

## How do I cite sources?

This depends on what type of work you are writing, how you are using the borrowed material, and the expectations of your instructor.

First, you have to think about how you want to identify your sources. If your sources are very important to your ideas, you should mention the author and work in a sentence that introduces your citation. If, however, you are only citing the source to make a minor point, you may consider using parenthetical references, footnotes, or endnotes.

There are also different forms of citation for different disciplines. For example, when you cite sources in a psychology paper you would probably use a different form of citation than you might in a paper for an English class.

Finally, you should always consult your instructor to determine the form of citation appropriate for your paper. You can save a lot of time and energy simply by asking "How should I cite my sources," or "What style of citation should I use?" before you begin writing.

In the following sections, we will take you step-by-step through some general guidelines for citing sources.

### Identifying Sources in the Body of Your Paper

The first time you cite a source, it is almost always a good idea to mention its author(s), title, and genre (book, article, or web page, etc.). If the source is central to your work, you may want to introduce it in a separate sentence or two, summarizing its importance and main ideas. But often you can just tag this information onto the beginning or end of a sentence. For example, the following sentence puts information about the author and work before the quotation:

Milan Kundera, in his book *The Art of the Novel*, suggests that "if the novel should really disappear, it will do so not because it has exhausted its powers but because it exists in a world grown alien to it."

You may also want to describe the author(s) if they are not famous, or if you have reason to believe your reader does not know them. You should say whether they are economic analysts, artists, physicists, etc. If you do not know anything about the author, and cannot find any information, it is best to say where you found the source and why you believe it is credible and worth citing. For example,

In an essay presented at an Asian Studies conference held at Duke University, Sheldon Geron analyzes the relation of state, labor-unions, and small businesses in Japan between 1950s and 1980s.

If you have already introduced the author and work from which you are citing, and you are obviously referring to the same work, you probably don't need to mention them again. However, if you have cited other sources and then go

back to one you had cited earlier, it is a good idea to mention at least the author's name again (and the work if you have referred to more than one by this author) to avoid confusion.

## Quoting Material

### What is quoting?

Taking the exact words from an original source is called quoting. You should quote material when you believe the way the original author expresses an idea is the most effective means of communicating the point you want to make. If you want to borrow an idea from an author, but do not need his or her exact words, you should try paraphrasing instead of quoting.

### How often should I quote?

Most of the time, paraphrasing and summarizing your sources is sufficient (but remember that you still have to cite them!). If you think it's important to quote something, an excellent rule of thumb is that for every line you quote, you should have at least two lines analyzing it.

### How do I incorporate quotations in my paper?

Most of the time, you can just identify a source and quote from it, as in the first example above. Sometimes, however, you will need to modify the words or format of the quotation in order to fit in your paper. Whenever you change the original words of your source, you must indicate that you have done so. Otherwise, you would be claiming the original author used words that he or she did not use. But be careful not to change too many words! You could accidentally change the meaning of the quotation, and falsely claim the author said something they did not.

For example, let's say you want to quote from the following passage in an essay called "United Shareholders of America," by Jacob Weisberg:

The citizen-investor serves his fellow citizens badly by his inclination to withdraw from the community. He tends to serve himself badly as well. He does so by focusing his pursuit of happiness on something that very seldom makes people happy in the way they expect it to.

When you quote, you generally want to be as concise as possible. Keep only the material that is strictly relevant to your own ideas. So here you would not want to quote the middle sentence, since it is repeated again in the more informative last sentence. However, just skipping it would not work -- the final sentence would not make sense

without it. So, you have to change the wording a little bit. In order to do so, you will need to use some editing symbols. Your quotation might end up looking like this:

In his essay, "United Shareholders of America," Jacob Weisberg insists that "The citizen-investor serves his fellow citizens badly by his inclination to withdraw from the community. He tends to serve himself badly... by focusing his pursuit of happiness on something that very seldom makes people happy in the way they expect it to."

to

"He tends to serve himself badly...by focusing his pursuit of happiness on [money]."

The brackets around the word [money] indicate that you have substituted that word for other words the author used. To make a substitution this important, however, you had better be sure that [money] is what the final phrase meant -- if the author intentionally left it ambiguous, you would be significantly altering his meaning. That would make you guilty of fraudulent attribution. In this case, however, the paragraph following the one quoted explains that the author is referring to money, so it is okay.

As a general rule, it is okay to make minor grammatical and stylistic changes to make the quoted material fit in your paper, but it is not okay to significantly alter the structure of the material or its content.

### Quoting Within Quotes

When you have "embedded quotes," or quotations within quotations, you should switch from the normal quotation marks (") to single quotation marks (') to show the difference. For example, if an original passage by John Archer reads:

The Mountain Coyote has been described as a "wily" and "single-minded" predator by zoologist Lma Warner.

your quotation might look like this:

As John Archer explains, "The Mountain Coyote has been described as a 'wily' and 'single-minded' predator by zoologist Lma Warner."

