**Citations Guidelines – APA format**

**What is a citation?** A citation is a reference to the source from which you got that information, giving that person credit for it. The citation is there for the reader’s benefit, in case they want to do further reading on the subject. The citation just lets them find the source on the references page, in case they want to look it up.

**When do I cite a piece of information?** You cite a piece of information when it is not considered common knowledge. For example, the process of *photosynthesis* is fairly common knowledge, as we all learn about this in elementary science classes; however, information on a *chloroplast* should be cited, as many of us don’t know about that.

**What if it is a direct quote?** Always cite a direct quote.

**How do I place the citations?** There are two ways to go here. 1) If you are using MS Word on your desktop, you can program all the source information (author, date, article and publication titles) into the “manage sources” section of the reference tab. Then, each time you want to place a citation, you just click the “insert citation” button, and the program does it for you.

BUT: the online version doesn’t let you do that, and at university, they just suggest you do it manually. So, that’s choice #2: just put the author’s last name in brackets, along with the year of publication (Macdonald, 2020)

**How do I do the references page?** If you chose method 1 above, you just go to a new page at the end of the essay, go into the references tab, click “bibliography,” then “references.” It will do it for you.

If you are doing it manually (Method #2), check out one of the links below to find the order for that particular type of reference. It will show you the order of information within the references, then you must place the references in alphabetical order.

University students often use a citation and reference-page generator. You just plug in your information, and it creates the entries for you. You could look at one here:

<https://www.citationmachine.net/apa/cite-a-book>

I quickly plugged in the name of the book I am reading, and it instantly gave me this, which I would use on the references page.

Stevenson, B. (2020). *Just mercy: A story of justice and redemption*. Melbourne: Scribe.