

When writing a research paper you will borrow a lot of facts and ideas from other people. Each time you use someone's fact or idea, whether "directly quoted" or paraphrased (put in your own words), you must give credit to the source the fact or idea comes from. In other words, you must cite (give credit to) the source used. If you do not give credit to the source, you plagiarize, steal, someone else's property, and that's a major sin.

There are two places where you must cite the source: 1) as an in-text notation after each fact or idea that's borrowed and used in the paper, and 2) as a reference list entry (bibliography), a complete, alphabetized list of sources on a separate sheet that becomes the last page of your research paper. The research paper reader must be able to glance at the in-text notation that cites a source and know what to look for in the reference list to get more information about the source.

To make things easy for you to write the in text notations and reference list entries, each time you borrow something to use in your paper from a source like a book, the internet, or a magazine, record the following data and use it in the text notations and reference lists as follows:

**Book Citations:**

**1. One author – Reference List Entry (Author, Copyright Date, Title, Place of Publication, Publisher)**

Pike, Joseph. (2006). *Guide to fishing Drift Creek*. Portland, OR: Globe Printers.

In-Text Notation: The best fishing is in "deep pockets below fast water" (Pike, 2006).

OR Joe Pike claims that holes ending rapid water produce good results (2006).

**2. Multiple authors – Reference List Entry (List authors as they appear in the books.)**

Strunk, Will, & White, Eric. B. (1979). *The elements of style* (3<sup>rd</sup> ed.) New York: Wiley and Sons.

In-Text Notation: The comma is always used before and, or, but, for, nor, so, and yet (Strunk, & White, 1979).

If there are more than three authors, just list the first three, then add et al.

Jones, Rob., Bones, Ron. P., Montani, Nancy., et al. *Research tactics*. (2006). New York: Tate Press.

In text: Use italics or underline to set off titles (Jones, Bones, Montani, et al., 2006).

**3. Author of a chapter in an edited book – Reference List Entry**

Beers, D. (2005). Mood disorders. In J. Jones & P. Mays (Eds.), *Caffeine addiction*. New York: McMillian and Sons.

In-Text Notation: Too much coffee affects a person's sleep health (Beers, 2005).

**Magazine/Newspaper Citations:**

**1. Author(s) – Reference List Entry**

Elliot, W. (2005, June 8). Sun and cancer. *Time*, p. 37.

In-Text Notation: "You don't want to be a pig on a spit" (Eliot, 2005, p. 37).

**2. No author – Reference List Entry**

When sunning. (2005, June 8). *News guard*, pp. B 1 - 2.

In-Text Notation: Use sun block lavishly (When Sunning, 2005).

**On Line/Internet Sources:**

**1. Author but without copyright date – Reference List Entry**

Wilson, T. (ND). How liquid armor works. *How stuff works*. Retrieved March 17, 2007 from <http://science.howstuffworks.com/liquid-body-armor.htm>

In-Text Notation: Liquid armor is much lighter than conventional armor (Wilson, ND).

**2. No author but with copyright date – Reference List Entry**

Sequoia. (2006, Nov. 11). *Wikipedia*. Retrieved April 29, 2007 from <http://en.wikipedia.org/wiki/Sequoia>

In-Text Notation: Redwoods have shallow, widespread roots systems (Sequoia, 2006).

**3. Magazine – Reference List Entry**

Outboards for skateboards. (1979, Jan. 22). *Time*. Retrieved Dec. 6, 2006 from [www.time.com/time/magazine/article/0,9171,920070,00.htm](http://www.time.com/time/magazine/article/0,9171,920070,00.htm)

In-Text Notation: Small outboard motors propel skateboards up to ten miles per hour (Outboards, 1979, Jan 22).

When a title is long, you need only the first few significant words in the in-text notation.

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**TITLE PAGE SETUP (Center the title page information in the center of the page.):**

**COSTA RICA: A SOLID DEMOCRACY**

**Mary Worth**

**Global Studies**

**June 5, 2007**

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**EXAMPLE PASSAGE USING IN-TEXT NOTATIONS:**

The last paragraph, the concluding paragraph, has three major functions: It reminds the readers what they read (Bland, 2004). It works to convince the readers one more time that your thesis statement is correct (Bloom, 2005). “It lets the readers know that what you’ve said is finished” (Paragraph perfection, ND, pp. 34 - 35). The concluding paragraph should be as brief and as complete as possible to serve its function (p. 36); therefore, no new material can be introduced or the readers mentally anticipate a new subject and feel cheated (Zigs & Walker, 2001, pp. B22 – 23). Often all a concluding paragraph needs is a revision of the introductory paragraph (Bland). The test of a great concluding paragraph is if it ties everything that’s been said together and leads the reader smoothly out of what’s been said (Lenn, 2003, p. 39).

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**EXAMPLE OF A REFERENCE LIST (A reference list is a separate page at the end of the paper. Take note of the indentation and spacing between the lines.):**

## REFERENCES

Bland, Ron. (2004). *Research paper guide*. Los Angeles: Simon Wigby Publishers.

Bloom, Alice. (2005, May 22). The perfect closure. *Research paper writers' monthly*. Retrieved Feb. 27, 2006 from

<http://www.researchpaperwritersmonthly/bloom/perfectclosure/htm>

Lenn, Brad. (2001). The last gasp. In Gene. Linzey (Ed.), *Working a research paper from beginning to end*, p. 39. Boise, Idaho: Boise University Press.

Paragraph perfection. (ND). *Encyclopedia Americana*. Retrieved Jan. 2, 1998 from

<http://encyclopediaamericana.org/writing/paragraphperfection/htm>

Zigs, Mary. & Walker, Tom. (2007, Feb. 29). Does the writer know the reader's mind? *New York Times*, pp. B 22 – 23. Retrieved March. 6, 2007 from

[www.nytimes.com/B/22,23/2-29-07/doesthewriterknowthereadersmind?/htm](http://www.nytimes.com/B/22,23/2-29-07/doesthewriterknowthereadersmind?/htm)

For additional APA data, try this site: <http://www.docstyles.com/apacrib.htm>