Lesson 3 Cite Right with APA

1. Get Started

1.1 Welcome

Transcript:

Welcome to Dashboard. This tutorial is designed to help you use information accurately and ethically within your paper or project. This section of Dashboard provides an overview of the resources and navigation features in this tutorial. Select the next button to continue.
1.2 Getting Started: Browser & Software Requirements

Transcript:

Before going any further, make sure that you have the required software loaded on your personal computer or device, and you’re using Internet browsers, Chrome or Firefox to view this tutorial. Click on any of the images on this page to download the desired software.
1.3 *Take Your Time*

*Lessons may take between 30 minutes to an hour to complete*

*Schedule time to complete lessons*
Dashboard lessons provide a thorough review of how to use information in a paper or project. Depending on your experience using information, a lesson could take between 30 minutes to an hour to complete. Make sure to schedule enough time to complete the lessons. If the lesson content is new to you, consider completing half of the lesson in one sitting. Then return to the lesson at another time to complete the rest. If you use the same Internet browser on the same computer, you will be prompted to resume where you left off, or return to the beginning of the lesson.

### 1.4 Rules of the Road: Navigation

Before getting started, let's review the rules of the road. This slide illustrates how to navigate your way through the Dashboard lessons.
1.5 Rules of the Road

Transcript:

As you move through this tutorial you will come across flashing round markers that, when clicked, will provide you with more information. This is a directory of the markers that you will see throughout this tutorial. You can learn more about each marker by placing your mouse over a marker to view a short description, then, click on the marker for more details.
1.6 Activities & Assessment

You will have opportunities to practice and assess your understanding. If you're not sure of the answer to a question, use the menu to the left to go back and review earlier slides.

Click on previous slides to review before taking assessment!
As you move through the lesson, you will have opportunities to practice and assess your understanding. If a slide requires you to complete an activity or answer an assessment question, it will have a grey background and the slide title will begin with the word Activity or Assessment. If you're not sure of the answer to a question, use the menu to the left to go back and review earlier slides. If you are completing this lesson as an assignment, you must complete all of the slides labeled "assessment" to earn full credit for the lesson. Now that we've reviewed the rules of the road, hit the next button to get started with this lesson.

2. Cite Right with APA

2.1 Introduction: Cite Right with APA!

Transcript:
Welcome to the Dashboard lesson on citations. You've done your research, you have several sources of information, and you're ready to write your paper. But how do you document your sources so that others will be able to track them down? This lesson will introduce how to cite a source using APA documentation style.
2.1.1 Goals & Outcomes

Goals & Outcomes: The goals of this lesson are to introduce students to the purpose of documentation styles and help students create proper in-text citations and bibliographies using APA documentation styles.

OUTCOMES

- Understand the importance of citing sources, the process of citing a source, & elements of a documentation style
- Create full citations using APA style
- Create in-text Citations & APA Works Cited page

Transcript:

After completing the lesson, you will understand the importance of citing sources, the process of citing a source, and the elements of a documentation style. You will be able to create full citations, in-text citations and a bibliography using APA documentation style.
2.1.2 Vocabulary

Vocabulary
Words that will be introduced during the lesson

Use Glossary Tab to review definitions

Vocabulary Words will appear in BLUE in this lesson.

Citation
In-text citation
Parenthetical citation
Documentation style
Bibliography
References
Transcript:

Here’s a list of vocabulary words that we’ll be using in this lesson. These words will always appear in blue. Take a moment to read through the list of words. If you don’t know a word or if you’re unsure of it's meaning, review its definition using the glossary tab located in the upper left menu. Once you’ve reviewed the vocabulary words, click the next button to get started.

2.1.3 Activity: Lesson Warm-up

Transcript:

Let’s start by thinking what it MEANS to "cite a source." This is terminology you may or may not be familiar with. Look at the three choices on this slide and mark the correct answer, then submit to see if you got it right.
2.1.4 Activity: Lesson Warm-up

Transcript:

So, to cite a source means to give credit to the original source of information. But why is it so important that we cite our sources? Some possible reasons are presented on this slide. Place a check mark next to all of the statements that YOU think are valid reasons.
2.2 Outcome 1: Introduction to Citing Sources & Documentation Styles

Transcript:
If you didn’t already guess, those were all good reasons for citing your sources!
2.2.1 Documentation style: Definition

