CITATION: APA STYLE (6th edition)  
@ Holy Family University Library & LRC  

Philadelphia and Newtown  BF 76.7. P83 2010  

For reference examples that don’t appear in the *Publication Manual* see [http://www.apastyle.org](http://www.apastyle.org) and the APA Style Blog [http://blog.apastyle.org/apastyle/](http://blog.apastyle.org/apastyle/)

Holy Family also subscribes to APA Style Central, a tool that can help you write and cite in APA Style. Check out the link on the library webpage: [www.holyfamily.edu/library](http://www.holyfamily.edu/library)

This handout is meant to supplement, not substitute for, the *Publication Manual*

---

**CAN’T I JUST USE THE “CITE” HELPER IN THE DATABASES?**  
**NO!**

Often the information in these citation helpers is not completely correct. If you use the citation helper in Ebsco and other databases, BE SURE to double check your references using all of the APA Style resources Holy Family makes available, including the *Publication Manual of the American Psychological Association.*

---

**I. WHAT IS A CITATION?**

A citation is just like your house address. Citations help your reader locate the sources you used in your research. Citations include these elements:

**For articles:** the author(s), publishing date, article title, journal or magazine title, volume, issue number (see examples for when to use this), page numbers, the DOI (Digital Object Identifier) number (if available), and, in some cases, the website’s URL.

**For books:** the author(s), publishing date, chapter title, book title, page numbers (for a chapter), place of publication, publisher, DOI (Digital Object Identifier) number (if available), and, in some cases, the website’s URL.

**For websites:** See the *Web Pages, Websites, and Documents* portion of this handout.

---

**II. WHEN TO CITE SOURCES**

*(See the *Publication Manual*, pp. 169-170)*

Citations let the reader know where you obtained information so your sources can easily be located and consulted. Your work is generally a cumulative process built on the research and writing of others. Your instructor needs to see the quality of the sources you used and know how you developed your ideas. In general, you must document sources when you provide information that you ordinarily would not have known before conducting your literature research, and when you provide information you cannot assume the reader knows. You must cite a reference when you:

- Discuss, summarize, or paraphrase the ideas of an author
- Provide a direct quotation
- Use statistical or other data

**ATTENTION:** Representing others’ work and ideas as your own is called plagiarism. If you summarize and/or paraphrase another’s work without giving proper credit, that is also plagiarism. *Plagiarism is stealing* and it is a serious offense, whether you intentionally or unintentionally plagiarize another’s work. Self-plagiarism, reusing your own work and representing it as new research, is also inappropriate.
III. CREDITING SOURCES IN THE TEXT OF YOUR PAPER

(See the Publication Manual, pp. 170-179)

Citations to sources in the text allow the reader to consult the full reference citation on the References page at the end of your paper. The Publication Manual has A LOT of rules. See the Publication Manual pp. 174-179, and Table 6.1 “Basic Citation Styles” (p. 177).

APA style uses the author-date method of citation. Include the author’s last name and publication year of source you used to support your work.

Citation format – one work by a single author

A recent study on cyberbullying and teens (Paez, 2018) suggests that ....

When referring to an author in the text, include only include the year of publication:

In a recent study of cyber bullying and teens, Paez (2018) found that....

Citation format – one work by multiple authors (See the Publication Manual, p. 175 and 177)

NOTE: APA specifies rules for including the date in subsequent citations within a paragraph. See the Publication Manual, pp. 174 and 175 for additional information.

<table>
<thead>
<tr>
<th>Number of authors</th>
<th>How to cite</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two authors</td>
<td>Cite both names each time the reference occurs in text</td>
<td>Ruppel and Avellino (2009) note that students find the new APA format difficult to use. OR Students find the new APA format difficult to use (Ruppel &amp; Avellino, 2009).</td>
</tr>
<tr>
<td>Three, four, five authors</td>
<td>Cite all authors the first time a source is cited; use the first author’s surname and “et al.” in subsequent citations. Check Publication Manual for rules about including date</td>
<td><strong>First citation:</strong> Ruppel, Avellino, and McNamara (2009) OR (Ruppel, Avellino, &amp; McNamara, 2009) <strong>Subsequent citation(s):</strong> Ruppel et al. (2009) OR (Ruppel et al., 2009) In subsequent citations, include the year if it is the FIRST citation of the reference within a paragraph. For details about including/omitting the date on all remaining subsequent citations within a paragraph, please see p.175 of the Publication Manual.</td>
</tr>
<tr>
<td>Six + authors</td>
<td>Cite the first authors’ surname, “et al.”, and year for first and subsequent citations</td>
<td>If the source has six or more authors, such as Ruppel, Avellino, Slowik, Jones, Smith, &amp; Eyre <strong>Use for all citations:</strong> Ruppel et al. (2009) OR (Ruppel et al., 2009)</td>
</tr>
</tbody>
</table>

