Materials Checklist:
- Script
- APA Guidelines
- Source Packets
- APA Using Sources
- APA Internal Citation Guidelines
- TWD Body Paragraph Example

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APA Citation Workshop – *Script*

Introduce yourself, the APAC (location, hours, services), and the workshop:

This is the APA Citation Workshop. Its goal is to help you understand the importance of good citation. This workshop will introduce you to the most common types of sources used in academia and how to format citations for them properly. We will also discuss how to properly use sources and the difference between paraphrasing, summarizing, and quoting directly from a source.

Brief discussion of academic integrity (using sources properly, common knowledge, etc.) -- < _5 Min_

Always remember that you MUST cite any piece of information you get from any source every, single time. If you fail to do so, this is known as plagiarism—the academic form of stealing. In academia, as in journalism and all other forms of writing, we hold ownership over our thoughts—especially the ones we write down and publish. Taking credit for someone else's words or thoughts is like also taking credit for the work they did in researching, theorizing, and writing. We give credit to the original writer by citing sources using various citation styles: APA, MLA, and Chicago are some the most common; today we will discuss the most common APA citation styles and proper use of sources for academic writing students.

First handout: APA guidelines – _5 Min_

Give them the first handout, then tell them that this is a quick reference guide for their use, but it does not replace their Diana Hacker text. Also point out or write on the board that Purdue OWL is also an excellent source to use when looking up information regarding all parts of writing—and of course, coming to the APAC. There are several others: Easybib, refworks, crossref, etc. Some of them, like refworks, are services provided through the university's library website. All of them are great tools to start with, but students are ultimately responsible for any mistakes that the automated service makes.

Give a brief overview of the handout, but don't read it. Clarify how it is set up and describe how it will be used in the following activity: They will use it to try and deduce the correct format for the sources they are given.

***Activity 1:** 15 Minutes*

Break them into groups: aim for between 5 and 6 groups and hand out the source packets. Tell them to use the information given by those packets to make a works cited entry. Assign each group a number (1-6) and have them start with their corresponding number in the packet, then continue on until time is up—see how many they can get done.   *@ 5 Minutes*

Review the citations, try to get through each of them but there are two journal articles so you have a little leeway (you have an answer key, use this to correct any mistakes they made and point out why that is right using the quick reference guide. Collect the source packets for future use.
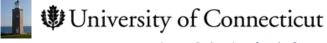
@10 minutes

Answer Key:

1: Nelissen, R.M.A., & Maijers M.H.C. (2011) Social Benefits of Luxury Brands as Costly Signals of Wealth and Status.
    ***Evolution and Human Behavior,* 32, 343-355. Doi: 10.1016/j.evolhumbehav.2010.12.002.**

2: Feltman R. (2016, October 4) 2016 Nobel Prize in Physics Awarded for Revealing "the Secrets of Exotic Matter."
    ***Washingtonpost.com,* retrieved from www.washingtonpost.com/news/speaking-of-science/wp/2016/...**

3: Steinbeck, J. (1993) *Of Mice and Men*. New York: Penguin.

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4: Joyce, J. (2009) Araby. In Lawn, B (ed.) *40 Short Stories: A Portable Anthology (pp. 112-117).* Boston: Bedford/St. Martin's.
5: The Desolate Wilderness. (2002, November 27) *Wall Street Journal*, pp. A10.
    search.proquest.com/docview/398890214?accountid=14518.
6: McAleer, P. (2011) I Have the Whole World in My Hands… Now What?: Power, Control, Responsibility and the Baby
    Boomers in Stephen King's Fiction. *The Journal of Popular Culture*, 44(6), 1209-1227.

Activity 2: *20 minutes*
Second and Third Handouts: Internal Citations format; Quoting, Paraphrasing, and Summarizing.
        Briefly go over the idea behind the internal citation guidelines, make sure they understand that they should always cite at the end of the sentence in which they quote or paraphrase. This should take no more than a minute or two.

Using Quotes Properly
Mention the basic idea behind a paragraph: topic sentence, information, concluding sentence.
Remember, this is a using sources workshop, not how to write a paragraph workshop.

Explain: Within the information—the meat of the paragraph—you should use quotes from your sources to support your assertions. There are three things that every quote or paraphrase you use must have:
    1.) An introduction to the quote or integration into the sentence
    2.) The source information itself
    3.) Your explanation of the information

Example: Walking Dead body paragraph
There is a quote in the middle of the paragraph, use this example as you proceed

Part 1: Signal Phrases and Integrations
Introduce the quote or make it part of a sentence – This is the central method of using sources in APA
Signal phrase: "Greg Nicotereo (2015), director and lead make-up artist on the show, staunchly insists…"
Integration: "Viewers agree that 'practical effects are just better' and the production crew of The
        Walking Dead agrees."

Part 2 **Handout**: source information paraphrase, summary, direct quote – all need citations
Direct quote - Alter with ellipses (…) and brackets ([])
Summary – Take a passage from the text and generalize its points in a smaller section of words
Paraphrase – Take a quote or passage of a text and rephrase it into your own words, the intention is to make it more accessible to your reader. It is better to paraphrase more often than using a lot of direct quotes.

Part 3: Explanation
Keep in mind that you should never let a quote stand on its own (this includes ending your paragraphs on a quote). Never assume that your reader 1: knows what your quote means or 2: understands what you are trying to do by using the quote. i.e. you must explain what your quote means and why you are using it… but try not to say "I am using this quote because…"

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