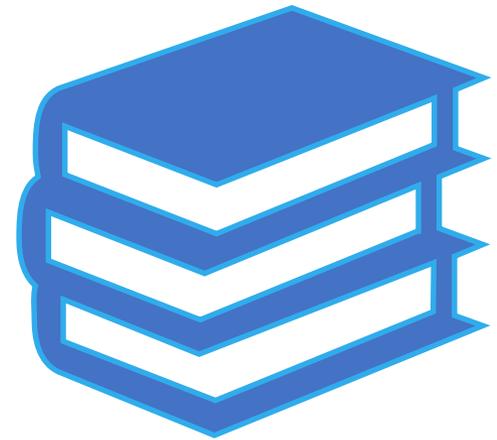


CITING YOUR SOURCES

Compiled by A. Baker



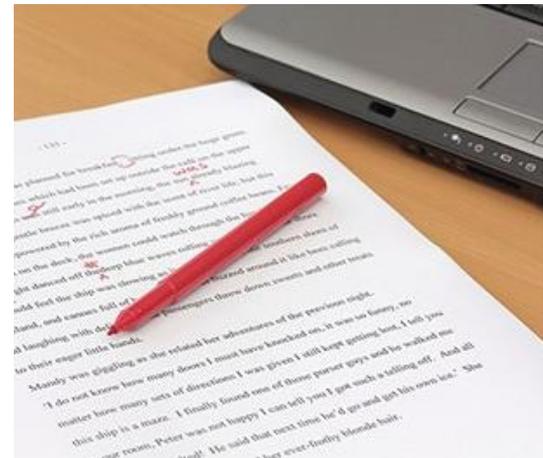


What is citing?

Citing means giving credit to the source where you found your information and facts

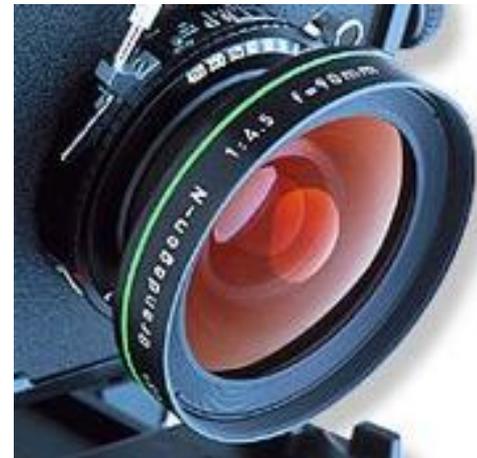
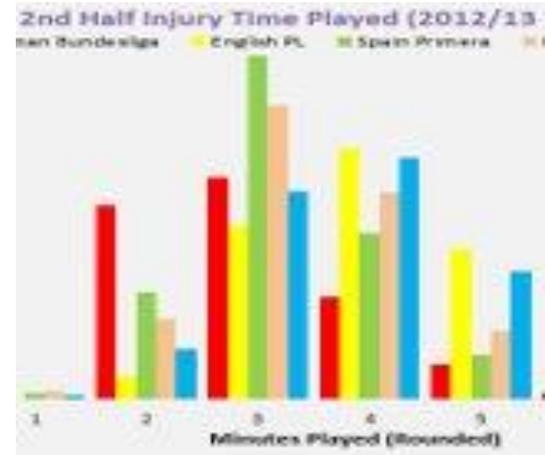
When do I cite?

- Research papers
- Literary essays done outside of class that reference more than one source dictated by the teacher.
- Documentary film-making
- Graphics/Photos you use that you did not create or shoot and do not own the rights to use.



What do I cite?

- All words quoted directly from another source.
- All ideas paraphrased from a source.
- All info borrowed from another source: statistics, graphs, charts.
- All ideas or materials taken from the Internet – photos, graphics, icons, text.



What doesn't need citing?



- sources for knowledge that are generally known, such as the dates of famous events in history or the names of past Prime Ministers
- terms which are "common knowledge" such as Y2K or Generation X or Baby Boomers
- When in doubt, cite it.

Why should I bother?

- To give your writing credibility, to show that you have gathered ideas from reliable sources.
- To help the reader, to enable someone to find and read those sources if interested to do so.
- To protect yourself from accusations of plagiarism. When citing, you protect your own integrity and good reputation.

CREDIBILITY



What do I have to do when citing?