Joining multiple authors by “and” or “&” (see p. 175 of the Publication Manual)

- “and” is used when multiple author’s names are listed in a sentence outside of parentheses
- “&” is used when multiple authors are listed in parentheses ( ), in tables and captions, and in the reference list.

For sources without a date of publication, use n.d. for both the citation and in the reference list:

One study found keyword searches more efficient than full-text searches (Rup, n.d.)

For sources without an author, follow these examples for citation in the text of your paper. Use quotes or italics as noted, and capitalize all significant title words. Examples (see the Publication Manual, p. 176):

| Article, chapter, web page: | In an article about school reform ("No Child Left Behind," 2007)...
|----------------------------|------------------------------------------------------------------------|

Paraphrasing

The American Psychological Association encourages authors to include a page number or paragraph number when paraphrasing or summarizing another’s ideas. For additional information, see *The Publication Manual*, p. 171. **We recommend that you check with your faculty member for their preference in this matter.**

Directly Quoting

Consult the *Publication Manual* (pp. 170 to 172) for additional information about the format of quotations.

- Quotations must be reproduced word for word.
- Quotations of less than 40 words are enclosed by “double quotation marks” and incorporated into the text of your sentence.
- For quotations over 40 words, use a **block quotation** following the guidelines given in the *Publication Manual*, p. 171. Note: block quotes are double spaced.
- Include the author’s last name, year of publication, and page or paragraph numbers per the examples below.

Citing Specific Parts of a Text or Exact Quotes – Sources with Page Numbers

(See the *Publication Manual*, pp. 170-171).

When citing the printed original or the **exact copy** of a document (i.e. the .pdf version), include the page number when citing specific parts of that source and when directly quoting. Check with your instructor to see if you need to use page numbers when paraphrasing. Some examples:

**(Smith, 2018, p. 491)**

According to Smith (2018), “key word searching retrieved a higher number of relevant results than full-text searching” (p. 491), suggesting that...

Citing Specific Parts of a Text or Exact Quotes - Sources Without Page Numbers:

(See the *Publication Manual*, pp. 171-172)

Sometimes page numbers are unavailable, such as on a web page or the **text** version of an article. Use the paragraph number preceded by the abbreviation of “paragraph.” For example:

**(Jones, 2017, para. 5)**

For sources with headings, reference the closest section heading and count the paragraphs to the item to be cited. For example:

**(Jones, 2017, Methods section, para. 6)**

Citing Personal Communications – NOTE: **Verify your professor’s preference in this matter!**

(See the *Publication Manual*, p. 179)

Personal communications include phone calls, letters, e-mails, memos and people you interview. These sources are generally cited in the paper's text but not in the reference list because another researcher couldn’t easily locate the information. Cite the person's initials, surname, and the date of communication; it is not necessary to indicate the type of communication although you may want to verify your professor's preference. Examples:

**K. K. Ruppel (personal communication, August 7, 2017)...
...in a memo to staff (D. J. Slowik, personal communication, August 7, 2018)**
Secondary Sources: citing a work discussed in another work
(See Publication Manual, p. 178)

Secondary sources are works cited in another’s work, such as a literature review. Use secondary sources sparingly. When in doubt about using a secondary source, check with your faculty member.

When citing a work referenced in another’s work, cite in the text of your paper the ORIGINAL information that supports your research (include page/paragraph numbers for a direct quote). In your reference list, cite the source you actually READ.

In the text of your paper cite the ORIGINAL work supporting your research. Example:

Accordi ng to Ruppel and Slowik’s research (as cited in Wukowitz, 2003)...

