How to Cite a Source

Lesson Objective

In this lesson, you will learn about the importance of citing your sources. You will also learn how to format your citations based on a modern edition of a style guide called the *MLA Handbook*.

Pre-Reading

A. Warm-Up

Discuss these questions with a partner or group. Share your knowledge.

1. What is plagiarism?

2. What types of media can you use for research?

3. What is the main purpose of citing your sources in an essay or presentation?

> *"Good writers understand why they create citations."*
>
> —Kathleen Fitzpatrick,
>   preface to the eighth edition of the *MLA Handbook*

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

_____	1. cite	a)	the thing or person that provided information (e.g., book and author)
_____	2. source	b)	in brackets to provide extra information
_____	3. plagiarism	c)	to put someone's thoughts into your own words
_____	4. paraphrase	d)	to provide a reference to an information source that you consulted
_____	5. summarize	e)	a manual that provides set formats that writers can follow
_____	6. parenthetical	f)	the act of copying another's work without proper citation
_____	7. thorough	g)	to provide the main points (e.g., about a movie or story)
_____	8. style guide	h)	to leave a few spaces at the beginning of a sentence or entry
_____	9. indent	i)	Latin for "and others," used to indicate multiple authors
_____	10. et al.	j)	detailed
_____	11. element	k)	not required, not important
_____	12. irrelevant	l)	a component of a whole

Introduction to Referencing

Whenever you quote, paraphrase, or summarize someone else's thoughts in a paper or presentation that you wrote, it is important to cite your source. Listen to your teacher read a quote from the preface to the *MLA Handbook*. Then paraphrase the three main reasons for documenting your sources.

1. _____

2. _____

3. _____

It is important to think about referencing as soon as you start doing your research (not after). Take thorough notes throughout the research stage to save yourself time and effort later.

Task 1

Work together as a class. Think of all of the information you will need to gather to document a source.

- *author's name* _____

- _____

- _____

- _____

- _____

- _____

- _____

- _____

On page 5, you will learn about everything that you need to include in a citation.

Style Guides

There is no single correct way to cite your sources. That does not mean that you should make up your own method. Different schools or teachers will ask you to follow a specific style guide. A style guide gives writers rules to follow (e.g., punctuation, spelling, and formatting).

A. Common Style Guides

Here are the three common style guides used for academic purposes.

Style Guide	Commonly used for...
MLA (Modern Language Association)	humanities and liberal arts
APA (American Psychological Association)	social sciences
CMOS (Chicago Manual of Style)	history

B. Examples

Here are examples of book citations using the formats recommended by these three different style guides. Can you spot any differences?

MLA

Coyne, Susan. *Kingfisher Days.* Random House of Canada, 2001.

APA

Coyne, S. (2001). *Kingfisher Days.* Toronto: Random House of Canada.

CMOS

Coyne, Susan. *Kingfisher Days.* Toronto: Random House of Canada, 2001.

For the purpose of this lesson, we will use the MLA style guide. The eighth edition of the *MLA Handbook*, published in April 2016, simplified its guidelines for the digital era.

Types of Citations

In this lesson, you will learn about the two types of citations that you need to add to your academic papers or presentations.

A. Works Cited

At the end of a paper or essay, you will provide a full list of all of your sources. Each entry will include publication information about your source, such as the author's name, the title of the work, and the place you found the source. Some names for this type of reference page are Works Cited, Reference, and Bibliography.

Example:

Coyne, Susan. *Kingfisher Days.*
    Random House of Canada,
    2001.

You will learn how to format your reference page on page 6.

B. In-Text Citation

Within the body of your work, you will also include a brief parenthetical (in-text) citation when a thought is not your own. In-text citations allow the reader to find the full citation at the end of your paper or presentation. An in-text citation has very brief information, such as an author's last name and/or page number. Occasionally an in-text citation includes an abbreviated title of a work.

Examples:

- It is important not to dine alone (Brown 523).
- Frederick Brown, a psychologist from the University of Toronto, says it is important not to dine alone (523).
- "Do not dine alone if you want to live a long life" (Brown 523).
- Dining alone every evening may also lead to overeating (Brown, "Obesity").

You will learn how to format your in-text citations on pages 10–11.

Task 2

Work with a partner.

Student A

Reread Part A. Turn your paper over. Paraphrase what you read by describing it to your partner.

