

# APA & Plagiarism

## Why Cite?

- Citing is the best way to help you avoid **plagiarism**: taking someone else's words and/or ideas and presenting them as your own words/ideas.
- Why cite? There are a few reasons:
  - Citing someone else's words and ideas is ethical. Do you like it when other people take your ideas and claim them as your own? It's common courtesy not to do that to others, either.
  - It helps your professor keep track of the **scholarly conversation**. When you write a paper, you're starting a conversation or debate with the author(s) you cite. Your professor wants to be able to quickly see whose words and ideas are whose, and citing is the easiest way to make that distinction clear.
  - It's a part of our Honor Code. At Stratford, we expect you to be honest when you write your papers or do other schoolwork, and citing is the best way to stay honest about the work you're using to inform your paper.

## APA Basics

- There are two times where you need to cite in your paper: **quoting** and **paraphrasing**.
- When you **quote** someone, you are taking their exact words. To do this, just enclose the author's words in quotation marks. In APA style, you also need the author's name, year of publication and page number. You can put these together like in Example A or split them up like Example B.
  - *Example A*: "Students are most likely to cite when a librarian comes to their class and talks about it" (Lemmons, 2015, p. 100).
  - *Example B*: Lemmons (2015) found that "students are most likely to cite when a librarian comes to their class and talks about it" (p. 100).
- When you **paraphrase** an author, you are taking their idea but restating it in your own words. You still need to cite in this case, but you don't have to enclose it in quotes. Just like the above, you can put the citation information together or split them up.
  - *Example A*: Librarians coming to classes makes it more likely that students will cite in their work (Lemmons, 2015, p. 100).
  - *Example B*: Lemmons (2015) found that librarians coming to classes makes it more likely that students will cite in their work (p. 100).
- For more specific help on APA, you can do one of three things:
  - We've got the APA manual of style on reserve in the library, which you can use anytime you want as long as you stay in the library while you read it.
  - You can Google *purdue owl apa*, which will bring you to Purdue University's Online Writing Lab. This is a great source you can use to look up specific things about citing.
  - Set up a meeting with me, and I'm happy to go over citations with you. We can figure it out together!

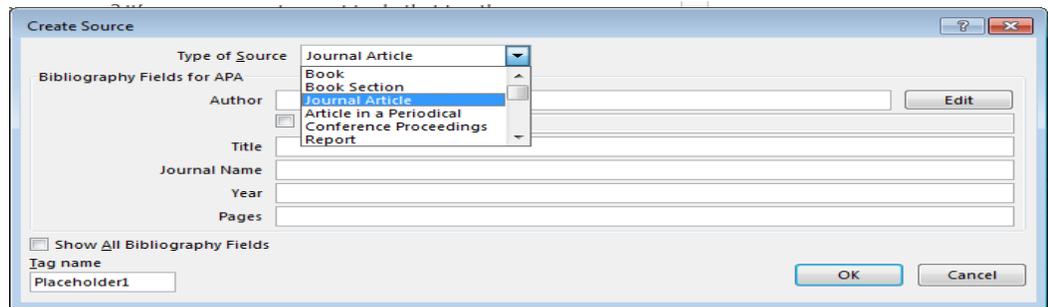
## Citing in Microsoft Word

- There's an easy way to cite your sources in Microsoft Word. These are instructions for Word 2013. The 2007 and 2010 versions of Word should follow similar instructions.
  - On the top where you see a list of tabs, click "References."

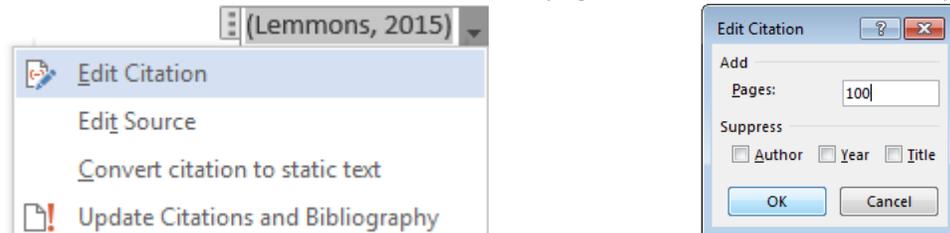
- In the “Citations & Bibliography” section (third from the left), you should see an option for “Style.” Choose “APA Sixth Edition.”
- Now click where it says “Insert Citation,” then “Add New Source.”



- In the window that pops up once you click that, choose the correct type of source. For example, choose “Book” if you’re citing a book but “Journal Article” if you’re citing a scholarly article. Fill out the data fields with the correct information about your source.



- Once you’re finished, click “OK” at the bottom and a citation should appear.
- To put a page number in your citation, click on it, then click on the arrow in the top right corner. Choose “Edit Citation,” then enter the page number in the window that pops up.



- To add your bibliography, click on the “Bibliography” option near where you chose the style.
  - You can choose either Bibliography or Works Cited here.
    - Bibliography will include every source you added, whether you’ve cited them or not.
    - Works Cited will only include sources you have both added and cited.
  - Bibliographies should go on the last page of your document and the entries should be in alphabetical order by the authors’ last names.
  - You may need to adjust the formatting to make sure your font size and type match the rest of your paper.

Contact your Campus Library to get a more in-depth tutorial on this topic!