In your reference list, however, cite the work you READ which mentions this study:


IV. REFERENCE LIST FORMAT
(See the Publication Manual, pp. 37, 180-192)

The reference list at the end of your paper provides complete and accurate citations to the sources you used in the creation of your paper. DO NOT pad your reference list with sources you did not use and refer to in the text of your paper; conversely, citations in the text of your paper must correspond to the references on the reference list (with the exception of references to personal communications). These are general guidelines to get you started. Refer to the Publication Manual for more specific information.

a) DO NOT create separate reference lists for electronic and print sources.
b) Start the reference list on a new page, centering the title References, typed in upper and lower case letters, at the top of the page.
c) List complete citations at the end of the paper for sources cited in your paper.
d) Be sure to double space references and between reference entries.
e) Reference entries have a hanging indent. Place the first line of the reference against the left margin and indent subsequent lines one tab or five spaces.
f) List all authors in the order listed on the article, UP TO (and including) seven authors. For more than seven authors refer to the Publication Manual, p. 184.
g) Alphabetize references by the first author’s or editor’s surname. If there is no author or editor, move the title to the author’s position and alphabetize by the first significant title word (that is, the first word after “The” or “A”).
h) Publication dates are listed in parentheses.
i) Generally end the citation with a period, except when the reference ends with a URL or DOI.

APA provides specific guidelines for using capitalization, italics, and quote marks in a reference list

<table>
<thead>
<tr>
<th>Capitalize:</th>
<th>Only the first word in the title and subtitle of a books, reports, article, chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Also capitalize proper nouns.</td>
</tr>
<tr>
<td>Capitalize:</td>
<td>All significant words in the title of a periodical (journal, magazine, newsletter, newspaper)</td>
</tr>
<tr>
<td>Italicize:</td>
<td>Titles of books &amp; reports, as well as the title and volume number of journals, magazines, newsletters, newspapers</td>
</tr>
<tr>
<td>Quotes:</td>
<td>DO NOT use quotation marks around article or chapter titles in your reference list</td>
</tr>
</tbody>
</table>
V. RULES CONCERNING ELECTRONIC RESOURCES
(See the Publication Manual, pp. 187-192)

a) When it is available, include the DOI (Digital Object Identifier) number in your reference.

b) Do not include database information when retrieving articles from one of Holy Family’s research databases – EXCEPT for “archival documents” found in databases or papers/reports not formally published as might be found in ERIC. See C. ERIC Documents for additional information.

c) Don’t list the retrieval date unless the source might change in some way (e.g. Wikis). REMEMBER, however, that a source such as Wikipedia is usually NOT an acceptable resource for your project!

d) If you retrieve a book, report, journal, or other information from the web AND IF there is no DOI number, you MUST include a URL per the examples given.

VI. DOI NUMBERS – Updated Information - 2018

What are DOI numbers?

DOI numbers (Digital Object Identifier numbers) are unique numbers assigned by the International DOI Foundation. DOI numbers make it easy for a reader to use the Internet to retrieve citation information for and the text of a source.

When it is available, always include the DOI number at the end of your reference citation.
See the examples on the next pages for placement and formatting.

- Currently you cannot enter DOI numbers into Holy Family’s databases to retrieve the full text of an article or source. Ask a librarian for more help if you can’t locate the full text.

- DOI numbers may be available on both the print and electronic forms of sources.

- When used, DOI numbers are normally located on the first page of a journal article or source and on the citation page (landing page) of the database used to locate the article or source.

- NEW: Crossref, which registers DOI numbers, has updated their guidelines to a new format

  https://doi.org/10.1000/abc0000011

- APA recommends using this new citation format, but will continue to accept the older formats:

  doi:10.1352/1944-7588-114.3.147
  http://dx.doi.org/10.1352/1944-7588-114.3.147

- It is correct to use the old or new formats. Make sure you use what is actually on the source.

- Copy and paste the DOI from the source to ensure you have included the correct information.

Sample DOI number found on the first page of an article in .pdf format:
VII. SELECTED EXAMPLES

This list is NOT comprehensive. Refer to the Publication Manual for additional examples and explanations.

