جامعة ظفار
Dhofar University

Dhofar University

Centre for Preparatory Studies (CPS)

Referencing, Citation and Using Turnitin:
A Step-by-Step Guide (APA 7th ed.)

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Foreword

In the field of pedagogy, teaching and learning knowledge rest upon the findings of rigorous research, scholarly inferences, citation, and meticulous referencing. The ability to reference materials and cite sources accurately is not only an academic agreement; it is an evidence to academic integrity and a keystone of academic honesty.

As teachers at DU's Centre for Preparatory Studies, we have been given the critical responsibility of promoting the development of future leaders and scholars. At the centre of our mission is the adopting of an environment of research excellence, integrity, intellectual rights, and ethical academic practices.

It is within these academic practices that the impact of citation and referencing skills takes a high importance. This manual, prepared with care and dedication by a group of experienced CPS faculty members, acts as evidence of support guidance for our faculty members. It is evidence of the great effort and unwavering dedication of these group members who have worked diligently to provide procedures that will help our faculty members to understand and practice the complex terrain of academic referencing and citation with clarity and confidence.

Within the academic exposer provided by this manual, teachers at CPS will find a wealth of guidelines, insights, and best practices that will not only enhance their scholarly endeavors but also prepare them with the skills necessary to maintain the target level of integrity at DU. It is my hope that this manual will guide our CPS faculty members on the journey towards ethical scholarship and academic excellence.

Warm regards,

Dr. Moosa Ahmed Bait Ali Sulaiman

Director of Centre for Preparatory Studies (CPS)

Dhofar University, Salalah, Oman

Introduction

Citation and referencing are fundamental practices in academia. They serve several essential purposes, including giving credit to original authors, avoiding plagiarism, and providing readers with a way to trace the sources of information used in a text. Proper citation also enhances the credibility and reliability of the work completed by faculty and students at the center for Preparatory Studies (CPS) at Dhofar University. Furthermore, referencing allows others to verify sources and build upon the ideas presented. In essence, citations uphold academic integrity and contribute to the scholarly dialogue within a particular field (American Psychological Association, 2020).

Failing to acknowledge sources properly carries significant risks, the most serious of which is plagiarism. Plagiarism occurs when a writer presents someone else's work, ideas, or research as their own, intentionally or unintentionally. This breach of academic integrity can lead to severe consequences, including damaged reputation, academic penalties, or even legal action. Additionally, neglecting to cite sources undermines the credibility of the work.

As such, this guide is primarily directed at CPS faculty and aims to help them accurately cite sources and ensure academic integrity in their teaching materials. It focuses on the latest 7th edition of the American Psychological Association (APA) citation style, widely used in the social sciences, education, and other fields.

This guide will cover how to cite various sources, including online sources, hard copy materials, and CPS-specific content such as course packs and syllabi, using the APA 7th edition citation style. It will also introduce Turnitin, a tool that supports ethical writing practices by checking work for potential plagiarism and improper citation. Table 1 presents the building blocks for citing digital sources, printed material along with AI-generated work. These building blocks constitute the elements that should be included in any proper APA citation. Detailed citation formats and examples are provided for each type of source inside the guide.

Table 1

Building blocks for APA Citations of Different Sources

Element	Digital Sources	Printed Sources	AI-generated Work
Author	Last name, Initials	Last name, Initials	Name of AI Company
Date	(Year, Month Day)	(Year) for books, (Year, Month) for journals	(Year, Month Day)
Title	Title of work (in italics if standalone)	Title of work (in italics for books)	Title of work
Source	Name of website, database, or platform	Journal title (in italics), Volume(Issue) or Book publisher, edition	Name of AI tool, version or access date
URL/DOI	Include URL or DOI (with https://)	N/A	Include URL or access details
Retrieval Date	Include if content is likely to change	N/A	Include version or access date
Format/Type	[Format] e.g., [Tweet], [Video], [E-book]	N/A	[AI-generated]
Contributor Role	N/A	N/A	Role of human contributor (if any)
Pagination	For articles, include page range or article number	For journal articles and book chapters	Not applicable

Citing Online Sources

By: Dr. Mohamed Abdelmageed

Introduction

This guide follows APA 7th edition guidelines for citing online resources, incorporating the latest updates for digital citations, including the 2024 guidelines for AI-generated content. Each section includes templates, examples, and special considerations for different types of digital content.

I- Digital Academic Sources

A. Online Journal Articles with DOI

Format:

Author, A. A. (Year). Title of article. *Journal Name, Volume* (Issue), page range. https://doi.org/xxxxx

Example:

Smith, J. D.(2023). Digital learning in higher education. *Journal of Online Education*, 15(2), 123-145. https://doi.org/10.xxxx/yyyy

B. Online Journal Articles without DOI

Format:

Author, A. A. (Year). Title of article. Journal Name, Volume (Issue), page range. URL

Example:

Brown, K. L. (2023). Virtual classroom engagement. Educational Technology Review, 8(4), 78-92. https://www.edtechreview.com/articles/virtual-classroom

C. E-Books

Format:

Author, A. A. (Year). Title of book. Publisher Name. DOI or URL

Example:

Thompson, R. (2023). Digital age learning. Routledge. https://doi.org/10.xxxx/yyyy

D. Online Academic Databases

Format:

Author, A. A. (Year). Title of document [Description]. Database Name. URL

Example:

Garcia, M. (2023). Climate change impacts [Data set]. Global Science Database. https://www.sciencedb.com/datasets/climate2023

II- Web-Based Sources

A. Websites and Webpages

Format:

Author/Organization. (Year, Month Day). Title of page. Site Name. URL

Example:

World Health Organization. (2023, June 15). COVID-19 guidelines update. https://www.who.int/covid-19/guidelines

B. Blog Posts

Format:

Author, A. A. (Year, Month Day). Title of post. Blog Name. URL

Example:

Martinez, C. (2023, July 8). The future of artificial intelligence. Tech Insights Blog. https://techinsights.com/ai-future

C. Social Media Posts

Format:

Author [@username]. (Year, Month Day). Content of post up to first 20 words [Description of audiovisuals]. Platform Name. URL

Example:

NASA [@NASA]. (2023, August 1). First images from the James Webb Space Telescope reveal unprecedented view of distant galaxies [Image]. Twitter. https://twitter.com/NASA/status/status-number

III- Digital Media

A. Online Images

Format:

Creator, A. A. (Year). Title of image [Format]. Site Name. URL

Example:

Roberts, E. (2023). Urban development aerial view [Photograph]. Geographic Database. https://geodatabase.com/urban2023

B. Online Videos

Format:

Creator. (Year, Month Day). Title of video [Video]. Platform. URL

Example:

TED. (2023, March 15). The future of sustainable energy [Video]. YouTube. https://youtube.com/watch?v=xxxxx

IV- Emerging Digital Content

A. AI-Generated Content

Format:

Author. (Year). Model Name (Month Day version) [Large language model]. URL

Example:

OpenAI. (2024). ChatGPT (Jan 15 version) [Large language model]. https://chat.openai.com

B. Interactive Web Content

Format:

Creator. (Year). Title of interactive content [Interactive content]. Platform. URL

Example:

Science Museum. (2023). Interactive solar system model [Interactive content]. Digital Exhibits. https://sciencemuseum.org/solar-system

V- Special Cases & Troubleshooting

A. Handling Missing Information

1. No date: Use (n.d.)
2. No author: Start with title
3. No page numbers: Use paragraph numbers (para. 4) or section headings
4. Dynamic content: Include retrieval date

B. Broken Links

1. Verify the URL is correct
2. Try finding archived versions using the Wayback Machine (https://web.archive.org/)
3. Include access date for volatile content
4. Update citations when URLs change

C. Quick Reference Table for Common Issues

Scenario	Solution	Example
Broken link	Include access date	(Accessed August 1, 2023)
Missing author	Use organization or title	Title. (2023).
Updated content	Include version/edition	(Version 2.1)
Password-protected	Note accessibility	[Restricted access]

D. Ethical Considerations

1. Always verify source credibility
2. Acknowledge AI assistance appropriately
3. Respect privacy in social media citations
4. Note when citing retracted content
5. Include appropriate permissions for restricted content

VI- Quick Tips

- Always include the most direct URL to the source
- Check for DOIs before using URLs (Remember: Always prioritize DOIs over URLs when available, as they are more stable and permanent.
- Archive important online sources using web archiving tools (for example: using Wayback machine)
- Update citations for dynamic content regularly
- Include access dates for frequently updated content

Citing Hard Copies and Printed Materials

By: Dr. Stephen Thimothy

I - Citation and References for Hard Copies / Prints

This chapter helps you to follow APA 7th edition guidelines for citing hard copies. A citation is a reference to the source of information, and it appears immediately after the information that is brought from primary or secondary sources. Referencing comes at the end of a written script and it informs the readers where the sources were collected. Like *in-text* citations, referencing must be carefully written bearing the number of authors in mind. The tables given below show the major components involved while referencing the original works.

A. Single author

1. Citation

In-text citation is of two types: narrative and parenthetical citations.

i. Narrative Citation

Thimothy (2024) studied the benefits of acknowledging the works of other authors.

ii. Parenthetical Citation

Acknowledging the work of other authors has benefits (Thimothy, 2024).

2. **References**

Author	The last name comes first, add a comma, and then the initials. # Leave one space between and retain the authors' names in order.
Year	The year of publication/ copyright. # Remember to add a period at the end of the year.
Title	*Italicize* the title of the book. Capitalize only the first letter of the title. If it's a two-part title, capitalize the first word of the second part. # Remember to add a period at the end.
Publisher Name	Add the publisher's name. If there is more than one publisher, separate them with a semicolon. # you need not include the publisher's location.
DOI	Add **D**igital **O**bject **I**dentifier if available

Format:

Author, 1. 1. (Year of publication). *Title of work*: Publisher Name. DOI

Example:

Potter, B. (2002). *The tale of peter rabbit (The world of beatrix potter)*. Penguin Young Reader Group.

B. Two authors

1. Citation

i. Narrative Citation

Rodgers and Salins (2024) studied the benefits of acknowledging the works of other authors.

ii. Parenthetical Citation

Acknowledging the work of other authors has benefits (Rodgers & Salins, 2024).

2. **References**

Author	Write the last names and their initials. Separate the authors with a comma. Use ampersand (&) instead of writing "and"
Year	The year of publication/ copyright. # Remember to add a period at the end of the year.
Title	*Italicize* the title of the book. Capitalize only the first letter of the title. If it's a two-part title, capitalize the first word of the second part. # Remember to add a period at the end.
Publisher Name	Add the publisher's name. If there are more than one publisher, separate them with a semicolon. # you need not include the publisher's location.
DOI	Add **D**igital **O**bject **I**dentifier if available

Format:

Author, 1. 1., & Author, 2. 2 (Year of publication). *Title of work*. Publisher Name. DOI

Example:

Starr, E., & Allsop, N. (2018). *Fact & fiction*. ClareBooks.

C. Three and more authors

1. Citation

i. Narrative Citation

Thimothy et al. (2024) studied the benefits of acknowledging the works of other authors.

ii. *Parenthetical Citation*

Acknowledging the work of other authors has benefits (Thimothy et al., 2024).