Student B

Reread Part B. Turn your paper over. Paraphrase what you read by describing it to your partner.

Gathering Information

ELEMENTS OF A FULL CITATION (WORKS CITED)

Unlike other style guides, the MLA places its emphasis on the author. If there is a known author, this element always comes first in a works-cited entry. To cite a source in the MLA style, you will need to gather the elements to the right.

Elements are placed in this order regardless of the type of source. This was NEW in the eighth edition of the *MLA Handbook*. Any unavailable or irrelevant info is left out. Pay attention to the punctuation that comes after each type of information.

1. Author(s)**.** *
2. Title of source**.** *(book, article, etc.)*
3. Title of container**,** *(e.g., name of a newspaper)*
4. Other contributors**,** **
5. Version**,** *(e.g., edition of a book)*
6. Number**,** *(e.g., volume of an encyclopedia, number in a series)*
7. Publisher**,**
8. Publication date**,**
9. Location**.** *(e.g., pages, URL, time in a video)*

*Note:

For more than two authors, add ", et al." (meaning "and others" as in "Smith, John, et al."). Note that the comma is dropped for in-text citations ("Smith et al.").

**Note:

Other contributors include editors, directors, performers, etc.

Task 3

Grab a book from a shelf or your school library. Find the information required for an MLA citation. Don't worry about formatting this information yet.

Remember:

Many sources won't have all of the information listed above. A container, version, number, and location usually do not apply to a book. Leave blanks for irrelevant information.

1. Author(s): _____
2. Title of source: _____
3. Title of container: _____
4. Other contributors: _____
5. Version: _____
6. Number: _____
7. Publisher: _____
8. Publication date: _____
9. Location: _____

How to Format a Works-Cited Page

A. Reference

At the end of a paper or essay, you will list all of your sources in alphabetical order and provide a full citation for each using the details you collected (page 5). Here is how to format your works-cited page (see page 8 for examples).

- Add a works-cited page at the end of your paper.

- Centre your title: "Works Cited." Use plain text.

- Double-space throughout the document (no extra spaces between entries).

- Place your entries in alphabetical order (by authors' last names). If your entry doesn't include an author, go by the first word in the entry to place it alphabetically with the other entries.

- For items with one author, the author's last name comes first, followed by a comma and the first name. This is followed by a period. (Smith, Lisa.)

- If there are two authors, the last name of the first author comes first, followed by a comma and the first name. Next, add ", and" followed by the first and last name of the second author. (Smith, Lisa, and Ben James.)

- For entries with three or more authors, use the first author followed by ", et al." (meaning "and others").

- Do not indent the first line of each entry.

- Indent the second and additional lines within each entry.

- Add a period after the author and after the title of the source. Add commas between the other elements. Add a period at the end of each entry.

- Place article titles in quotation marks. Any source that is within a container (e.g., an article in a magazine) is formatted with quotation marks.

- Place book, newspaper, and magazine names in italics (including *The* or *A* if it is part of the source name). Anything that is also the container itself (e.g., a book, a movie, a newspaper) is formatted with italics.

Task 4

Gather the following sources. Your sources do not have to relate to a single topic.

- one non-fiction book
- one novel
- one print article (e.g., newspaper or magazine)
- one electronic article (e.g., blog or online news site)
- one multimedia source (e.g., video or DVD)

Imagine that you used your five sources for a research paper. Type up your works-cited page. Make sure to format it correctly and place it in the correct order. See an example on page 8.

How to Format a Works-Cited Page cont.

B. Relevant and Irrelevant Information

The good news for students is that the *MLA Handbook* is not as picky as it used to be! As of 2016, the goal is to only include information that you think will make it easy for your reader to find your source. Any element that is irrelevant is left out. You can ask yourself the questions on the right to make sure you included everything relevant.

- Who created it?
- What is it called?
- Is it found in a larger work?
- Who helped make it?
- Is there more than one version?
- Is it part of a set?
- Who published it?
- When was it made?
- Where can someone else find it?

C. Comprehension

Take turns asking comprehension questions about the information you learned on page 6.

