MODULE 4.1 | **APA CITATION FORMAT WRITING**

I.   **STUDENT OUTCOMES**
At the end of the module, 75% of the participants are able to:
   a. Differentiate ***In-Text citation*** vs. References / Works Cited
   b. Familiarize the APA citation format
   c. Cite a / any material using APA citation format
   d. Clearly understand the purpose of creating a bibliography or citing a material

II.   **DURATION**: 30 – 60 minutes

III.   **PRE-ACTIVITY FOR EXPERIENTIAL LEARNING**
   a. Defining difficult terminologies
   b. Module on access/ location and online resources

IV.   **EXPERIENTIAL ACTIVITIES TO SUPPORT ACQUISITION OF THE STUDENT OUTCOMES**
   1. Define Works Cited and Bibliography – cite their difference.
      a. **In-text citation** defined as to how a work/material is quoted or referred to within the research paper, while
      b. **Reference list** is a list of all the references used in a thesis / research paper.
   2. Show sample of In-Text Citations and Bibliography.
      a. In-Text Citations (structure – APA)
         Structure (Author Last Name, Date of publication, Pagination)
         1. (Mankiw, 2018, p. 25)
         2. (Levinas & Nemo, 2011, p. 950)
      b. Reference list (APA – Book in print)
         Structure [Author Last Name, Initials of First Name. (Publication Date). *Title of the material.* Place of Publication, Publisher]
         1. Mankiw, N. G. (2018). *Principles of economics.* Boston, MA, USA: Cengage Learning.
         2. Levinas, E., & Nemo, P. (2011). *Ethics and infinity: conversations with Philippe Nemo.* Pittsburgh: Duquesne University Press.

   3. In-text citation discussion
   4. Core Elements in a citation (Facilitator may discuss this briefly or you may refer to file for a *Citing Articles in APA Style.pdf* more detailed discussion.)
   5. Present the basic structure for APA Citation Style

   > Author(s). (year). Title. *Source*, *version*(number), page numbers. Publisher location: Publisher. DOI. Retrieved from [URL].

   6. Discuss the sample citations for the succeeding slides.
      a. Book – in print or eBook
      b. Journal articles
      c. Journal / magazine articles (online resource)
      d. Chapter of a book, anthology or reference work
      e. Tweet
      f. A page from a website

V. CAPSTONE EXPERIENCE

a. Check library materials thru OPAC and create a citation using APA style.
b. Have student reiterate the concepts in their own understanding

VI. CORE SKILLS ACQUIRED

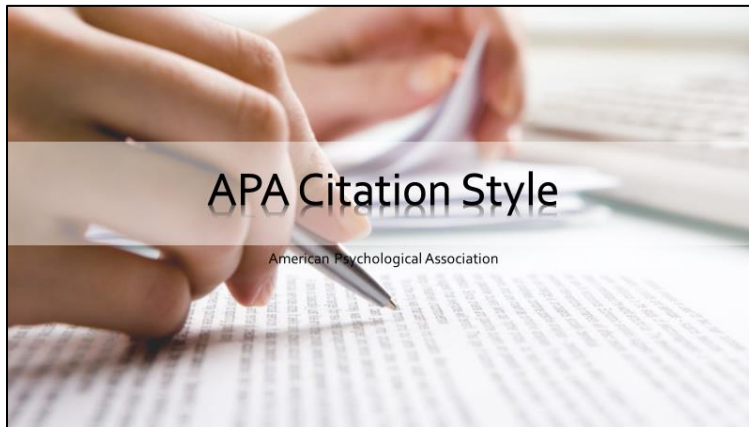a. Vocabulary Building
b. Citation creation
c. Concept appreciation

STUDENT OUTCOMES
At the end of the module, 75% of the participants are able to:
a. Differentiate ***In-Text citation*** vs. References / Works Cited
b. Familiarize the APA citation format
c. Cite a / any material using APA citation format
d. Clearly understand the purpose of creating a bibliography or citing a material

LIBRARY ORIENTATION PROPER

Materials: PPT on APA Citation Style
                   Citing Articles in APA Style.pdf

FACILITATOR: This module will teach you on how to properly cite a material – in-text and at the reference list page using APA citation style. Document Citations are already available and easy to download/ copy for most of the online resources that the main library is subscribing, there are also online citation generators which you can utilize, however, knowing the basics are still an advantage specially for us who are from time-to-time write papers, proposals and presentations. Citing properly materials, acknowledges the source of information / resource.