2. References

Authors	Write the last names and their initials up to 20 authors. Separate the authors with a comma. Use ampersand (&) before the last author (Author, 1. 1, Author, 2. 2, & Author, 3. 3)
The referencing style for **Year, Title, Publisher Name and DOI** is similar to that for two authors in APA format, with only difference in the **Authors'** entry.	

Format:

Author, 1. 1., Author, 2. 2 & Author, 3. 3. (Year of publication). *Title of work*. Publisher Name. DOI

Example:

Westbrook, C., Baker, L., & Sowton, C. (2021). *Unlock level 3 reading, writing and critical thinking student's book with digital pack*. Cambridge University Press.

D. Editors but no authors

1. Citation

1. *Narrative Citation*

One editor: Mohammed (Ed.,2024) explains the benefits and significance of citation and referencing.

Multiple editors: Mohammed and Lisa (Eds.,2024) discuss the latest advancements citation and referencing tools.

2. Parenthetical Citation

One editor: The department of English continues to evolve new techniques to increase to learner efficiency (Mohammed, Ed.,2024).

Multiple editors: The recent publication on referencing and citation discusses the latest advancements of citation and referencing tools (Mohammed & Lisa, Eds.,2024).

2. **References**

Editors	Write the editors last names and their initials. Use (Ed.) for one editor and (Eds.) for two editors. If the publishing date is not available, use **n.d.**
The referencing style for **Year, Title, Publisher Name and DOI** is similar to that for one/two authors in APA format, with only difference in the **Editors'** entry.	

Format:

Editor, A.A.(Ed.) .(Year). *Title of the work*. Publisher.

Example:

Thimothy, B.B.(Ed.).(2024). *The designs of golden thread.*

E. In-house materials (course books/ handouts)

In an in-house or a group publication that is circulated within the institution, the author will be the group or organization, such as WHO or UNICEF. In this case, the IT Section or in general, the department is considered as an author and the citation is as follows:

1. **Citations**
    1. *Narrative Citation:* - Department name (Year)

IT Section (2024) / English Section (2024) / Math Section (2024)

    2. *Parenthetical Citation – (Department name, Year)*

(IT Section, 2024) / (English Section, 2024) / (Math Section, 2024)

Note: The first time, the group author will be: (IT Section [ITS],2024). The subsequent citations will be (ITS, 2024).

2. **References**

Format

Department Name. (Year). *Title of the document [Handout*]. Institution Name.

Example

IT Section. (2024). *IT course book for pre-level* [Unpublished course handout and activities]. Centre for Preparatory Studies, Dhofar University.

F. Exam documents

Exam question papers are considered as unpublished documents as they are circulated within the university.

1. Citations

1. Narrative Citation

Format: Department name (Year)
Example: IT Section (2024) / English Section (2024) / Math Section (2024)

2. *Parenthetical Citation*
   Format: (Department name, Year)
   Example: (English Section, 2024)

2. References

Format

Department Name. (Year). *Title of the exam or subject* [Unpublished exam paper]. Institution Name.

Example

English Section. (2024). *Level 3 final reading and writing exam* [Unpublished exam paper]. Centre for Preparatory Studies, Dhofar University.

Overview

Authors	**Narrative**	**Parenthetical**
Single author	Thimothy (2024)	(Thimothy, 2024)
Two authors	Rodgers and Salins (2024)	(Rodgers & Salins, 2024)
Three and more authors	Thimothy et al. (2024)	(Thimothy et al., 2024).
Editors but no authors	Mohammed (Ed.,2024) Mohammed and Lisa (Eds.,2024)	(Mohammed, Ed.,2024). (Mohammed & Lisa, Eds.,2024)
In house materials	IT Section (2024)	(IT Section, 2024)
Exam Documents	Math Section (2024)	(Math Section,2024)

Table Adapted from (Streefkerk, 2020)

II- APA 7th Edition Citation and Referencing Style for CPS books

I. English

A. Level 1 English

In Level 1, *Unlock level 2 reading, writing, & critical thinking student's book* helps students to focus and practice reading and writing skills (O'Neill & Lewis, 2018). In addition to it, *Unlock level 2 listening, speaking, & critical thinking student's book* is used to develop listening and speaking skills (Dimond-Bayir & Russell, 2018).

Format

Author, 1. 1., & Author, 2. 2 (Year of publication). *Title of work.* Publisher Name. DOI

Example

Dimond-Bayir, S., & Russell, K. (2019). *Unlock level 2 listening, speaking & critical thinking student's book* (2nd ed.). Cambridge University Press.

O'Neill, R., & Lewis, M. (2019). *Unlock level 2 reading, writing, & critical thinking student's book* (2nd ed.). Cambridge University Press.

B. Level 2 English

In Level 2, *Unlock level 3 reading, writing and critical thinking student's book* helps students to focus and practice the required skills (Westbrook et al., 2021)**.** Also, *Unlock level 3 listening, speaking & critical thinking student's book* is used to enhance listening and speaking skills (Ostrowska & Jordan, 2018).

Format

Author, 1. 1., & Author, 2. 2 (Year of publication). *Title of work*. Publisher Name. DOI

Example

Ostrowska, S., & Jordan, N. (2019). *Unlock level 3 listening, speaking & critical thinking student's book* (2nd ed.). Cambridge University Press.

Westbrook, C., Baker, L., & Sowton, C. (2019). *Unlock level 3 reading, writing and critical thinking student's book* (2nd ed.). Cambridge University Press.

C. Level 3 English

In Level 3, the *Mindset for IELTS with updated digital pack level 1 student's book with digital pack* book helps students to develop Reading, Writing, Listening and Speaking skills and attain an IELTS band 5 (Archer, 2023).

Format

Author, 1. 1., (Year of publication). *Title of work*. Publisher Name. DOI

Example

Archer, G. (2023). *Mindset for IELTS with updated digital pack level 1 student's book with digital pack*. Cambridge University Press.

D. English for Law/ Social Work & Education

FPEL 100/FPES 100/FPEE100C is an intense elementary level course offered to introduce learners to Reading, Writing, Listening and Speaking in its easiest forms. Basic language skills are introduced through *Unlock basic skills student's book with downloadable audio and video* (Ostrowska, 2017) and the basic literacy skills are introduced through *Unlock basic literacy student's book with downloadable audio* (Pathare & Pathare, 2017).

Note: Reference below is formatted according to APA 7th edition, which can be applied when content from the current **FPEL100 / FPES100 / FPEE100C** books are used.

Format 1

Author, 1. 1., (Year of publication). *Title of work*. Publisher Name. DOI

Example1

Ostrowska, S. (2017). *Unlock basic skills student's book with downloadable audio and video*. Cambridge University Press.

Format 2

Author, 1. 1., & Author, 2. 2 (Year of publication). *Title of work*. Publisher Name. DOI

Example 2

Pathare, E., & Pathare, G. (2017). *Unlock basic literacy student's book with downloadable audio*. Cambridge University Press.

II. Mathematics books

A. Pre-Level Math

FPM100 is a course offered to help beginners to understand the basic concepts of Mathematics (Dhofar University & Centre for Preparatory Studies, 2023/2024). In this course, real number systems, basics of four fundamental arithmetic operations, Algebraic Structures and Operations and Polynomials and Rational Expressions are taught using *Algebra for college students*. *Cengage Learning* (Kaufmann et al., 2007).

Format

Author, 1. 1., Author, 2. 2 & Author, 3. 3. (Year of publication). *Title of work*. Publisher Name. DOI

Example

Kaufmann, J. E., Schwitters, K. L., & Brooks, T. (2007). *Algebra for college students* (10th ed.). Cengage Learning.

B. Level 1 Math

FPM101A is a course that teaches students conceptual understanding and problem solving. (Dhofar University & Centre for Preparatory Studies, 2023/2024). In this course, Graphing and Geometry and Algebra and Trigonometry are taught using *Algebra for college students* (Kaufmann et al., 2007).

Format

Author, 1. 1., Author, 2. 2 & Author, 3. 3. (Year of publication). *Title of work*. Publisher Name. DOI

Example

Kaufmann, J. E., Schwitters, K. L., & Brooks, T. (2007). *Algebra for college students* (10th ed.). Cengage Learning.

Note: References are the same for Level 2 Math Pure, Math Level 2 Applied - FPM 102B, Math for Law- FPML 100 and Level 2 Applied courses.

III. IT books (In house materials)- Group Publication

A. Pre-Level IT

IT course book for pre-level is a book used in FPT102B IT to help students to learn the computer fundamentals, basic computer operation, file management and Word processing (IT Section, 2024).

Format

Department Name. (Year). *Title of the document [Handout*]. Institution Name.

Example 1

IT Section. (2024). *IT course book for pre-level* [Unpublished course handout and activities]. Centre for Preparatory Studies, Dhofar University.

Example 2

IT Section. (2024). *IT course book for level 1*[Unpublished course handout and activities]. Centre for Preparatory Studies, Dhofar University.

IV. CPS Exam documents:

The reference list will have the following components to be written:

1. The institution or the department as the author
2. The year of the exam

3. The title of the exam
4. A statement telling the published status of the document
5. Institution

Format

Department Name. (Year). *Title of the exam or subject* [Unpublished exam paper]. Institution Name.

Example

English Section.(2024). *Level 3 final reading and writing exam* [Unpublished exam paper].Centre for Preparatory Studies, Dhofar University.

Citing Non-Reference Teaching Materials

By: Dr. Mohammed Abugohar

I- What are non-reference materials in the field of teaching?

Informal lesson plans, PowerPoint slides, blogs, and non-peer-reviewed teaching worksheets available on websites or created by teachers are examples of non-reference teaching materials (Sempere, 2024). These materials are valuable for inspiration and classroom activities but are not suited for formal citation due to a lack of peer review, originality, or academic credibility (Research to Action, 2024). For formal citation, it is essential to rely on authoritative curriculum guidelines, peer-reviewed journals, and educational research (Salisbury University, 2024). Nevertheless, it is important to credit the creators of these materials if for a legitimate reason you are forced to use them in order to avoid presenting their work as one's own. Some main categories of such materials can be summarized in the figure below.

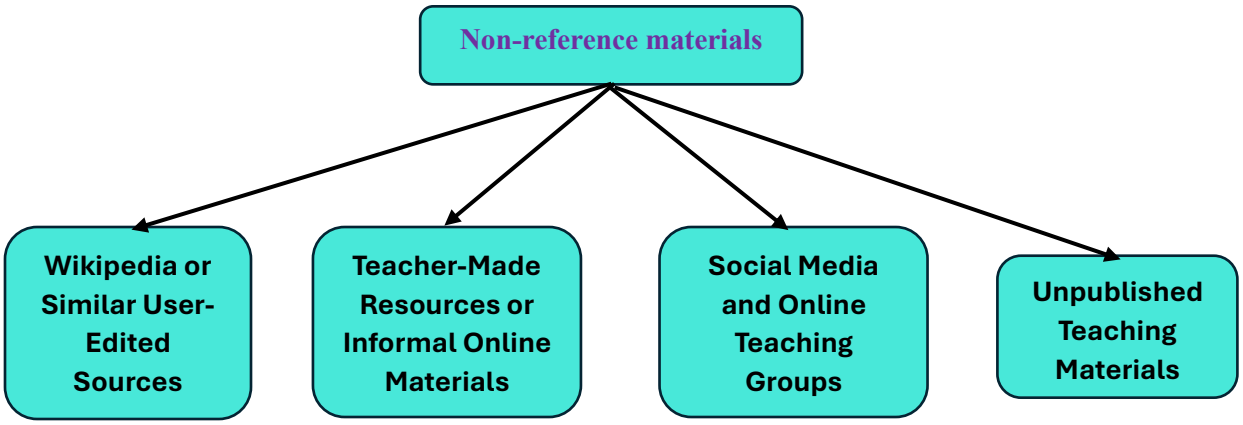


Figure 1. Main categories of non-reference teaching materials

Here's how to cite these types of non-reference materials as depicted in Figure 1 above:

A. Wikipedia or Similar User-Edited Sources

While Wikipedia can be a good starting point for general knowledge, it's usually considered non-citable because it is user-edited and may lack rigorous academic verification (Harvard Guide to Using Sources, n.d.). Nevertheless, while giving credit to it as a source, consider that Wikipedia changes frequently and is not a legitimate resource or reference. Using such resources is not compatible with academic standards at higher education institutions.