Student A

1. Which part of a works-cited entry is indented?

2. What type of font should you use for a works-cited page?

3. Which type of information requires italics in a works-cited entry?

4. When do you use quotation marks in a works-cited page?

5. What type of spacing do you use on a works-cited page?

Student B

6. How do you document three or more authors in a works-cited entry?

7. What type of punctuation goes after a title?

8. What type of punctuation goes between a publisher and publication date?

9. When citing two authors, do you use the first name or last name first?

10. What goes at the end of every works-cited entry?

Example Works-Cited Page

Works Cited

Coyne, Susan. *Kingfisher Days*. Random House of Canada, 2001.

Doyle, Arthur. *The Coming of the Fairies*. Hotter and Stoughton Ltd., 1928.

"Fairy Folklore." *Encyclopedia Britannica.* Written by Encyclopedia

Britannica editors, www.brittanica.com/art/fairy. Accessed 19 April 2016.

Fairytale: A True Story. Directed by Charles Sturridge, Icon Productions, 1997.

"Real Fairies Caught on Tape." *YouTube*, uploaded by Joniskis Mantas,

9 July 2014, www.youtube.com/watch?v=-XewilG2DzM.

Simanic, Donald E. "Arthur Conan Doyle, Spiritualism, and Fairies."

Donald Simanic's Pages, Lock Haven University, edited January 2009,

www.lhup.edu/~dsimanek/doyle.htm.

Task 5

Work with a partner. Review this works-cited page.
Identify the elements of each entry that you learned on
page 5 (e.g., container, publisher, location, etc.).

Tricky Sources

Citing different types of sources is easier than it used to be. In the eighth edition of the *MLA Handbook*, the order and type of information you include for the works-cited section is the same for all types of sources. You also do not need to indicate the medium (print/web/DVD) unless it is needed for clarity. It can still seem difficult to get it right. Here are some tricky examples and optional elements (e.g., date accessed).

Types of Sources

- books
- articles *(magazines, newspaper, periodical, review)*
- photographs
- web *(website, webpage, blog, online book, image, email)*
- multimedia *(film, video, podcast, radio, lecture)*

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*Note:

Page numbers are added as an optional element if you only accessed a small section of a book.

A. Book with Page Numbers*

Coyne, Susan. *Kingfisher Days.* Random House of Canada, 2001, pp.44–48.

B. Encyclopedia or Dictionary Entry

"fairy." *Merriam-Webster Learner's Dictionary*. www.learnersdictionary.com/definition/fairy. Accessed on 20 April 2016.

C. Comic

Gaiman, Neil. *The Books of Magic,* no. 3, DC Comics, 1993.

D. Online Video

"Real Fairies Caught on Tape." *YouTube*, uploaded by Joniskis Mantas, 9 July 2014, www.youtube.com/watch?v=-XewilG2DzM.

E. Social Media Status

@janekelly. "We have glitter all over the house. It seems the tooth fairy went overboard. #keepthedreamalive." *Twitter*, 22 May 2010, 2:20 p.m., twitter.com/janekelly/status/2222111.

F. Email

Coyne, Susan. "Re: Kingfisher Days – Loved." Received by Jane Kelly, 20 April 2016.

Task 6

Place the entries from Parts A–F in alphabetical order for a works-cited page.

1. _____   3. _____   5. _____

2. _____   4. _____   6. _____

How to Format In-Text Citations

A. Print: One Author

For a print source, your in-text citation will include the author's last name and the page or page range where you found your information. Place this parenthetical citation immediately after you document something in a paper or presentation.

• (Brown 52–53)

If you are using more than one source by the same author in your paper or presentation, add an abbreviated title to differentiate the sources. Remember, an article goes in "quotation marks." A container goes in *italics*. Place a comma between the last name and the title.

• (Brown, *Breeder* 89)
• (Smith, "Gardens" 14)

If a name or title is mentioned in the text, just use the page number in the in-text citation.

• In *Buying from a Breeder*, Alex Brown reminds buyers to ask for references (89).

B. Print: Multiple Authors

For a source with more than one author, use "et al." in the in-text citations. Note that there is no comma before "et al." for an in-text citation (unlike on the works-cited page).

• (Becker et al. 22)

If two of your sources had authors with the same last name, use a first initial to differentiate in the in-text citation.

• (H. Brown 21)
• (L. Brown 998)

C. Author Unknown

If an author is unknown, use a shortened version of the title in your in-text citation. Your in-text citation should be the first item in the corresponding reference on your works-cited page.

