

# How to Cite Your Sources...



# What does this mean?

When someone is reading your research, you need to let them know where you found your information.

You also need to give credit to the author of the information you found for your paper or project. If you make it look like you thought of it and wrote it yourself, it is dishonest and considered cheating.

# CITATIONS

When you are writing a paper, you will be required to cite  
your sources by providing  
In-text citations or footnotes

*and* creating a  
Works Cited or Bibliography  
page.

# There are a few different styles of citation:

**MLA:** (Modern Language Association) most often used for the humanities and the Arts: English, Cultural Studies, Drama, Film, etc.

**APA:** (American Psychological Association) most often used for social sciences: psychology, sociology, social anthropology, folklore

**Chicago (or its shorter cousin, Turabian):** most often used for History and Economics

# Bibliography or Works Cited

## MLA:

Owocki, Gretchen. *The RTI Daily Planning Book, K-6: Tools and Strategies for Collecting and Assessing Reading Data & Targeted Follow-up Instruction*. Portsmouth: Heinemann, 2010. Print.

## APA:

Owocki, G. (2010). *The RTI daily planning book, K-6: Tools and strategies for collecting and assessing reading data & targeted follow-up instruction*. Portsmouth, NH: Heinemann.

## Chicago/Turabian

Owocki, Gretchen. *The RTI Daily Planning Book, K-6: Tools and Strategies for Collecting and Assessing Reading Data and Targeted Follow-up Instruction*. Portsmouth, NH: Heinemann, 2010.

Whenever you use a direct quote, an idea from a source, or paraphrase, you should use in-text citations or footnotes.

**MLA:** ...the end of your sentence (Owocki 252).

**Chicago: (footnote):** ...the end of your sentence<sup>1</sup>

1. Gretchen Owocki, *The RTI Daily Planning Book, K-6: Tools and Strategies for Collecting and Assessing Reading Data and Targeted Follow-up Instruction* (Portsmouth, NH: Heinemann, 2010), 252.

**APA:** ...the end of your sentence (Owocki, 2010, p.252).

# This is what an in-text citation looks like:

According research, “the most effective read-alouds are those in which children are actively involved asking and answering questions and making predictions rather than passively listening...repeated interactive read-aloud technique is a research-based approach to comprehension and vocabulary development in preschool and kindergarten ” **(McGee 742)**. Encouraging children to ask or answer questions about the story, picture walks, allowing children to predict the ending, or reading two stories to compare and contrast, are ways in which a read aloud can become enhanced literacy instruction.

# What a footnote looks like:

Finally, I will consider how the way Yeats reads and rereads himself functions both to authorize and undermine the authority of his poetic voice, and the relation of these dynamics to those romantic tensions I will have outlined. In the end I shall suggest that the myth of himself Yeats took such great pains to manufacture, and which is repeatedly and faithfully taken up in biographical studies of his poetry, is itself the golden bird of his "Byzantium," that artificial monument in which he figures his own immortality.<sup>1</sup>

## II. Yeats's Myth of Himself: The Influence of the Romantics

Yeats intentionally and explicitly leads his readers to interpret his poetry in terms of his imaginative and intellectual development, so as to unify them according to his conception of "unity of being."<sup>2</sup> The result is that nearly every major study has attempted to synthesize his life and work, suggesting some kind of unified, comprehensive vision toward which the narrative of his career leads. Ellman writes: "We have seen how his life and work had converged. . . now he wanted to fuse life, work, and country into one dissoluble whole."<sup>3</sup>

<sup>1</sup> David Young, in his chapter on "Byzantium," also emphasizes reads the poem as a working out of the artist's desire for immortality. He argues that "Sooner or later readers must consider that this poem is about the relation between artist and work of art. The later can be perfect and changeless, while the former is subject to decay and mortality." (Young, David, in *Troubled Mirror: A Study of Yeats's The Tower* (Iowa: University of Iowa Press, 1987), 17.)

<sup>2</sup> Norman A. Jeffares, *Yeats's Poems* (London: Papermac, 1989), 580.

<sup>3</sup> Ellman, Richard, *Yeats: The Man and the Masks* (New York: E.P. Dutton & Co., 1958), 265.



