Figure 6.1. Example of Appropriate Citation Level

> Left-handers make up 8% to 13% of most human populations, with left-handedness more common in men than in women (Gilbert & Wysocki, 1992; McManus, 1991). Secondary school and university students engaged in "interactive" sports such as tennis and basketball are significantly more likely to be left-handed than those engaged in "noninteractive" sports such as swimming or rowing, or than those in the general population (Grouios, Tsorbatzoudis, Alexandris, & Barkoukis, 2000; Raymond et al., 1996). One possible explanation for this handedness bias is that left-handers are better than right-handers at some visuomotor tasks, as has been invoked to explain the left-handed bias among elite tennis players (Holtzen, 2000).
>
> *Note.* Adapted from "Frequency-Dependent Performance and Handedness in Professional Baseball Players (*Homo sapiens*)," by E. D. Clotfelter, 2008, *Journal of Comparative Psychology, 122,* p. 68. Copyright 2008 by the American Psychological Association.

6.01 Plagiarism

As stated in Chapter 1, "Authors do not present the work of another as if it were their own work" (p. 16). Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source. To avoid charges of plagiarism, take careful notes as you research to keep track of your sources and cite those sources according to the guidelines presented in this chapter (see also section 1.10).

6.02 Self-Plagiarism

Whereas *plagiarism* refers to the practice of claiming credit for the words, ideas, and concepts of others, *self-plagiarism* refers to the practice of presenting one's own previously published work as though it were new. As noted in Chapter 1, "The core of the new document must constitute an original contribution to knowledge, and only the amount of previously published material necessary to understand that contribution should be included, primarily in the discussion of theory and methodology" (p. 16). Avoid charges of self-plagiarism by familiarizing yourself with the ethical standards regarding duplicate publication and the legal standards of fair use (see also section 1.10).

Quoting and Paraphrasing

6.03 Direct Quotation of Sources

Reproduce word for word material directly quoted from another author's work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants. When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material (see section 6.05) in the text and include a complete reference in the reference list (see Citing References in Text, p. 174, for exceptions to this rule).

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks. If the quotation appears in mid-

sentence, end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation.

> Interpreting these results, Robbins et al. (2003) suggested that the "therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns" (p. 541), contributing to an overall climate of negativity.

If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parenthesis.

> Confusing this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double-space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

> Others have contradicted this view:
>
> > Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.
> >
> > In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111–112)

Alternatively, if the quoted source is cited in the sentence introducing the block quote (e.g., "In 1997, Purcell contradicted this view . . ."), only the page or paragraph number is needed at the end of the quotation.

6.04 Paraphrasing Material

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

6.05 Direct Quotations of Online Material Without Pagination

Credit direct quotations of online material by giving the author, year, and page number in parentheses. Many electronic sources do not provide page numbers. If

paragraph numbers are visible, use them in place of page numbers. Use the abbreviation *para.*

> Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (para. 4).

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material.

> In their study, Verbunt, Pernot, and Smeets (2008) found that "the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition" (Discussion section, para. 1).

In some cases in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation:

> "Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior" (Golan, Kuchler, & Krissof, 2007, "Mandatory Labeling Has Targeted," para. 4).

(The heading was "Mandatory Labeling Has Targeted Information Gaps and Social Objectives.")

6.06 Accuracy of Quotations

Direct quotations must be accurate. Except as noted here and in sections 6.07 and 6.08, the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect.

If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic,* italicized and bracketed, immediately after the error in the quotation. (See sections 4.08 and 4.10 regarding the use of brackets in quotations.) Always check the manuscript copy against the source to ensure that there are no discrepancies.

6.07 Changes From the Source Requiring No Explanation

The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter. The punctuation mark at the end of a sentence may be changed to fit the syntax. Single quotation marks may be changed to double quotation marks and vice versa. Any other changes (e.g., italicizing words for emphasis or omitting words; see section 6.08) must be explicitly indicated.

6.08 Changes From the Source Requiring Explanation

Omitting material. Use three spaced ellipsis points (. . .) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate

any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow. Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence.

Inserting material. Use brackets, not parentheses, to enclose material such as an addition or explanation inserted in a quotation by some person other than the original author (see also the second example in section 4.10).

> "They are studying, from an evolutionary perspective, to what extent [children's] play is a luxury that can be dispensed with when there are too many other competing claims on the growing brain . . ." (Henig, 2008, p. 40).

Adding emphasis. If you want to emphasize a word or words in a quotation, italicize the word or words. Immediately after the italicized words, insert within brackets the words *emphasis added,* that is, [emphasis added] (see section 4.08, second example).

6.09 Citations Within Quotations

Do not omit citations embedded within the original material you are quoting. The works cited need not be included in the list of references (unless you happen to cite them as primary sources elsewhere in your paper).

> "In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths" (Miller et al., 2009, p. 209).

6.10 Permission to Quote, Reprint, or Adapt

You may need written permission from the owner of copyrighted work if you include lengthy quotations or if you include reprinted or adapted tables or figures. *Reprinting* indicates that the material is reproduced exactly as it appeared originally, without modifications, in the way in which it was intended. *Adaptation* refers to the modification of material so that it is suitable for a new purpose (e.g., paraphrasing or presenting an original theory or idea discussed in a long passage in a published article in a new way that suits your study; using part of a table or figure in a new table or figure in your manuscript). Requirements for obtaining permission to quote copyrighted material vary from one copyright owner to another; for example, APA policy permits authors to use, with some exceptions, a maximum of three figures or tables from a journal article or book chapter, single text extracts of fewer than 400 words, or a series of text extracts that total fewer than 800 words without requesting formal permission from APA. It is important to check with the publisher or copyright owner regarding specific requirements for permission to quote from or adapt copyrighted material.

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