

CfA Citation Guide

Why citations?

Citations are a critical component of academic work. Use them to:

- comply with the [CfA Academic Honesty Policy](#) and avoid plagiarism
- observe a basic citations standard within the higher education community
- give your deliverables credibility and authority
- appropriately acknowledge the scholarly work and ideas of others
- help readers identify and locate your sources
- show off all that hard work you did!

When do I need to cite sources?

Please refer to the [CfA student orientation materials](#) for guidance on determining when you are using source material in a way that requires citation. It will be up to you to determine when your deliverables need citations according to these guidelines.

Are citations only needed for text?

No. The need for citing sources applies to all types of deliverables you create, including written materials, presentations and audio or video files. In addition, the source materials that need to be cited are not limited to texts. Citation requirements also apply to images, videos and websites you use. Include citations both for sources provided by CfA and for those you find on your own.

What is unique at CfA?

- You will not need to provide an APA style cover page, create an abstract, or include a running head in your deliverables.
- You will document all resources used in your work, including work that resembles workplace documents, such as handouts, surveys, webinars, videos, etc.
- Don't assume your Project resources provide complete publication information within the source. When necessary, find the Project resource online to retrieve all the information for your citations.

- Many of your Project resources are created or simulated by CfA for specific deliverables. You will document these as well, according to APA style.

Do CfA reviewers evaluate citations?

Yes. Although citations may not be needed for every Project deliverable, you will notice that for every Project, the rubric includes a criterion for APA citations. This allows reviewers to evaluate whether citations are included when they are needed and whether the citation format is appropriate. In situations where no citations are required, reviewers will simply mark the citations criterion “Yes.”

How do I cite sources and where do I include the citations?

When your use of source materials requires citations, you will need to submit an APA-formatted reference list and, when appropriate, give credit to sources within the body of the deliverable (for example, using in-text citations in the case of written documents). The way to do this varies depending on the type of deliverable. Follow the guidelines below unless the directions for a Project state otherwise.

Deliverable Type	Text (documents like reports, essays, handouts, brochures, etc.)	Slide Presentation	Audio or Video
How to credit sources within the body of the deliverable	Use APA-formatted in-text citations.		Provide spoken acknowledgement of your sources in the video/audio recording.
	Purdue Owl - APA In-Text Citations: Basics Purdue Owl - APA In-Text Citations: Author/Authors		Reference for crediting sources verbally
How to include an APA reference list	Include APA reference list on the last page(s) of the document deliverable.	Include APA reference list in the last slide(s) of the presentation deliverable.	Submit APA reference list as a separate Word document at the same time you submit your

Online citation tools			video or audio deliverable.
<p>Purdue Owl - APA Reference List: Basic Rules <i>Note:</i> Refer to the additional "Reference List" links on the left of this page as needed.</p>			
<p>To help you create your citations, you may use a citation generator like Citation Machine or EasyBib. However, please note that tools like these are not perfect and may produce some errors. You will need to check that each citation is complete and correctly formatted. Pay particular attention to the usage of capitalization and italics.</p>			

Tips for Citations

- In-text citations should be used whenever you reference ideas or facts that you took from someone other than yourself. It is appropriate and encouraged to reference the same source multiple times within a written deliverable.
- When appropriate, use multiple sources and consider different points of view. This will help your deliverable be more objective and academic in tone.
- In your written deliverables, it is important to express your thoughts in your own words to demonstrate your understanding of the subject matter. When citing a source within your written deliverable, it is often best to paraphrase or summarize the source in your own words rather than quote directly from it. Unless there is something significant about the exact wording of the quote, try to paraphrase. Remember that it is necessary to cite new information even if it is paraphrased. (See “Writing in your own words—examples” below.)
- It is usually better to “over-cite” than “under-cite.” If you aren’t sure if you should cite something or not, citing it is usually the better option. This includes information that you might already know from previous work or life experience. Unless it is common knowledge, you should provide a citation for any information, even if you know it to be true. This demonstrates that you have verified the facts in your work. For more information about citing personal experience, review this [APA Style Blog post](#).
- Be sure to read and regularly consult the CfA Citation Guide in the Skill Building Resources tab on your Project page for guidance on citations.
- Draft citations as you begin to draft your work. Leave an empty set of parentheses or abbreviate the resource as you go. It will save you time in the end.