# Great... how do I create Citations?

## There are citation generators which make it easy!

**NoodleTools** (link located on Databases page)

Citation generator paid for by the District

Advantage: free to use with password, saves multiple projects, download to Google Docs, electronic notecards

Drawback: must have a username/password

**EasyBib** (easybib.com)

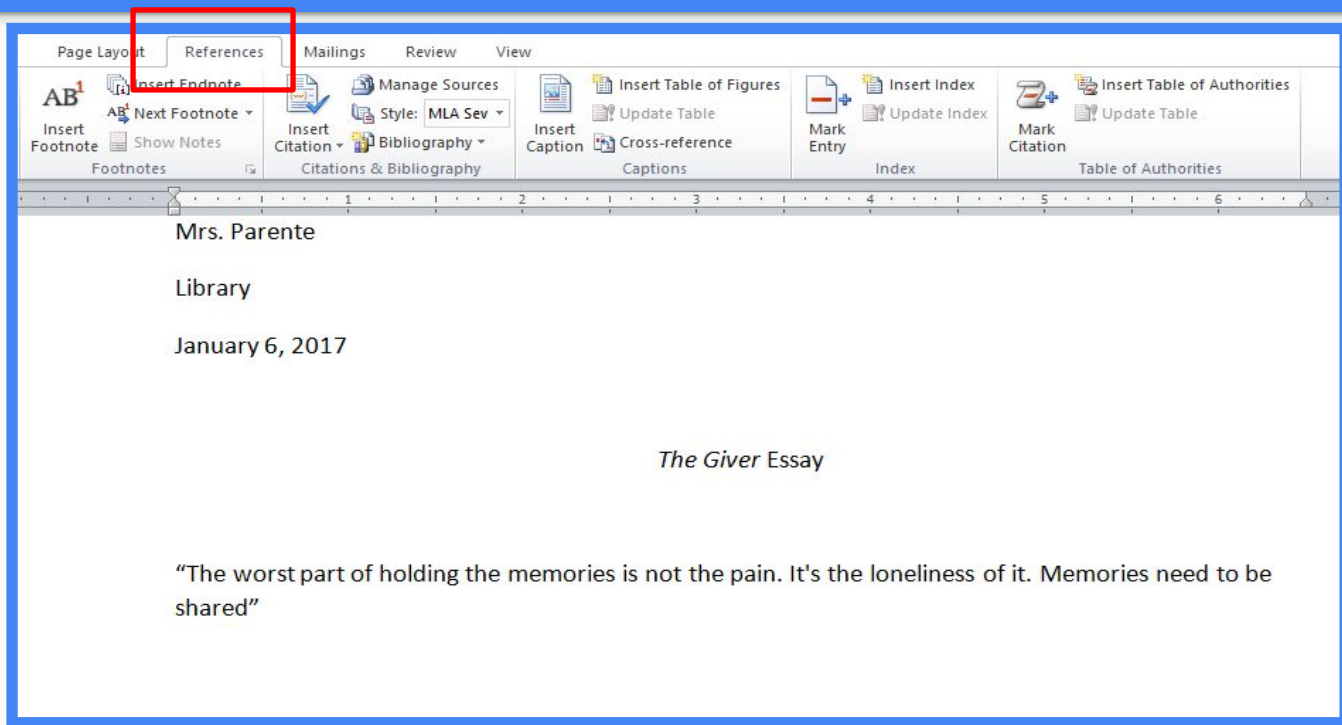
Citation generator found on the Web:

Advantage: free, no password

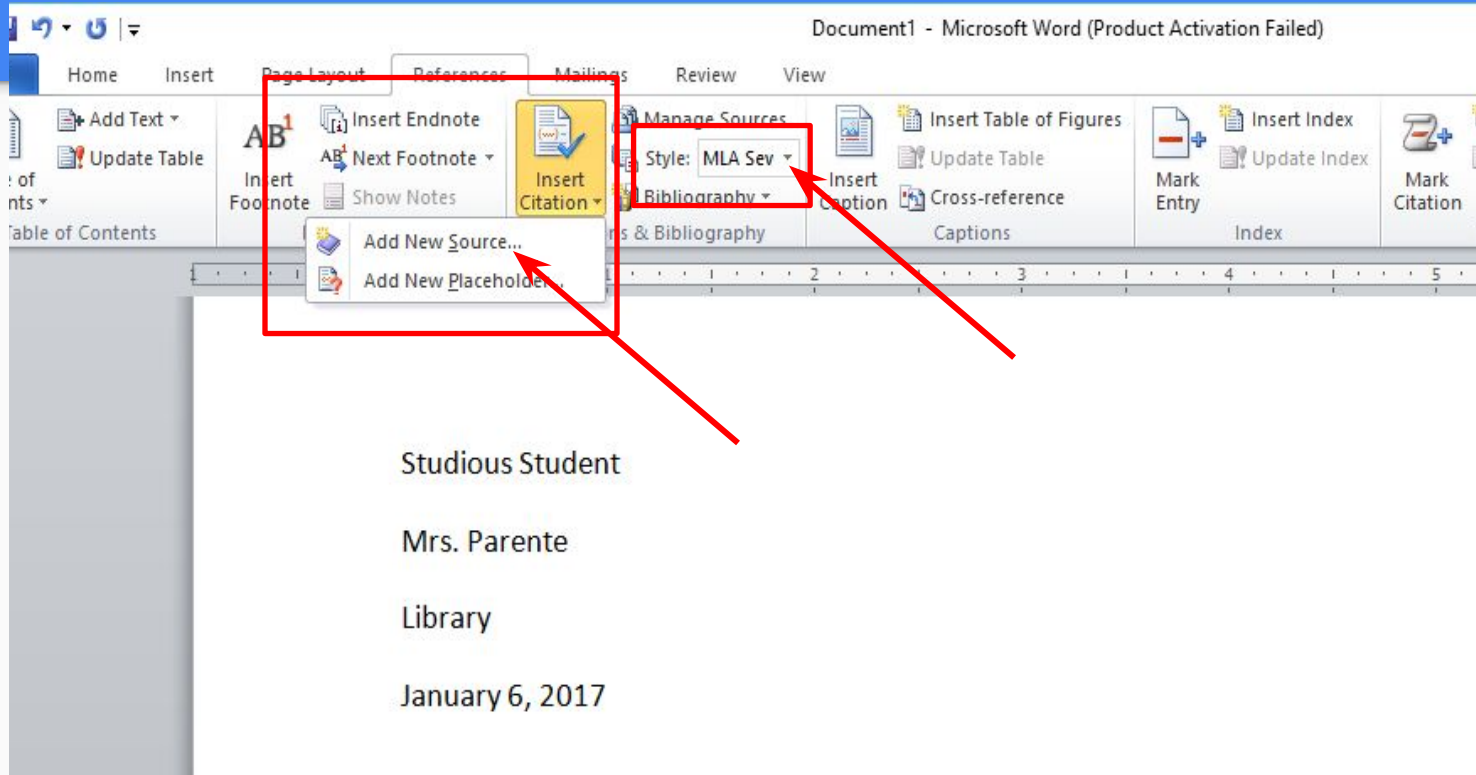
Drawbacks: pop-up ads, commercials, not able to save

If you are not connected to the internet, there is another way...

Word Documents have a tab for you to cite your paper.



Choose *Citation Style*, then *Insert Citations*, then *Add New Source*



# Choose the type of source: book, website, interview, etc.

Document1 - Microsoft Word (Product Activation Failed)

References | Mailings | Review | View

Insert Endnote | Next Footnote | Show Notes | Insert Citation | Manage Sources | Style: MLA Sev | Bibliography | Insert Table of Figures | Update Table | Cross-reference | Insert Index | Update Index | Mark Entry | Insert Table of Authorities | Update Table | Mark Citation

Create Source

Type of Source: Document From Web site

Bibliography Fields for MLA Seventh Edition

Author  Edit

☐ Corporate Author

Name of Web Page

Name of Web Site

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name

Placeholder1

OK Cancel

"The worst part of holding the memories is not the pain. It's the loneliness of it. Memories need to be shared"

# Fill in the Information and click OK

Document1 - Microsoft Word (Product Activation Failed)

Insert Page Layout References Mailings Review View

Insert Endnote Insert Table of Figures Insert Index Insert Table of Authorities  
Next Footnote Update Table Update Index Update Table  
Insert Footnote Show Notes Mark Entry Mark Citation  
Footnotes

Style: MLA Sev Bibliography

Insert Citation Bibliography Insert Caption Cross-reference

Create Source ? X

Type of Source Book

Bibliography Fields for MLA Seventh Edition

Author Lowry, Lois Edit  
☐ Corporate Author

Title The Giver

Year 1993

City Boston

Publisher Houghton Mifflin

Medium Print

☐ Show All Bibliography Fields

Tag name Example: Document  
Low93

OK Cancel

*The Giver* Essay

# Edit the Citation to insert a page number

"The worst part of holding the memories is not the pain. It's the loneliness of it. Memories need to be shared" (Lowry)