In-Text Citation: (Title of the Article, Year)

Example:

- For paraphrasing: (Linguistics, 2024)

- For direct quotes: (Linguistics, 2024, para. X)

Reference List Format:

Title of the article. (Year, Month Day). *In Wikipedia*. URL

Example:

Linguistics. (2024, November 01). *In Wikipedia.* https://en.wikipedia.org/wiki/Linguistics

B. Teacher-Made Resources or Informal Online Materials:

Resources shared on personal websites, blogs, or teaching platforms without formal publishing processes (e.g., Teachers Pay Teachers or Pinterest) are often considered non-reference materials. These are usually created for instructional convenience rather than research reliability (American Psychological Association, 2020).

If the resource is publicly accessible, treat it like a website citation.

In-Text Citation: (Author's Last Name, Year)

Example: (Lane, 2020)

Reference List Format:

Author's Last Name, First Initial. (Year). *Title of resource*. Platform Name. URL

Example:

Lane, T. (2020). *Multiplication drills facts fluency practice worksheets 3rd 4th grade math.* Teachers Pay Teachers. https://www.teacherspayteachers.com/Product/Multiplication-Drills-Facts-Fluency-Practice-Worksheets-3rd-4th-Grade-Math-2809048

P.S. If there is no author, start with the title.

C. ***Social Media and Online Teaching Groups:***

Teaching tips, ideas, or resources shared informally on social media (e.g., Twitter (i.e., X), Facebook groups) are generally non-citable. These are personal opinions or crowd-sourced ideas, which lack verification and may vary widely in quality (Faculty Focus, 2024; OpenAI, 2024; University of California, Berkeley, 2017).

Social media posts can be cited directly in APA format if they are relevant and publicly accessible.

Example:

In-Text Citation: (Author's Last Name, Year)

Reference List Format:

Author's Last Name, First Initial [@Username]. (Year, Month Date). *Text of the post up to 20 words* [Social media type]. Platform Name. URL

Example:

Ramirez, S. [@teachwithsara]. (2023, February 2). *Using visuals in ESL classrooms helps engage students and boosts comprehension!* [Tweet]. Twitter.

https://twitter.com/teachwithsara/status/123456789

D. ***Unpublished Teaching Materials (e.g., ppts, handouts):***

PowerPoint presentations, handouts, or worksheets created by individual teachers are often considered non-citable because they haven't undergone peer review or formal publication. While they can be helpful for instructional purposes, they generally lack the verification required for academic referencing (Lewis, 2011). But how to acknowledge the credit to its developer or creator?

In APA Style, you can treat unpublished materials as personal communications if they are not publicly accessible or use an "unpublished work" format if available for students (e.g., on a course platform such as Moodle). This approach provides credit to the original source while acknowledging that the materials may not be publicly accessible or formally reviewed.

In-Text Citation: (Author's Last Name, Year)

Reference List Format:

Author's Last Name, First Initial. (Year). *Title of the document* [PowerPoint slides or Handout]. Institution or Course Name. URL (if available)

Example:

Smith, J. (2023). *Teaching grammar effectively* [PowerPoint slides]. English 101, University of Learning.

More about PowerPoint Teaching Slides

II- How to cite materials on a ppt presentation?

Various options are given as visualized below:

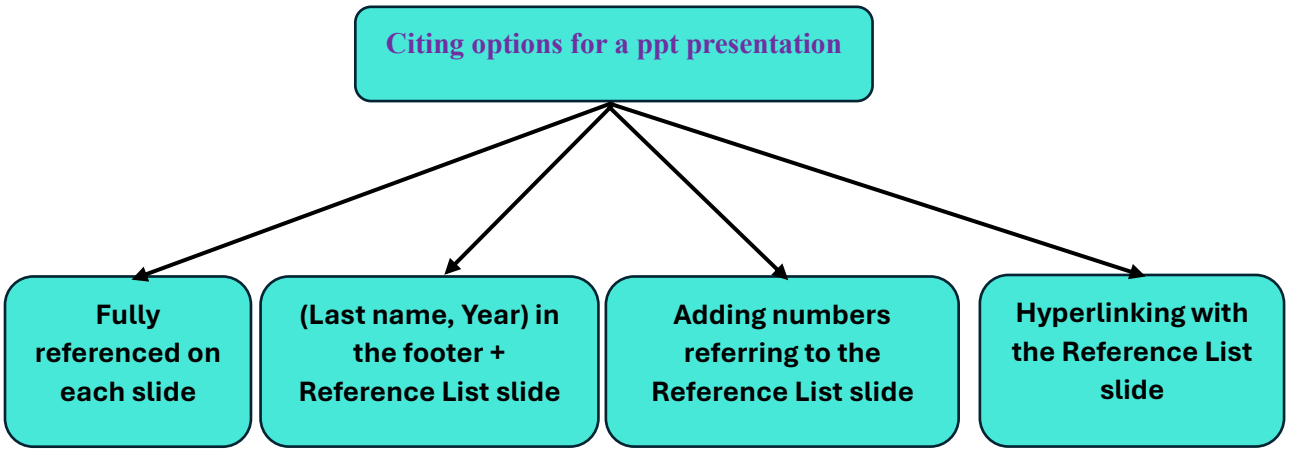


Figure 2. Citing options for a ppt presentation

1. O'Neill, R., & Lewis, M. (2019). *Unlock level 2 reading, writing, & critical thinking student's book, mob app and online workbook w/downloadable video*. Cambridge University Press.

2. (O'Neill & Lewis, 2019)

3. (O'Neill & Lewis, 2019)[1]

4. *Or use the reference number as listed on the reference slide, such as* Reference [1].

5. If a quote, (O'Neill & Lewis, 2019, p. 133) **OR** Reference [1, p. 133]

III- How to cite images on ppts?

In APA 7th edition, how you cite an image depends on whether you created the image yourself, found it in a book or article, or sourced it online. Here are the main ways to cite images in APA 7th edition (American Psychological Association, 2020; OpenAI, 2024; Paramei & Cunningham, 2021):

A. Citing an image you created

If you created the image (e.g., a photo, chart, or drawing), you don't need to include a citation in your reference list. Instead, label it as a figure in the text and provide a description.

Example:

- **On the slide:** Figure 1. Caused of air pollution

B. Citing an Image from a Book, Journal Article, or Report

When the image is from a book, article, or report, treat it as a direct quotation. Include the author, year, title of the work, and page number if available.

Example:

- **On the slide: (**Smith, 2018, p. 45)
- **Caption under the image:** Figure 2. Reproduced from Smith, 2018, p. 45.
- **Reference List Format:**

Author's Last Name, First Initial. (Year). *Title of the work*. Publisher. URL or DOI (if available).

Example:

Smith, J. (2018). *Teaching strategies for elementary school*. Oxford University Press.

C. Citing an Image from a Website

When the image is from a website, include the author, year, title or description of the image, and the website URL.

Example:

- **On the slide: (**Green, 2020)
- **Caption under the image:** Figure 3. Early spring landscape (Green, 2020).
- **Reference List Format:**

Author's Last Name, First Initial. (Year). *Title or description of the image* [Image]. Website Name. URL

Example:

Green, R. (2020). *Early spring landscape* [Image]. Nature Photography. https://www.naturephoto.com/early-spring

D. ***Citing an Image from an Online Image Repository (e.g., Unsplash, Flickr)***

If you use an image from an online repository, such as Unsplash or Flickr, include the creator's name, year, title, description of the image, and the URL. ***Always check licensing to ensure you're allowed to use the image***.

Example:

- **On the slide: e.g.,** (Brown, 2019)
- **Caption under the image:** Figure 4. Sunset over mountains (Brown, 2019).
- **Reference List Format:**

Photographer's Last Name, First Initial. (Year). *Title or description of the image* [Image]. Website Name. URL

Example:

Brown, T. (2019). *Sunset over mountains* [Image]. Unsplash. https://unsplash.com/photos/123456

IV- What about videos and audio tracks for in class use?

When using videos with links in a PowerPoint presentation for in-class use, you should cite the video in APA style directly on the slide or in the slide notes to give proper credit. Here's how to do it:

A. ***Citing a YouTube or Online Video***

For videos from YouTube or another online platform, include the creator's name, upload date, video title, platform, and URL. Place this citation on the slide where you reference or link to the video.

- **Reference List Format:**

  Creator's Last Name, First Initial or Organization Name. (Year, Month Day). *Title of the video* [Video]. Platform. URL

  Example:

  Smith, J. (2022, June 15). *Introduction to photosynthesis* [Video]. YouTube. https://www.youtube.com/watch?v=example

- **On the slide:**

  Place the citation in a small font below the video link or embed, or if this would clutter the slide, you can place it in the slide notes.

  Example:

  Video Source: Smith, J. (2022, June 15). *Introduction to photosynthesis* [Video]. YouTube. https://www.youtube.com/watch?v=example

B. Embedding the Video Link

To make it easy for students to access, you can also add a clickable hyperlink with text like "Watch the video here" or link the citation itself to the URL.

Note:

- For AI-generated videos, users must include the tool name and specify: [AI-generated video]
- Citing and referencing audio tracks follows the same track of videos, replacing [Video] with [Audio file].

Using these practices for citing videos and audios helps ensure you credit the creators appropriately and keeps your citations consistent with APA standards.

V- How to cite slides created by others.

A. PowerPoint slides available online

- **On the slide:** (Smith, 2024)
- **Reference List Format:**

Last name of the author, Initial letter(s) of given name(s). (Year, Month Day). *The title*, [PowerPoint slides]. Department, university name. and the URL where the PowerPoint can be found.

Example:

Smith, J. (2024). *Conditional If* [PowerPoint slides]. Dept of English, CUP. https://grammar4you.com

B. ***From presentations' sharing websites:***

- **On the slide:** (Jones, 2016)
- **Reference List Format:**

Jones, J. (2016, March 23). *Guided reading: Making the most of it* [PowerPoint slides]. SlideShare. https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it

C. ***PowerPoint slides from a classroom website***

- **On the slide:** (Mack & Spake, 2018)
- **Reference List Example:**

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides]. Canvas@FNU. https://fnu.onelogin.com/login

D. ***How to cite ppts created by DU faculty***

1. With a known author:

- **On the slide:** (Veetil, 2024)
- **Reference List Example:**

Veetil, M. (2024). *Unlock 2, Unit 2: Festivals and celebrations* [PowerPoint slides]. CPS, DU.