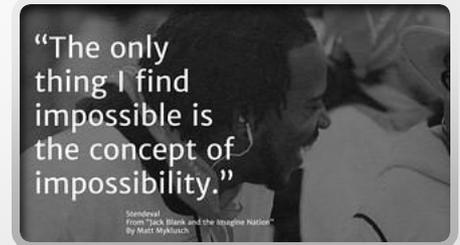
There are two important parts to citing:

- 1. in- text citation (within paper itself)
- 2. bibliography (at end)

There are several styles of citation, all with different rules – ask for what style your teacher wishes you to use.

In-text direct quoting

- place quotations marks around the words from the original text.
- copy it directly as it is in the source - be careful not to rephrase or reorganize the words
- if you want to leave out part of the sentence, or combine two sections, you can use three ellipsis points (...) between to show words have been omitted.
- directly after the quotation, indicate where the information comes from, using one of the standard citation styles (such as MLA or APA) – this is called in-text citation



In-text Paraphrasing



- Rephrase the ideas in your own words, use as few as possible from the original source without changing the intended meaning
- It is not acceptable to take the original phrasing and to rearrange a few of the original words in order to produce a paraphrase
- neither is it acceptable to use the same sentence structure but just rephrase a few key words.
- directly after the paraphrase, indicate where the information comes from, using one of the standard citation styles (such as MLA or APA) – this is called in-text citation

Paraphrasing Example 1

- **Original:** Students frequently overuse direct quotation in taking notes, and as a result they overuse quotation in the final research paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.

Lester, J.D. Writing Research Papers. 2nd ed. (1976)
46-47

- **A plagiarized version:** Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes (Lester, 1976).

Paraphrasing Example 2

- **Original:** Students frequently overuse direct quotation in taking notes, and as a result they overuse quotation in the final research paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.
Lester, J.D. Writing Research Papers. 2nd ed. (1976)
46-47
- **Acceptable paraphrase:** In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester, 1976).



in summary

- providing a reference directly after a quote or paraphrase indicating exactly where you found the quote or idea. It must always match a reference listed at the end of your document in the bibliography.
- In most cases, providing the author's last name and either a page number (MLA) or year published (APA) are sufficient:
(Baker 210) or (Baker 2016)

