

Documenting Sources

In academic writing:

- You must record _____
- Avoid Plagiarism by:
 - Using other people’s ideas BUT _____
 - Using your own _____ and _____
 - _____

APA Referencing

- This is the method we will use
- APA = _____
- There are other methods, so ...
 - _____ your teacher which method to use
 - Always use only one method in your essay – _____!

APA Style

Two steps to Documenting Sources:

- In-text citations...
 - “Citation” means _____
 - written in the text of your report:
“according to Jones (1998), the Apache server”
- Complete list of _____ at the end of your essay:

Jones, R. S. (1998). Module mod rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation*. Retrieved March 10, 2006, from http://httpd.apache.org/docs/1.3/mod_rewrite.html

In-Text Citations, APA Style

- Two methods:
 - “According to Jones (1998), the ...”
 - OR
 - “... is more cost effective (Jones, 1998)”

More than one author:

- Two Authors: Name both _____.
- Use the word "_____" between the authors' names within the text and use "___" in the parentheses.
 - Research by Wegener and Petty (1994) showed...
 - (Wegener & Petty, 1994)

Three to Five Authors:

- List all the authors _____.
 - (Kernis, Cornell, Sun, Berry, & Harlow, 1993)
- In following citations, only use _____.
 - (Kernis et al., 1993)

Unknown Author:

- If the work does not have an author, cite the source by its _____.
 - Titles of books and reports are _____
 - Titles of articles and chapters are in _____:
A similar study was done of students learning to format research papers ("Using APA," 2001).

Reference List

- The reference list is _____.
 - Each source you cite must _____.
 - Each entry in the reference list must _____.

=====

References

Bartos [Leah](#) (2008) Information Technology Industry: Spam lot New Orleans. *City Business*, May 26, 2008

How to fight junk email. (n.d.). Retrieved May 6, 2009, from <http://support.iprimus.com/email/fight-spam.php>

Dates

- Date: the date of _____
 - For books, only the _____: (2008)
 - For magazines, websites, etc., the _____ if available: (2008, May 6)
- n.d.: _____
- Retrieved: the date _____ from the internet
Retrieved March 10, 2006

Citing a web-site

List as much of the following information as possible :

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved month date, year, from <http://Web address>.

Jones, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation*. Retrieved March 10, 2006, from http://httpd.apache.org/docs/1.3/mod_rewrite.html

Website with no author:

- Use the _____ as author
- If there is no date write _____
- Note: If there is no author, no organization and no date be _____!
_____!

World Health Organization. (2007, April 27) Avian influenza: Food safety issues. Retrieved 19 June 2008 from <http://who.int/foodsafety/micro/avian/en/index.html>

Basic Rules

- All lines after the first line of each entry should be indented 1.25 cm
- Authors' names are inverted (family name first); give the family name and initials for all authors of a particular work.
- Reference list entries should be alphabetized by the last name of the first author.

Article From an Online Periodical

- Online articles follow the same guidelines for printed articles. Include the date you read or printed the article as information on websites may be updated.

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved May 2, 2006, from <http://www.alistapart.com/articles/writeliving>

Basic Format for Books

Author, A. A. (Year of publication). *Title of book*. [Capital letter also for subtitle]. Location: Publisher.

NOTE: For "Location," you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Periodicals (journals)

- Authors are named last name followed by initials; publication year goes between parentheses, followed by a period. Only the first word and proper nouns in the title are capitalized. The journal title is followed by the volume number which, with the title, is also in italics.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

For more information, see <http://owl.english.purdue.edu/owl/resource/560/15/>

Name: _____

Class: _____

Class Exercise

Read this excerpt from a student report. Circle the in-text citations and draw arrows connecting each citation to its reference:

...

Exchange Server 2003. It can analyze messages via the Microsoft Exchange Intelligent Message Filter that rates the probability that an email is spam. Exchange Edge combines server and desktop spam filtering using SmartScreen Technology in Outlook and Exchange Server to create end-to-end security for spam and email. (Nevin, 2004)

Meanwhile, there are many other useful ways to protect spam besides buying anti-spam software. First, "Never" reply to a piece of Junk Email, even if they promise to remove you from their mailing list. All you are doing by replying to their message is confirming to them that your email address is valid. Once your email address is verified as valid, it will be sold on a list, making your junk mail problem even worse. Second, when posting to Usenet Newsgroups, do not include your real email address in the message. (How to fight junk email, n.d.)

According to the facts in this report, it indicates that spam is not as terrible as we thought before, there are many ways advised to email users. Of course, simply deleting spam is not really the best solution. Learning how to report spam is, in the long term, a much more efficient - and sustainable - solution. (SPAM, n,d)

695 words

References

Bartos Leah (2008) Information Technology Industry: Spam lot New Orleans *City Business*, May 26, 2008

How to fight junk email. (n.d.). Retrieved May 6, 2009, from <http://support.iprimus.com/email/fight-spam.php>

Mueller Scott Hazen (n.d), Retrieved May 6, 2009, from <http://spam.abuse.net/>

Nevin Frederick April 9, 2004 • A New Way To Fight Junk Email & Viruses
Microsoft Exchange Edge Services To Extend Email Protection Vol.26 Issue 15 Page(s)
15 in print issue

SPAM (n.d) Retrieved May 6, 2009, from <http://www.spamlaws.com/spam.html>