2. Existing ppts which many have contributed to and edited, and willing to share with everyone at DU:

- **On the slide:** (In-house created materials, 2024) **OR** (In-house AI-generated materials, 2024)

- **Reference List Examples:**

CPS faculty. (2024). *In-house created materials* [PowerPoint slides]. CPS, Dhofar University.

CPS faculty. (2024). *In-house created materials* [PowerPoint slides], enhanced with Canva Pro. CPS, Dhofar University.

CPS faculty. (2024). *In-house created materials* [PowerPoint slides], enhanced with OpenAI. CPS, Dhofar University.

Canva Pro. (2024). *In-house generated materials* [PowerPoint slides]. CPS, Dhofar University.

Troubleshooting

Non-referenced Images

Always check licensing to ensure you're allowed to use the image.

A. To find the available copies of the target image online, follow these steps:
    a. Right click on the image on the slide, and download choosing 'Save as picture'
    b. Select "Search by image" on Google or "Search using image' on Microsoft Bing, and drag or upload the image
    c. Click on 'Find image source', or replace with a similar image from a known resource
B. You can also use AI applications, such as Canva *Pro* or *DALL.E* on ChatGPT to create a similar photo of your choice using the instructions you give.

➢ **How to cite non – referenced images:**

A. With a known author like the one in this link: https://unsplash.com/photos/text-BQLw0OrA6F4?utm_content=creditShareLink&utm_medium=referral&utm_source=unsplash

Ahmad, S. (2020). *Photo of equation, math, grey, and word* [Image]. Unsplash. https://unsplash.com/photos/text-BQLw0OrA6F4

OR: under the picture on the same page, add (Ahmad, 2020) & put the full citation in the reference list.

B. With an unknown author like the one in this link: https://www.istockphoto.com/photo/little-girl-having-a-play-pretend-office-and-as-an-accountant-gm1412787287-462083695

iStock. (2020). *Little girl having a play pretend office and as an accountant* [Image]. iStock. https://www.istockphoto.com/photo/little-girl-having-a-play-pretend-office-and-as-an-accountant-gm1412787287-462083695

OR: under the picture on the same page, add (iStock, 2020) & put the full citation in the reference list.

C. Photos generated using AI:

Canva Pro. (2024). *In-house generated image of (.....title of the image.....)* [Image]. CPS, Dhofar University.

OR: under the picture on the same page, add (*Canva Pro*, 2024) & put the full citation in the reference list.

Note: If there is no date, add* (n.d.) *instead of the year.

Non-referenced Videos

To perform a reverse video search on Google, you can use either a screenshot or the Chrome Lens feature.

For screenshots:

1. Pause the video at a distinctive frame
2. Take a screenshot
3. Save it
4. Upload it to Google Images using the camera icon.

Alternatively, Chrome Lens allows you to select and search a frame directly from the video without needing a separate screenshot. Results will display similar images or the video if available (Valencia, 2024).

How to Use Turnitin: A Step-by-Step Guide

By: Dr. Nagwa Khallaf

Turnitin is a useful tool for both students and educators to ensure originality and prevent plagiarism.

1. What is Turnitin?

Turnitin is a widely used plagiarism detection software that checks the originality of written content by comparing it to an extensive database of academic papers, articles, and other sources. It's commonly used by schools, universities, and other educational institutions. The Turnitin service is available through an interface built in to Cornell's Canvas Learning Management System. (Turnitin.com, 2024)

2. Accessing Turnitin:

a. As a Researcher

- **Institution Access:** If you're affiliated with an academic institution, you are provided with access to Turnitin through your university or research institution. Many universities offer Turnitin as part of their academic services.
- **Personal Account:** Some journals or publishers may require you to submit your manuscript through Turnitin or a similar plagiarism-detection system. In this case, researchers can create an individual Turnitin account.

b. As a Student:

- **Institution Access:** Most universities provide access to Turnitin for their students as part of their academic services. If your institution subscribes to Turnitin, you can submit assignments directly through your learning management system (LMS), such as Canvas, Blackboard, or Moodle. You will likely be given specific instructions by your instructors on how to upload your assignments to Turnitin. Usually, our students will access it through the DU Moodle page.
- **Direct Submission:** In some cases, instructors may provide a Turnitin link or a dedicated submission portal. In this case, students can upload their work directly to Turnitin for plagiarism checking before final submission. The tool then generates an originality report that highlights areas of concern.

As DU Staff: Access the Turnitin home page, then choose **login.** You **DO NOT** need to create a new account; you will use your **DU account information** and regenerate a new password consisting of 12 characters as below:

Photo is taken from Turnitin main page[1]

As soon as you enter your DU account information a message will appear showing that you need to check your email or your password

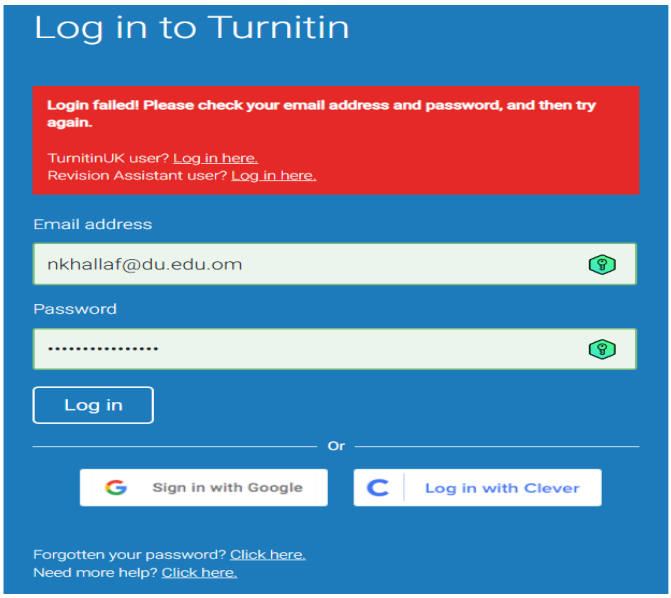


Photo is taken from Turnitin main page[2]

[1] Photos are taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page login* [image]. Turnitin. https://www.turnitin.com

Choose forgotten my password. A new window will pop up as below [2]:

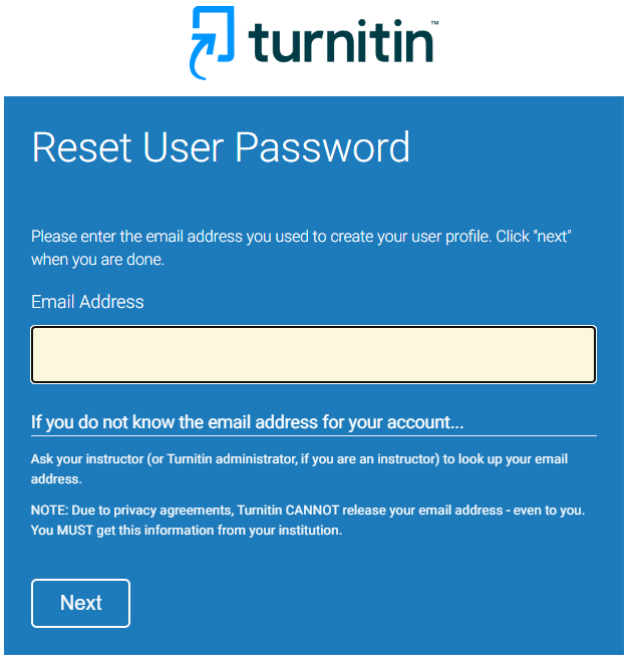


Photo is taken from Turnitin main page[2]

Write your DU email address and click next. A link will be sent to your DU email as below:[3]

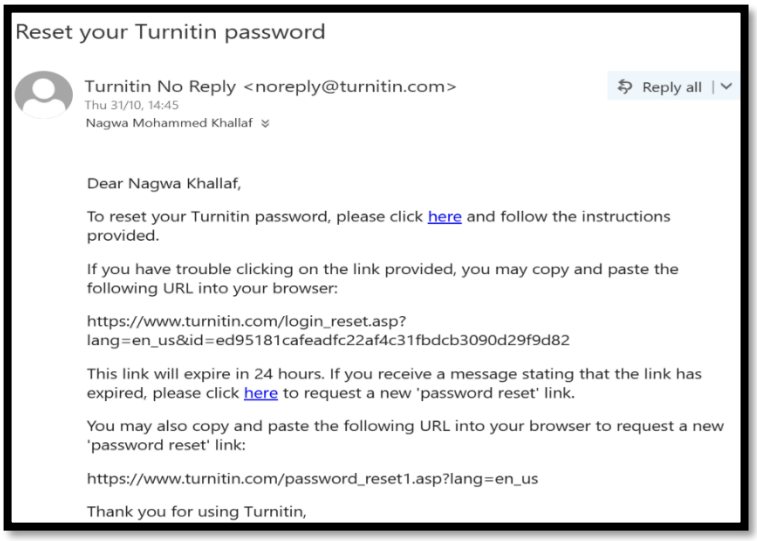


Photo is taken from DU email[3]

[2] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - reset password* [image]. Turnitin. https://www.turnitin.com

[3] Photo is taken from DU email: Nagwa Khallaf, email message to author, October 31, 2024

Click on the link, and it will take you back to the Turnitin login page. Reset your password by entering a new password consisting of **12** characters then log in and access the website:

Photo is taken from Turnitin main page[4]

When you access the website, you will notice that all your previous tasks from DU Moodle Page will be reflected here, see below:

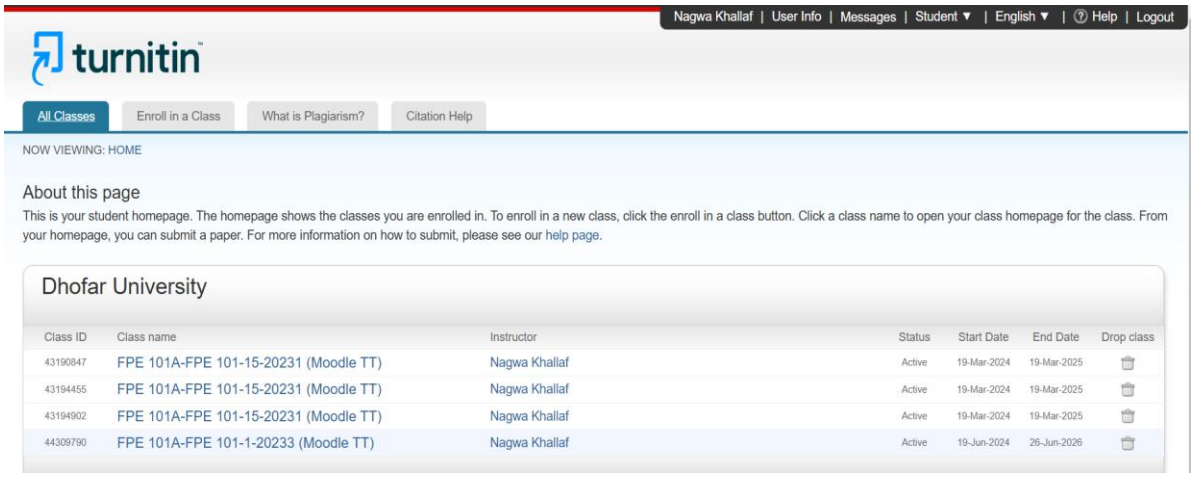


Photo is taken from Turnitin main page[5]

[4] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - reset password* [Image]. Turnitin. https://www.turnitin.com

[5] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Homepage* [Image]. Turnitin. https://www.turnitin.com

Next, you need to change the user from "**Student**" to "**Instructor**"

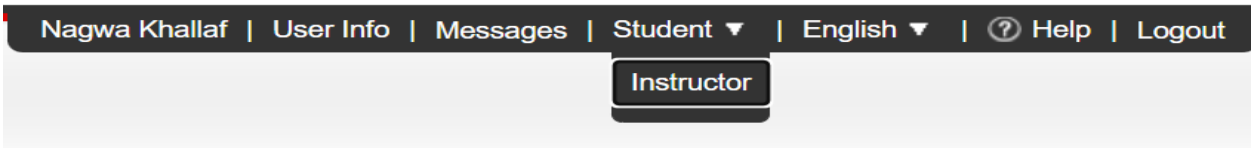


Photo is taken from Turnitin main page[6]

Now, you will need to click "**Add Class**" where you are going to add, submit and manage all assignments.