What's APA?

"*American Psychological Association (APA)*"

The main scholarly association for academic psychologists in the United States, the American Psychological Association (APA) has developed standardized methods for citing print and electronic sources used in research. (EBSCO, 1)

FACILITATOR: American Psychological Association, well known as APA developed a style in documenting reference sources which is widely used specially in Social Sciences discipline. As shown on the screen, it says there that it had standardized methods for citing print and electronic (as well ONLINE) sources referred to in a research.
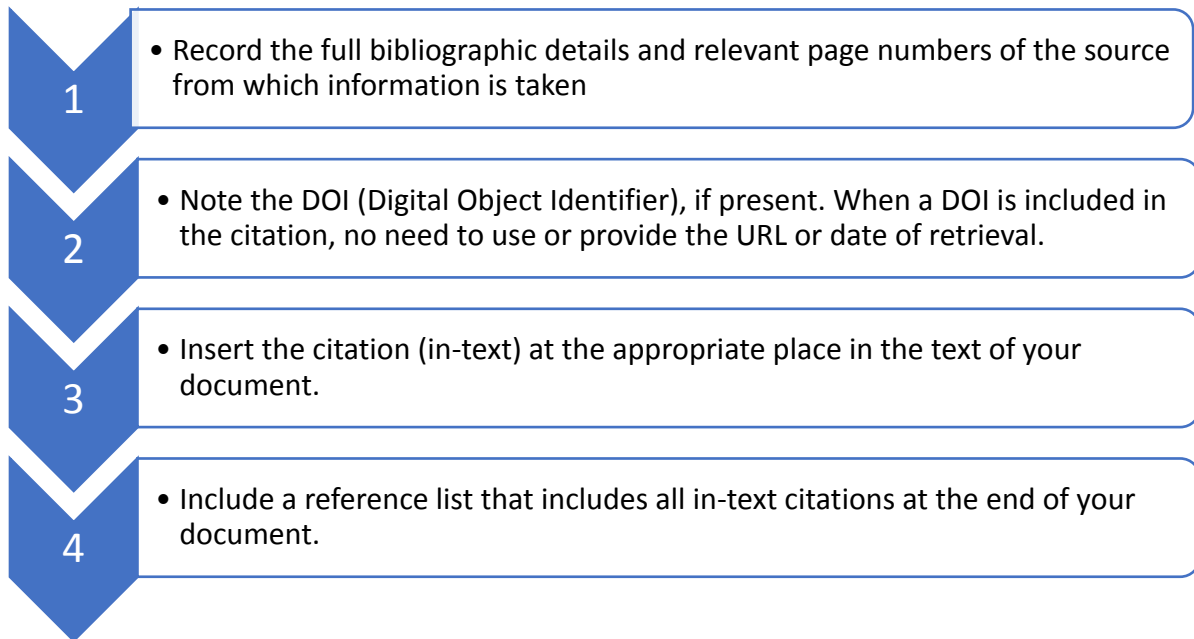
What is Referencing?
Why is there a need for this?

FACILITATOR: "*REFERENCING*" is a standardized way of acknowledging the sources of information and ideas that you have used in your papers. This allows the sources to be identified.

This is important to avoid plagiarism to verify quotations and to enable readers to identify and follow the works you have referred to.

Steps in referencing

1
- Record the full bibliographic details and relevant page numbers of the source from which information is taken

2
- Note the DOI (Digital Object Identifier), if present. When a DOI is included in the citation, no need to use or provide the URL or date of retrieval.

3
- Insert the citation (in-text) at the appropriate place in the text of your document.

4
- Include a reference list that includes all in-text citations at the end of your document.

How to create a reference list/ Bibliography

1. A reference list includes just the books, articles, ad web pages, etc. that are cited in the text of a document. A bibliography includes all sources consulted for background reading.
2. A reference list is arranged **alphabetically** by *author*. If an item has no author, it is cited by the *title* and included in the alphabetical list using the first significant word of the title.
3. If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
4. Each reference appears on a new line.
5. Each item in the reference list is required to have a hanging indent.
6. References should not be numbered.