Writing in your own words—examples: The following examples demonstrate the differences between a paragraph that has been appropriately written in a student’s own words and a paragraph that has not. Note that the second paragraph is made up almost entirely of quotations, whereas the first paragraph contains the same information written in the student’s own words.

Appropriate quotation:

The American Revolution was a war fought from 1775 to 1783 between Great Britain and its 13 North American colonies. Rising tensions surrounding a number of factors, including Britain’s mercantile trade policies and increasing taxation on the American colonists, influenced the colonists’ decision to fight for independence from the British crown. According to History.com, “Skirmishes between British troops and colonial militiamen in Lexington and Concord in April 1775 kicked off the armed conflict” (American Revolution, 2009, para.6). In 1778, the war took a turn in the colonists’ favor, when France joined forces against the British. The war officially ended in 1783, although the British surrender at Yorktown, Virginia in 1781 had all but ended the conflict two years earlier (American Revolution, 2009).

Too many quotes:

The American Revolution, also known as the American Revolutionary War and the U.S. War of Independence, “arose from growing tensions between residents of Great Britain’s 13 North American colonies and the colonial government, which represented the British crown. Skirmishes between British troops and colonial militiamen in Lexington and Concord in April 1775 kicked off the armed conflict, and by the following summer, the rebels were waging a full-scale war for their independence” (American Revolution, 2009, para.6). In 1778, France entered the war on the side of the Americans. “French assistance helped the Continental Army force the British surrender at Yorktown, Virginia, in 1781, the Americans had effectively won their independence, though fighting would not formally end until 1783” (American Revolution, 2009, para.8).

A note on Wikipedia: Although Wikipedia can serve as a useful starting point for research, Wikipedia articles **should not** appear as resources in your reference lists or in-text citations.

In-Text Citation Examples

The basic format for in-text citations: (Author, Date). See examples below. This list is not exhaustive and we recommend you refer to Purdue OWL for APA style formatting for each in-text citation you will need.

Known Author

APA in-text citation style uses the author's last name and the year of publication if available.

(Haines, 2005).

CfA-created Resource

As you know, several CfA resources are created (fictional) for your deliverables. You must document these as if they were authentic published documents. Always refer to these created documents as authored by College for America, and include the year given in the copyright line at the bottom of the resource. If there is no year provided, use the current year.

The customer's replies to the survey were largely positive (College for America, 2016).

Direct Quotation

When you quote a source, end with quotation marks and give the author, year and page number in parentheses (provide paragraph number if page not known).

Many students agree with the statement that "College for America provides great opportunities" (Bentley, 1995, p. 25).

Author's Name Provided in Sentence

If an author's name is provided in a sentence, your in-text citation should include the year of publication.

According to Greene (1995), documenting in APA style is a necessity when using other resources in your writing.

Unknown Author and Unknown Date

If no author is given, use the title in your signal phrase or the first word or two of the title in the parentheses. If no date is given, use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Organization as Author

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2014), 40% of XYZ's customers are residents.

Videos

To cite a video in-text, use the author and year created. If there is no author, use the title of the video. If the title is short, use the full title. If the title is long, shorten it to several words.

An Image

Citing an image in APA style requires you to include much of the same information you would include in citing a text resource, such as author/creator and year created. For example: (Swanbrow, 2008)

If there is no author/creator provided, use the title of the image: (Training Room, 2017)

If there is no title of the image listed, create a title: (Untitled Photograph of Children Playing, 2017)

Note that the in-text citation should be placed near the image to clearly identify the source.

For presentation slides, the in-text citation can be placed near the image or in the Notes section.