[6] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page* [Homepage]. Turnitin. https://www.turnitin.com

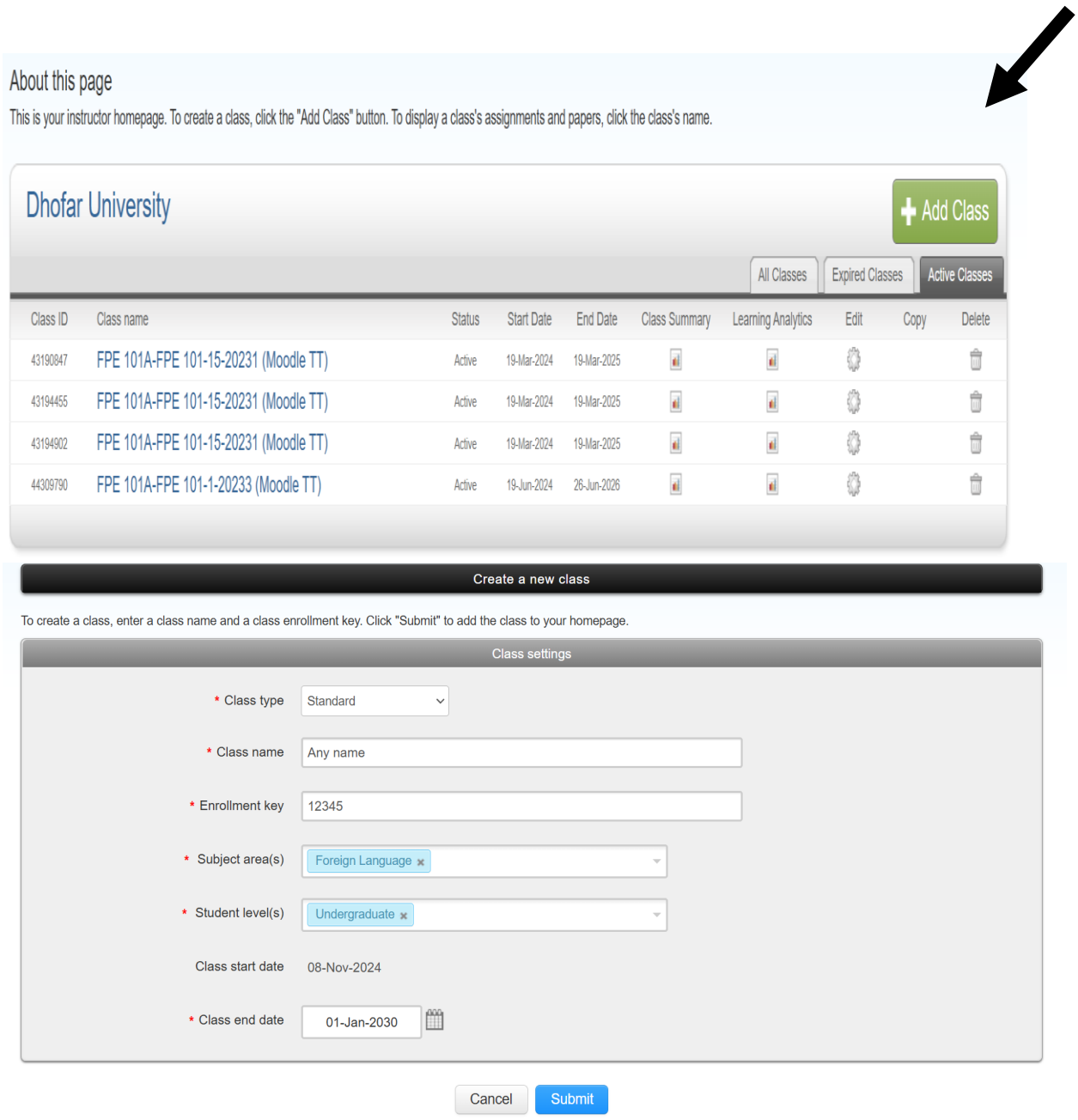


Photo is taken from Turnitin main page[7]

[7] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Add Class* [Image]. Turnitin. https://www.turnitin.com

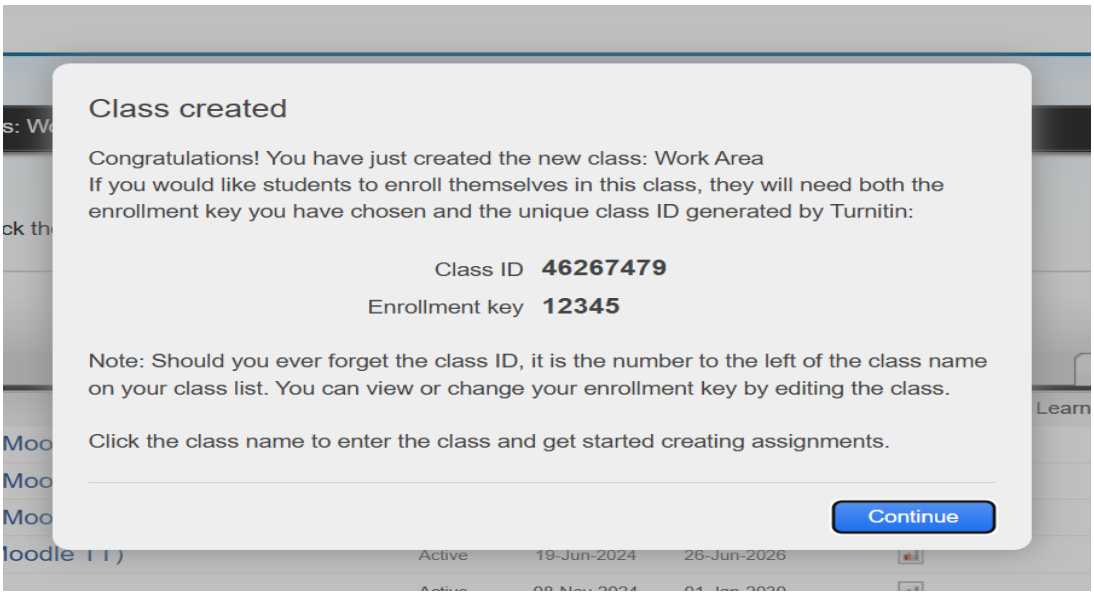


Photo is taken from Turnitin main page[8]

Finally, you need to press "**Continue**". The class will appear on your list where you can access it or modify the settings or even delete it.

Photo is taken from Turnitin main page[9]

3. Setting Up an Assignment

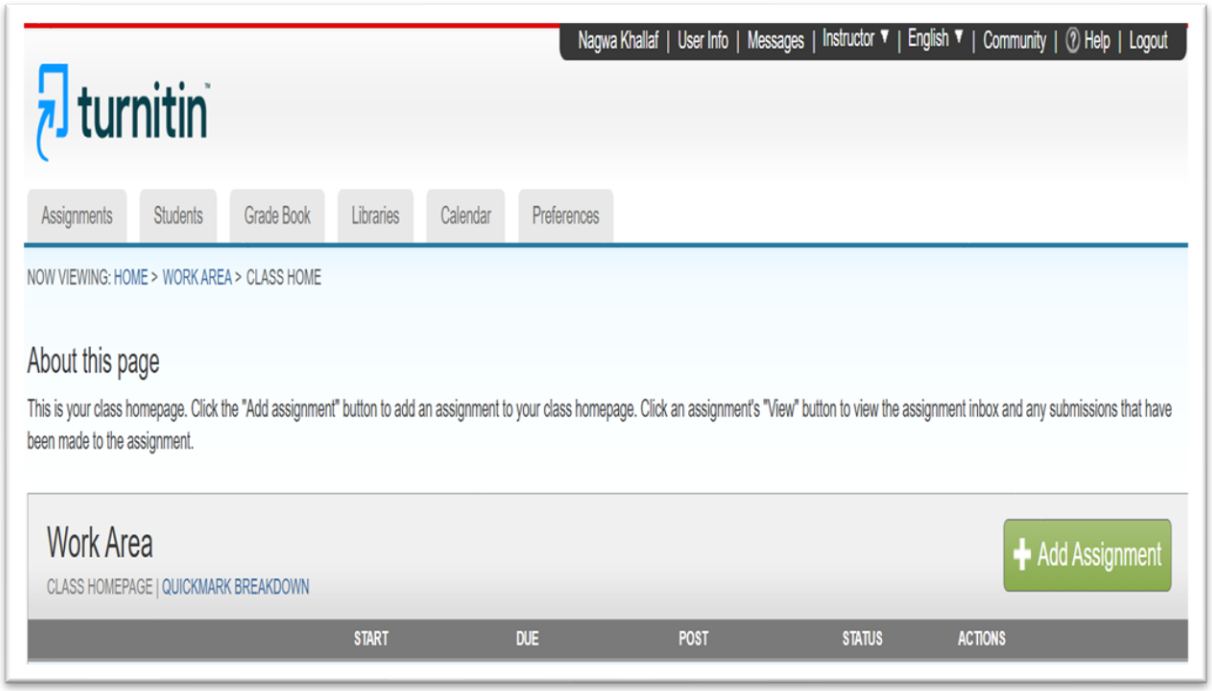
A- On Turnitin main page:

Now you can add the assignments:

- Create an Assignment**: You have to fill in all the required fields.** Once the class is set up, you can create an assignment by clicking on the "Assignments" tab and selecting "Create".
- Customize Assignment Settings: Set parameters such as submission types, report generation options, and how Turnitin handles matches (e.g., excluding quotes or bibliography). See example below:

[8] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Add Class* [Image]. Turnitin. https://www.turnitin.com

[9] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Add Class* [Image]. Turnitin. https://www.turnitin.com