In-text citation vs. Reference List

In-Text Citation	REFERENCE LIST
defined as to how a work/material is quoted or referred to within the research paper,	list of all the references used in a paper.
Commonly found at the end of a sentence / paragraph, enclosed in a parenthesis	Complete bibliographic info of material cited within the paper found at the later part of a paper.
"I just can't get enough." (Colfer, 2016, p. 35)	Harper, C. M. (2001). *Imaginative inventions: The who, what, where, when, and why of roller skates, potato chips, marbles, and pie (and more!).* Boston: Little Brown.

FACILITATOR: When citing a material there is these two ways, first is the "**in-text**" citation is how a resource be properly cited/ quoted within the paper. Commonly, it is located at the end of a quoted sentences or phrases. Its structure is the author's last name and page number of the quoted information, enclosed in parenthesis. At the sample on the screen, **(Colfer, 2016, p. 35)** is the in-text citation for a direct quoted material.

The other one is "**Reference list**" which is a list of all the reference, a complete bibliographic information of materials cited or used in the paper, commonly, arranged alphabetical order under author or title (if no author is available).

In-text citations

In APA citation style, **in-text citation** follows an author-date format. It requires the author's last name followed by the year of publication.

Direct Quotations: In addition to author(s) and publication year, a specific page citation is required for direct quotations. If quote is less than 40 words, incorporate into text and enclose in quotation marks.

> "My cat's fur is brown" (Smith, 2016, p. 23).
> Smith (2016) reported, "my cat's fur is brown" (p. 23).

Long Quotes: If quote is longer than 40 words, display on new line in freestanding block of text. Set off quotation by indenting left margin ½". Use normal right margin. Do not single space. Omit quotation marks.

> My cat…scratched me. (Smith, 2016, p. 23)

Summary or Rephrase: Paraphrase with attribution to original author, page number encouraged, no quotation marks. Author's name and year in signal phrase introducing material or in parentheses following.

> Smith (2016) observed that the fur on his cat was brown (p. 23).
> The fur on the cat was brown (Smith, 2016, p. 23).

FACILITATOR: A page number is included if you have a direct quote. When you paraphrase a passage, or refer to an idea contained in another work, providing a page number is not necessary but is "encouraged", especially when you are referring to a long work and the page numbers might be useful to the reader.

Core Elements

Author - author names (single or multiple), corporation, government publication

(**Year**) – Publication year

Title - article, website, blog post, book chapter, essay in anthology, tweet.

Source - journal, webpage, blog, book, Twitter.

Version - new, reprinted, edition, revision

Number – series, volume, issue

Location - page numbers (pp.), URL, DOI. Database locations should be DOI or permalink URLs.

Basic Structure

Author(s). (year). Title. *Source, version*(number), page numbers. Publisher location: Publisher. DOI. Retrieved from [URL].

FACILITATOR: Flashed on the screen is the basic structure for an APA style of citing. Not all elements in that structure should be present at all times. DOI and URL are not available in printed materials. If ever some elements are not available, just proceed to the next element.

FORMATTING for reference list
- Text is left-aligned, titles are center-aligned
- 12-point font size in Times New Roman typeface preferred
- Margins of 1 in. on top, bottom, left and right
- Double-space between all text lines throughout, including References
- References list:
  - Hanging indent of 1/2 in.
  - Alphabetical by author's' last name (or source title if no author)

(Facilitator may refer to *Citing Articles in APA Style.pdf* for more detailed information and sample.)

SAMPLE CITATIONS

APA Citation Style

Book (print or eBook)

Burhans, D. E. (2008). Crunch!: A history of the great American potato chip. Retrieved from
        http://web.b.ebscohost.com

Harper, C. M. (2001). Imaginative inventions: The who, what, where, when, and why of roller skates,
        potato chips, marbles, and pie (and more!). Boston: Little Brown.

Book with multiple authors:
Bullen, C. V., LeFave, R., Selig, G. J., & Chittenden, J. (2010). Implementing strategic sourcing: A
        manager's guide to world class best practices. Zaltbommel: Van Haren Publishing.

