Your sources should show up in three places:
1. In your speech. This will be done through verbal citations
2. Throughout your outline. This will be done by using in-text citations
3. On a reference page at the end of your outline.

In-Text Citations

Parenthetical

When paraphrasing information from a source, cite the authors last name and the year the source was published in parenthesis at the end of the sentence.

> *Example*: The more people practice public speaking, the less anxious they feel (Smith, 2019).

When using a direct quote, cite the authors last name, year the source was published, page number (if available), OR paragraph number (if available).

> *Example*: "Public speaking is essential for decreasing anxiety" (Smith, 2019, p.1 or para.1).

More than one author? When using a source with two authors, use & in between the authors names. With a source with more than two authors, use et al. after the first authors' name

> *Example*: The more people practice public speaking, the less anxious they feel (Smith & Jones, 2019) OR (Smith et.al., 2019, p.1).

Signal Phrases

When using a signal phrase to paraphrase, mention the author's last name, and put the year the source was published right after.

> *Example*: The more people practice public speaking, the less anxious they feel (Smith & Jones, 2019) OR (Smith et.al., 2019, p.1).

When using a signal phrase to lead into a direct quote, mention the authors last name, the year the source was published right after, then the page or paragraph number after the quote.

More than one author? When citing information from a source with two authors, use "and" in between the authors names

> *Example*: A study from Smith and Jones (2019) found that the more people practice public speaking, the less anxious they feel.

When citing from a source that has more than two authors, use et al. after the first author's name

> *Example*: According to Smith et al. (2019), "Public speaking is essential for decreasing anxiety" (p.1).

No Author or Date?

When citing from a source with no author and/or no date, all the same rules apply, but use the group name for the author and for "no date".

> *Example*: The more people practice public speaking, the less anxious they feel (Public Speaking Association of America, 2019).

> *Example*: "Public speaking is essential for decreasing anxiety" (Smith et al., n.d., p.1).

Reference Page

Formatting

1. Page title should be bold, centered, and say "References"
2. Use Times New Roman, 12-point font, and double spacing (This should also be used throughout your entire outline
3. All references entries should be flushed left hanging indented
4. All entries should be alphabetized
5. Everything that is cited using in-text citations should be in your Reference page and vice versa.

How to Cite Books with example

Lastname, F. M. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

How to Cite Journal Articles with example

Lastname, F. M., Lastname, F. M., & Lastname, F. M. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, *6*(1), 11–16. https://doi.org/10.5703/1288284316979

How to Cite Website Articles with example

Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

Price, D. (2018, March 23). *Laziness does not exist*. Medium. https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01

How to Cite Website Articles with no Author with example

Group Name. (Year, Month Date). *Title of page*. Site name. URL

American Society for the Prevention of Cruelty to Animals. (2019, November 21). *Justice served: Case closed for over 40 dogfighting victims*. https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims

How to Cite Website Articles with no Author and/or No Date with example

Group Name. (n.d.). *Title of page*. Site name. URL

American Society for the Prevention of Cruelty to Animals. (n.d.). *Justice served: Case closed for over 40 dogfighting victims*. https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims

How to Cite Online Newspaper Articles with example

Lastname, F. M. (Year, Month Date). Title of article. *Title of Publication*. URL

Richards, C. (2019, December 9). Best music of 2019: Lana Del Rey sings lullabies about the end of America. *Washington Post*. https://www.washingtonpost.com/entertainment/music/best-music-of-2019-lana-del-rey-sings-lullabies-about-the-end-of-america/2019/12/06/6e82c5ec-15d8-11ea-a659-7d69641c6ff7_story.html