Citing/Referencing Sources Within your Essay Writing

(The following is from the University of Alberta Citation Style Guides and Tutorials webpage)

In-text citation, using APA style

Whenever you use the words or thoughts of another person, you must acknowledge their source. A **paraphrase** is a re-wording of someone else's thoughts, while a **quote** means using their exact words. Acknowledge a paraphrase near the statement, with the author's last name and the publication year in parentheses. Acknowledge a quote with the author's last name, the publication year, and the page number. Quotes of less than 40 words should be incorporated into the text, and placed inside double quotation marks. Longer quotes should be displayed in a freestanding block of text, indented only on the left side, double-spaced, with no quotation marks. Every in-text citation, whether a paraphrase or a quote, requires a complete reference in your reference list. [See the examples below; note that Jones is a fictitious name, used to illustrate the point.]

To acknowledge a paraphrase, you may simply add the name and year in parentheses after the complete paraphrase statement (Jones, 2003). This is the standard format, however to facilitate the flow of your writing, you could also say that Jones (2003) believed you could be flexible when necessary.

To acknowledge a quote, include the page number in the in-text citation. "If you add it at the end of the direct quote it would look like this for a short quote" (Jones, 2003, p. 17). Or, similar to the example for paraphrases above, Jones (2003) found that "you could be a little flexible to facilitate the flow of your writing" (p. 17).

Jones (2003) stated the following, to illustrate citation flexibility with longer block quotes in the text:

> This is an example of a longer quote of more than 40 words. Each line of a block quote is indented 1/2" from the left margin only. The entire block quote is double-spaced. There are more rules on the use of quotation marks, such as when a quote appears within a quote. Section 3.34 in the publication manual addresses quotation of sources. (p. 17)

In summary, make sure the THREE things occur each time you use someone’s ideas:
- you have acknowledged the **author**
- you have acknowledged the **year** of the source
- you have acknowledged a **page** or paragraph number