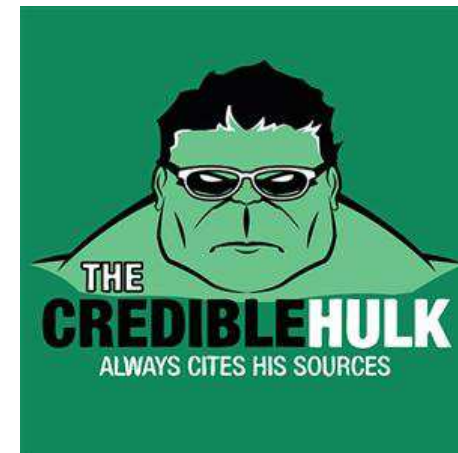


# CITE RIGHT WITH APA

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# REASONS TO CITE

- ❑ To give credit to other's work and ideas, whether you agree with them or not.
- ❑ To show readers the materials on which you base your analysis, your narrative, or your conclusion.
- ❑ To guide reads to the materials you have used so they can examine it for themselves.



**Image Source:**

<https://www.rcsd.ms/cms/lib08/MS01910580/Centricity/Domain/6101/hulk7-exp.jpg>

# WE MUST CITE

- ☐ Facts, figures, ideas, or other information that is not common knowledge.
- ☐ Ideas, words, theories, or exact language that another person used in other publications.
- ☐ Publications that must be cited include: books, book chapters, articles, web pages, theses, etc.
- ☐ Another person's exact words should be quoted and cited to show proper credit.
- ☐ When in doubt and to be safe in academic writing, citation is important.

# WHICH CITATION FORMAT SHOULD WE USE?

- Chicago (or Turabian), used in many fields
- MLA, used in humanities
- APA, used in social sciences, education, and business
- CSE, for biological sciences
- ACS, chemical sciences
- AIP, for physical sciences
- AMS, for mathematical sciences
- IEEE and ASCE, for engineering sciences
- AMA, for medical sciences

# APA CITATION STYLE: OVER VIEW

- First published in 1929, latest edition is 6<sup>th</sup> .
- Reference list should appear at the end of your paper with hanging indent of half- one inch.
- Reference list entries should be alphabetized by the last name of the first author of each work. For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- When referring capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- APA does not recommend the use of footnotes and endnotes, however, if explanatory notes still prove necessary to your document, APA details the use of two types of footnotes: content and copyright.
  - Content notes provide supplemental information to your readers.
  - If you quote more than 500 words of published material or think you may be in violation of “Fair Use” copyright laws, you must get the formal permission of the author(s).

# IN TEXT CITATIONS IN APA 6<sup>TH</sup> ED

## □ Web Sites in Parenthetical Citations:

To cite an entire Web site (but not a specific document within the site), it is sufficient to give the URL of the site in the text. No entry in the reference list is needed. Example:

According to Open Source Initiative, open source software is “software that can be freely used, changed, and shared (in modified or unmodified form) by anyone” (<http://opensource.org>).

## ❑ Indirect Quotation with Parenthetical Citation

Recent library automation systems are integrated systems based on relational database architecture and in such systems the files are interlinked so that deletions, additions and other changes in one file automatically activate appropriate changes in related files. These are known as Integrated Library Systems (ILS) and the other term often used to describe is Library Management Software (LMS) (Salter, 2009).

## ❑ Indirect Quotation with Author as Part of the Narrative

Chudnov (1999) stated that the library community is largely made up of not-for-profit, publicly funded agencies which hardly command a major voice in today's high tech information industry.

## ❑ **Direct Quotation with Parenthetical Citation**

Open source software can be explained as “software that must be distributed with source code included or easily available, such by free download from the internet. The source code should be in the same form that a programmer would actually use to maintain it” (Kavanath, 2004, p.1).

## ❑ **Direct Quotation with Author as Part of the Narrative**

Kavanath (2004) defined open source software as “software that must be distributed with source code included or easily available, such by free download from the internet. The source code should be in the same form that a programmer would actually use to maintain it” (p.1).



### ❑ Works with no author

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title of the work). Example:

The *New Encyclopaedia Britannica* (2005) defines automation as “the application of machines .....that would otherwise be impossible” (p.725).

Or

Automation can be defined as “the application of machines .....that would otherwise be impossible” (“New Encyclopaedia Britannica”, 2005, p.725).

### ❑ Classical works

When a date of publication is inapplicable, such as for a very old work, cite the year of translation.

“Anusuya : Call Dushyanta. He is responsible for guarding the ashramas!” (Kalidasa, trans. 2004)

### ❑ **Two or more works within the same parentheses**

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list. Example:

As open-source software evolved..... (Breeding, 2002; Bisson, 2007).

Or

NewGenLib has the advantage of being able .... databases (Haravu, 2002, 2003).

