

# APA DOCUMENTATION

## WHY SHOULD YOU DOCUMENT YOUR SOURCES?

1. To allow readers to locate your sources if they wish to read them for themselves,
2. To provide support for the position you take on a controversial issue,
3. To add credibility to your work,
4. To establish links with the experts in your field of study, and
5. To acknowledge the work done by others.

## WHAT IS A STYLE GUIDE?

A Style Guide explains how to document your sources. For example, it will tell you...

- How to document a quotation or a paraphrase,
- What to include in a reference list or bibliography,
- How to document a work with multiple authors,
- When to use italics, and
- When to spell numbers and when to use numerals.

There are many types of Style Guides, including the following:

- American Psychological Association (APA)
- Modern Language Association (MLA)
- Turabian

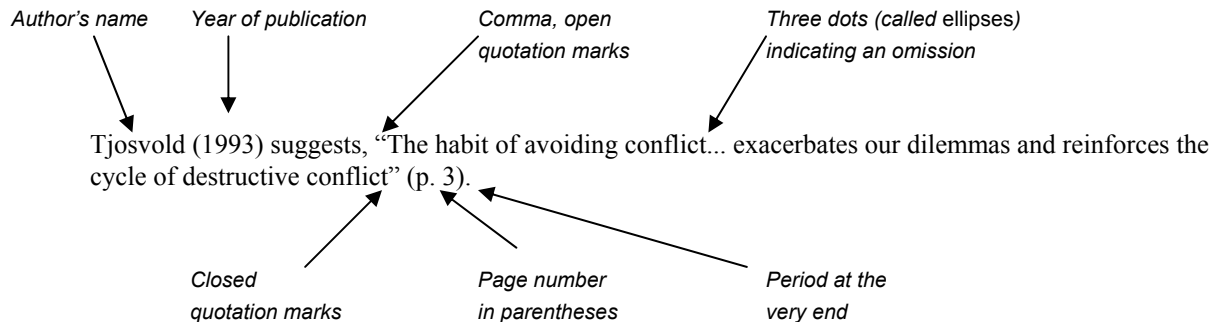
## HOW DO YOU DOCUMENT YOUR SOURCES?

You document a source in two ways:

- (1) Within your paper when you introduce a quotation, paraphrase information or summarize a passage; and
- (2) At the end of your paper, providing information that allows readers to locate your sources if they want to.

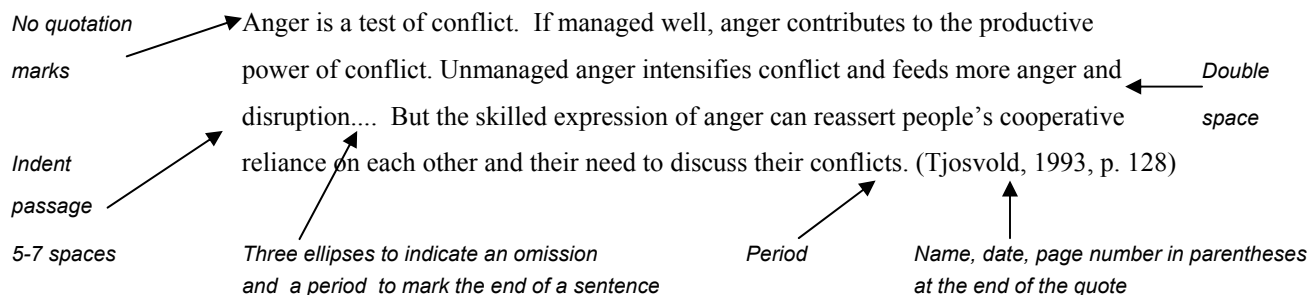
## I. IN-TEXT DOCUMENTATION

### HOW DO YOU DOCUMENT A SOURCE WITHIN YOUR TEXT?



### HOW DO YOU DOCUMENT A LONG QUOTATION (40 OR MORE WORDS)?

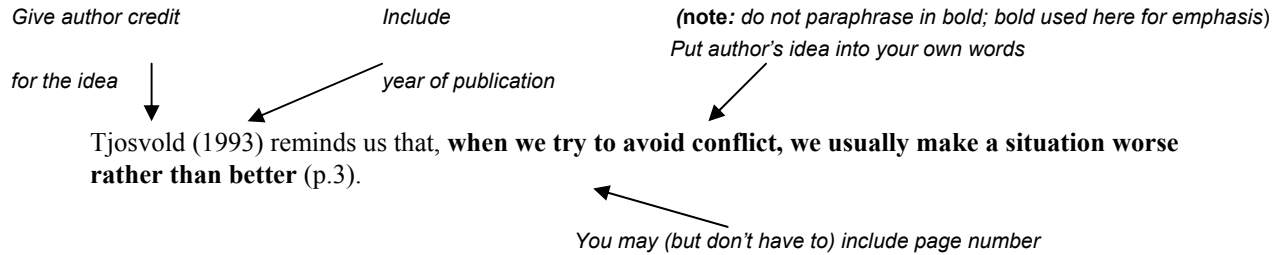
Although we usually think of anger as a negative force that creates rather than resolves a conflict, we can use it in positive ways if we manage it properly as the following suggests: Colon



## HOW DO YOU PARAPHRASE ANOTHER WRITER'S WORDS?

1. Read the passage.
2. Ask yourself *What is this all about?* or *What point is the author trying to make?*
3. Close the book, and in your own words, jot down what you think the author is saying.
4. Re-read the original passage to make sure you captured the author's meaning.
5. Write down the documentation details so you won't have to look them up again.

## HOW DO YOU DOCUMENT A PARAPHRASE?



## II. END OF TEXT DOCUMENTATION

### HOW DO YOU ARRANGE INFORMATION IN AN APA REFERENCE LIST?

