end of the quotation.

Research note that a recent study of working mothers showed that college bound children of working mothers score not one whit lower on the SAT than do children of mothers who stay at home. In fact, the only difference noted in the two groups concerned the nutritional value of after-school snacks. We saw that latchkey children consumed more Twinkies than did their peers whose mothers served a nutritious snack after school. (Johnson & Thurston, 2003)

Certain groups rushed to condemn the findings, observing that

Cite only what you read. Give the secondary source in the reference list; in the text, name the original work, and cite the secondary source. For example, if Ellen German mentions *The Iliad* in her book on revenge, and you did not read *The Iliad*, but read about it in German’s book, list the German source in References.

In the text, use this format . . .

The Iliad shows us that Achilles’s deep anger over the murder of his best friend by the soldiers of Troy (as cited in German, 2003) is what led to the plot involving the Trojan horse.

Reference List entry:

German, E. (2003). Greek myths for modern murderers: An ancient tradition of mayhem. *Psychological Review*, 155, 298-306.

Do not cite an online book review (or any book review) as if you have read the original book.

When the author or date aren't available.

Remember, an author need not be an individual. It can be a company or an organization. Exhaust all resources to determine author and date. They may not be readily apparent, especially when students do research only by search engines rather than legitimate databases. Franklin's librarians are a great resource to consult how to use the many legitimate online research resources available.

Caution: Inability to find an author or date may mean the source isn't appropriate for an academic paper.

When author isn't specified, cite the title in the reference list.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15).
The Washington Post, p. A12.

In-text citation:

. . . results of recent clinical trials ("New drug," 1993).

When date isn't specified, use n.d. (for "no date").

Citing Personal Communications

The goal of the reference list is to enable the reader to refer to the material cited. When that isn't possible, don't list the source in the reference list.

According to the Student Learning Center, "Students should cite only what they read" (M. Lentz, personal communication, August 27, 2004).

This was information from a classroom lecture. The reader cannot have independent access to that lecture, since it was not recorded or published. This format also applies to interviews, non-archived chat rooms, and emails.

General Guidelines and a Sample Reference Page in APA Style

The reference list contains ONLY the sources that are specifically cited by name in the body of the paper, using acceptable APA citation practice. The reference list is not a bibliography of all sources consulted. If you don't specifically mention the source in the paper, using correct APA format for in-text citation, you may not put it in the reference list.

For an extensive list of reference list rules and examples, refer to Chapter 4 of *Publication Manual of the American Psychological Association (5th ed.)*

Citing Electronic Sources

Main rules: Direct readers as closely as possible to the information cited. Be as specific as possible.

Provide addresses that work. (Test them before turning in the paper.)

For more information and examples, consult www.apastyle.org

Note the following concerning the Reference List:

- In each entry, all lines except the first are indented.
- Each element of the entry ends with a period followed by a single space (except when the last element is a URL).
- In a list of authors, an ampersand (the symbol "&"), rather than the word "and," goes before the last author's name.
- Only the initials of the authors' first names appear.
- Only the first word and proper names in the book title and subtitle are capitalized. (A subtitle is what comes after the colon.)
- Book titles and periodical titles are italicized.
- APA reference lists are double spaced, like the rest of the paper.

Sample Reference Page

References

References are alphabetized

On-line article

American Civil Liberties Union. (1996). ACLU fact sheet on the juvenile justice system. Retrieved April 20, 1999, from <http://www.aclu.org/library/fctsht.html>

Only first word of article title is capitalized.

Arie, M. (1996, October 8). Protecting yourself from evil e-mail. *PC Magazine*, 15, 192.

Use only the initials of the authors' first names.

Associated Press (1998, October 10). Italian premier falls by one vote. *The Columbus Dispatch*. p. A5.

Book by one author

Caton, C. L. M. (1990). *Homeless in America*. New York: Oxford University Press.

Article from an online database

Christopher, W. (1996). Working to ensure a secure and comprehensive peace in the Middle East *U.S. Dept. of State Dispatch*, 7, 14. Retrieved August 12, 1996 from FastDoc.

Book by more than one author.

Freeman, L., & Hulse, W.C. (1962). *Children who kill*. New York: Berkeley.

Nationwide Insurance Enterprise. (1997). *Annual report*.