Transcript:

But exactly HOW do we go about citing a source? The answer is we use a “documentation style” (such as MLA, APA, or Chicago). A documentation style is a standard approach for citing your sources of information when you write a research paper. Each documentation style provides methods for citing references within the text as well as rules for the list of sources at the end of your paper. A documentation style is also sometimes called a “citation style.” These two terms will be used interchangeably throughout this lesson.
2.2.2 In-text Citation: Key Element of a Documentation Style

Transcript:

The key element used for documenting sources is called an "In-text citation". An in-text citation is "a brief mention in the text of your paper, usually at the end of a sentence, that leads the reader to the complete information about that reference" (usually at the end of the paper).

"As Palomar College's President states in his welcome message, "together, we produce many positive results and personal successes" (Deegan)."
2.2.3 **Assessment**

A brief notation within the text of your paper that directs your reader to the complete source listed at the end of your paper is called an

**Transcript:**

Let's see if you got that! Fill in the blank and submit.
2.2.4 How do You Know When to Cite?

Transcript:

How do you know when you SHOULD cite something and when it's not necessary? Let's review some general rules.

- Always cite when you paraphrase or summarize someone else's work.
- When you use an idea that is not your own, cite it.
- When you wish to make a point by referring to someone else's work, cite it.
- If you use someone else's words exactly, be sure to use quotation marks, and cite your source.
- Common knowledge, such as the date of the first moon landing, doesn't have to be cited. Common expressions such as "letting the cat out of the bag" don't have to be cited either.
- On the other hand, a well-known saying or speech, such as Martin Luther King's "I have a dream" speech should be cited.
- If you aren't sure whether to cite something or not, it's always safer to cite it!
2.2.5 Activity: When to Cite

Transcript:

Based on your understanding of when to cite and when it's not necessary, read each statement here and put a check mark in the box if you think it should be cited.
2.2.6 Assessment

Transcript:

Read this statement and decide whether it should be cited.

To cite or not to cite? Answer yes or no for the following statement:

The U.S. entered World War II after the bombing of Pearl Harbor.

- Yes, this statement about World War II needs a citation.
- No, this statement does not need a citation.
2.2.7 Assessment

Transcript:

Read the statement here and decide if it should be cited or not.

To cite or not to cite? Answer yes or no for the following statement:

Some argue that the vampires of 18th Century Eastern Europe were very different creatures from those in Western Europe.

- Yes, this statement about vampires needs a citation.
- No, this statement does not need a citation.
2.2.8 Process of Citing a Source

Transcript:
Okay! Now that we’ve reviewed some common questions about citing sources, let’s walk through the process of citing a source in your paper or project. This slide presents the 5 stages of citing a source. Take a few moments to read and think about them.
2.2.8.1 Step 1 - Identify Source

Transcript:

Let’s say you’re decided to write a essay about the learning environment at Palomar College. You found a statement by the President of the college, Robert Deegan, on the Palomar college website. You would like to directly quote from the president’s statement. How would you do this? The first step to citing a source is identifying WHERE you found the information or ideas that you would like to use in your paper. As you identify sources during the research process, keep a record of each one. Record or save the author, title, URL, publisher, date, and other information about the source.
2.2.8.2 Step 2 - Identify Words, Images or Ideas from Source

Transcript:

Next, identify the words, images or ideas from the original source that you would like to include in your paper or project. In this example, the student would like to use a quote made by President Deegan about community and student success. Make sure to record the exact location of the excerpt in the original source, for example, the page or paragraph number where you found the information.
2.2.8.3 Step 3 - Incorporate Information into Your Work

Transcript:

Next, incorporate the information into your paper or project using quotations, paraphrasing or summarization. The quotation, paraphrase or summary of the original source should add to your own ideas and arguments.
2.2.8.4 Step 4 - Add In-text Citation

Transcript:

Immediately after you incorporate information from another source, make sure to add an in-text citation using the appropriate documentation style (APA, MLA or Chicago). The in-text citation tells the reader that the words or ideas are from another source. It also guides the reader to your bibliography, where they can find more DETAILED information about the source. It's important to know the in-text citation rules for the documentation style you are using so make sure you review the rules before writing your paper.
2.2.8.5 Step 5 - Add Full Citation to Bibliography

Transcript:

