



Books

Search for books using the Kraemer Family library's electronic catalog by subject, <http://kfl.uccs.edu>, or perusing their physical selections. Once you've located the books you want, look around at the other materials on the similar subject. Most likely, there are several books containing helpful information on your topic.

- The Kraemer Family Library is a great starting point!
- Check the authors to ensure they are a credible source of information. i.e. Research the author. Do they have credibility to speak on the topic?
- Check the publication date to ensure it's the most current, accurate information.
- Most books are reviewed and edited before they are published, although you have to verify its credibility because your credibility depends on it.

Periodicals/Academic Journals

Begin by searching the Kraemer Family library's electronic general periodical indexes or the physical copies on file. Locate the full text source and carefully read the entire article BEFORE using the information. A careful review ahead of time will prevent you from misrepresenting the article. Read several abstracts before locating the article of interest. After carefully reading and reviewing the article, pull the relevant information you wish to use in your speech and presentation.

- Academic publications usually are published at regular intervals (weekly, monthly, quarterly, or annually).
- Some of the articles are subject to peer review. Use those articles to help ensure credibility.
- Look at Academic Search Premier, InfoTrac, OneFile, and LexisNexis Academic databases.
- Go to the Kraemer Family Library website and click on the "Databases" tab. Then, select "General Databases" under "Find Databases by Subject." From there, you can select a database and carefully begin entering keywords.

Newspapers

- Check the date of the news source. The news is our "First Draft of History".
- Be relevant and up-to-date with the information you are providing.
- Choose something timely to help the audience to connect to your source. (You will also enhance your credibility because you've done the latest research!)



What are Academic Resources?

Articles from these publications, or with the following characteristics, are often not academic

- Newspapers
- Magazines and trade journals
- Newsletters
- Very short articles (e.g., one or two pages)
- Articles that have no bibliography (a prominent exception is the Harvard Business Review)

Checklist for Identifying an Academic Article

The following factors are characteristics of academic articles, and especially those that are peer reviewed:

- **Abstract:** The first page of an academic article usually includes an abstract (summary)
- **Length:** They are usually substantial (e.g., at least 8 pages)
- **References:** Extensive reference to past research is a key feature of academic works. References are recorded in footnotes or in a reference list at the end of the article.
- **Author affiliations and qualifications:** Does the author hold a position in a university or a recognized research organization relevant to the discipline? Author information, often including contact details, is usually included on the first or final page of an article. Often an article has more than one author. In a monograph of readings, there may be a separate section with brief details on the contributors.

Resources:

Monash University. (2017). *Nutrition and dietetics: What are academic sources?* Retrieved from <http://guides.lib.monash.edu/nutrition-dietetics/academic-sources>



Quick Guide to APA 7

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 Citation

Basics

Use the past tense or present perfect tense when using signal phrases to describe earlier research, e.g., "Jones (2020) found" or "Jones (2020) has found." Follow the author-date method of in-text citation: (Jones, 2020).

Place direct quotations longer than 40 words in a free-standing block of double-spaced lines and omit quotation marks. Start the quotation on a new line, with all lines indented .5 in. from the left margin. Indent the first line of any subsequent paragraph within the quotation an extra .5 in. Place the parenthetical citation after the closing punctuation mark.

A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

Fan and Okoye (2020) found that...(Fan & Okoye, 2020).

A Work by Three or More Authors

Include the name of the first author plus "et al." in each citation, including the first, unless that would create ambiguity with another source.

Gutierrez et al. (2019) argued that...(Gutierrez et al., 2019)

Avoiding Ambiguity With Multiple Sources

When different sources have similar groups of authors, include as many authors as are necessary to differentiate between the sources.

Gutierrez, Jones, Wang, et al. (2019) argued that... On the other hand, Gutierrez, Jones, Patil, et al. (2019) claimed that...

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2001).

Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (APA) (2020),...

Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Chen, 2020; Ruiz, 2019)

General Mentions of Common Websites, Software, and Applications

Mention the site in the text and include the address in parentheses. Software and apps use version numbers in parentheses.

We consulted the Purdue OWL (<https://www.owl.purdue.edu>).

References

Basics

References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented .5 inch from the left margin. Author's names are inverted; give last names and initials for all authors of a work unless the work has more than 20 authors. Sources should be listed in alphabetical order and double spaced.

Single Author Periodical

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

Other Author Variations

For two authors, use the ampersand and separate with a comma.

Lastname, A. A., & Lastname, B. B.

For three to 20 authors, separate all names with a comma and use an ampersand before the final name, similar to the above.

For 21 or more authors, follow the pattern above for the first 19 authors, use an ellipsis, and write the final author's name.

For an organization as author, write the whole name of the organization:

American Psychological Association.

For an unknown author, start with the title of the work and follow all other guidelines.

Book

Author, A. A. (Year). *Title of Book*. Publisher Name.

Chapter in Edited Book

Author, A. A. (Year). Title of chapter. In E.E. Editor (Ed.), *Title of book*, (pp. 1-25). Publisher Name.

YouTube Video

Uploader, A. A. (Date). Title of work [Description]. YouTube.
URL

Podcast Episode

Host, A. A. (Date). Title of episode (No. 1) [Audio podcast episode]. In *Title of podcast*. Publisher. URL

Tweet

Author, A. A. [@username]. (Date). Content of post up to first 20 words. Site Name. URL

Page on a Website

Most online sources that do not fall under other categories (social media posts, blog, journal) will use this template, including articles on news websites such as BBC News and pages on government or NGO websites.

Author, A. A. (Date). Title of page. Site Name. URL

Resources:

Purdue Writing Lab. (n.d.). *Apa Classroom poster*. Purdue Writing Lab. Retrieved February 23, 2022, from https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_classroom_poster.html