**APA Citation Decision Tree**

**START HERE**
Is the sentence, phrase, or paragraph your own original thinking?

**Yes**
No citation needed

- Quote your source directly if:
  - the source author's language is so unique, specific, or powerful that the passage will lose meaning if you paraphrase
  - the source author's idea is so original or unique that your readers should hear it in her or his language directly

- Otherwise, paraphrase

**No**

So it is based on, taken from, or influenced by someone else's work?
Then you must provide an in-text citation

(see current APA guide for the few exceptions to this rule)

**Are you quoting the source directly?**

**Unsure???**

**Yes**
If direct quote (fewer than 40 words), must use quotation marks

If quote is 40 or more words, must block indent when including quote in your paper (no quotation marks when block indent)

**No**
Quotation marks are not needed

Any source that is referenced in your paper (either paraphrased or quoted directly) must be included in your reference list (except personal communications).

Check current APA Style Guide for reference list formatting. Format will depend on the source type (journal article, book, website, etc.)

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**Designed using easel.ly**

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**Additional Resources:**
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