The last step is to add a full citation of the source to your bibliography. This will help people reading your paper to FIND the original source if needed. Depending on the documentation style, this final page of your paper might be called the references, works cited or bibliography. Sources are always listed alphabetically on this page. Again, it's important to know the citation rules for the particular documentation style you're using.
2.2.9 View Sample Paper

Transcript:

Now that we've reviewed the process of citing a source, it might be helpful to view a sample paper to see how citations are incorporated into the body of the text and at the end in the bibliography. Click on the blue button to view a sample student paper using APA documentation style.
2.2.10 Documentation Styles

Transcript:

The three documentation styles most often used at Palomar are APA, MLA and Chicago. All three styles publish a complete set of guidelines in both print and electronic format.
2.2.11 Choosing a documentation style

Transcript:

Before you can begin citing a source, you have to decide which documentation style to use. So how DO you know which style to use when you write your paper? Different academic disciplines use different documentation styles. For example, English courses and other courses in the humanities normally use MLA style. Natural sciences and social sciences typically use APA. "Chicago" is used in history courses. It's also used in the publishing industry and by journalists. You should always check with your professor or read your syllabus to be sure!
2.2.12 Citations for the Same Book, Fahrenheit 451

Transcript:

Although the styles are different, most require the same basic information. For a book, for instance, all styles require the title, author, publisher, and the place and date of publication. Here are three citations for the book Fahrenheit 451. You can see that they all provide the same information, it’s just presented in slightly different order.
2.3 Outcome 2: APA Citations

Transcript:

After reviewing examples of the three documentation styles, APA, MLA and Chicago, let's turn to the next outcome of this lesson: creating APA citations for the two most popular types of documents, books and articles.
2.3.1 APA Style: Book Citation for Bibliography

Transcript:

Here's the basic format for citing a book for an APA bibliography, and also the formatted citation for a book called The Obsessive Compulsive Trap: Real Help for a Real Disorder. As you learned, the information you need for all book citations is the same: title, author, publisher, year of publication and place of publication.

In this demonstration, the parts are color coded so you can see how they correspond. Start with the author or authors - spell out the last name followed by a comma and the first name initial and middle initial if available. Next add the year of publication - enclose it in parentheses and follow it with a period. Then add the title of the book. Capitalize the first word of the title and the subtitle as well as any proper nouns, but use the lower case for everything else. Put a period after the title. Next add the city of publication, and if the city is not well-known to the general population include the state. Follow this with a colon, and then the name of the publisher. The whole citation is double-spaced, and the 2nd and subsequent lines are indented.
Transcript:

Let’s pretend you read this book called the hunt for life on mars for a paper you plan to write for your English class. Here is all of the information you’ll need to make a citation for the book. Use the drop-downs to put the information in the correct order for an APA citation. In case you need a reminder, the basic format for a book is at the top.
2.3.3 Assessment

Transcript:

Okay, here's a test to see if you got that. Here is all the citation information for another book, A Game of Thrones. Use the drop-downs to put the information in the correct order for an APA citation.
2.3.4 Assessment

Transcript:

Choose the proper way to list the author in an APA citation.
2.3.5 Assessment

Transcript:

Now select the proper APA style for the title of the source below. Note that the words Ubar and Atlantis are both proper nouns.
2.3.6 APA: Articles Found in Newspapers, Magazines & Journals in Print

Transcript:

Now you know how to make a citation for a printed book. But let’s say you’re citing an article you found in a magazine, newspaper or journal. This citation will include the author, date of publication, title of the article, the title of the periodical it was published in, the page numbers, and the volume and issue of the publication, if there is any listed. This demonstration is color-coded again to help you identify the parts. Study the punctuation closely.
2.3.7 APA: Articles in Print

Transcript:

Here's the first page of an article about bullying, and the APA citation for it. Most of the information for the citation can be found right here on this page. Click on the markers to investigate.

Many times you'll find articles with multiple authors. APA provides rules for citing the authors depending on how many of them are listed. They should always be presented in the order they appeared in the article rather than alphabetically.

For two to seven authors, list all of them. Separate their names with commas, and use the ampersand instead of the word "and" before the final author name.

