

Cite it Right

APA Citation Decision Tree

START HERE

Is the sentence, phrase, or paragraph your own original thinking?

Yes

No citation needed



Quote your source directly if:
 - the source author's language is so unique, specific, or powerful that the passage will lose meaning if you paraphrase

- the source author's idea is so original or unique that your readers should hear it in her or his language directly

Otherwise, paraphrase

No

So it is based on, taken from, or influenced by someone else's work? Then you must provide an in-text citation

(see current APA guide for the few exceptions to this rule)

Are you quoting the source directly?

Unsure???

Yes

No

If direct quote (fewer than 40 words), must use quotation marks

Quotation marks are not needed.

If quote is 40 or more words, must block indent when including quote in your paper (no quotation marks when block indent)



Any source that is referenced in your paper (either paraphrased or quoted directly) must be included in your reference list (except personal communications).

Check current APA Style Guide for reference list formatting. Format will depend on the source type (journal article, book, website, etc.)

Created by:
 Harriet L. Schwartz, PhD
harrietschwartz14@gmail.com
www.harrietschwartz.com

Special thanks to Jackie Smith for consulting on this project

Designed using easel.ly

This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License.



Additional Resources:

- *apastyle.org
- *blog.apastyle.org
- *owl.english.purdue.edu/owl
- *your university writing center