Journal articles

Structure
[Author last name], [First initial]. [Middle initial]. ([Publication year]). [Title of article]. [*Title of journal*],
        [*Volume number*] ([Issue number]), [Page number starts]-[ends].

Single author*:*
Strauf, S. (2011). Photonic crystals: Lasing woodpiles. *Nature Photonics, 5*(2), 72-74.

Multiple authors*:*
Ramirez-Marquez, J., & Rocco, C. M. (2010). Evolutionary optimization technique for multi-state two-
        terminal reliability allocation in multi-objective problems. *IIE Transactions*, 42(8), 539-552.

Articles from a journal or magazine in a database

Structure
[Author last name], [First initial]. [Middle initial]. ([Publication year]). [Title of article]. [*Title of journal*],
        [*Volume number*] ([Issue number]), [Page number starts]-[ends]. [Document Object Identifier]

Kadamne, J. & Proctor, A. (2010). Rapid oil extraction from potato chips. *Journal of the American Oil
        Chemists' Society*, *87* (7), 835–836. doi:10.1007/s11746-010-1558-1

Rommens, C. M., Yan, H., Swords, K., Richael, C., & Ye, J. (2008). Low-acrylamide French fries and
        potato chips. *Plant Biotechnology Journal*, *6*(8), 843-853. doi:10.1111/j.1467-
        7652.2008.00363.x

Samue l, P. (1994). Chipping away at the champ. Forbes, *153*(9), 107-116. Retrieved from
        http://www.forbes.com/

Chapter of a book, anthology or reference work

Berzok, L. M. (2003). Potato. In S. H. Katz (Ed.), *Encyclopedia of food and culture*: Vol. 3 (pp. 108-116).
   Retrieved from http://o.galegroup.com/ps/i.do?p=GVRL&sw=w&u=hobo36533&v=2.1&it=r&
   id=GALE%7CCCX3403400489&asid=efc143b83337ae9a8e8ca6876212826b

Tweet

G., H. [hindyg]. (2016, September 5). Have you tried the new Lays tikka masala flavor? So good. And
   they're even #kosher! #snacks #potatochips #chips... http://fb.me/5k1OyKYKC [Tweet].
   Retrieved from https://twitter.com/hindyg/status/772875462620147713

A page from a website

Cape Cod Chips. "History." N.d., www.capecodchips.com/about-us/history.html. Accessed 22 Sept.
   2016.

Capstone Experience
   1. *Check library materials thru OPAC and create a citation using APA citation style*.
      Ask the participants to Look for sample (on the web) of the following:
      a. Books (single and multiple author)
      b. Journal and magazine article
      c. Tweet
      d. Page from a website

      Document the bibliographic information of each sources,
      Create a MLA style citation for the materials. Have some students present their work in
      the class / front.

   2. *Have student reiterate the concepts in their own understanding*.
      a. How was the activity?
      b. Did you have hard time identifying the bibliographic information?
      c. What's the difference between in-text and reference list citations?

FACILITATOR: After studying APA citation style, what are the reason for us, researchers, for documenting these sources and including them in our papers? (Encourage the participants to answer to verify their learning of the topic.)

Possible answers:
Avoid Plagiarism, use to refer to the original source, acknowledging sources used in the paper

FACILITATOR: What are the *Core Elements* in creating APA citations?
   a. AUTHOR,
   b. TITLE / Source,
   c. Version, Number,
   d. Publisher, Publication Date,
   e. Location (DOI, URL, Pages)

Sources

Citing Articles in APA Style (2017). *EBSCO Help*. Retrieved from
    https://help.ebsco.com/interfaces/EBSCO_Guides/EBSCO_Interfaces_User_Guide/Citing_Articles
    _in_APA_Style.

A Brief Guide to APA 6th Edition. (2017) Retrieved from
    http://researchguides.stevens.edu/citingsources/apa.