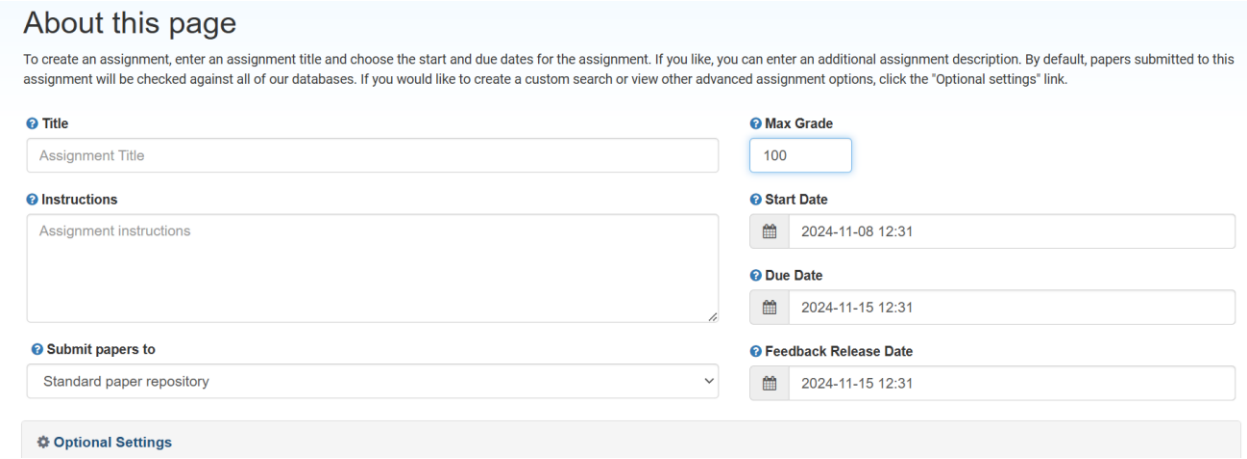


Photo is taken from Turnitin main page[10]

Pro Tip: be careful when it comes to "Submit papers to". You will have three options as below:

[10] Photos are taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Setting an assignment* [Image]. Turnitin. https://www.turnitin.com

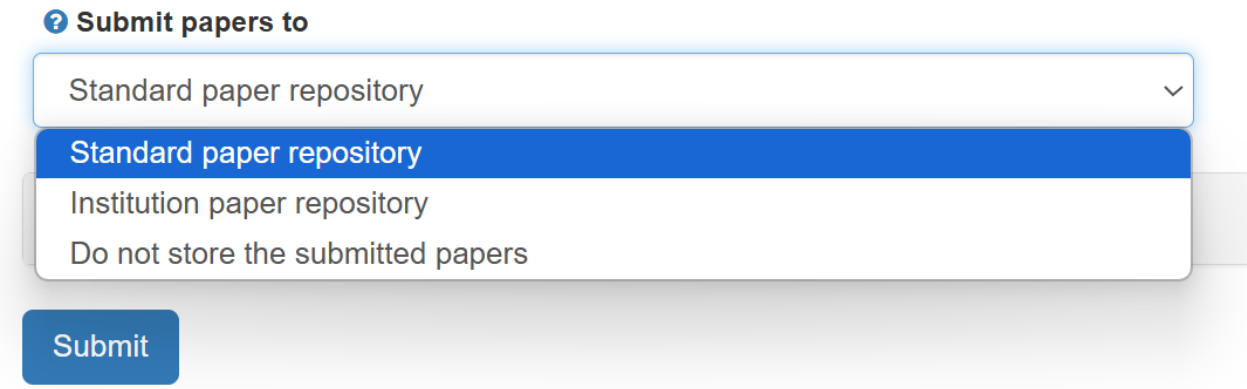


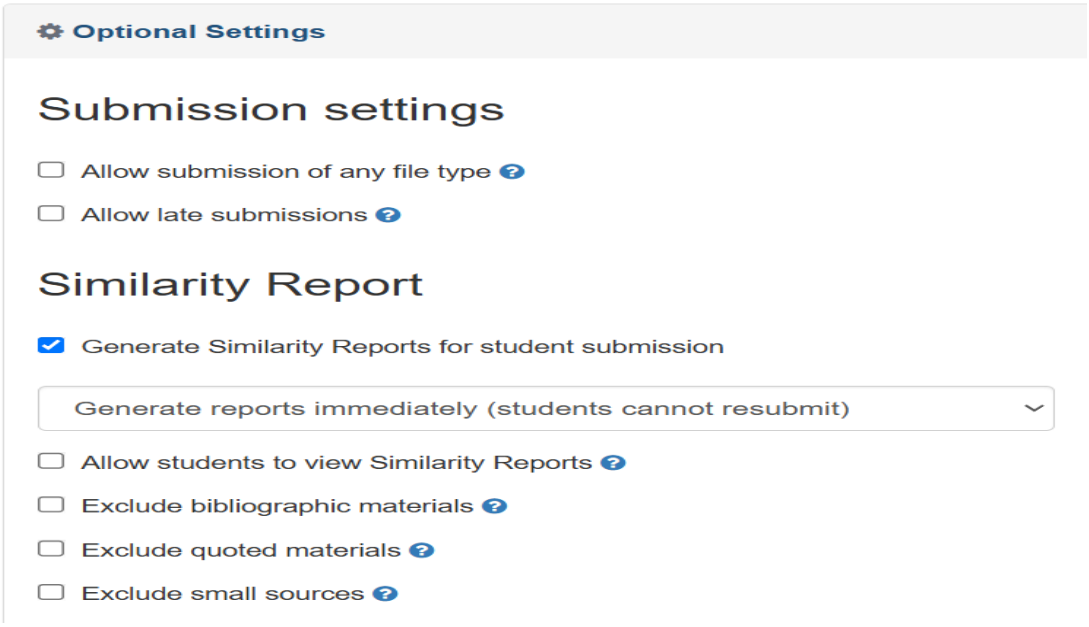
Photo is taken from Turnitin main page[11]

- For our level 3 students we need to choose: "Institution paper repository" as we need to check their work against all the previous indexed ones.

  IF students are working in pairs, ONLY ONE STUDENT CAN SUBMIT

- For your personal research papers, you need to choose: "Do not store the submitted papers". If you choose the other options "standard one or the institution one" and need to check it again it will be 100% plagiarized.

Before you submit the assignment, there is the "Optional settings" that you need to consider.



[11] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Setting an assignment* [Image]. Turnitin. https://www.turnitin.com

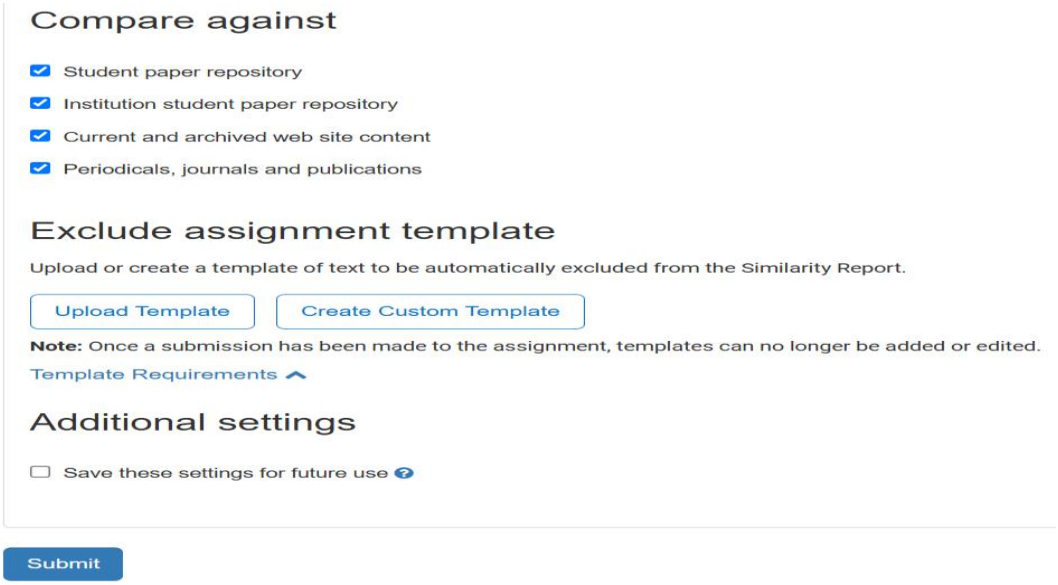


Photo is taken from Turnitin main page[12]

Please note the following submission settings:

[12] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Setting an assignment* [Image]. Turnitin. https://www.turnitin.com

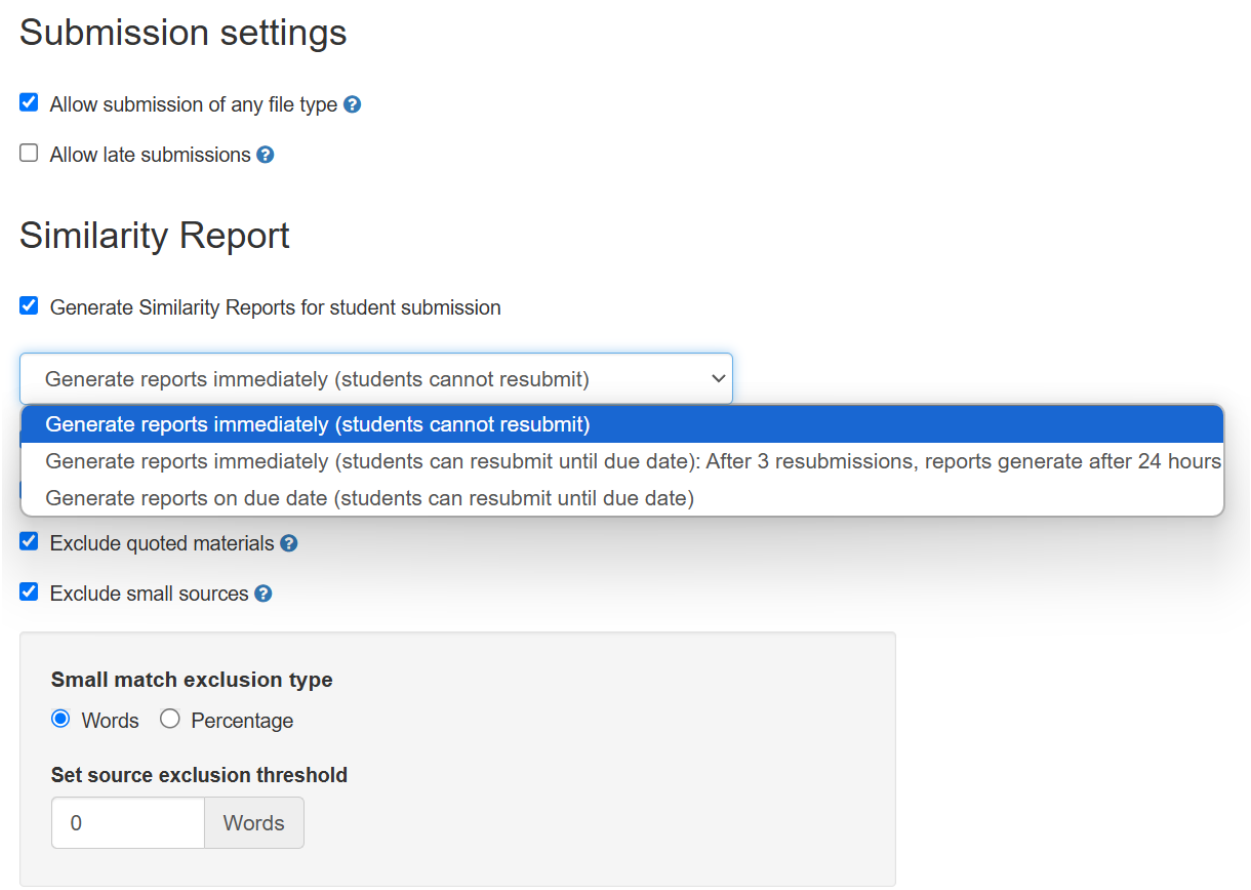


Photo is taken from Turnitin main page[13]

