

### Checklist for Source Use and Attribution Using APA Style

Prof. Kimberly Nicholas developed this checklist to help master's students in the Lund University International Master's Programme consistently and appropriately attribute sources used as evidence in their research using the APA style. The main purpose is to give fair credit to original sources, and avoid any problems with plagiarism, as well as to improve your writing clarity and therefore, your readers' understanding of your work.

The checklist can be used on your own or in peer review to assess where each element has been achieved, or where there were problems with this issue in your essay. Please note, this has been prepared as a guide to help you follow the most important aspects of citations. You retain final responsibility for correct source attribution and interpretation of APA conventions. Please send any comments or corrections to [Kimberly.nicholas.academic@gmail.com](mailto:Kimberly.nicholas.academic@gmail.com).

USING SOURCES	
	<p>Literature is referenced in order to put forth key claims (anchoring the "They Say"), which are explicitly stated in your own words and used to support or contrast with a point that you want to make ("I Say"). Literature is not referenced just to indicate the existence of previous research on the topic.</p> <p><b>BAD EXAMPLE:</b> Literature attesting to a relationship between land use and water quality changes in watershed ecosystems is abundant (Lee et al., 2009; Seeboonruang, 2012; Tetreault et al., 2013).</p> <p>This does not tell us what the nature of the relationship is.</p> <p><b>GOOD EXAMPLE:</b> Previous work has found that conversion from forest to agricultural land resulted in changes in nearby waterways including 40% increases in nitrogen and phosphorous (Lee et al., 2009), doubling in turbidity (Seeboonruang, 2012), and increased temperature of over 2°C (Tetreault et al., 2013), all of which contribute to decreased water quality. <i>[NB: I made up these numbers as examples]</i></p> <p>This gives the reader specific information to support your claim, by summarizing what the relevant finding or claim was from each of the previous researchers, in the context of your paper.</p>
	<p>Paraphrasing is a restatement of the original source in my own words. (As a rule of thumb, less than 20% of the original words should be found in your text for a good paraphrase that avoids plagiarism).</p>
	<p>Paraphrased in-text citations include the author (or title if no author) and the date. (See the APA 6e Guide for examples.) It is optional to include the specific page, paragraph, or section of a source that is paraphrased.</p>
	<p>I have appropriately cited secondary sources (which mainly involves reading and citing the original source, not relying on "as cited in..."). See the <a href="#">APA 6e Guide</a></p>



CITING SOURCES	
	<p><b>Citations</b> are included in each sentence a source is used. If one sentence contains ideas that come from different sources, the ideas are attributed immediately within the sentence, not all at the end.</p> <p><b>INCORRECT EXAMPLE:</b> Since meat production is one of the major contributors to global environmental degradation, this paper examines how increased food production from the sea via open-ocean aquaculture practices can offset pressure on terrestrial (meat) production (Asche, 2008; Tuomisto &amp; Mattos, 2011).</p> <p>This implies that both Asche and Tuomisto &amp; Mattos state that meat production is a contributor to global degradation, and that aquaculture can offset this degradation.</p> <p>If Asche talks only about degradation, and Tuomisto &amp; Mattos talk only about aquaculture, the correct format is:</p> <p><b>CORRECT EXAMPLE:</b> Since meat production is one of the major contributors to global environmental degradation (Asche, 2008), this paper examines how increased food production from the sea via open-ocean aquaculture practices can offset pressure on terrestrial (meat) production (Tuomisto &amp; Mattos, 2011).</p>
	<p>Citations include the author's name within the sentence (before the period).</p> <p><b>Correct Example:</b> This is a correct citation format (Source, 2014).</p> <p><b>Incorrect Example:</b> This is an incorrect citation format, because the period comes before the citation. (Source, 2014)</p>
IN-TEXT CITATION FORMAT	
	<p>Publication year is included in parentheses immediately after the author(s)' name. Author names are not repeated incorrectly, as shown below.</p> <p><b>INCORRECT EXAMPLES:</b> Moser and Ekstrom highlight a number of barriers to the effective implementation of climate change adaptation measures (Moser &amp; Ekstrom, 2010).</p> <p>As Hungate (Hungate, 2011) says...</p> <p><b>CORRECT EXAMPLES:</b> Moser and Ekstrom (2010) highlight a number of barriers to the effective implementation of climate change adaptation measures.</p> <p>As Hungate (2011) says...</p>
	<p>All sources cited in the text are also found in the References list.</p>