For more than seven authors, as in this case, use an ellipses after the 6th name then provide the final author name. There should be no more than seven names in your citation.
2.3.8 APA: Source found in an online database

Transcript:

When we find an article in an online database, we're able to locate almost all of the citation information in the database record for that article. Here's the article record for the same story about bullying. Click on the markers to investigate. Note that when an article is found online, you must provide information about where to find it. APA specifies that we use as our first choice the "digital object identifier", also known as the DOI.
2.3.9 More about the DOI

Transcript:

A DOI provides a permanent link to the article's location on the Internet. It can usually be found in the first or last few pages of the article, or in the database record. If not, try searching for it in the web site shown here. If you still can't find the DOI, give the URL of the journal home page. As a last choice if a journal home page is unavailable, give the database URL. For either, use the words "retrieved from" and the date you saw it.
2.3.10 APA citations for print and an online database

Transcript:

When we create a citation for the online article, it will look a little different from the one we found in printed format. Here are two citations for the same article - The first found in print, and the second found an online database at the Palomar College Library. When you add the DOI at the end, use the lower case with a colon. Do not put a period at the end.
2.3.11 APA citations for print and an online database

Transcript:
Here's how it would look if there was no DOI for the article. We used the words "retrieved from" and the date we saw it online. This journal is hosted by the online library wiley.com.
2.3.12 Activity: Create APA Citation

Transcript:

Identifying the parts of a citation for an article can be tricky so let's practice. The drop-down boxes below show citation information for an article from an online database. Put the parts in the correct sequence for an APA citation. For instance, you know the author will be listed first, so click on the drop-down arrow in the first box and select the item that's a person's name.

If you need a reminder, the basic format is at the top.
2.3.13 Activity: Create APA Citation

Transcript:

Now practice labeling the parts of a citation. Use the drop downs to identify each item.
### Transcript:

Now that you've had some practice, here's a test to see how well you learned it. Shown here is all the citation information for another article from a database. Put the parts in the correct sequence for APA citation style.
2.3.15 Assessment

Transcript:

Now choose the proper APA citation for a newspaper article found in an online database where no DOI is available.
2.4 **Outcome 3: APA Bibliography & In-text Citations**

Transcript:

Okay. We are half way to understanding APA documentation style. For the last outcome of this lesson, you’ll learn how to prepare an APA bibliography and how to cite a source within the text of your document.
2.4.1 APA Bibliographies

Transcript:

The next step after you've made a citation for each of your sources is to put them together in an alphabetical list. The list will be titled "References" and it will be the last page of your paper. Here’s a sample Reference list. Click on the markers for some clues.

Notice that the items are in alphabetical sequence according to the author's last name. If there's no author listed, you won't be able to include it, so the citation will start with the title of the source, and it will still be ordered alphabetically.

If there's more than one author, list them in the order they were shown in the article. Only the last name and first initial are needed.
2.4.2 APA Parenthetical / In-text citations

How College Writing Differs From High School:

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How College Writing Differs From High School:...
2.4.3 APA Parenthetical / In-text citations

Transcript:

For some examples of in-text citations, let's use an article called Reinventing the Electric Car. The author is Mark Mahoney. On page 7 of his article, Mahoney discusses how students can benefit from "out of classroom" learning experiences. Go to the next slide to see some different ways you might incorporate this information into your paper.
2.4.4 APA Parenthetical / In-text citations

Transcript:

The format for the citation depends on how you introduce the source in your writing. If you DON'T name the author in your statement but it refers directly to something he or she wrote or said, include the last name in parentheses just in front of the date. If you directly quote something from your source, you should insert the date of the publication directly after the author’s name, and insert the page number it came from after the excerpt.
2.4.5 APA Parenthetical Citations: More Than One Author

Transcript:

Many times, especially in scholarly publications, you'll find that an article has two or more authors. In that case you should list up to five of them in your parenthetical citation. If there are more than five, list only the first author followed by the Latin words et al. For additional information, visit the Online Writing Lab at Purdue University.
2.4.6 Activity: Create APA in-text citation

EXCERPT FROM A STUDENT PAPER:
Mahoney reports that a group of Advanced Technology students at Berea College discovered that what they could accomplish working outside of class alongside their teachers was far more exciting and far more beneficial to their future than anything they had ever experienced inside the classroom.