A. Periodicals and other articles
B. Cochrane Database - Reviews
C. ERIC documents
D. Dissertations and Theses
E. Books and EBooks
F. Audiovisual media in DVD and on the Web
G. Blogs and Twitter
H. Web Pages, Sites, and Documents

A. PERIODICALS and other ARTICLES

Special Formatting for Periodical References (See Publication Manual, pp. 198-202)

- List all authors in the order listed on the article, UP TO seven authors.
- For eight or more authors list the first six authors, followed by three ellipsis points (periods), and then the last author. For more information refer to the Publication Manual, p. 198 and see example 5) in the next section.
- If no author is listed, start the entry with the first significant word of the article title.
- Do not put article titles in quotes.
- Capitalize only the first letter of the first word of an article title and subtitle and proper nouns.
- Italicize periodical titles and the volume number, and capitalize significant journal title words.
- Do not use v. or vol. for volume.
- Do not include issue numbers unless each journal issue starts on page one.
- If including issue numbers don’t use n. or no.
- Do not use pp. for page numbers, except when citing newspaper articles.
- YOU MUST include the DOI number if it is available, even if you photocopied the article.
- Generally you don’t need to include the date of retrieval.

Article Examples – YOU MUST INCLUDE DOI NUMBER IF AVAILABLE!

1) Journal article, DOI available, obtained from in-print issue or Holy Family’s research databases:


2) Journal article, DOI available, obtained from in-print issue or Holy Family’s research databases, each issue starts with page 1: Only include issue number if each issue starts with page 1:

A. PERIODICALS and other ARTICLES (Continued)

3) Journal article, NO DOI, obtained from in-print issue or Holy Family’s research databases:


4) Journal article, retrieved from the journal’s website, NO DOI, each journal issue starts with page 1: *If each issue DOES NOT start with page 1, don’t include issue number!*


5) Journal article with eight or more authors:


Sterba, S. K. (2009). Randomized controlled trial of a family cognitive-behavioral preventive intervention for children of depressed parents. *Journal of Consulting and Clinical Psychology, 77*, 1007-1020. doi:10.1037/a0016930 For eight or more list the first six authors, followed by three ellipsis points (periods), and then the last author

6) Magazine article obtained from in-print issue or Holy Family’s research databases: (Include the complete publishing date & issue number only if each issue starts with page 1)


7) Magazine article retrieved from a magazine’s website: (Include the complete publishing date as listed on the web page)


8) Newspaper article, paper copy: (include p. or pp. for newspaper pagination only!):

- If an article runs on discontinuous pages, separate pages by commas. For example: A1, A2-4.
- Note that page numbers are not available in the Newspaper Source database.


9) Newspaper article retrieved from a newspaper’s website:

B. Cochrane Database - Reviews

The APA Style Blog indicates Cochrane Review articles should be cited like modified journal articles. http://blog.apastyle.org/apastyle/2012/01/how-to-cite-cochrane-reviews-in-apa-style.html
If you are citing something OTHER than a review from Cochrane, check with a librarian.


APA indicates that the Cochrane Database is like an online journal, so italicize the name. The year acts like the volume number, so repeat the year in the volume position.

C. ERIC Documents - (See Publication Manual, pp. 204, 212)

ERIC is a repository of papers, conference proceedings, teaching guides, informally published works, and more. Holy Family’s subscription to ERIC also includes selected full text of journal articles. To cite an ERIC journal article (an item with an EJ number) refer to Section A – Periodicals in this handout.

To cite an ERIC document (an item with an ED number) use one of the following examples:

1) Informally published, self-archived work, or limited circulation item retrieved from the ERIC database (See Publication Manual, p. 204, example 22 and p. 212, example 62):


2) Item obtained from the ERIC website (See Publication Manual, p. 204, example 22):


D. Dissertations and Theses – (See Publication Manual, pp. 207-208)

Dissertations and thesis could be published or unpublished and available through a database or on the web. For examples of additional formats, see The Publication Manual.

1) ProQuest Dissertation and Theses Database - Dissertations obtained from a commercial databases need to include the database information (See Publication Manual, p. 207)


2) Dissertation obtained from the web


If the dissertation was written at one school but located in a repository at another school, add the degree granting university’s name (Doctoral dissertation, Holy Family University)
E. BOOKS AND EBOOKS (See Publication Manual, pp. 202-205)

Special Formatting for referencing entire print books
(See Publication Manual, pp. 184-187, 202-205):

- Include author’s last names and initials for up to (and including) seven authors
- For an edited book, list the editor’s names first. Note Ed. or Eds. in parentheses after the last editor’s name.
- If there isn’t a publication date, use (n.d.) after author or editor’s names.
- If you only used a chapter in a book, only reference the chapter per the examples below.
- For location, use the first place of publication listed or the publisher’s “home office” if noted.
- Include the city and the state’s initials for the publisher’s location.
- For works with DOI numbers or books retrieved online, see the next page.

