Why do I have to cite my sources?
Using outside sources like books or articles in your assignment makes your arguments more credible. You demonstrate that your arguments are not just your opinion, but are based on evidence. When you use other people’s ideas in your work, you must cite your sources to avoid any charges of plagiarism. Citations prevent any confusion over what is original to you and what you are borrowing. You should also familiarize yourself with the John Jay College Policy on Academic Integrity.

Citation styles like APA (American Psychological Association) or MLA (Modern Language Association) supply a standard method for identifying sources. Use the examples in this brochure to help you cite your sources accurately. If you need more guidance, contact your instructor, the John Jay Writing Center, or a librarian.

Citing references in the body
Quoting, paraphrasing, and summarizing are the three ways in which you may incorporate external sources into your paper.

Quoting
When you are quoting directly from a text, you must provide the name(s) of the author(s), the year, and the page number(s) for the reference. If there are no page numbers, number the paragraphs and use them as part of the citation. For short quotation (fewer than 40 words) begin and end with double quotation marks. Examples:

According to Gregory Rodriguez (2005), one of the major problems of bilingual education had to do with the fact that “the bilingual education lobbyists were less concerned with making sure it was benefiting the children it served” (p. 151).

The supporters of bilingual education programs “consistently opposed any attempts to reform it” (Rodriguez, 2005, p. 151).

Long quotations (more than 40 words) are in a block with no quotation marks, and indented 5 spaces from the left margin.

Paraphrasing and summarizing
Paraphrasing means restating another person’s idea in your own words. Summarizing means using your own words to report the essence of the passage with fewer words than the original source uses. Each paraphrase and summary has to be documented: include at least the author’s last name and the publication year. Providing the page number(s) as well is recommended though not required. Put quotation marks for word phrases that you cannot substitute with your own words. Example:

According to Zapf & Jung (2006), “criminal responsibility” can be evaluated by referring to information from the defendant’s interview, and forensic test results (p.340).

Formating in-text citations
1 author
(Walker, 2000)

2 authors
(Cheek & Buss, 1981, p. 322)

3–5 authors
First reference: (Smith, Xu, Wie, Jones, & Rock, 1994)
Subsequent: (Smith et al., 1994)

6+ authors
(Kosslyn et al., 2006)

Indirect source
Buss indicated ... (as cited in Atkins & Haller, 2013).

Citations in the reference list
List materials cited in the body of the paper in the “References” section located at the end of the paper. Organize references alphabetically by the first author’s last name; start each entry with a hanging indent, and use double spacing, like this:


Include all information necessary for someone else to find the same resource.

Author, A. A. means last name followed by first initial and middle initial (if given). For instance, the name Tina Wu would appear as Wu, T. in a reference list.

If there is no author, begin the citation with the document title, then put the publication year in parentheses. If there is no date, put “n.d” in parentheses.

Book


Ebook
Author, A. A. (Year) *Title of book*. Place of Publication: Publisher. Retrieved from URL


Chapter or article in an edited book


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When a DOI is available, always include it. Find the DOI at CrossRef (search.crossref.org). If there is no DOI, use the journal's URL. If it is an article in print, end the citation after the page numbers.

Author, A. A. (Year). Title of article. Title of Journal, Vol. Number(Issue Number), Pages. DOI


Journal article with multiple authors
For articles with two to seven authors, include all authors' names. For articles with eight or more authors, include the first six author's names, then three periods, and then the last author's name.


Online reference work
If there is no author, begin the citation with the document title, then put the publication year in parentheses.


Newspaper article


Newspaper article in print

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Magazine article in print

Web page
If there is no discernible author, begin the citation with the document title, then put the publication year in parentheses. For more help & examples, see the APA blog (jjay.cc/citeweb).

Author, A. A. (Year, Month Day). Web page title. Retrieved date from URL


Video
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LEGAL SOURCES
Follow the Bluebook style as closely as you can. Treat legal citations as works with no authors. Order them alphabetically according to the first significant word or abbreviation in the entry. Examples:

Court case

Statute

Federal regulation

Constitution
U.S. Const. art. I, § 3.

For more examples, see How to Cite Legal Materials at jjay.cc/legal. For full instructions, see the Publication Manual of the American Psychological Association, Appendix 7.1.

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