

Citations

You've spent a lot of time researching your topic and integrating the information you've found into your project. What's the next step? Next, you need to cite your sources. A **bibliography** is a list of sources that were used as resource material for the paper or project at hand. Not only are these useful search tools, but you as a researcher must create your own bibliography. To avoid plagiarism, you have to give credit to the original sources of your research. *A bibliography created for your project gives you credibility by showing that you have considered the range of opinions about your topic.*

You must cite a source when:

- You are quoting someone else's words
- You are paraphrasing someone else's ideas
- You are summarizing someone else's ideas.

You don't have to cite

- Thesis ideas
- Common knowledge.

Once you've determined which sources to cite within your paper, you'll need to format two kinds of citations for each source.

In-text Citations: The documentation format that inserts a brief parenthetical note into a sentence, with the complete citation given at the end of the essay. Each time you paraphrase or quote a source in your paper, you must pause and credit the source. The current methods of citing sources require that you credit your source immediately after the borrowed information with an "in-text" citation, usually enclosed in parentheses.

MLA In-Text Citations Instructions

- After any borrowed information (in quotations or paraphrased), enter a single space, and then the source, followed by a single space and then the page number(s) in parentheses. Do not use punctuation between the source and the page number.
- Use the author's name to indicate the source.
 - **Example: (McCray 45)**
- If there are two authors, use both last names.
 - **Example: (Smith and Jones 77)**
- If there is no author, use the title. Shorten it if possible. Place quotation marks around article titles and underline book titles.
 - **Examples: ("Fun in Libraries" 22) or (Moby Dick 312)**
- Put periods, quotation marks, or exclamation points after the right parenthesis. (Except in the case of block quotations. If your quoted segment is longer than 4 typed lines, you have a different set of directions to follow. Check the MLA Handbook.)
- Complete In-text Citation:
 - **Example: "Dickinson wore white dresses from the age of twenty-five" (White 688).**
 - **Example: Teasdale broke old stereotypes of women (Smith 246).**
- If the author's name is mentioned in the text, don't put the author's name in the citation. Use only the page number in the parentheses.
 - **Example: According to Tim Wolfe, Sandburg's best poem was "Chicago" (44).**

For every paraphrase or quotation you include in your paper, you need **BOTH** an in-text citation **AND** Bibliography citation.

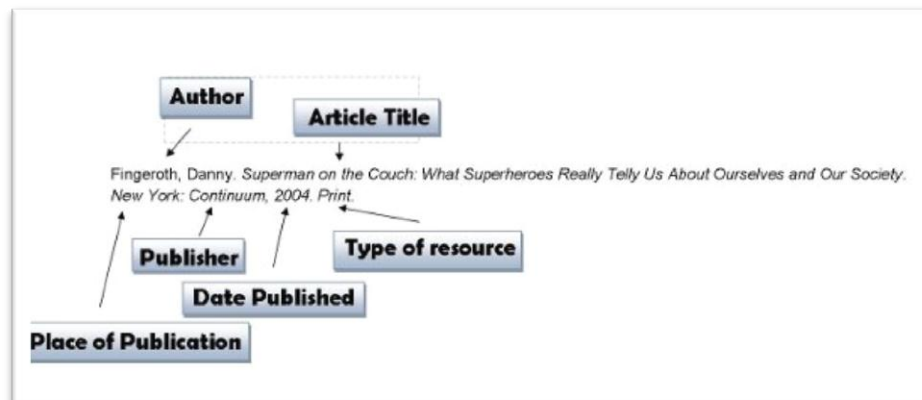
Your bibliography (also known as a reference list or works cited list) goes on a separate sheet at the end of your paper. It is important that they are formatted accurately and include all the information a reader would need to track down a resource. By looking at the works cited, a reader could find out who wrote the article, what the article was called and where it came from.