1) One author, no DOI:


List the publisher in as brief a form as possible. Don’t include words like Publishers, Co., Inc.. Do use Books or Press.

2) Two authors, no DOI:


3) Edited book, no DOI:


4) No author or editor, no DOI:


For a book without an author or editor, move the title to the author position.

5) Organization as author, no DOI:


If the author is also the publisher, use the word “author.”

Referencing chapters or articles in print books: (See Publication Manual, pp. 202, 204)

1) Chapters in an edited book, no DOI:


Note that for chapters/articles in print books, you must use p. or pp. for page numbers!
E. BOOKS (continued) (See Publication Manual, pp. 202-205)

2) Chapter from an English translation that is reprinted from another source: (See the Publication Manual, pp. 203-204).


Names of theories are not capitalized, per The Publication Manual, p. 102. Therefore “individual psychology” appears in lower case letters.

Note: the in-text citation for this source would read (Adler, 1932/2005). List the original author’s name as well as the original publishing date and the current copyright date of the book.

3) Entry in an encyclopedia, no DOI:


Referencing electronic books (See Publication Manual, pp. 202-205)

- If a DOI is available, include the DOI in the reference.
- If you only used a chapter, cite the chapter.
- Include information about editions, volumes, and page numbers in parentheses after the title. See examples 2) and 4).
- If it is available, include the version of the e-book you are using as in example 5).
- Do not include publishing information when ending the reference with a doi number or URL

1) Entire book retrieved from Holy Family’s EBook Collection (Ebscohost) no DOI:


2) Chapter from book retrieved from Holy Family’s EBook collection (Ebscohost), no DOI:


Note: In this example there isn’t a separate author for each chapter. If each chapter has an author, list the author’s names first (before the publishing date) and list the editor’s names between In and the book title.
E. BOOKS (continued) (See Publication Manual, pp. 202-205)

3) Chapter from book retrieved from Holy Family’s PsycBooks collection, DOI available:

doi:10.1037/11755-005

4) Electronic version of a printed book, obtained from website, no DOI available:


5) E-book retrieved via an e-book reader:


---

F. AUDIOVISUAL MEDIA in DVD and on the Web – Updated for 2018!

In both the *Publication Manual* and the *APA Style Guide to Electronic Resources* (2012, p. 2) APA suggests inserting a notation clarifying the type of media in [brackets.]

1) **DVDs** (See the *Publication Manual*, p. 209 for additional information):


2) **Video** from Holy Family’s “Counseling in Therapy” streaming video database:


Because this video is available from a limited source, indicate the database name per the APA Style Blog http://blog.apastyle.org/apastyle/2011/12/citing-a-streaming-video-database.html

3) **Podcasts:** (See the *Publication Manual*, pp. 209-210 for additional information), as well as the APA Style Blog post: http://blog.apastyle.org/apastyle/2012/10/how-to-cite-a-podcast.html


- Include the author’s role such as (Producer) after the name
- According to APA, the site’s URL instead of the complete URL should be used as the direct URL might change over time. **Check with your faculty member’s preference about this!**
F. AUDIOVISUAL MEDIA in DVD and on the Web (continued) – Updated for 2018!

4) YouTube Video:


The APA Style Guide to Electronic Resources (2012) indicates the YouTube video title should be in italics (p. 28).

POWERPOINT

APA’s rules for citing PowerPoints depend on your reading audience and how easily others can retrieve that source. **It is best to check with the instructor** about his or her preference for citation when citing an instructor-created PowerPoint posted on Canvas. The following guidelines are culled from the APA Style Blog.

Technically, according to the APA Style Guide for Electronic Resources (2012, p. 31), if your **instructor** created the PowerPoint and it is ONLY available from your instructor (posted on Canvas or shown in class), it is considered “non-recoverable”; therefore, you would cite the PowerPoint in the text of your paper but **not in the references**. You would cite in text only as in this example:

According to the lecture on infections, (A. Teacher, personal communication, August 28, 2018)...