CITING MULTIPLE AUTHORS	
	<p>For any multi author sources, for any sources with &gt; 3 and &lt; 6 authors they are all written out the first time, but subsequent use, I can use the first author followed by et al.</p> <p><b>Example:</b> In a recent study, Cassidy, West, Gerber, and Foley (2013) suggest that yields should be defined by calories rather than tons produced. Cassidy et al. (2013) further suggest...</p>
	<p>For six or more authors, cite the surname of the first author and use “et al.” the first time that source is used and any subsequent in-text citations for that source.</p> <p><b>Example:</b> Rockström et al. (2012) proposed the planetary boundaries framework as a guide for sustainable development.</p>
QUOTATIONS	
	<p>Direct quotations include the author (or title if no author), the date, and specific part of the source (page #, paragraph # or section title). (See the <a href="#">APA 6e Guide</a> for examples.)</p>
	<p>All quotations &lt; 40 words are enclosed in quotation marks. The in text parenthetical phrase comes before the ending punctuation.</p>
	<p>All quotations &gt; 40 words are shown as an indented block quote with no additional beginning paragraph indenting. The parenthetical phrase comes after the punctuation.</p>
REFERENCE LIST	
	<p>All sources in the reference list are also found at least once in the paper.</p>
	<p>All references are listed in alphabetical order by author.</p>
	<p>Each entry has the basic information (as available): author(s), publication year, title, and retrieval information</p>
	<p>For electronic articles, a DOI is used at the end, if available. For the format of the DOI, I have been consistent in using either: doi:10.xxx/xxx.xxxx OR http://dx.doi.org/10.xxx/xxx.xxxx</p>
	<p>Titles of books, journals, technical reports are given in italics, as are journal titles and volume numbers.</p>
	<p>All lines are double spaced and for each entry the hanging indent is used. See the <a href="#">APA 6e Guide</a> for instruction on formatting this.</p>



For sources in languages other than English, I have provided both the original title and an English translation within square brackets in the reference list.				
Type of material	Original language	Journal name	In-text citation	Reference list
Journal article	German	Krankenpflegejournal	(Mozart & Johannes, 2009)	Mozart, W. A., & Johannes, S. B. (2009). Erfahrungen der Kursteilnehmerkrankenschwestern. [Experiences of the student nurse]. <i>Krankenpflegejournal</i> , 10, 100-120.
(Example from <a href="http://libguides.msvu.ca/c.php?g=114538&amp;p=745538">http://libguides.msvu.ca/c.php?g=114538&amp;p=745538</a> )				
Each entry has been compared against the correct formatting. For examples, see a list of common reference entries here: <a href="http://writingcenter.waldenu.edu/36.htm">http://writingcenter.waldenu.edu/36.htm</a> or the APA Citation Chart posted on Live@Lund (be sure to look only at the APA column, not the other formatting styles listed).				

This checklist was drawn with thanks to two sources:

APA Basics Checklist, by the Walden University Writing Center

([http://writingcenter.waldenu.edu/Documents/APA/APA\\_Basics\\_Checklist\\_1.pdf](http://writingcenter.waldenu.edu/Documents/APA/APA_Basics_Checklist_1.pdf))

APA Style Checklist, 2013, by Indiana Wesleyan University Off Campus Library Services

(<http://www2.indwes.edu/ocls/apa/apastylechecklist.pdf>).

More references:

An excellent starting point is Harvard's Guide to Using Sources:

<http://usingsources.fas.harvard.edu/icb/icb.do>

You will find a quick overview guide showing correct formatting and use of the APA style here:

<http://owl.english.purdue.edu/owl/resource/560/01/>

You may also watch a short video tutorial explaining the use of APA citation here:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

Here's a collection of the "Best of" APA references- including how to cite online resources, social media, websites, etc.

<http://blog.apastyle.org/apastyle/2014/09/best-of-the-apa-style-blog-2014-edition.html>

For further discussion about developing claims, take a look at the following document (which calls the claim a "thesis statement"): <http://writingcenter.unc.edu/resources/handouts-demos/writing-the-paper/thesis-statements>

