

The writer must always distinguish which parts of the essay are the ideas of others by including a citation of the source used in the text. The student must do this every time he or she *summarizes, paraphrases, or quotes* another individual's work. All internal citations correspond to an external citation on the "References" page. For example, if a particular internal citation contains the author's last name, then the reader can go to the References section and find that author's name with the other corresponding information to learn more about that source.

Internal Citation Examples for Books and Articles in Scholarly Journals:

If you use the author's name in the text:

Garza (2007) noted that although cats appear to be more intelligent than dogs, dogs actually use similar problem-solving strategies.

If you don't use the author's name in the text:

Self-proclaimed "cat ladies" often admit that they have never owned dogs, and their "cat lady" traits were inherited from either parent or both (Garza, 2007).

If using a quotation of fewer than forty words, the reference goes after the closing quotation mark.

Important note: When paraphrasing, page numbers are not used; however, when using a direct quote, the page number(s) where you found that quote must be included in the citation.

Garza (2007) went on to explain that the "preference of either dogs or cats is indicative of other personality traits" (p. 15).

It is okay to omit the author's name from citations after the first in a paragraph.

On the contrary, there have been documented cases in which cats protect infant children from perilous situations (Garza, 2007). Further, although these cases are rare, they do demonstrate that cats can be trustworthy companions (2007).

If the quote is more than forty words, it should be separated from the text, and quotation marks should be omitted; the reference goes one space after the ending punctuation.

Having been an owner of both cats and dogs for over 20 years, Garza (2007) explained:

Both dogs as well as cats can be great companions. Dogs typically can be counted on to bring positive energy and happiness to the home, while cats, although very independent, can provide a similar level of comfort to their owners. (p. 43)

Other Internal Citation Examples:

If you are using a source that has two authors:

Despite common belief that all dogs and cats are completely domesticated, one should use caution when approaching stray dogs and cats (Garza & Cheatum, 2008).

Note: Use “&” only in parenthetical citations . . . spell out “and” in the text.

If you are using a source that has three to five authors:

Some stray animals make an easy transition into their adopter’s home, thus demonstrating that they were most likely someone’s pet in the past (Garza, Cheatum, Johnston, Kerr, & Coffman, 2009).

Important note: List all of the authors the first time you cite the source. Each time you cite the source subsequently, however, use only the first listed author’s last name followed by et al. and the year (see example below).

There have been many cases in which a previously stray animal will continue to exhibit aggressive tendencies after being adopted (Garza et al., 2009).

If you are using a source that has six or more authors, only list the first listed author followed by et al. and the year:

Pets can be extremely intuitive, demonstrating an ability to detect several different emotions in humans (Garza et al., 2012).

If you are using a source that has a corporate author:

Unfortunately, dogs are the most abused animals in the United States (PETA, 2008).

If you are using two or more sources in the same sentence:

Many studies (Svedka, 2007; Strongson & Soren, 2012; Ladel, 2015) have concluded dogs experience mental disorders, similar to humans.

If you are using a book or longer work that has no author listed:

If you are bringing a new dog into a home where a dog already resides, introduce the new dog in a neutral setting, such as at a park or while on a walk around the neighborhood, to avoid conflict (*Adopting Your Newest Family Member*, 2014).

If you are using an article or shorter source that has no author listed:

When housetraining your dog, do not use your dog’s crate as punishment, as accidents will happen during the training process (“Housetraining 101,” 2014).

If you are using a source that has no author listed and no date listed:

During the housetraining process, put your puppy on a routine or schedule that is fixed and does not conflict with yours (“Housetraining: Creating a Routine,” n.d.).

If you are using an indirect source:

Montalvo, although an avid animal lover, argued that “there is no place for pets within the home; they are meant to live outdoors only” (as cited in Garza, 2007, p. 11).

If you are using a religious work:

Well-known religious texts, such as the Bible or Quran, do not need to be cited in the References page. However, you must include an in-text citation indicating the book, chapter, verse, and translation. Here are two ways to format an in-text citation:

Ex1:

Psalm 91:11 (The New American Standard Bible) states “For He will give His angels charge concerning you, to guard you in all your ways.”

Ex2:

“Praise be to Allah, Lord of the Worlds, the Beneficent, the Merciful” (Qur’an 1:2-3, Pickthall).

If you are quoting someone that you interviewed:

When I was at the pet store, Sandra Woof (personal communication, September 30, 2007) told me to “play with dogs every day to develop lasting bonds.”

My friend often tells me that “dogs are ‘the bomb’” (A. Garza, personal communication, September 30, 2007).