It is reasonable to assume, however, that the “audience” of your paper is the instructor and possibly your classmates. Since they DO have access to the PowerPoint, especially if it is posted on Canvas, it is retrievable by your reader. In that case you could cite the PowerPoint as:

5) **PowerPoint** created by an instructor and posted as part of a Holy Family course on Canvas:


6) **PowerPoint** retrieved from the web when the university/organization name is not part of the URL:


G. BLOGS AND TWITTER: Do not italicize the titles of posts or comments on blogs or Twitter

1) Blog post:


2) Twitter post:


Include the Twitter username in brackets, followed by the post date

Use the “copy link” function in Twitter to obtain the direct link for the Tweet
Be sure to double space your references!

H. WEB PAGES, WEBSITES, AND DOCUMENTS – Updated for 2018

Note: If you are citing an online article from a journal or magazine, see the examples under Section A: “Periodicals and Other Articles.” APA has guidelines for referencing electronic articles, books, technical or research reports and more. See the examples on previous pages of this handout and pages 193 – 224 of the Publication Manual.

In 2012, the American Psychological Association published APA Style Guide to Electronic Resources (6th ed.) in an electronic format for personal use only. For easy access to information about referencing pages from a website, see the APA Blog at http://blog.apastyle.org/apastyle/website/

You can also consult APA Style Central located on the Holy Family webpage www.holyfamily.edu/library

Remember that the purpose of citation is to guide the reader to the source of the information that you reference; therefore, include as much information as possible so the reader can easily locate your source.

**AUTHOR:** List the author’s name surname first, then initials. In some cases, an agency or organization is the author. For example: The American Psychological Association.

**DATE:** Don’t use the copyright date for the entire website. Instead, look for the date the particular page or document was published or updated; if multiple dates are listed, use the most recent date. If there is no date, use (n.d.).

**TITLE:** *Italicize* the title of the source if it is a “stand alone” document such as a report or brochure. You can also place the type of document in brackets for clarification – for example [Brochure]. If the source you are citing is part of a larger work *don’t* italicize the title.

**GOVERNMENT REPORT NUMBERS:** Some government agencies assign a document number to reports and other materials. Be sure to include that number in parenthesis after the title.

**RETRIEVAL DATE:** Per APA guidelines, it is not necessary to include a retrieval date unless the information is likely to be moved or changed, as in a Wiki. Check your faculty’s preference.

**SOURCE URL:** For ease of retrieval, include the complete URL for the page you are referencing.

**CITING MULTIPLE PAGES FROM ONE SITE?** Make sure you include a reference entry for each page you cite so your reader can easily locate that information. If the pages have the same author and year, place a letter next to the year in both the in-text citation and the reference entry (for example, 2018a).

**Web pages**

1) **Page** from a website created by an organization when the organization is the author:

| --- |

- The “About” page does not have a published or updated date, so n.d. is used.
- About APA is NOT italicized because this page is part of a larger site.
- For the in-text citation, you would use (American Psychological Association, n.d.).
Web pages (continued)

2) A document from a website created by an organization, organization as author:


Since the fact sheet is a “stand alone” document, the title is placed in italics. APA calls this document a fact sheet, so that format information is noted in brackets after the page source. Other document forms could include [Brochure], [White paper], [Policy brief], [Press release] and others.

3) Authored web-based information:


4) Publication from a government web page, agency as author:


- List the agency names in hierarchical order.
- If the agency has not been listed as the author, the agency name should be included as part of the retrieval statement like this- Retrieved from Agency Name website: http://www.url
- If the agency provides a publication number, include it in parenthesis after the title.

5) If there is no personal or agency/organization author:


- If there is no author available, use the title in the author’s position.
- This title is NOT italicized as it is a page on a larger website – in this case the “news” portion of George Washington University’s School of Nursing website.
- The in-text citation includes a shortened version of the title, in double quotes, capitalizing all important words like this: (“Improving Men’s Health,” 2017)

QUESTIONS? Holy Family librarians are available to assist you!

Call: 267-341-3316 (Philadelphia Campus Library) or 267-341-4010 (Newtown LRC)

Email: reference@holyfamily.edu

Check out our online guide to citing sources: holyfamily.libguides.com/citing