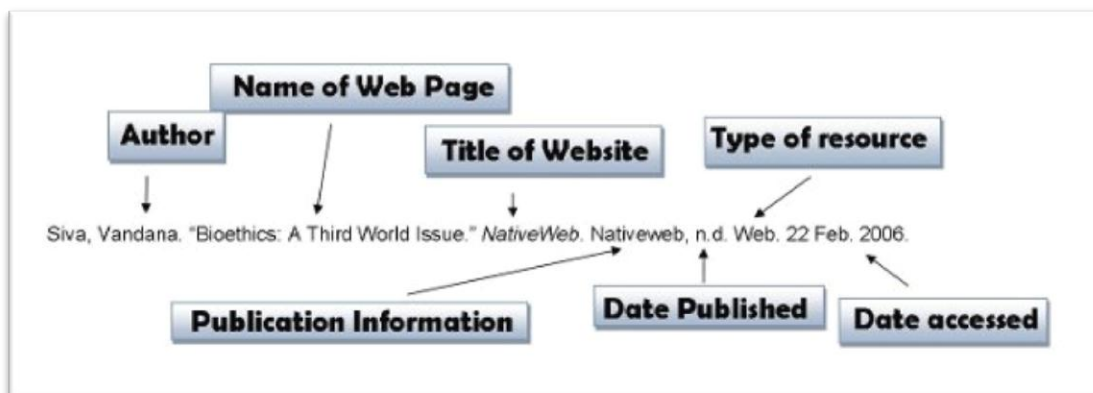
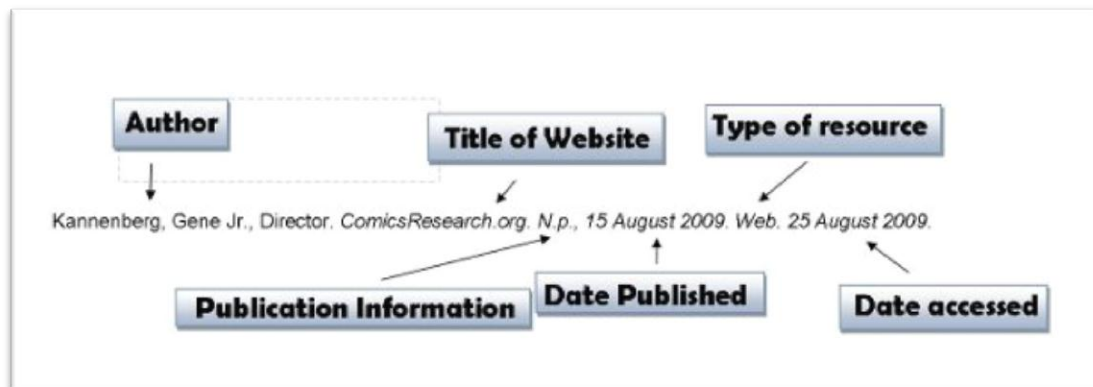
Putting a Bibliography in Your Paper

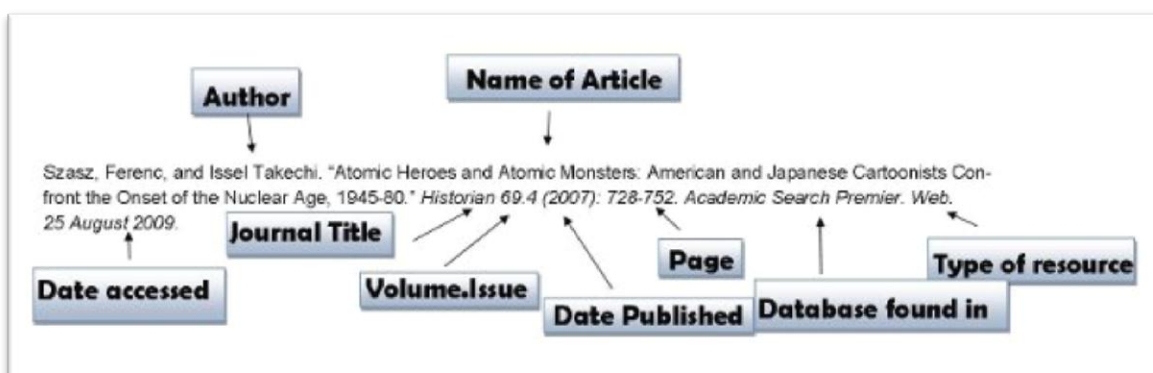
After you've constructed citations for your resources, you must organize them and add them to your paper. The rules for this are slightly different depending on whether you're using **MLA** or **APA** style or another style completely.

MLA Bibliography Citation Instructions

- Center the title Works Cited one inch from the top of the page. Most word processing software presets the 1 inch margin. Do not use quotation marks, underlining, bold, or italics on the title. The font size and type should match the body of your paper.
- Double-space the entire page, both within and between citations. To begin, double-space once after the title.
- Begin all citation entries at the left margin (1 inch away from the paper edge). The rest of the lines of each entry should be indented 1/2 inch.
- List every source you cite in the body of your paper. Sources should be listed in **alphabetical order** by the first word in the citation (usually the author's last name).







Online Resources for Citations

Below is a list of resources you can look at to help you create your citations:

- Purdue Online Writing Lab Research and Citation Resources
- Diana Hacker: Research and Documentation Online
- The Publishers' websites:
 - MLA
 - Chicago Manual of Style Online: Chicago-Style Citation Quick Guide
 - APA Style
 - CSE
- MLA Handbook for Writers of Research Papers, 7th Edition
- The Chicago Manual of Style, 15th Edition
- Publication Manual of the American Psychological association, 6th Edition
- Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers
 - <http://citeseer.ist.psu.edu>
 - <http://www.scirus.com/srsapp/>
 - www.getcited.org

You can also use Online Citation Management Software:

- www.zotero.org
- www.bibme.org
- www.easybib.com

Works Cited

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