For more information on APA in-text citations, check out these videos (*Note: You will need to log in using your SNHU library credentials to watch them*)

- [Overview of in-text citations](#)
- [In-text citations: the author-date format](#)
- [Using quotes in your paper](#)
- [Summary and paraphrase](#)

APA Style Reference List Basics

Following APA style means that, in addition to including in-text citations, you will include a reference list that documents all of the sources used in your work. This list will then act as a guide and provide the information necessary for your reviewer to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Reference Page Tips

- Know your resource. Is it an electronic resource or a journal article?
- The reference list should begin on a new page at the end of your Project document
- Title this page "References" centered at the top of the page
- List all references in alphabetical order by the first author's last name
- Double-space all items on the list
- Each reference needs to follow the "hanging indent" format
 - Indent the second and subsequent lines of each citation
- Here is a resource to help you with your reference page
<https://owl.english.purdue.edu/owl/resource/560/05/>

Reference List Examples

All resources in a reference list usually include author, date, title or kind of document, and where it was retrieved. First you will want to identify the source type of your resource and then

match it with the APA style formatting suggestion. Below are just a few examples of references. This list is not exhaustive and we recommend you check an APA style formatting resource, such as Purdue Owl, for each reference you will use in your deliverables.

Source Type: Book

One Author

Bentley, E. (1995). *First time drivers* (6th ed.). Chicago, IL: University of Chicago Press.

Unknown Author

Americana collegiate dictionary (8th ed.). (2014). Indianapolis, IN: Huntsfield.

Journal Article

Shafron, G. R., & Karno, M. P. (2013). Heavy metal music and emotional dysphoria among listeners. *Psychology of Popular Media Culture, 2*, 74–85. doi:10.1037/a0031722

Source Type: Electronic Source

Resources retrieved electronically usually include the author of the document or the organization as the author, document title or description, a date (date of publication, update, or n.d. for no date), and the web address (the URL).

Web Page, Untitled

UNC Healthcare. (2004). Home page. Retrieved from <http://www.unchealthcare.org>

Video, including CfA Captioned Video

Author or Producer's Last Name, First initial. (Year, Month Date). Title of the video [Video file]. Retrieved from <http://-list the entire website->

Grossman, L. (2006, June 7). *A parade for all seasons*. [Video file] Retrieved from http://youtube.com/9897_9348

If there is no author listed for the video, use the title of the video.

U.S. Government Report Available on the Web

National Institutes of Health. (2005). *Depression among teens: Scientific progress and future research*. Retrieved from <http://www.nih.gov/news/depression/report.htm>

Created or Simulated CfA Project Resource

List as much of the following information as possible including author, date, title and source (often a URL).

College for America. (2014). *XYZ survey data*. Retrieved from <http://cfaresources.s3.amazonaws.com>

An Image (Including a drawing, painting, sculpture, photograph, logo, etc...)

APA style requires that you include the URL where the image can be found, preceded by the words "Retrieved from ... " at the end of the citation. The basic format for citing an image in APA style is:

Creator, Image Title, Date Created

Creator, F. M. (Year created). *Title of image in italics* [image's medium - photograph, painting, logo, table]. Retrieved from <http://example.com/>

For example:

Swanbrow, D. A (2008). *A happiness ranking of 97 nations* [table]. Retrieved from http://www.ur.umich.edu/0708/Jul14_0823.ph

If there is **no creator** listed for the image, use the title of the image. For example:
Training room. (2017). [Photograph] Retrieved from <https://liquidspace.com/training-room-rental>

If there is **no title** of the image, use the same title created for the in-text citation. For example:

[Untitled photograph of children playing]. (2017). Retrieved from <http://www.childrenandnature.org/connect/can-conference-delete/ways-to-participate/>

Additional Reference List Information

To see an example of a complete APA reference list, review the reference list in this [APA Sample Paper](#).

For more information on APA reference lists, check out these videos (*Note: You will need to log in using your SNHU library credentials to watch them*)

- [Reference List Basics](#)
- [Formatting a reference - print or online source](#)

Additional Tools

[RefWorks](#) is an online bibliographic management system that allows users to create their own personal databases of references and format papers and bibliographies in a variety of styles, including APA. **Note:** To use this resource you will be required to create of an account using your SNHU credentials. Refer to [this resource](#) for more instructions on creating an account.