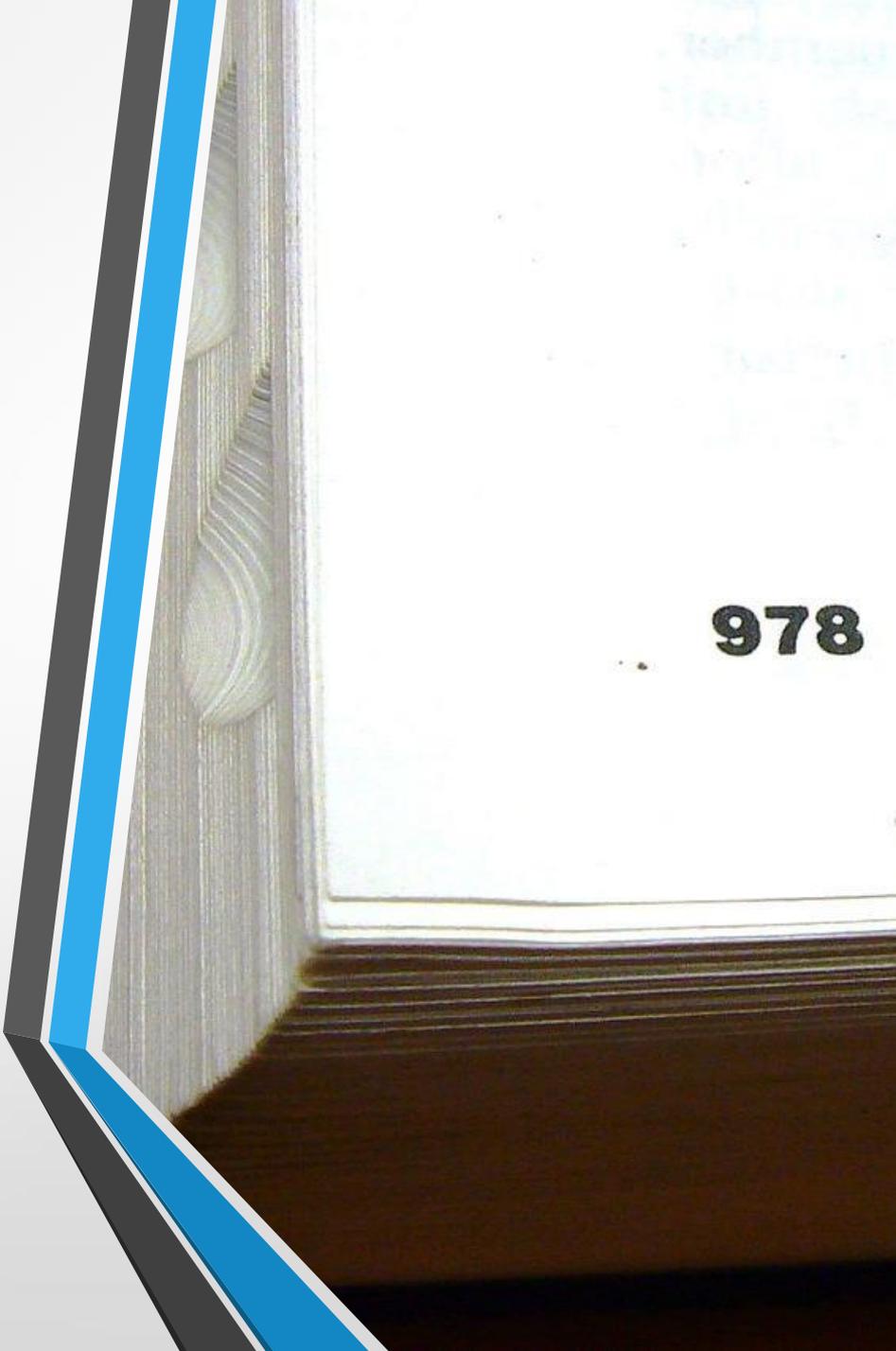


Can't find the author?

- as is the case with some web pages, include either the whole title of the work in the text or use a shortened form of the title in parentheses, using the first words of the title
- here at FKSS, we also allow a short version of the webpage URL in place of author but this is not standard practice

No page number?

- web pages are often organized without page numbers, so you use whatever the first item is for the entry on your bibliography list at the end (usually the author or title)
- You can also write **n. pag.** for those sources without page numbers. Ask your teacher for direction on this.



978

What does an entry look like?

- Doherty, Mike. "Schooling Liars - Macleans.ca." *Macleans.ca*. Rogers Digital Media, 19 Feb. 2013. Web. 13 Feb. 2016.
- Last name, First name. "Document title." *Title of the overall Web site*. Version or edition. Publisher or N.p. to designate no publisher, publication date or n.d. to mean no date. Web. Date of access.

*Date of access indicates the date you viewed the site and took notes

Bibliography

- depending on what style, it will have a different title
- must be on a new page at the end of your text and titled properly (in MLA called Works Cited or in APA called References)
- entries are arranged alphabetically by the author's last name or by the title if there is no author
- titles are often in quotation marks and all important words should be capitalized (there are other specific rules for this)
- entries are double-spaced
- each entry must include the publication medium. Examples include: Print, Web, DVD, Television

References

- Gourvenec, S. (2004, Feb). Bearing capacity under combined loading—a study of the effect of shear strength heterogeneity. In *Proceedings of 9th australia new zealand conference on geomechanics, auckland, new zealand* (pp. 527–533).
- Gourvenec, S. (2008, Jan). Effect of embedment on the undrained capacity of shallow foundations under general loading. *Géotechnique*, *58*(3), 177–185. doi: 10.1680/geot.2008.58.3.177
- Gourvenec, S., & Mana, D. S. K. (2011, Oct). Undrained vertical bearing capacity factors for shallow foundations. *Géotechnique Letters*, *1*(October-December), 101–108. doi: 10.1680/geolett.11.00026
- Gourvenec, S., & Randolph, M. (2003, Jan). Effect of strength non-homogeneity on the shape of failure envelopes for combined loading of strip and circular foundations on clay. *Géotechnique*, *53*(6), 575–586. doi: 10.1680/geot.2003.53.6.575

Specific info on how-to?

- Look on the website itself as it may do the work for you (Wikipedia has a 'toolbox' feature that you can just copy and paste from)
- Look on our school website library page for help
- The OWL Purdue website, also linked on the library page will manually guide you through how to list books with one author, several authors, magazine articles, interviews, webpages, etc..
- Apps on your smartphone?



Be proud of your own work

- Use others as support for your ideas, not to form the ideas
- Use more of your own words than quote or paraphrasing (10% rule)
- Trust in your own ability to succeed and be willing to take the time to do it right – your integrity and reputation are at stake!



INTEGRITY



"What Is Plagiarism?" *What Is Plagiarism?* Concordia University, n.d. Web. 13 Feb. 2016.



"The Online Writing Lab at Purdue (OWL)." *Welcome to the Purdue University Online Writing Lab (OWL)*. Purdue University, n.d. Web. 13 Feb. 2016.

Works
Cited
for this
PPT