ORIGINAL SOURCE:

Transcript:
Let's practice. Here is a summary statement from the online article "Reinventing the Electric Car". Choose the proper parenthetical (in-text) citation for APA style from the list below.
2.4.7 Assessment

Transcript:

Choose the proper APA in-text citation for an article with four authors.
2.4.8 Assessment

Transcript:

Now choose the proper APA in-text citation for an article with six authors.
2.4.9 APA Formats for Other Source Types

Transcript:

Just as there's a basic format for books and articles from print and online sources, APA provides formatting for all other sources of information. You can easily cite sources like websites, Youtube videos, bible verses, poetry, a painting, a personal interview with an expert on your topic ... you name it and there's a format for citing it.
2.5 EasyBib

Transcript:

Because there are so many nuances in creating correct citations from a variety of sources, and because constant technology changes cause the formats to change fairly often, we sometimes use online citation tools like EasyBib to help get it right. EasyBib Premium is free to Palomar Students when you sign up on the Palomar College Library website. Take a look at the video coming up to see how it works.
2.5.1 Video: EasyBib

Transcript:

From the Palomar College Library homepage, select EasyBib on the right side of the page. At the EasyBib website you’ll see that it offers a selection of source types to choose from: websites, books, newspapers, journals and databases. If your source is “none of the above,” click on all 59 options for a complete list.

Let’s cite the journal article called Rules for Genetically engineered animals, which we found in an online database. First, make sure to choose a documentation style - in this case APA. Choose the journal tab. Sometimes you can type the title of the article and EasyBib will automatically create a citation, but more often you’ll have to do it manually so let’s see how that works. Choose manual entry. That opens a form with boxes to fill in. Now select “online database” since that’s where the article came from, then just fill in the form with the information from the database record.

I can copy and paste the title directly from the record. “Rules for Genetically engineered animals. Notice that when I do that, it capitalizes the first letter of each word. That’s incorrect for APA. Only the first word should be capitalized, and it tells me here in this help box, so I’ll change those caps to lower case.

The author is Phillip Yam. Make sure to put first and last names in the right boxes! The article was published in Scientific American. It was in volume 299, issue 6. There is no section number noted, so I’ll leave that blank.

It was published in 2008, starting on page 20 and ending on page 20. I found this in an online
database called ebsco. I can cut and paste the url from the webpage, but notice that this is a very long complex url which I'm going to truncate back to the first truncation mark.

Fill in the date you actually saw the article, or just click Today if that's the case.

The next box is for the DOI, which stands for “digital object identifier.” This article doesn’t have a DOI, so I’ll leave that blank. The DOI is not the same as an ISSN number or an accession number. If it doesn’t say DOI, it’s not a DOI.

Now I click on Create Citation, and bingo there’s my APA citation ready to copy and paste into my bibliography.

When you’re on campus at Palomar, create an EasyBib account by clicking on Register up in the right-hand corner. It’s very simple, and once you’ve done that you’ll be able to create projects, keep track of your sources, and use the EasyBib notetaking program for staying organized.

**2.6 Lesson Review**

Transcript:

Let’s review what you’ve accomplished so far. You’ve learned:

- The basic APA format for creating citations for a variety of sources
- How to make a bibliography in
- APA documentation style
How to insert parenthetical citations in the text of your paper.
If you still have questions, we recommend you visit the online APA guidelines at Purdue University.

### 2.6.1 Get Help!

Transcript:

This has been an introduction to citing sources using APA. For more assistance, please ask your instructor or a Palomar College librarian. Or you can visit the English department writing center, the STAR tutoring center, or the Escondido campus’s teaching and learning center. We also recommend using the Online Writing Lab at Purdue University or the EasyBib guidelines.

For more details on how to get help, click on the links presented here. Links to these resources are also available in the resources section located in the upper right corner.
2.6.2 Lesson Feedback

I know what a documentation style is.
I know what an in-text citation is.
I know how to create a full citation for an information source using APA style.
I know how to create a bibliography using APA style.
I know why it is important to document my sources when writing a research paper.
2.6.3 Assessment Results

Transcript:
You have reached the end of this lesson. If you are completing this as an assignment, click on the print results button and enter your name. You may then print the results and give them to your instructor. If you would like to review your response to each assessment question, click on the review questions button. Then, use the next button to move through the lesson. If you’re not satisfied with your results, you can complete the lesson again by clicking on the Retry option.
3. Lesson Complete

3.1 Return to Dashboard Homepage

Transcript:

Congratulations, you have completed the lesson on APA citation style. To review more Dashboard lessons, click on the Return to Dashboard Home Page button.