• ("The Life of" 22)

Note #1:

Do not use p. to indicate page numbers for in-text citations. Use p. or pp. only on the works-cited page if you are adding the pages as your location.

Note #2:

The punctuation goes after the parentheses.

How to Format In-Text Citations cont.

D. Electronic or Web Source

If no author is given, use an abbreviation of the title. (Electronic sources don't typically have page numbers.)

- ("Abroad")

If the electronic or web source has a known author, use this as your in-text citation.

- (Christianson)

No website or title is necessary unless you are referencing more than one work by the same author or name. If you must differentiate, add a very short word.

- (Christianson CNN)
- (Christianson BBC)

Note:

If you are unsure of how to format a parenthetical citation, remember that the purpose of an in-text citation is to allow your reader to easily find the full reference entry (on your works-cited page) for your source. Be sure to spell the last name correctly in both places.

Task 7

Correct the following in-text citations based on what you learned on pages 10–11.

1. In *Buying from a Breeder*, Brown reminds buyers to ask for references (Brown 89).

   _____

   _____

2. In *Domestic Dog Breeders of BC*, Alethia Waters suggests asking for references from other buyers who have dealt with your breeder (Waters, Lampton, Hill 33).

   _____

   _____

3. "Buy from a licensed, reputable breeder in your own region" (Kennison www.dognews.com).

   _____

   _____

4. Approximately one in four dogs in American animal shelters is purebred (Richardson, The Humane Society of the United States, 201.)

   _____

   _____

How to Avoid Plagiarism

One of the important reasons for citing sources is to avoid plagiarism.
In many countries, plagiarism is a crime. Your school or teacher
likely has strict penalties for plagiarism.

A. Examples of Plagiarism

- copying and pasting text without inserting quotation marks (limit quotes to a few sentences and provide your source)

- providing all of your points in the same order as a single source

- paraphrasing a specific person's research (not common knowledge, such as biography) and presenting it as your own

- using someone else's photograph, drawing, graph, or audio without permission

- reproducing an author's full work when it is not in the public domain (without permission)

B. Tips for Avoiding Plagiarism

- use many different reliable sources and mediums for your research (cite each one that you use on your works-cited page even if you don't use direct quotations)

- take handwritten notes in your own words as you do your research

- use in-text citations and a reference (works-cited) page for full citations

- use quotation marks if you use someone else's exact wording (three or more copied words)

Task 8

Is this plagiarism? Answer "yes" or "no" to
test your own understanding of plagiarism.

_____ 1. I added a photograph from Google search to my research project. I didn't cite it because it's online.

_____ 2. I added a full poem to my blog post. I provided the author's name. The poet is still alive, but I didn't ask permission to use it.

_____ 3. I quoted a scientist's opinion in my essay. I used three lines from an article and provided the source.

_____ 4. I used one book on butterflies for all of my research. It had everything I needed to write my paper. I told my teacher which book I used.

_____ 5. I found a great list of Kayaking Dos and Don'ts on the Internet. I rephrased it in my own words for my presentation, but I used the exact same order of points.

Comprehension Check-In

Work with a partner and answer the following questions based on the lesson so far.

1. What are the two types of citation required in an academic paper?

2. What are the purposes of these two types of citation?

3. What is the purpose of a style guide?

4. What major change to citation formatting is in the eighth edition of the *MLA Handbook*?

5. Name two examples of plagiarism.

6. What are two tips for avoiding plagiarism?

A Checklist

CHECKING YOUR CITATIONS

☐ Did you include in-text citations?

☐ Are your in-text citations as brief as possible?

☐ Did you add a works-cited page?

☐ Did you include all of the required/available information in your works-cited entries and leave out irrelevant information?

☐ Did you indent and space your works-cited page properly?

☐ Are sources from all in-text citations easy to find on your works-cited page?

☐ Did you use "et al." to identify more than two authors?

☐ Did you type container names in italics?

☐ Did you place article titles in quotation marks?

Writing Challenge

POWER RESEARCH

1. Choose a topic of interest and spend one hour researching it.

2. Gather your sources and type out a works-cited page (include at least five sources).

3. Paraphrase three interesting facts from your research (in written English) and add in-text citations beside your sentences.

4. Check your work with the checklist above and hand it in to your teacher.

For Fun

Do this challenge with a classmate in the library. Then exchange your works-cited page with another student and see if they can locate your sources (online, on the shelves, etc.).