How To Cite 101

Or… I’m drowning here, throw me a line!

12 Important Questions & Answers
Course Outline

1. About Citations
2. Bibliography vs. Works Cited
3. Citations Within The Text
   – Need To Cite
   – No Need To Cite
4. Creating A Works Cited or Bib Page
5. A Final Question
6. For More Info…
Q1. What is a *citation*? 
The text that describes a source you used in research

Q2. How do I know the format to use to cite a source? 
Visit the Purdue OWL: 
http://owl.english.purdue.edu/owl/
Q3. Do all sources use the same format?
NO! Each type of source has a unique format.
First, figure out which type of source you want to cite.
Then, follow the format for that source. NOTE: hanging indents rule!

Examples:
Print sources: Book with one author, reference book, encyclopedia
On-Line Sources: Internet site, online subscription database
Bibliography vs. Works Cited

Q4. What is a Bibliography?
An alphabetical list at the end of your paper of ALL of the sources you’ve consulted in the course of your research.

Q5. What is a Works Cited page?
An alphabetical list of works to which you have made reference in your paper.
Bibliography vs. Works Cited

Q6. How do I organize a Bibliography or Works Cited page?
Alphabetically, by author’s LAST NAME.

Q7. Would I list one source over and over if I used several different parts of it?
No, each source is only listed ONCE. Page numbers usually are not used in a bibliography.
Bibliography vs. Works Cited

Q8. Do I cite every source I read in my research?

Only if you are required to submit a Bibliography. If you are required to submit a Works Cited page, you only cite those you used as parenthetical references in your paper.
Q9. When do I put a citation within my paper?

When you want to attribute a quote or a paraphrase to a source; in other words, when you use words or ideas that aren’t your own.
Need To Cite…

- When you are using or referring to somebody else’s words or ideas from any medium
- When you use information gained through interviewing another person
- When you copy the exact words or a "unique phrase" from somewhere
- When you reprint any diagrams, illustrations, charts, and pictures
- When you use ideas that others have given you in conversations or over email
NO Need to Cite…

• When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject

• When you are using "common knowledge" — folklore, common sense observations, shared information within your field of study or cultural group

• When you are compiling generally accepted facts

• When you are writing up your own experimental results
Q10. How do I cite within my paper?
Refer to *Writer’s Inc.*, the *Legacy High School Writing Guide*, or another handbook.
Insert the information after the words borrowed from another source
Put the proper information in parentheses - usually author’s last name and the page number. (Smith 203)
If two sources give the same information, cite both together. (Smith 203; Morley 151)
If no author, use first word of citation. (Birds 76)
Q11. How do I create a Works Cited page or a Bibliography?

Remember:

1. DO NOT number entries.

2. DO NOT list citations separately by categories. All references are placed in ONE ALPHABETICAL LIST by first words of citations, regardless of where citations come from.
3. Begin on a new page. Start on the 6th line from the top (or 1" down from the top of the paper), center, and type one of the following titles: Works Cited, References, or Bibliography.

Double space after the title.

List all entries in alphabetical order by the first word, taking into consideration the rules governing titles that begin with articles.
4. Begin the first line of each entry flush at the left margin. Keep typing until you run out of room at the end of the line.

Indent five spaces for second and subsequent lines of the same entry. (This is called a hanging indent.)

Double-space all lines, both within and between entries.

5. The title Works Cited should not be emboldened, underlined, or italicized.
Q12. What is MLA style and what is APA style?

MLA (Modern Language Association) is the style you use in high school and is simpler;

APA (American Psychological Association) is used more often in formal research papers for scholarly journals.
If you need more help...

See your Media Specialist/Librarian for assistance.

Ride the wave.
Presentation adapted from original PowerPoint by Kim Ackerman, Teacher-Librarian and Tricia Scow, Lang. Arts Legacy High School