[13] Photo is taken from Turnitin main page:
Turnitin. (2024). *Screenshot of Turnitin main page - Setting an assignment* [Image]. Turnitin. https://www.turnitin.com

B- Adding the Assignment to Moodle Page:

1- Open your Moodle Page using your DU account as:

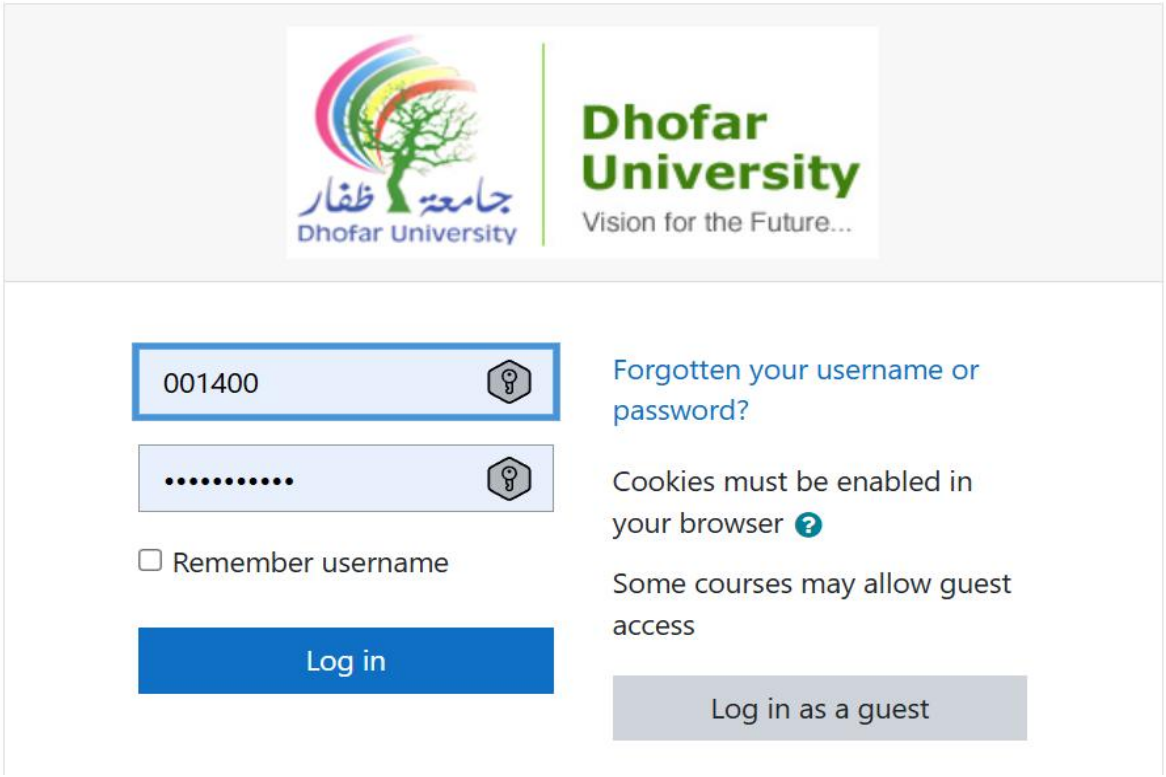


Photo is taken from DU Moodle Page[14]

2- Choose your intended class section.

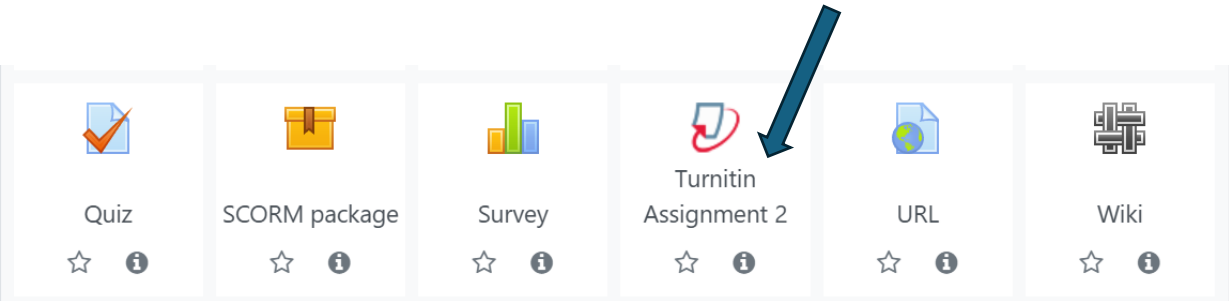
3- Turn editing on, scroll down to the end of the page:

Photo is taken from DU Moodle Page[15]

[14] Photo is taken from Dhofar University Moodle page:
Dhofar University. (2024). *Screenshot of Dhofar University Moodle Page*. Dhofar University Moodle [Homepage]. https://moodle1.du.edu.om/login/index.php

[15] Photo is taken from Dhofar University Moodle page:
Dhofar University. (2024). *Screenshot of Dhofar University Moodle Page*. Dhofar University Moodle [Homepage]. https://moodle1.du.edu.om/login/index.php

4- Choose “add an activity or resource”, choose Turnitin assignment 2



5- Fill in all the required fields:

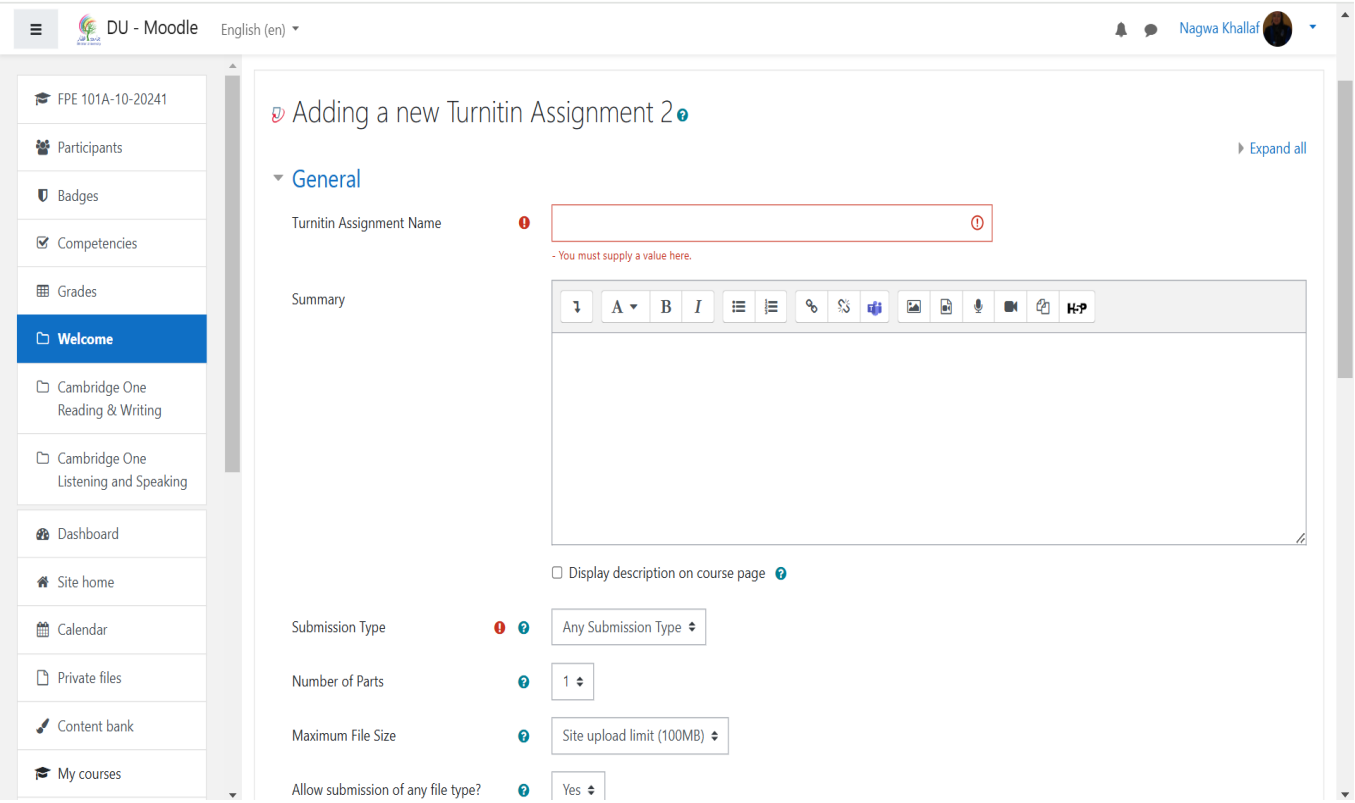


Photo is taken from DU Moodle Page[16]

[16] Photo is taken from Dhofar University Moodle page:
Dhofar University. (2024). *Screenshot of Dhofar University Moodle Page*. Dhofar University Moodle [Add an assignment].. https://moodle1.du.edu.om/login/index.php

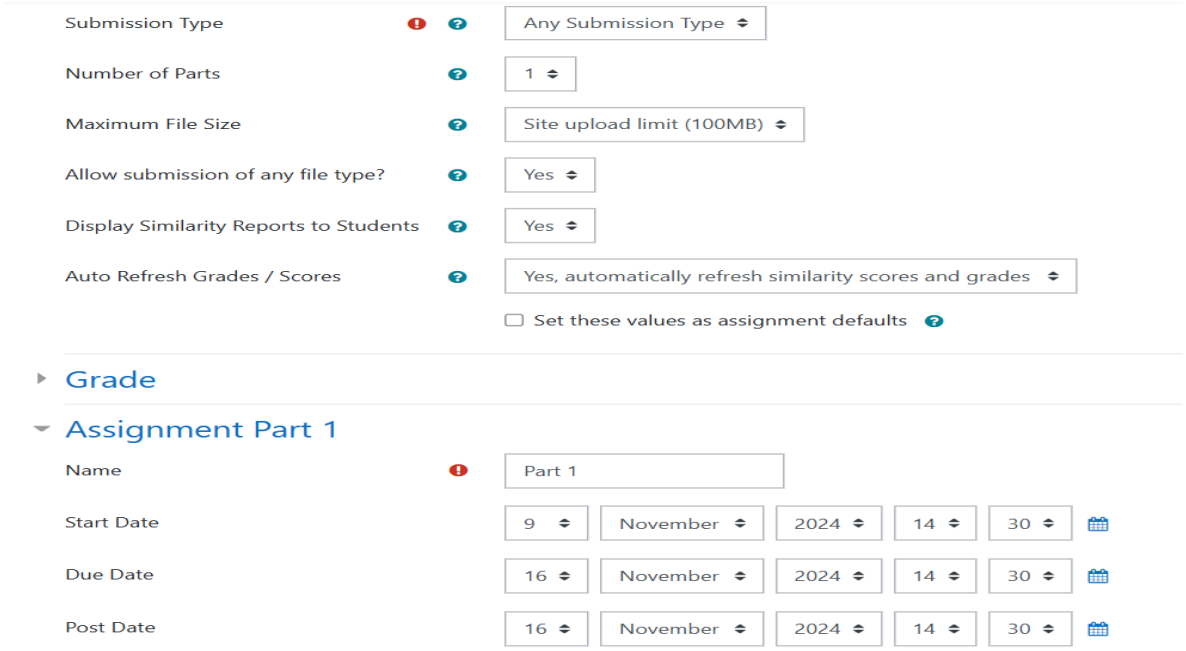


Photo is taken from DU Moodle Page[17]

