

CITING YOUR SOURCES

Compiled by A. Baker

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



Academic Integrity

- Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students, faculty members and staff, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community. This policy is designed to ensure that the institution's standards are upheld in a fair and transparent fashion. (UVIC)

What is citing?

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

*there is citing within your assignment: in-text

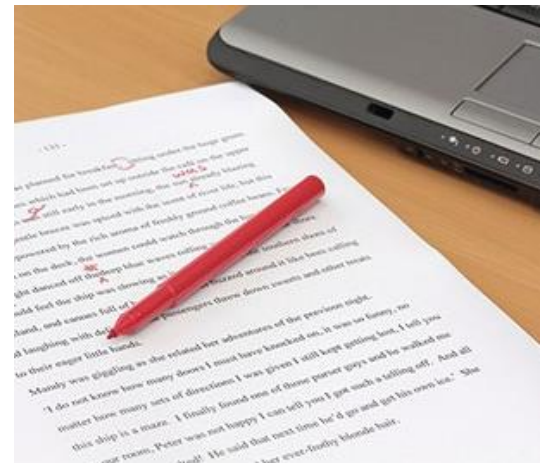
*there is a details list at the end: References OR Works Cited



When do I cite?

Every assignment given outside class time to do

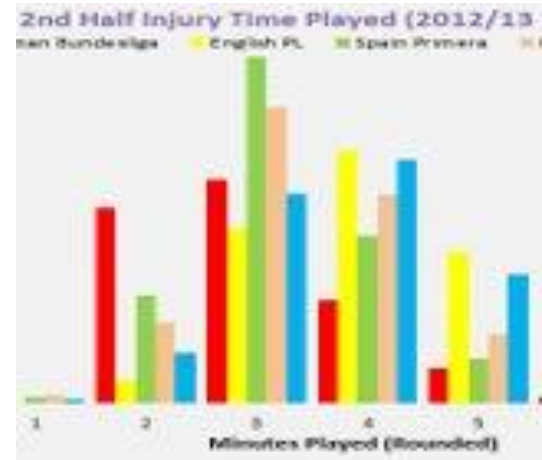
- Research papers
- Literary essays done outside of class that reference more than one source dictated by the teacher.
- Documentary film-making
- Graphics/Photos you use that you did not create or shoot and do not own the rights to use.



What do I cite?

Everything not your own

- 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, AI generated responses



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.

What do I have to do when citing?

There are two important parts to citing:

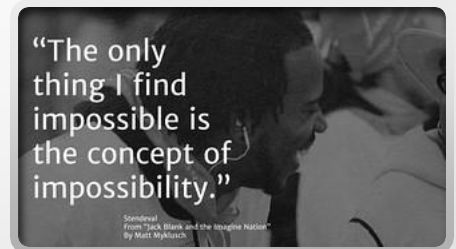
- 1. in- text citation (within paper itself)
- 2. bibliography called References or Works Cited

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

Keep a document open for copying webpage addresses and info every time you make a note of something off another source that you may use as in your assignment. Too often, we can't find the same site again easily, even with the same search terms.

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).



Can't find the author name?

- as is often the case with some web pages, include either the whole title of the work or use a shortened form of the title for in-text citation



in summary

- Parentheses (Baker 2016) 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.

What does a last page bibliographic 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 or last page

- 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
- entries are **double-spaced**

- 12 Point Font (Times New Roman)
- One Inch Margins: Top, Bottom, Left, Right
- Double-spaced Entries

Last Name & Page
Number in Header

Smith 1

Works Cited

Entries in
Alphabetical
Order

Boyer, Holly, and Aimee Graham. "Hip Hop in the United States." *Reference & User Services Quarterly*, vol. 55, no. 3, Spring 2016, pp. 215-218. *Academic Search Complete*, hccproxy.lib.hawaii.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=114060504&site=ehost-live. Accessed 23 June 2016.

Code, Larena. "Finding My Voice: A Hip Hop Music Curriculum for Students of Diverse Backgrounds." *Illinois Music Educator*, vol. 76, no. 2, Winter 2015, pp. 41-42. *Academic Search Complete*, hccproxy.lib.hawaii.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=110928918&site=ehost-live. Accessed 23 June 2016.

Hanging
Indent

Eminem, artist, and Rihanna, featured artist. "Love the Way You Lie." *Recovery*, Aftermath Records, 2010, www.eminem.com/lyrics/recovery/love-way-you-lie-feat-rihanna. Accessed 23 June 2016.

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 – maintain your integrity and reputation



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