Plagiarism will not be tolerated under any circumstances. Be careful in citing. Here are the guidelines.

When in doubt, err on the side of attribution. The two basic rules are these:

- If you use someone else’s language exactly, you must display it, or put it in quotes, and provide guidance about where precisely the reader can find it.
- If you make a claim that is not common knowledge, you must provide a citation to it.

On citations, rely on the guidelines below. These citation rules are from the APA style manual, which you can check out online or in the library if you need more information:

**In-Text citations**: The ideas and words of others that you discuss in the body of your paper must be formally acknowledged. The reader can obtain the full source citation from the list of references at the end of the paper.

- **Basic Format**: ALWAYS cite the author and year, and include page numbers for direct quotes.
  
  - When the authors of a source are not part of the formal structure of the sentence, both the authors and year of publication appear in parentheses. Consider the following example:

    Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991). [Note that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

  - When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

    Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant. [Note: *and* is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]
• **Listing Multiple Authors:**
  - When a source that has two authors is cited, both authors are included every time the source is cited.
  
  - When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

    Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins, 1991).

    Payne et al. (1991) showed that ...
  
  - When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).

• **Web Sources**
  - Articles that you find on JSTOR are NOT web documents. Cite them as regular journal articles.
  
  - To cite a Web document (meaning a document that is ONLY found on the web), use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use "n.d." in place of the date. Consider the following examples:

    Degelman and Harris (2000) provide guidelines for the use of APA writing style.

    Changes in Americans' views of gender status differences have been documented (*Gender and Society*, n.d.).

• **Other Notes:**
  - Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

    Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

  - To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

    B. F. Skinner (personal communication, February 12, 1978) claimed ...
Quotations: When a direct quotation is used, always include the author, year, and page number as part of the citation.

- A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Example:

  Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Byrd, 1988, p. 829).

- A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented five spaces from the left margin. It should be single-spaced.

References: All sources included in the References section must be cited in the body of the paper (and all sources cited in the paper must be included in the References section).

- Pagination: The References section begins on a new page.
- Heading: References (centered on the first line below the manuscript page header)
- Format: The references (with hanging indent) begin on the line following the References heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have three components:
  - Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use "et al." for remaining authors. If no author is identified, the title of the document begins the reference.
  - Year of Publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.
  - Source Reference: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

To see an example of APA-formatted References: Go to http://www.vanguard.edu/uploadedFiles/psychology/references.pdf


Examples of how to list references

- Journal article

- Book

- Web document

- Web document (no date)

- **Web document (no author, no date)**

- **Article or chapter in an edited book**