[17] Photo is taken from Dhofar University Moodle page:
Dhofar University. (2024). *Screenshot of Dhofar University Moodle Page*. Dhofar University Moodle [Add an assignment].. https://moodle1.du.edu.om/login/index.php

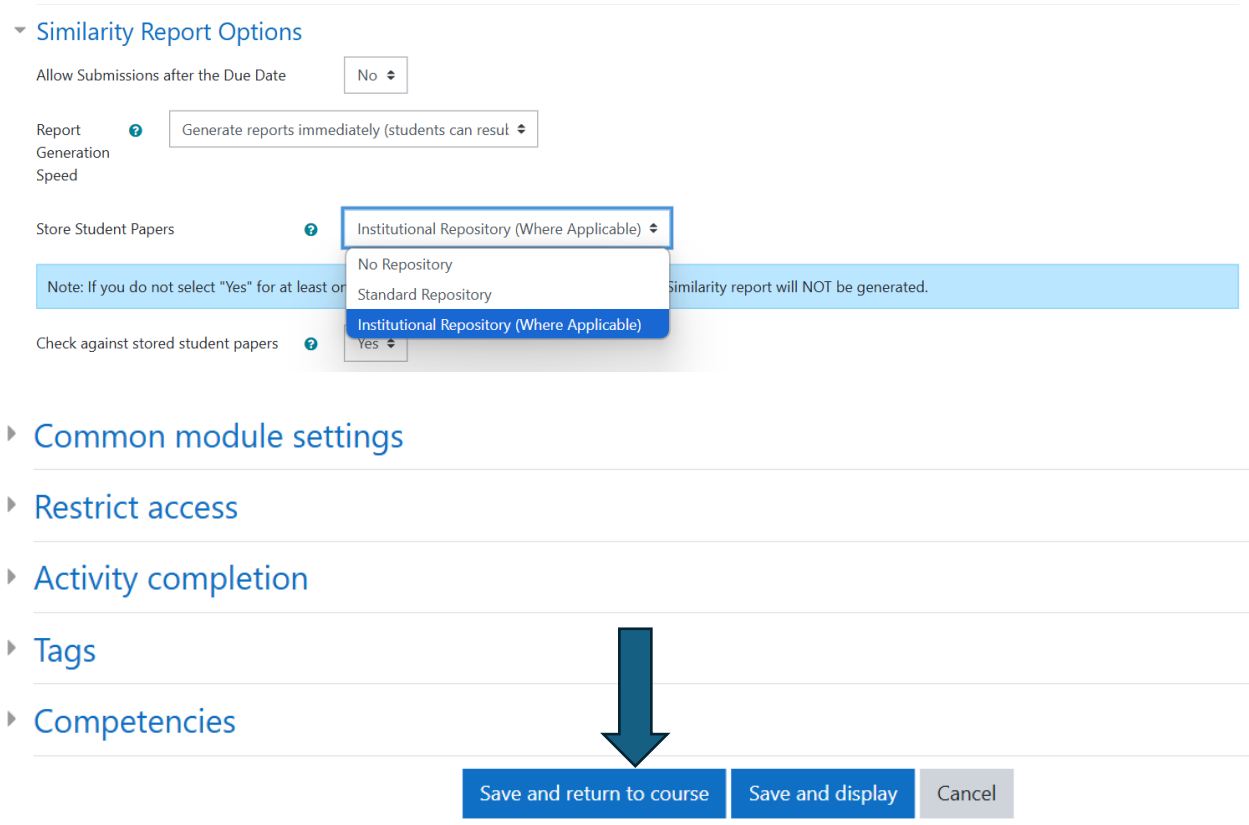


Photo is taken from DU Moodle Page[18]

If students are submitting their assignment through the Turnitin Homepage, remember to share the enrollment key you created with them. If they're using Turnitin via a Moodle Page, you can skip this step."

Finally: Review Students Submissions: After students submit their works, you can view "similarity reports" and grade submissions directly on Turnitin. You can also leave feedback and comments on individual papers.

4. How to Submit Your Paper to Turnitin

- **If You're Submitting As A Researcher** (for example, checking a manuscript before submission to a journal), here's how you can do it:

    1. **Log In to Turnitin**
    2. **Upload Your Paper**

[18] Photo is taken from Dhofar University Moodle Page:
Dhofar University. (2024). *Screenshot of Dhofar University Moodle Page*. Dhofar University Moodle Page (Add an assignment). https://moodle1.du.edu.om/login/index.php

- Turnitin accepts a range of document formats, including .docx, .pdf, .txt, and others.
- Click on "Submit" or "Upload" and select the document you wish to check for originality. Make sure your manuscript is finalized in terms of content before uploading, as Turnitin will generate a report based on the content as it appears at the time of submission.

3. **Review Your Submission:**
   - After uploading your document, Turnitin will process it and generate a **Similarity Report**, typically within a few minutes to an hour (depending on document length and system traffic).
   - **Important:** Turnitin may not detect citations in some cases, so you should still verify that your references and citations are accurate and complete.

- **If You're Submitting As A Student:**
  1. Log in to Turnitin or Moodle:
     - Go to your Moodle page and find the Turnitin assignment link.
     - Your instructor will provide a course ID and enrollment key (if necessary) to allow you to submit your work.
     - Click on the Assignment:
       - Click on the assignment in the course to open the submission page.
  2. Upload Your File:
     - Turnitin accepts a variety of file types including .docx, .pdf, and .txt files. Click on the "Submit" button to upload your work.
     - Note: Make sure you've formatted your document according to your instructor's guidelines.
  3. Complete the Submission:
     - You will usually have a chance to check your file before submitting it. After reviewing, click "Submit" again.
     - You may receive a confirmation page or email confirming your submission.

5. Understanding the Similarity Report

Once your manuscript is processed, Turnitin will generate a "**Similarity Report"** that shows how similar your document is to other sources in its database, how much of your text matches other sources, and where the matching content appears. This report helps to identify sections in the text that may be unoriginal, giving you a chance to revise them before submitting your final paper.

4. **Similarity Index**: This is a percentage that shows how much of your paper matches other sources in Turnitin's database.

- A high similarity score (over 20-25%) may indicate issues with proper citation or paraphrasing. For level 3 students, you can accept up to 30% on the similarity score.
- A lower score is usually preferred, but small similarities may still appear from common phrases or quotes.

5. Matching Text: The report highlights the specific text from your paper that matches sources in the Turnitin database.
   - **Green**: Minimal match (1-24%).
   - **Yellow**: Moderate match (25-49%).
   - **Orange**: High match (50-74%).
   - **Red**: Very high match (75-100%).

How to Interpret the Similarity Report: It's important to assess the matched content:

- **Proper Citation**: If the matching text is correctly quoted and cited, then it should not be a concern.
- **Unintentional Plagiarism** / Unoriginal Content**:** If large sections of text are flagged as matching without proper attribution, it could indicate unintentional plagiarism or improper paraphrasing. You may need to revise those parts of your manuscript to properly attribute the original authors.
- **High Similarity Scores:** Research papers with a very high similarity score (e.g., over 30-40%) may require closer scrutiny and possibly major revisions.

6. Reviewing and Revising Your Manuscript Based on the Similarity Report

If Turnitin flags significant sections of your manuscript for similarity, here's how to revise:

If your Similarity Report indicates potential issues, you can use this as an opportunity to revise your work:

1. **Review of the Flagged Matches:**
   - Click on the highlighted sections of text to view where the matches appear. Compare the original source to ensure that all ideas, quotes, or paraphrases are properly cited.
2. **Rework Problematic Sections:**
   - If you notice issues with citation, you may need to add missing citations or change how you've paraphrased certain ideas.
   - In cases of extensive paraphrasing issues, rewrite or rephrase those sections entirely.
3. **Use Turnitin's Exclusion Filters:**

- To reduce false positives, you can exclude things like bibliography references, quotes, and small matches that may not require revision.

4. **Resubmit if Needed:**
    - If your institution or Turnitin plan allows multiple submissions, you can upload the revised version and generate a new Similarity Report to check if the changes have addressed the flagged issues.

7. Turnitin's Role in Journal Submissions

Many academic journals now use Turnitin to check the originality of submitted papers. Here's how Turnitin helps in the journal submission process:

- **Pre-Submission Check:** Researchers can use Turnitin to check their papers for plagiarism before submitting them to journals, ensuring they meet the journal's ethical standards.
- **Preventing Self-Plagiarism:** Turnitin can identify instances of self-plagiarism (if you've previously published similar content) and prevent unintentional issues when submitting a revised version or follow-up paper.
- **Verification of Citations:** Turnitin helps ensure that your manuscript properly cites other works and does not rely too heavily on direct quotations without appropriate referencing.

8. Best Practices for Using Turnitin

- **Run Preliminary Checks:** Use Turnitin Early! It's a good idea to use Turnitin as a draft check before submitting the final version. This can help identify and correct potential issues.
- **Understand the Limits of Turnitin:** While Turnitin is comprehensive, it does not cover every possible source. For example, it may not always detect unpublished works, so be sure to check the accuracy of your citations manually.
- **Understand the Similarity Score:** Don't get alarmed by high similarity scores immediately. Review the actual content flagged by Turnitin to understand whether it's a citation issue or just common phrases.
- **Use Turnitin as a Tool for Academic Integrity:** Beyond checking for plagiarism,-Turnitin is an essential tool for researchers who want to ensure that their work maintains the highest standards of academic integrity. Turnitin encourages good academic practices by helping you identify over-reliance on sources and promoting better citation habits.
- **Ensure Proper Paraphrasing and Citations:** Turnitin highlights sections that match, but it's still up to you as the researcher to make sure your citations are correct, and your paraphrasing is original.

9. Common Troubleshooting Tips

- **File Format Issues**: Ensure that your file is in a compatible format. If you have trouble uploading, try converting the document into a different file type.
- **Report Delays**: Sometimes it may take a while for Turnitin to generate a report. Don’t panic if it’s not immediate.
- **Account Access Problems**: If you can't access Turnitin, contact DU support team for assistance.

Disclaimer

The materials and information provided above have been referenced and acknowledged where necessary. While every effort has been made to acknowledge all the cited sources, omissions might have occurred unintentionally. We will regularly update this guide.

We welcome your feedback at nkhallaf@du.edu.om

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