

# Citing Your Resources

Why and How to Cite the Resources  
You Consult in Preparing a  
Report, Research Paper or a Project

# Why Do I Have to Cite Resources?

- **Academic Honesty**—You want to give credit for ideas that are not your own! (You do not want to be accused of plagiarism!)
- **It's Required**—Schools and colleges require you to cite your references
- **Better Grades!**—You will probably get a better grade if you show that you have consulted a variety of resources, rather than just a few







# What is a Citation?

- A citation includes important information about the books, encyclopedias, web sites, videos, databases, magazines, etc. that you used in preparing your report and usually includes:
  - Author (if given)
  - Title
  - Publisher, etc.
  - Date
- It is usually included in an alphabetical list at the end of the paper on a page called **Works Cited**.

# Avoid Plagiarism!



So, let's see....I can just copy these pages and I would be finished with my report.....right?



# Avoid Plagiarism!



No, that is plagiarism.  
Plagiarism means stealing  
someone's ideas or words  
and using them as your  
own.

# Avoid Plagiarism!

Not only could you fail the assignment, in college, students can be expelled for plagiarism!

Did you know that teachers have access to plagiarism checkers that can determine if your paper is in your own words?





# Writing a Report, Research Paper, or a Project

- When you are doing research, you may **paraphrase** the information you find, or you may add **quotations**.
- When you use someone's ideas or quotations, you must cite (credit) the resources that you use.



# How to Paraphrase

- Read widely about your topic from a variety of reliable resources and then put the information in your own words. In other words, summarize the information.
- Be sure to take notes from all the resources before you start writing your paper.
- Be sure to include all your resources on the **Works Cited** page.





# How to Use Parenthetical References

- If you discover an important idea or some data that you want to use, be sure to include a parenthetical reference next to it in your paper.
  - Source with an author--(Smith 24)--Author and page number
  - Source without an author--(History Today 26)--Title and page number
  - Internet resource with an author--(Smith)--Author only--no page number
  - Internet resource without an author--(history.com)--only the name of the web site
- Example: There have been seven cycles of glacial advance and retreat in the last 650,000 years. (NASA.gov)

**Cite Your  
Sources**

# Paraphrasing Examples

- **Original**--“Chimps are generally fruit and plant eaters, but they also consume insects, eggs, and meat, including carrion. They have a tremendously varied diet that includes hundreds of known foods.”  
“Chimpanzee.” *National Geographic Animals*. National Geographic, n.d. Web. 27 June 2014. <<http://animals.nationalgeographic.com/animals/mammals/chimpanzee/>>.
- **Poor Example**--Chimps are generally fruit and vegetable eaters, but they also consume bugs, eggs, and meat, including dead animals. They have a very varied diet that includes hundreds of foods.  
(Note: This person just substituted a few words in the original and didn't include a reference to a citation.)
- **Good Example**--Chimpanzees eat a wide variety of foods, much like humans. Although their diet is usually vegetarian, consisting of fruits and plants, it may also include proteins such as insects, eggs, or meat. (National Geographic Animals) (Note: This was rewritten in the author's own words and includes a parenthetical reference to the citation.)



Image: <https://openclipart.org/detail/7657/boy-question-?-by-romanov>  
Public Domain



# How to Use Quotations

- If you find an important quotation that you want to include in your paper, be sure to use quotation marks and cite the author and page number of the resource in parentheses next to the quotation.
- Be sure to include the complete citation on the Works Cited page also.



# How to Use Quotations

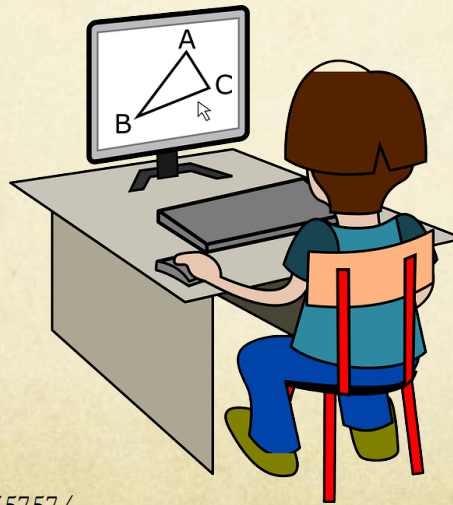


- Here is an example of a quotation from an article on a web site that needs to be cited with a parenthetical reference:
- “Climate scientists are concerned that the increase in carbon dioxide is causing global warming, and this may cause a rise in sea level, changing precipitation patters, droughts, heat waves, and more.” (Kennedy)
- Here is the citation for the Works Cited page:
- Kennedy, Caitlyn. "Climate Change: Atmospheric Carbon Dioxide." *http://www.climate.gov*, 30 Aug. 2009. Web. 26 June 2014. <*http://www.climate.gov/news-features/understanding-climate/climate-change-atmospheric-carbon-dioxide*>.



