

## SU Citation Guidelines

Citation guidelines are used at Summit University for two reasons: (1) to protect the owner of the outside material from copyright infringement and (2) to protect students from plagiarism, a violation of the SU Academic Integrity Guidelines. All students are required to abide by the Academic Integrity Guidelines as stated in the Course Catalog or risk academic sanctions ranging from point deductions to dismissal from the program.

Plagiarism can easily occur. In using web sites to research assignments, for example, it is easy to copy and paste website material into a Word document and submit the writing as one's work. Without citing the source, this is considered plagiarism, a form of cheating. All Summit University work must be original; it should come from the minds and hearts of the students. When outside material is employed, it must be properly acknowledged through citations. This guideline also applies to images, video clips, audio files, interviews, etc.

### Citation Format

The citation format used for Summit University is APA style from the sixth edition of the *Publication Manual of the American Psychological Association*. If you have used MLA or Chicago style in the past, you may notice some differences in the format. Please use the APA format as shown.

This document presents a brief guide and introduction to citing sources; complete information can be found at: <http://www.library.cornell.edu/resrch/citmanage/apa>. Please use this site as a reference point when formatting your citations.

There are two types of citations; both are required for your assignments.

- First, quoted or paraphrased material must be cited in the text of the document. Such “in-text” citations are brief.
- Second, complete source information must be cited on a separate page, which is the last page of your document. This page is called “References” (not “Works Cited” or other title).

### How to Cite Sources in the Text

When using quoted or paraphrased material in your document, you must acknowledge the source directly in the text. Two types of in-text citations are necessary, for (1) direct quotes and (2) paraphrased material.

#### 1. Direct quotes

- Quotation marks must be used around direct quotes, placed at the beginning and at the end of the quotation.
- Cite the source from which the quote was taken in parentheses at the end of the quotation. The citation should include the author's last name, publication date, and page number of the quote.
- The period in the sentence is always placed after the citation.

**Book or article example:** “The awareness of God is what infuses the material cosmos with the flame, the Spirit of life” (Prophet, 2004, p. 125).

*Web sites:* Quotations from web sites are cited at the end of the quote by providing the author or organization (if the author is not given), date, and page number or paragraph number in parentheses.

**Web site example:** “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (Subaru of America, 2004, para. 1).

## 2. Paraphrased material

- If you are using source material that is not a direct quote, you must rephrase it in your own words (paraphrase).
- For paraphrased words, cite the source at the end of the paraphrased sentence (example 1 below). An alternate method (shown below as example 2) is to acknowledge the author at the beginning of the passage and enclose the date in parentheses after the author’s name.
- The citation should include the author’s last name and date; the page number should not be provided.
- If you are paraphrasing a great deal of material such as a paragraph, cite the source at the end of the paragraph.
- When cited at the end of a sentence, the period is always placed after the citation.

**Book or article example 1:** The Holy Spirit is the energy of God that pervades the cosmos (Prophet, 2012).

**Book or article example 2:** Prophet (2012) says that the Holy Spirit is the energy of God that pervades the cosmos.

**Web site example 1:** Subaru currently has five models in its lineup (Subaru of America, 2004).

**Web site example 2:** Subaru of America (2004) makes it easy to compare its Outback with similar cars.

## Reference Page Citations

Reference page citations are formatted differently than in-text citations. They contain sufficient information to enable others to locate the source material themselves, and are therefore much more detailed. They are also located on a separate page, the last page of your document.

Citations for articles, books, web sites, images, etc. follow specific formatting rules (e.g., italics for books, quotation marks around articles, etc.). Examples of the specific formats can be found on the APA resources site: <http://www.library.cornell.edu/resrch/citmanage/apa> and in the References list below.

Citations on the References page are listed in alphabetical order and are not numbered. The citations shown in the examples above would be listed on the References page as shown below.

## References

Prophet, E. C. (2004). *Predict your Future: Understand the Cycles of the Cosmic Clock*. Corwin Springs, MT: Summit University Press.

Subaru of America, Inc. (2004). Subaru previews all-new. Retrieved from <http://www.subaru.com>