If you are using tables, charts, pictures, graphs, figures, or other (nontextual) illustrations:

- Label tables and figures numerically; ex: Table 1, Table 2/Figure 1, Figure 2. Any illustration other than a table will be labeled as a figure.
- If the paper includes an appendix with tables and figures, label them with the appendix letter, followed by the number that indicates the order in which they are listed. Ex: Table A1 is the first table in Appendix A; Figure C4 is the fourth figure in Appendix C.
- Tables and figures are usually **not cited** in the References section.

Citing a table:

Below the table, include a note that explains abbreviations, symbols, and/or data. If the table is from a source, you will acknowledge the source’s author, as well as “Copyright [Year] by the Name of Copyright Holder.”

Ex1 (Journal Article):

Note. F = fleas; NF = no fleas. Each column includes a different breed. Adapted from “An Analysis of the Presence of Fleas in Different Breeds,” by P.J. Sullivan, B. Kyr, and A.T. Woof, 2001, *The Dog Journal*, 88, p. 676. Copyright 2009 by the American Pet Association.

^aSome golden retrievers were mixed breeds.

* $p < .05$.

Ex2 (Book):

Note. T = treat; t = time. Adapted from *My Puppy and Me* (p. 66), by P.J. Sullivan, 2006, San Antonio, TX: Notarealbook Press. Copyright 2006 by Petco.

Ex3 (Website):

Note. T = treat; t = time. Adapted from “My Puppy and Me,” In *Petco*, by P.J. Sullivan, 2008. Retrieved from <http://www.petco.com/articles/sullivan/mypuppy>. Copyright 2008 by Petco.

Citing a figure:

Below the figure, you will write the exact same citation for a table, except you will indicate the figure number and a phrase that serves as a title and description.

Ex:

Figure 3. Picture illustrating the aggressive dog fighting stance. WP = weak point. The numbers 1-4 indicate the order of attack. Adapted from “Dog Fighting for Dummies,” In *DogWatch*, by P.J. Sullivan, 2011. Retrieved from <http://www.dogwatch.com/dogfighting>. Copyright 2011 by Dog Watch.

How It Would Look inside the Paper

Table 1

United States (U.S.) Import Information

Country	Food	Machinery	Electronics	Chemicals	Metals	Oil
The United Kingdom	3.2	13.7	5.7	4.4	4.2	3.4
Japan	6.7	56.7	60.6	11.1	6.4	2.2
China	30.2	88.4	45.4	15.6	16.7	1.2
Mexico	14.5	40.4	14.1	2.3	4.5	3.5
Canada	3.3	20.3	7.8	6.5	10.2	6.8
Saudi Arabia	4	9.9	1	0.5	2.3	43.5

Note. The numbers represent billions of dollars per year. Adapted from “U.S. Imports,” In *Business Today*, by P.J. Sullivan, 2008. Retrieved from <http://www.businesstoday.com/US-imports>. Copyright 2008 by Business Today.

U.S. Fruit and Vegetable Imports by Country

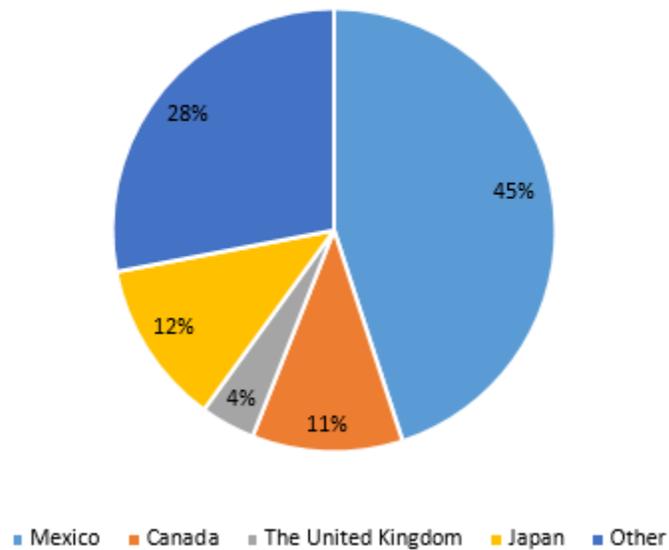


Figure 1. U.S. Fresh Fruit and Vegetable Imports by Country. Adapted from “Fruit Imports,” In *Business Today*, by P.J. Sullivan, 2008. Retrieved from <http://www.businesstoday.com/fruit-imports>. Copyright 2008 by Business Today.