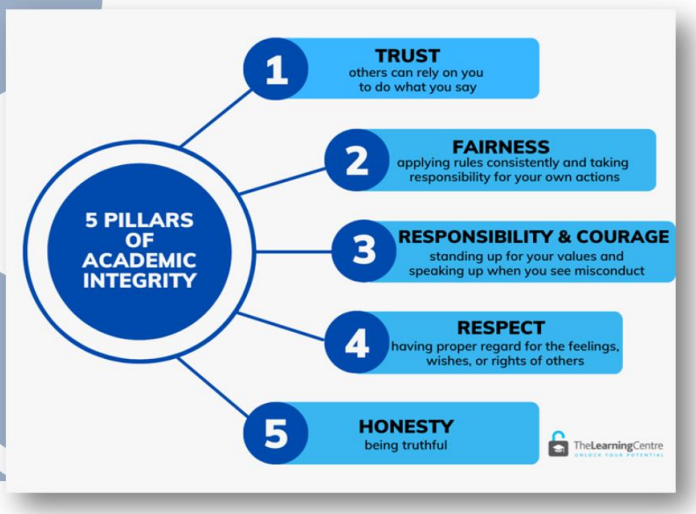
CITATION ETHICS: UPHOLDING ACADEMIC INTEGRITY THROUGH PROPER REFERENCING

American Psychological Association (APA)
7th Edition Citation Style



Daily Guide and Checklist for Trainees



January 2025

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Introduction

Academic integrity is the cornerstone of a thriving educational and training environment, fostering trust, respect, and responsibility among trainees and Instructors. This daily guide and checklist serve as an essential tool for both trainees and instructors, promoting ethical behavior and adherence to academic standards. By incorporating these practices into daily routines, we can cultivate a culture of honesty and accountability, ensuring that all members of the TVET community uphold the values that underpin our pursuit of knowledge and competence. This resource aims to provide clear guidelines, practical tips, and reflective prompts that empower individuals to navigate their academic journeys with integrity.

There are many elements to promote ethical behavior among students and educators.

Here are four (4) the essential components:

1. **Fundamental Values of Academic Integrity**

Honesty: Emphasize the importance of truthfulness in all academic work.

Trust: Foster a culture where individuals can rely on each other's integrity.

Fairness: Ensure equitable treatment and assessment of all students.

Respect: Promote respect for oneself and others in academic pursuits.

Responsibility: Encourage personal accountability for academic choices.

Courage: Support individuals in standing up for integrity, even in challenging situations.

2. **Guidelines for Conduct**

Establish clear expectations for academic behavior, including what constitutes misconduct.

Provide examples of acceptable collaboration versus cheating or plagiarism.

3. **Research and Source Evaluation**

Encourage rigorous academic research practices rather than casual information gathering (e.g., Google searches). Guide students on how to select credible and reliable sources, emphasizing the importance of verifiable evidence.

4. **Citing Sources and Original Work**

Stress the necessity of proper citation practices to give credit to original authors.

Highlight the importance of integrating personal analysis and voice into academic writing.

Utilizing a citation guide and checklist offers several significant advantages for trainees and instructors in maintaining academic integrity.

Here are three key benefits:

1.**Ensures Academic Integrity and Credibility**

A citation guide aids in crediting sources used, demonstrating academic integrity, respecting intellectual property, building on work of others, and building trust with instructors and peers. It enhances work credibility and ethical research.

2. **Prevents Plagiarism**

A citation checklist helps students accurately cite sources, reduces unintentional plagiarism, and maintains originality by separating ideas from borrowed concepts or language, creating original perspective, preventing academic dishonesty, and ensuring proper credit.

3. **Facilitates Research and Learning**

A citation guide aids in organizing research materials, facilitating source tracking, formatting guidelines, and enhancing trainees' research skills. It streamlines reference list creation and encourages deeper engagement with the material.

General APA Citation Guidelines

Paper Format

- **Margins**: 1-inch on all sides
- **Font**: Times New Roman, 12-point size
- **Line Spacing**: Double-spacing throughout the entire paper (including references)
- **Page Numbers**: Top right corner of every page
- **Title Page**: Includes the title, author(s), and institution (centered on the page)

Citations in Text

- **Author-Date Format**: Cite sources within the text using the author's last name and year of publication.
  - Example: (Brown, 2024)
- **Direct Quotes**: If directly quoting, include the page number(s).
  - Example: (Brown, 2024, p. 26)
- **Multiple Authors**: For two authors, use an ampersand (&).
  - Example: (Brown & Johnson, 2024)
- **Three or More Authors**: Use the first author's last name followed by "et al."
  - Example: (Brown et al., 2024)

Reference List

- **Title**: "References" centered at the top of the page.
- **Spacing**: Double-space all references.
- **Hanging Indentation**: Each reference should have a hanging indent (the second and subsequent lines are indented 0.5 inches).
- **Order**: Alphabetical by the first author’s last name.