Edited volume or book

Nilsen, A. P. (1987). Sexism in English: A 1990s update. In R.B. Greenberg & J.J. Comprone (Eds.), *Contexts and communities*. pp. 275–286. New York: Macmillan.

Turner, B. (Ed.) (1998). *The statesman's year-book*. New York: St. Martins Press.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Reference Volume

Examples of Reference List Entries and In-Text APA Citations

These examples are adapted from several sources. Not all these entries refer to actual publications. They are for illustration only. The first example is the reference list entry. The format for in-text citation is labeled “in-text.”

For an extensive list of reference list samples, refer to Chapter 4 of *Publication Manual of the American Psychological Association (5th ed.)*

PRINT SOURCES
<p>Annual report Nationwide Insurance Enterprise. (2004). Annual report.</p> <p>In-text: (Nationwide Insurance Enterprise, 2004)</p>
<p>Article or Chapter in Edited Book Bjork, R.A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H.L. Roedinger III & F.I.M. Raik (Eds.), <i>Varieties of memory & consciousness</i> (pp. 309 – 330). Hillsdale, NJ: Erlbaum.</p> <p>In-text: (Bjork, 1989)</p> <p><i>Note that though the authors' names are inverted, the names of the book editors are not.</i></p>
<p>Book Beck, C.A., & Sales, B. (2001). <i>Family mediation: Facts, myths and future prospects</i>. New York: McGraw-Hill.</p> <p>In-text: (Beck & Sales, 2001)</p> <p><i>See the APA Publication Manual for details on how to handle more than two authors.</i></p>
<p>Book, no author <i>Merriam-Webster's collegiate dictionary</i>. (10th ed.). (1993). Springfield, MA: Merriam-Webster.</p> <p>In-text: (<i>Merriam-Webster's Collegiate Dictionary</i>, 1993)</p> <p><i>When a work has no author, cite in the text the first few significant words of the reference list entry and the date. Use double quotation marks around the names of articles or chapters, italicize periodicals, books, brochures, or reports. Also, when citing the source's title, capitalize all important words. Note: This is OPPOSITE from the formatting on the reference page.</i></p>
<p>Book, edited Gibbs, J. (Ed.). (1991). <i>Children of color: Interventions with minority youth</i>. San Francisco: Jossey-Bass.</p> <p>In-text: (Gibbs, 1991)</p>
<p>Brochure, corporate author Research and Training Center on Independent Living. (1993). <i>Guidelines for reporting and writing about people with disabilities</i>. (4th ed). [Brochure]. Lawrence, KS: Author.</p> <p>In-text (first citation): (Research and Training Center on Independent Living [RTCIL], 1993) In-text (subsequent citations): (RTCIL, 1993)</p> <p><i>Note: When author and publisher are the same, use the word Author as the name of the publisher.</i></p>

Government document (available from Government Printing Office)

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: US Government Printing Office.

In text: First reference: (National Institute of Mental Health, [NIMH], 1990)
Subsequent references: (NIMH, 1990)

NOTE: Government documents available from GPO should show GPO as the publisher.

Magazine article

Jorgenson, M. (2001, November 10). What college students really want from teachers. *Journal of Higher Education*, 4, 116 –124.

In-text: (Jorgenson, 2001)

Note: The specificity of the date in the reference list relates to the frequency of publication. For monthly magazines, use the month; for daily or weekly periodicals, use year, month, day. Note the volume number is part of the title and is italicized. The page numbers are not.

Newspaper article, no author specified

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A 12.

In text: (“New Drug Appears,” 1993)

NOTE: On the reference page, alphabetize works with no author by first significant word in title. In text, use a short title, or the first three words (excluding the, a, etc.) For the in-text citation (and in the body of the text), use double quotation marks around the name of an article; italicize the title of a periodical, book, brochure, or report.

Newspaper article, weekly/letter to the editor

Berkowitz, A.D. (2000, November 20). How to tackle the problem of student drinking [Letter to the editor]. *The Chronicle of Higher Education*, p. B20.