Edit Citation

Edit Source

Convert citation to static text

Update Citations and Bibliography

Edit Citation

Add

Pages: 193

Suppress

☐ Author ☐ Year ☐ Title

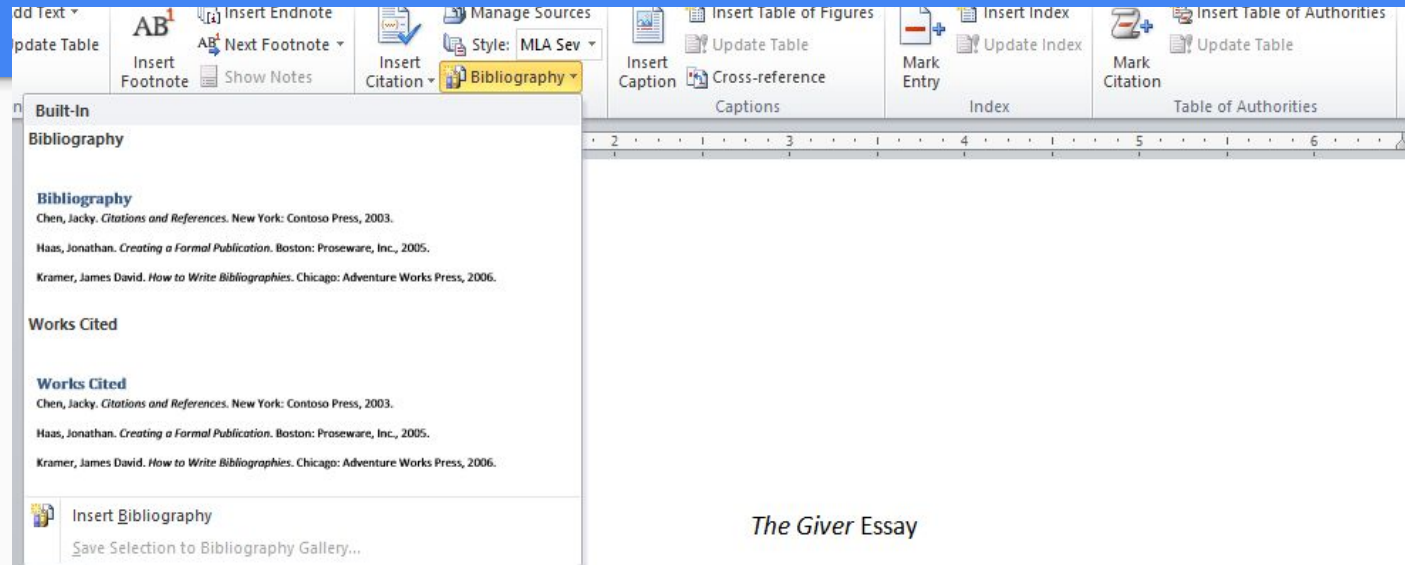
OK

Cancel

*The Giver Essay*

...the memories is not the pain. It's the loneliness of it. Memories need to be

# At the end of your essay, insert a “Works Cited” or “Bibliography”



*The Giver* Essay

“The worst part of holding the memories is not the pain. It's the loneliness of it. Memories need to be shared” (Lowry 193)

# This is what a “Word” Works Cited page looks like

## Works Cited

Hintz, Carrie. *Utopian and Dystopian Writing for Children and Young Adults* . New York: Routledge, 2003. Print.

Lowry, Lois. *The Giver*. Boston: Houghton Mifflin, 1993. Print.



# Another way is to use the Databases— They have their own Citations

◀ Result List | Refine Search   1 of 1 ▶

## Citation Format

NOTE: Review the instructions at [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.

<b>AMA</b> (American Medical Assoc.)	Reference List Adams J. 'The prolonged slavery of woman is the darkest page in human history...'. <i>History Today</i> [serial online]. November 2015;65(11):10-17. Available from: Academic Search Complete, Ipswich, MA. Accessed June 4, 2016.
<b>APA</b> (American Psychological Assoc.)	References Adams, J. (2015). 'The prolonged slavery of woman is the darkest page in human history...'. <i>History Today</i> , 65(11), 10-17.
<b>Chicago/Turabian: Author-Date</b>	Reference List Adams, Jad. 2015. "The prolonged slavery of woman is the darkest page in human history..." <i>History Today</i> 65, no. 11: 10-17. Academic Search Complete. EBSCOhost (accessed June 4, 2016).