Hacker, D. & Sommers, N. (2013). *A Pocket Style Manual,* 6th edition, APA version-Bedford St. Martin's

I.   STUDENT OUTCOMES

At the end of the module, 75% of the participants are able to:

 a. Differentiate ***In-Text citation*** vs. **Works Cited**
 b. Familiarize the MLA citation format
 c. Cite a / any material using MLA citation format
 d. Clearly understand the purpose of creating a bibliography or citing a material

II.   DURATION : 30 – 60 minutes

III. PRE-ACTIVITY FOR EXPERIENTIAL LEARNING

 a. Defining difficult terminologies
 b. Module on access/ location and online resources

IV. EXPERIENTIAL ACTIVITIES TO SUPPORT ACQUISITION OF THE STUDENT OUTCOMES

1. Define Works Cited and Bibliography – cite their difference.
 a. **In-text citation** defined as to how a work/material is quoted or referred to within the research paper, while
 b. **Works cited list** is a list of all the references used in a thesis / research paper.
2. Show sample of In-Text Citations and Bibliography.
 a. In-Text Citations (structure – MLA)
  Structure (Author Last Name, Date of publication)
  1. (Mankiw, 2018)
  2. (Levinas & Nemo, 2011)
 b. Reference list (MLA – Book in print)
  Structure [Author Last Name, First Name. *Title of the material.* Place of Publication, Publisher]
  1. Mankiw, Gregory. *Principles of economics.* Boston, MA, USA: Cengage Learning, 2016.
  2. Levinas, Emmanuel, & Nemo, Philippe. (2011). *Ethics and infinity: conversations with Philippe Nemo.* Pittsburgh: Duquesne University Press, 2011.
3. In-text citation discussion
4. Core Elements in a citation (Facilitator may discuss this briefly or you may refer to file EBSCO *Citing Articles in MLA Style.pdf* for a more detailed discussion.)
5. Present the basic structure for APA Citation Style

> Author(s). "Title of Source." *Title of Container*, other contributor.
>   version, number, Publisher, Publication date, Location.
>   Database, Location. Accessed __.

6. Discuss the sample citations for the succeeding slides.
 a. Book – in print or eBook
 b. Journal / magazine articles (online resource)
 c. Chapter of a book, anthology or reference work
 d. Tweet
 e. Page from a website

V. CAPSTONE EXPERIENCE
a. Check library materials thru OPAC and create a citation using MLA style.
b. Have student reiterate the concepts in their own understanding

VI. CORE SKILLS ACQUIRED
a. Vocabulary Building
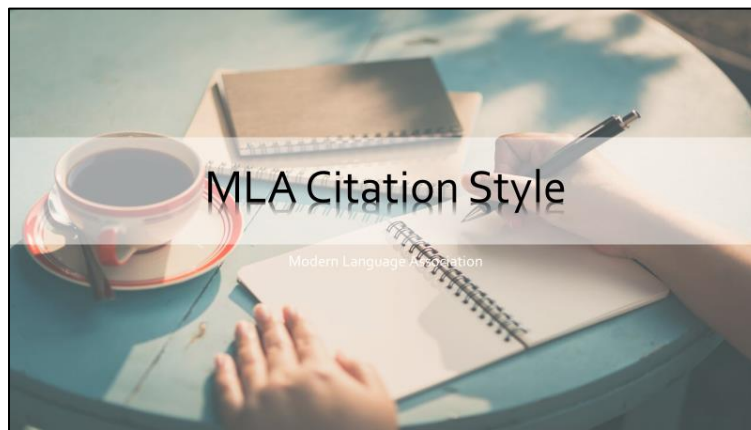b. Citation creation
c. Concept appreciation

STUDENT OUTCOMES

At the end of the module, 75% of the participants are able to:

        a. Differentiate *In-Text citation* vs. **Works Cited**

        b. Familiarize the MLA citation format

        c. Cite a / any material using MLA citation format

        d. Clearly understand the purpose of creating a bibliography or citing a material

LIBRARY ORIENTATION PROPER

        Materials: PPT on MLA Citation Style

                             Citing Articles in MLA Style.pdf

FACILITATOR: This module will teach you on how to properly cite a material – in-text and at the work cited page using MLA citation style. Most of the online resources that the main library is subscribing, citations are already available and easy to download/ copy. There are also online citation generators which you can utilize, however, knowing the basics are still an advantage specially for us who are from time-to-time write papers, proposals and presentations. Citing properly materials, acknowledges the source of information / resource.

WHAT'S MLA?