In-text: (Berkowitz, 2000)

Periodicals (print version)—Journal article

Klimoski, R. & Marrinaro, S. (1983). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

In-text: (Klimoski & Marrinaro, 1983)

<p>ONLINE DOCUMENTS (Formats for most online sources follow the same guidelines as for print sources.)</p>
<p>Aggregated databases Fournier, M. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? <i>Journal of Behavioral Medicine</i>, 22, 303-309. Abstract retrieved October 23, 2001, from ProQuest.</p> <p>In-text: (Fournier, 1999)</p> <p><i>NOTE: Follow format appropriate to work retrieved and add a retrieval statement that gives date of retrieval and proper name of database. You need not list the URL if you identify a legitimate research database.</i></p>
<p>Government document online United States Sentencing Commission. (1999). 1997 sourcebook of federal sentencing statistics. p.1. Retrieved December 8, 2001, from http://www.ussc.annrpt/1997/html</p> <p>In-text: (1997 Sourcebook, 1999)</p>
<p>Nonperiodical documents online (articles with no author or no date) Neilson's 8th WWW user survey. (n.d.). Retrieved August 9, 2001, from http://www.cc.gatech.edu/ntv/usersurveys/survey1997-01/</p> <p>In text: (Neilson's, n.d.)</p> <p><i>Note: When determining author and date, do not stop with the page you landed on by using a search engine. Explore the rest of the site. Be wary of sources that list no author and no date. They may not be a valid source to cite in an academic paper.</i></p>
<p>On-line periodical (includes article based on print sources, article in an Internet-only journal, article in an Internet only newsletter) VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <i>Journal of Bibliographic Research</i>, 5, 117 – 123. Retrieved October 13, 2001, from http://jbr.org/articles.html</p> <p>In-text: (VandenBos, Knapp, & Doe, 2001)</p>

OTHER MEDIA
<p>Motion picture Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.</p> <p>In-text: (Scorsese & Lonergan, 2000)</p>
<p>On-line (or printed) review of a book Roberts, W.B. (2005). Driving or driven? [Review of the book <i>Key Drivers</i>]. <i>Journal of Bibliographic Research</i>, 4, 58 – 59. Retrieved May 31, 2005, from http://jbr.org/articles/roberts.html</p> <p>In-text: (Roberts, 2005)</p> <p><i>Note: If the only knowledge you have of a book is a review on Amazon, you must cite that source. (Of course, that's probably not sufficient knowledge to cite the source in an academic paper. You may want to look further.) Don't cite the authors of the book if you haven't read the book, or a portion of it.</i></p>
<p>Television broadcast Crystal, L. (Executive Producer). (1992, October 13). <i>The McNeil-Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.</p> <p>In-text: (Crystal, 1992)</p>
<p>Personal interview, email, or other source that can't be checked: In-text only!!! No reference listing.</p> <p>In-text: (J. Smith, personal communication, January 10, 2005.)</p> <p><i>NOTE: If you have already mentioned the person's name in the text, just put (personal communication, January 10, 2005) as the in-text citation.</i></p>

Note to students: Franklin expects students to make their best efforts at using the correct citation format before submitting the paper to the SLC for review or to the instructor for grading. If you're struggling with how to cite a particular reference, do your best, based on the APA Publication Manual examples and other resources. The tutors or instructors can give you guidance. The expectation is that you be competent, not an expert.

Further Online Resources

Available as of February 2005

The following are additional sources of information on properly citing sources and plagiarism. More information can be found via search engines or directories such as google.com. Try typing “plagiarism examples” into the search box. Note that not all these sources use APA format in their writing.

Academic Integrity at Princeton—Princeton University offers an overview on the proper use of resources. There are examples as to how to properly incorporate research into papers, cite sources, and ensure you are not representing the work of others as your own. The site includes an example of a plagiarized computer program:

<http://www.princeton.edu/pr/pub/integrity/index.html>

Citation style and avoiding plagiarism—Includes pamphlets from Indiana University’s Writing Tutorial Services: <http://www.indiana.edu/~wts/pamphlets.shtml>

Avoiding Plagiarism—University of California—Includes a definition of plagiarism and guidelines for avoiding it: <http://sja.ucdavis.edu/avoid.htm>

University of Hong Kong Self Test—Are you unwittingly plagiarizing? Test yourself here (Note the writing and examples are not in APA format):

http://ec.hku.hk/plagiarism/self_test.htm

Northern Illinois Univerity: You Be the Judge—Another self-test. (Note the writing and examples are not in APA format):

<http://www.engl.niu.edu/comskills/students/plagiarism/PlagiarismTest.html>

Electronic references—The official web site for APA Style guidelines offers much valuable information. Note the link in the box on the left to resources on Electronic References. <http://www.apastyle.org>