### How do I include long quotes in my paper?

The exact formatting requirements for long quotations differ depending on the citation style. In general, however, if you are quoting more than 3 lines of material, you should do the following:

1. change the font to one noticeably smaller (in a document that is mostly 12 point font, you should use a 10 point font, for example)

2. double indent the quotation -- that means adjusting the left and right margins so that they are about one inch smaller than the main body of your paper.
3. if you have this option in your word-processor, "left-justify" the text. That means make it so that each line begins in the same place, creating a straight line on the left side of the quotation, while the right side is jagged.
4. do NOT use quotation marks for the entire quotation -- the graphic changes you have made already (changing the font, double indenting, etc.) are enough to indicate that the material is quoted. For quotations within that quotation, use normal quotation marks, not single ones.
5. you might want to skip 1.5 times the line-spacing you are using in the document before you begin the quotation and after it. This is optional and depends on the style preferred by your instructor.

For example, a properly-formatted long quotation in a document might look like this:

Akutagawa complicates the picture of himself as mere "reader on the verge of writing his own text," by having his narrated persona actually finish authoring the work in which he appears. In the forty-ninth segment of the text, entitled "A Stuffed Swan," he writes:

Using all of his remaining strength, he tried to write his autobiography. Yet it was not an easy task for him. This was due to his still lingering sense of pride and skepticism... After finishing "A Fool's Life," he accidentally discovered a suffered swan in a used goods store. Although it stood with its head raised, even its yellowed wings had been eaten by insects. He thought of his entire life and felt tears and cruel laughter welling up inside. All that remained for him was madness or suicide.

With this gesture Akutagawa ironizes the impossibility of truly writing the self by emphasizing the inevitable split that must occur between writing and written "self," the Akutagawa still writing "A Fool's Life" cannot possibly be identical with the narrated persona which has finished the work.

## Listing References

### What's a Bibliography?

A bibliography is a list of all of the sources you have used in the process of researching your work. In general, a bibliography should include:

1. the authors' names
2. the titles of the works
3. the names and locations of the companies that published your copies of the sources
4. the dates your copies were published

5. the page numbers of your sources (if they are part of multi-source volumes)

Ok, so what's an Annotated Bibliography?

An annotated bibliography is the same as a bibliography with one important difference: in an annotated bibliography, the bibliographic information is followed by a brief description of the content, quality, and usefulness of the source.

What are Footnotes?

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.<sup>1</sup> The number "1" at the end of the previous sentence corresponds with the note below. See how it fits in the body of the text?

<sup>1</sup> At the bottom of the page you can insert your comments about the sentence preceding the footnote.

When your reader comes across the footnote in the main text of your paper, he or she could look down at your comments right away, or else continue reading the paragraph and read your comments at the end. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper. Some, however, allow you to make parenthetical references (author, date) in the body of your work. See our section on [citation styles](#) for more information.

Footnotes are not just for interesting comments, however. Sometimes they simply refer to relevant sources -- they let your reader know where certain material came from, or where they can look for other sources on the subject. To decide whether you should cite your sources in footnotes or in the body of your paper, you should ask your instructor or see our section on citation styles.

Where does the little footnote mark go?

Whenever possible, put the footnote at the end of a sentence, immediately following the period or whatever punctuation mark completes that sentence. Skip two spaces after the footnote before you begin the next sentence. If you must include the footnote in the middle of a sentence for the sake of clarity, or because the sentence has more than one footnote (try to avoid this!), try to put it at the end of the most relevant phrase, after a comma or other

punctuation mark. Otherwise, put it right at the end of the most relevant word. If the footnote is not at the end of a sentence, skip only one space after it.

What's the difference between Footnotes and Endnotes?

The only real difference is placement -- footnotes appear at the bottom of the relevant page, while endnotes all appear at the end of your document. If you want your reader to read your notes right away, footnotes are more likely to get your reader's attention. Endnotes, on the other hand, are less intrusive and will not interrupt the flow of your paper.

If I cite sources in the Footnotes (or Endnotes), how's that different from a Bibliography?

Sometimes you may be asked to include these -- especially if you have used a parenthetical style of citation. A "works cited" page is a list of all the works from which you have borrowed material. Your reader may find this more convenient than footnotes or endnotes because he or she will not have to wade through all of the comments and other information in order to see the sources from which you drew your material. A "works consulted" page is a complement to a "works cited" page, listing all of the works you used, whether they were useful or not.

Isn't a "works consulted" page the same as a "bibliography," then?

Well, yes. The title is different because "works consulted" pages are meant to complement "works cited" pages, and bibliographies may list other relevant sources in addition to those mentioned in footnotes or endnotes. Choosing to title your bibliography "Works Consulted" or "Selected Bibliography" may help specify the relevance of the sources listed.

For more information on documenting sources, see Purdue University's Online Writing Lab:

<http://owl.english.purdue.edu/handouts/research/index.html>

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"What is Plagiarism?" Plagiarism.org. Accessed January 28, 2011.

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