# Remember....

- Be sure to keep list of all the resources that you use as you take notes. For quotations or important ideas or data, record the page numbers too.
- Once you write your paper, be sure to give credit for the information, quotations, and ideas on the Works Cited page.



# Works Cited

- At the end of the paper, include a correctly formatted list of all resources consulted to write the paper.
- Be sure to include all online resources, books, magazines, newspapers, videos, etc. that you reviewed.





# Which Style?



- Find out if your school or teacher requires a certain Citation Style...
- MLA
- APA
- Chicago

# Works Cited

- Determine if your resource is a.....
  - Book (basic, dictionary, encyclopedia, etc.)
  - Periodical (magazine, journal, or newspaper)
  - Multimedia (cartoon, art, advertisement, map, sound recording, video, etc.)
  - Communication (speech, personal interview, radio or TV program, etc.)
  - Online article or web site





# Online Citation Creators

- The easiest way to create a Works Cited page is to use a reliable online citation creator.
- You can enter all the information required, produce the citation, and copy it into your Works Cited page.

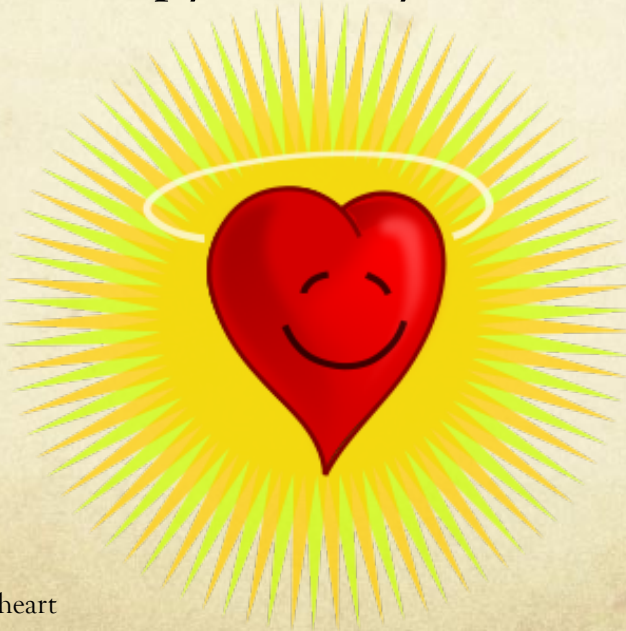


Photo: <http://www.clipartbest.com/smiley-with-heart>

# Recommended Citation Creators

- KnightCite from the Hekman Library at Calvin College in Grand Rapids, MI
- <http://www.calvin.edu/library/knightcite/index.php>
- Free and available for MLA, APA, and Chicago Styles
- You can register for free and save your citations, or you can create your citations and copy and paste into your own documents as you go....





# Recommended Citation Creators

- Son of Citation Machine
- <http://www.citationmachine.net/>
- Free and available for APA, MLA, Chicago or Turabian
- You create your citations and copy and paste into your own documents as you go....



# Recommended Citation Creators



- NoodleTools
- <http://www.noodletools.com/login.php>
- Noodle Tools MLA Lite—Free and available for MLA (requires registration, but it's free)
- NoodleTools Express—Access the full range of Advanced MLA, APA, and Chicago forms (single citations only, no login required)
- You create your citations and copy and paste into your own documents as you go....



# Recommended Citation Creators

- EasyBib
- <http://www.easybib.com/>
- Free and available for MLA only
- You can create your citations and copy and paste into your own documents as you go....



# Additional Recommended Resources

- Purdue University Online Writing Lab (OWL)—How to conduct research, use research, and how to create citations (This is an excellent resource!)
- <https://owl.english.purdue.edu/owl/section/>
- Internet Public Library Research and Writing Tips
- <http://www.ipl.org/div/aplus/>





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# Notes

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