Basic Format for Common Sources

1. **Books**
    - Author(s). (Year). *Title of the book* (edition if applicable). Publisher.
        - Example: Simms, C. A. (2025). *Understanding psychology* (7th. ed.). Academic Press.
2. **Journal Articles**
    - Author(s). (Year). Title of the article. *Title of the Journal*, *Volume* (Issue), page range. https://doi.org/xx.xxx
        - Example: Bill, M. L. (2020). Cognitive effects of meditation. *Journal of Psychology*, *32*(4), 67-85. https://doi.org/10.1234/5678
3. **Websites**
    - Author(s). (Year, Month Day). *Title of the webpage*. Website name. URL
        - Example: Jones, R. (2023, January 15). Mental health strategies for students. *Psychology Today*. https://www.psychologytoday.com/mental-health
4. **Edited Books or Book Chapters**
    - Author(s) of chapter. (Year). Title of the chapter. In Editor(s) (Ed(s).), *Title of the book* (pp. pages of chapter). Publisher.
        - Example: Gibbons, L. (2021). Stress management techniques. In P. S. Warren (Ed.), *Managing stress in college students* (pp. 102-121). Academic Press.
5. **Online Articles (No Author)**
    - *Title of the article*. (Year, Month Day). *Website name*. URL
        - Example: Mental health during college. (2020, October 10). *Psychology Insights*. https://www.psychologyinsights.com

A Checklist for Citing Sources

Citing sources correctly is essential for academic integrity, and it helps you avoid plagiarism while giving credit to original authors. This checklist provides step-by-step guidance to ensure that your sources are cited correctly.

Consistent Citation Style

- [ ] Are you using the appropriate citation style (e.g., APA, MLA, Chicago) as required by your instructor or field of study?
- [ ] Are all sources in your paper cited in-text and in the reference, list using the same citation style?

Clear Identification of Sources

- [ ] Have you clearly identified all the sources you are referring to in your paper?
- [ ] Are all direct quotes, paraphrased ideas, and summarized information from other sources properly cited?

Accurate Citation Information

- [ ] Have you checked the accuracy of all citation details (e.g., author names, publication year, title of the work)?
- [ ] Is the formatting of the source's title (e.g., italics, quotation marks) correct according to the citation style?

In-Text Citations

Basic Format

- [ ] Are in-text citations including every time you reference a source, whether you are quoting directly or paraphrasing?

- [ ] Have you formatted in-text citations correctly (e.g., Author, Year for APA; Author Page for MLA)?

- [ ] Have you used the correct format for multiple authors (e.g., "Brown & Johnson" or "Brown et al.")?

Direct Quotes

- [ ] If using direct quotes, have you included page numbers or paragraph numbers (for online sources) in the citation?

- [ ] Are the quotes properly enclosed in quotation marks or indented, depending on length?

Paraphrasing and Summarizing

- [ ] Have you properly cited paraphrased and summarized content to acknowledge the original author (s)?

- [ ] Did you paraphrase enough to create your own understanding of the material, avoiding overly close copying of the original text?

Reference List/Bibliography

General Formatting

- [ ] Have you included a reference list or bibliography at the end of your paper, formatted according to the correct citation style?
- [ ] Is the reference list alphabetized by the author's last name?
- [ ] Have you followed the correct formatting for hanging indentation (i.e., second and subsequent lines of each reference indented 0.5 inches)?

Complete Information

- [ ] Does each source include all necessary information (e.g., author(s), year of publication, title of the work, publication details)?
- [ ] For books: Is the publisher's name included in the citation?
- [ ] For journal articles: Have you included the volume, issue number, and page range (if applicable)?
- [ ] For online sources: Have you included a DOI or URL for electronic resources?

Correct Source Types

- [ ] For **books**: Have you formatted author(s), title (in italics), edition (if applicable), publisher, and year of publication?
- [ ] For **journal articles**: Have you included the article title, journal name (in italics), volume and issue number, page range, and DOI or URL?
- [ ] For **websites**: Does the citation include the author (if available), title of the page, the name of the website, the publication date, and the URL?
- [ ] For **edited book chapters**: Have you included the editor(s), title of the book (italicized), page range, and publisher?

Sources with No Author

- [ ] For sources without an author, have you placed the title of the work first in the citation?

Proper Handling of Special Sources

Edited or Translated Works

- [ ] For edited or translated books, have you properly cited the editor(s) or translator(s) instead of the author (if required)?

Secondary Sources

- [ ] If you are citing a source cited within another source (secondary citation), have you made it clear in the citation (e.g., as cited in Brown, 2020)?

Social Media and Online Content

- [ ] Have you correctly formatted citations for social media posts, online forums, or blogs, including the author's handle and date of posting?

- [ ] Did you check if the platform (e.g., Twitter, Instagram) has any special citation guidelines?

Final Check

Proofreading

- [ ] Have you proofread your citations for consistency, accuracy, and proper formatting?

- [ ] Have you checked for any missing citation details (e.g., author, title, year) or typos?

Cross-Check with Citation Guide

- [ ] Have you cross-checked your citations with the style guide (APA, MLA, Chicago, etc.) to ensure they match the correct format?

Plagiarism Check

- [ ] Have you verified that all information that is not your own (including direct quotes, paraphrased ideas, and data) is properly cited?

- [ ] Have you run your paper through a plagiarism checker (if required) to ensure proper citation practices?

By following this checklist, you will ensure that your sources are accurately and properly cited, giving credit to the authors whose work you reference and helping you to maintain academic integrity throughout your paper.

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