APA Citation Cheat Sheet
Based on the APA 6th edition

In-Text Citations
You must use in-text citations to cite all information that you obtained from other sources. APA uses an author-date style of parenthetical citations. For paraphrased information, the model is: (Author’s last name, year of publication). For example, (Smith, 1999). Direct quotes require a page number: (Smith, 1999, p. 47). Do not include the title of the book or authors’ first names.

References
Your reference list goes at the end of your paper, simply titled References. It includes all the sources cited in your paper, listed in alphabetical order by author’s last name. It is double spaced, and second lines of citations are indented. Only authors’ last names and first and middle initials are used. Only the first letters of titles and subtitles are capitalized.

Books
Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Note: Location for U.S. publishers would be City, State abbreviation, such as … New York, NY: McGraw-Hill. Location for foreign publishers would be Foreign City, Country, such as … London, England: Taylor & Francis.

Book Chapters in Edited Volumes
Chapter Author, A. A., & Chapter Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pp. #- #). Location: Publisher.

Articles

Web Pages

Theses/Dissertations
Print:

From a database:

For More Information:
Owl at Purdue – owl.english.purdue.edu/owl/resource/560/01/ Website summarizing common APA writing and citation styles. Based on APA 6th edition.

Pacific Oaks Library
http://tcsedsystem.libguides.com/POC_Library / Library@PacificOaks.edu / 626.529.8451

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Academic Integrity
Academic honesty is essential to a college community’s purpose and pursuits. Thus, academic integrity is expected of all Pacific Oaks College students. A student’s academic work and conduct should always represent the student’s personal effort and thus be above reproach. Those who are dishonest impair their own intellectual and personal growth and development and undermine the integrity of the community that nurtures them. Several forms of dishonesty constitute threats to the interests of Pacific Oaks College and violations of its Academic Integrity Policy.

Violations
Violations of academic honesty are prohibited. Violations of academic honesty are acts that seek to secure an academic advantage for a member of the Pacific Oaks College community by illegitimate or unethical means. Such violations include, but are not limited to, committing, knowingly assisting, or acquiescing in one or more of the following:

1. Plagiarism (via traditional or electronic means): Representing the words, ideas, arguments, or findings of another person or persons as one’s own: For example, plagiarism occurs when one copies portions of another person’s writing with only minor changes in wording or fails to give adequate and appropriate credit for others’ concepts, theories, or conclusions. When making use of someone else’s work, one must credit that person by using quotation marks, references, or footnotes, in accordance with one of the conventional documenting systems (e.g., that of the Modern Language Association [MLA] or the American Psychological Association [APA]). Submitting, as one’s own, a homework assignment, a term paper, a laboratory report, or other comparable document prepared wholly or in part by others or downloaded from the Internet is also an example of plagiarism.

2. Falsifying research data: Presenting falsified data in papers or essays.

3. “Double dipping”: Using the same or substantially the same written work, research paper, or essay to satisfy the requirements of more than one course, without the permission of the instructors involved.

4. Forging academic records. Altering academic records, including attendance records, entering the signature of an academic staff member on any College form, presenting false information at an academic proceeding, or intentionally destroying evidence relevant to such a proceeding.

5. Collaboration on projects where collaboration has been forbidden.

Reporting and Review Process
Upon violation of the academic honesty policy, the instructor will speak directly with the student about the alleged offense and impose an appropriate sanction as detailed in the class syllabus. The instructor may consult with the Program Director or seek the Program Director’s arbitration in arriving at a decision regarding an appropriate sanction. The incident and the sanction shall be documented in a report to be included in the student’s file so that any future incidents may be referred to directly to the Associate Vice President of Student Services. Records of the first offense will be removed from the student’s official file upon graduation. For serious, flagrant, or repeat cases of academic dishonesty, the incident shall be reported by the instructor in writing to the Associate Vice President of Student Services for further action.