- "Modern Language Association" (MLA)
- Devoted to the study of language and literature.
- Widely adopted by academic journals, schools, and instructors.
- "Become the predominant style guide for use in the Humanities in the United States, and is commonly used in Canada and other countries worldwide." (EBSCO Host, 1)

FACILITATOR: To start, let's check what MLA is. Who have guess or words played in their mind? (ask some participant to get an answer).

The Modern Language Association (MLA) is an organization of teachers and scholars devoted to the study of language and literature. MLA style has been widely adopted by academic journals, schools, and instructors. Since its initial publication, the MLA Style Manual has become the predominant style guide for use in the Humanities in the United States, and is commonly used in Canada and other countries worldwide. (EBSCO Host, 1)

In-text citation vs. Works Cited

In-Text Citation	Works Cited
defined as to how a work/material is quoted or referred to within the research paper,	list of all the references used in a paper.
Commonly found at the end of a sentence / paragraph, enclosed in a parenthesis	Complete bibliographic info of material cited within the paper found at the later part of a paper.
"I just can't get enough." (Colfer, 35)	Harper, Charise Mericle. *Imaginative Inventions: The Who, What, Where, When, and Why of Roller S kates, Potato Chips, Marbles, and Pie (and More!).* Little Brown, 2001.

FACILITATOR: When citing a material there is these two ways, first is the "**in-text**" citation is how a resource be properly cited/ quoted within the paper. Commonly, it is located at the end of a quoted sentences or phrases. Its structure is the author's last name and page number of the quoted information, enclosed in parenthesis. At the sample on the screen, (Colfer 25) is the in-text citation for a direct quoted material.

The other one is "**Works cited**" which is a list of all the reference, a complete bibliographic information of materials cited or used in the paper, commonly, arranged alphabetical order.

In-text citation (Author last name page number)

Direct Quoting: Enclose in quotes, with the author and page number in parentheses

> "Citations should be double-spaced." (Smith 23).

Authors name in text: Paraphrase with attribution to original author with page number, no quotation marks

> Smith observed that citations should be double-spaced (23).

Long Quotes: Indent full quotation (4+ lines), no quotation marks (unless part of quote), with (Author page number) after period

> Citations should be… format citations. (Smith 23)

FACILITATOR: Flashed at the screen are the three ways of writing an "in-text" citation in your papers.

1. First is **Direct Quoting** where it is enclosed in a quotation marks with the author and page number in parenthesis. Below is a sample citation. (click to emphasize the sample)

2. Followed by the **Authors name in text** where an information is paraphrase with acknowledgement to original author with page number yet no more in quotation marks. (Click to emphasize sample below)

3. Lastly, when inserting **Long Quotes** in a paper, it should be indent full quotation (4+ lines), no quotation marks (unless part of quote), with (Author page number) after period. (Click to emphasize sample below)

Core Elements of citation (MLA)

Author - author names (single or multiple), corporation, government publication

"**Title of Source**" - article, website, blog post, book chapter, essay in anthology, tweet.

Title of Container - journal, webpage, blog, book, Twitter.

Version - new, reprinted, edition, revision

Number – series, volume, issue

Location - page numbers (pp.), URL, DOI. Database locations should be DOI or permalink URLs.

Accessed - use for websites and social media posts.

FACILITATOR: At the left part of the screen, the illustration is a guide on how you can easily create a bibliography in MLA. When citing materials in MLA you need to note of the following information.

From MLA Handbook 8th edition, they have this guide, same as the one on the screen, where you need to input or write/type beside each number the element from the material you are citing. This will help generating a citation fast and easy. (for more detailed information and sample for each element facilitator may refer to *Citing Articles in MLA Style.pdf*)

Basic Structure (MLA)

FACILITATOR: Following the sequence in the guide provided, this is the structure of work cited in using MLA citation style. It is not necessary that all the information above is present in a citation, there will be chances that an element will be missing. Then just omit the element that is not significant to be cited.

FORMATTING for works cited list
- Text is left-aligned, titles are center-aligned
- Margins of 1 in. on top, bottom, left and right
- Double-spaced throughout, including Works Cited
- Works Cited list of references:
  - Hanging indent of 1/2 in.
  - Alphabetical by author's' last name (or source title if no author)

SAMPLE CITATIONS

MLA Style

Books and eBooks

Burhans, Dirk E. *Crunch!: A History Of The Great American Potato Chip*. University of Wisconsin Press, 2008. eBook Academic Collection (EBSCOhost), search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=303183&site=ehost-live.