### ❑ **Citing Secondary Sources**

According to Albert Einstein (as cited in Mukhapadhyay, 2003), “science ‘is the attempt to make the chaotic diversity of our sense experience corresponds to a logically uniform system of ‘thought’.”

In the references page, you would cite the secondary source you read not the original study.

## ❑ Citation comprises with 40 words or more than 40 words

Open source software is completely opposite to closed source or proprietary software. Creators of open source software usually make their source code available to users for use as is or with modifications by own.

Open source software is software that must be distributed with source code included or easily available, such as by free download from the Internet. The source code should be in the same form that a programmer would actually use to maintain it—not, for instance, a generated, obfuscated, or intermediate code form. (Kavanagh, 2004, p.1)

Or

According to Kavanagh (2004),

Open source software is software that must be distributed with source code included or easily available, such as by free download from the Internet. The source code should be in the same form that a programmer would actually use to maintain it—not, for instance, a generated, obfuscated, or intermediate code form. (p.1)

## ❑ Important points in citing-

- ✓ For two authors always list both by separating with “and”.
- ✓ For three to five authors, name all authors in the first citation. For second citation use et.al.
- ✓ More than five authors use et.al (Sarma et. al., 2016)
- ✓ For religious books like Bible, Qur'an, etc. use the parts of the such classical works (not page numbers) in citation. Ex- (Qur'an 5:3-4)

# APA RULES FOR THE REFERENCES

## □ Journals, Magazines, Newspapers in Print Format

Syntax-

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*,  
xx(xx), xxx-xxx.

Example-

Haravu, L. J. (1993). Library automation and networking in India: An overview of recent developments. *Annals of Library Science and Documentation*, 40(1), 32-40.

## ❑ Online Journals, Magazines, Newspapers

Syntax-

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Name of Journal*,  
xx(xx), xxx-xxx. doi: xxxxxxxxxxxx

Or

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Name of Journal*,  
xx(xx), xxx-xxx. Retrieved from web address

Example-

Haneefa, M. (2007). Application of information and communication technologies in  
special libraries in Kerala (India). *Library Review*, 56(7), 603-620. Retrieved  
from <http://www.emeraldinsight.com/doi/full/10.1108/002425307>

## ❑ Books, Chapters in Books, Reports, etc.

Syntax-

Author, A. A. (Year). *Title of work*. Location: Publisher.

or

Editor, A. A. (Ed.). (Year). *Title of work*. Location: Publisher.

Example-

Haravu, L. J. (2007). *Library automation: Design, principles and practice*. New Delhi:  
Allied Publishers.

Chapter in a Book-

Mishra, R. (2010). Open source software and Koha. In A. Tripathi, HN Prasad, & R.  
Mishra (Eds.), *Open source library solutions* (pp.128-133). New Delhi: Ess Ess.

#### Non English books-

Baruah, G. (1999). *Adhunik bharatiya darshan* [Modern Indian philosophy].

Guwahati: Bhagawati Prashan.

#### Translated books-

Kalidasa. (2004). *Abhijnana sakuntalam*. A. H. Edgren (Trans.). Delhi: Global Vision

Publishing House. (Original work appeared between 4th-5th century CE)

#### Corporate Author-

Food and Agriculture Organization of the United Nations. (1993). *Rural poverty*

*alleviation: Policies and trends*. Rome: Food and Agriculture Organization.



## □ Online Resources

Syntax-

Author, A. A. (Year). *Title of work*. Retrieved from web address

Example-

Francis, A. T. (1998). *Software problems in library automation in India*. Retrieved from  
<http://eprints.rclis.org/7425/>

No author-

*Open source software in libraries*. (2002). Retrieved from  
<http://infomotions.com/musings/ossnlibraries-lita/>

## ❑ **Doctoral Thesis**

Syntax-

Author, A. A. (Year). *Title of work* (Doctoral thesis). Name of the Institution. Location.

Or

Author, A. A. (Year). *Title of work* (Doctoral thesis). Retrieved from the institutional  
database

Or

Author, A. A. (Year). *Title of work* (Doctoral thesis, Institution Name). Retrieved from  
the web address

Example-

Sarmah, M. (2011). *I.T. applications in academic libraries of Assam* (Doctoral thesis).  
Gauhati University, Guwahati.

## ❑ Important points in referencing-

- Author's first names are always reduced to initials. Ex- Sarma, G. K. (2016).....
- Two to Seven Authors [List all authors]
- Eight or More Authors [List the first six authors, ... and the last author]
- If date is not mentioned use (n.d.)
- A web address starts from http(s) //. Ex- <https://ieeexplore.ieee.org/document/771073/>
- A DOI is a unique alphanumeric string. All DOI numbers begin with a 10. Ex- [10.1109/5.771073](https://doi.org/10.1109/5.771073)
- No need to give reference of epic books like Ramayana, Mahabharata, Bible, Qur'an etc.