**Export to Bibliographic Management Software**  
(EndNote ProCite Reference Manager RefWorks)

**Tools** >>

- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink
- Share

# Look for the “Tools” tab

The screenshot shows a library database interface with a 'Citation Tools' panel. The panel has a title bar with a close button (X). Below the title is a 'Choose Citation Format:' section with a dropdown menu set to 'MLA 8th Edition'. The main area of the panel displays a citation for a study from the Institute of Biomedical Engineering, published in *Obesity, Fitness & Wellness Week* in August 2018. The citation text is enclosed in a red oval. Below the citation are 'Download' and 'Select' buttons. At the bottom of the panel is an 'Export To:' section with a dropdown menu and an 'Export' button. The dropdown menu is open, showing a list of export options, which is also enclosed in a red oval. The background shows a search results page with a search bar, a 'Related Resources' tab, and a 'Tools' tab.

**Citation Tools**

Choose Citation Format:

MLA 8th Edition

"Studies from Institute of Biomedical Engineering Describe New Findings in DNA Research (DNA Nanotechnology for Cancer Diagnosis and Therapy)." *Obesity, Fitness & Wellness Week*, 18 Aug. 2018, p. 4834. *Academic OneFile*, [http://link.galegroup.com/apps/doc/A549899837/AONE?u=nysl\\_li\\_rossd&tsid=AONE&xid=26479984](http://link.galegroup.com/apps/doc/A549899837/AONE?u=nysl_li_rossd&tsid=AONE&xid=26479984). Accessed 29 Oct. 2018.

Download Select

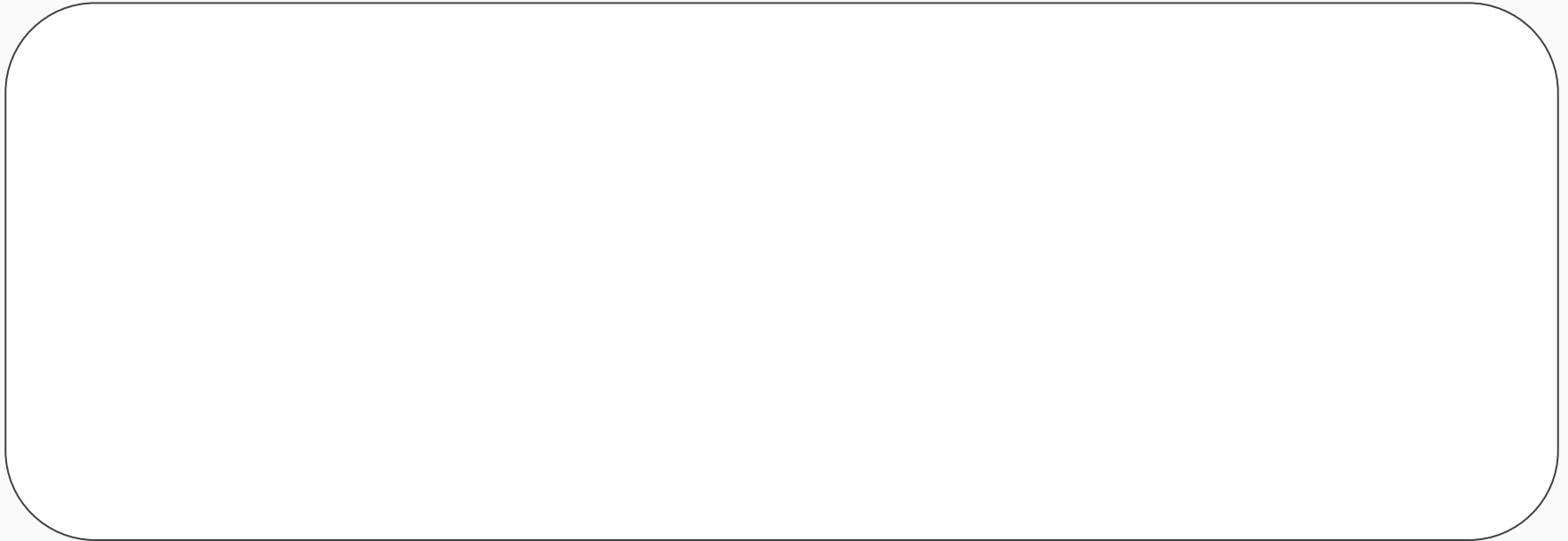
Export To:

Select... Export

Select...

- EasyBib
- EndNote
- NoodleTools
- ProCite
- Reference Manager
- RefWorks
- Google Drive™
- OneDrive™

# Why is it important to cite your sources?

A large, empty rounded rectangle box with a thin black border, occupying the lower two-thirds of the slide. It is intended for a user to provide an answer to the question above.