Harper, Charise Mericle. *Imaginative Inventions: The Who, What, Where, When, and Why of Roller Skates, Potato Chips, Marbles, and Pie (and More!).* Little Brown, 2001.

Articles from a journal or magazine in a database

Kadamne, Jeta, and Andrew Proctor. "Rapid Oil Extraction from Potato Chips." *Journal of the American Oil Chemists' Society*, vol. 87, no. 7, July 2010 , pp. 835–836. SpringerLink, link.springer.com/article/10.1007%2Fs11746-010-1558-1.

Rommens, Caius M., et al. "Low-acrylamide French Fries and Potato Chips." *Plant Biotechnology Journal*, vol. 6, no. 8, Oct. 2008, pp. 843-853. Wiley Online Library, 10.1111/j.1467-7652.2008.00363.x.

Samuel, Peter. "Chipping Away at the Champ." *Forbes*, vol. 153, no. 9, 25 Apr. 1994, pp. 107-116. Business Source Premier,search.ebscohost.com/login.aspx?direct=true&db=buh&AN=9404127716&site=ehost-live.

Chapter of a book, anthology or reference work

Berzok, Linda Murray. "Potato." *Encyclopedia of Food and Culture*, vol. 3, edited by Solomon H. Katz, Charles Scribner's Sons, 2003, pp. 108-116. *Gale Virtual Reference Library,* go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=hobo36533&v=2.1&it=r&id=GALE%7CCX3403400489&asid=efc143b83337ae9a8e8ca6876212826b.

Multiple chapters from book, anthology or reference work

Berzok, Linda Murray. "Potato." Katz, pp. 108-116. Katz, Solomon H, editor. *Encyclopedia of Food and Culture*. Vol. 3, Charles Scribner's Sons, 2003. *Gale Virtual Reference Library,* go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=hobo36533&v=2.1&it=r&id=GALE%7CCX3403400481&asid=047dcba4937e65d8907c54ccb0db86ad. Weaver, William Woys. "Pie." Katz, pp. 68-73.

Tweet

@hindyg. "Have you tried the new Lays tikka masala flavor? So good. And they're even #kosher! #snacks #potatochips #chips... http://fb.me/5k1OyKYKC." *Twitter*, 5 Sept. 2016, 12:14 p.m., twitter.com/hindyg/status/772875462620147713. Accessed 21 Sept. 2016.

A page from a website

Cape Cod Chips. "History." N.d., www.capecodchips.com/about-us/history.html. Accessed 22 Sept. 2016.

Capstone Experience
1. *Check library materials thru OPAC and create a citation using MLA style*.
   Ask the participants to Look for sample (on the web) of the following:
   a. Books (single and multiple author)
   b. Journal and magazine article
   c. Tweet
   d. Page from a website

   Note the bibliographic information using the MLA guide in documenting sources,

   Create a MLA style citation for the materials. Have some students present their work in the class / front.

2. *Have student reiterate the concepts in their own understanding*.

FACILITATOR: After studying MLA citation style, what are the reason for us, researchers, for documenting these sources and including them in our papers? (Encourage the participants to answer to verify their learning of the topic.)

Possible answers:
Avoid Plagiarism, use to refer to the original source, acknowledging sources used in the paper

FACILITATOR: What are the *Core Elements* in creating MLA citations?
a. AUTHOR,
b. TITLE of Source / Container,
c. Other Contributor,
d. Version, Number,
e. Publisher, Publication Date,
f. Location (DOI, URL, Pages)

Sources

Citing Articles in MLA Style. *EBSCO* Host. https://help.ebsco.com/interfaces/EBSCO_Guides/EBSCO_Interfaces _User_Guide/Citing_Articles_in_MLA_Style. Last Downloaded: July 07, 2017.

MLA Handbook. 8th ed., Modern Language Association of America, 2016.

A Brief Guide to MLA 8th Edition. http://researchguides.stevens.edu/citingsources/mla. Accessed October 01, 2017.