

Cite your work

CITATION STYLES AND RESOURCES

BY PAULA M. DEMARS, MLS, MA

2015



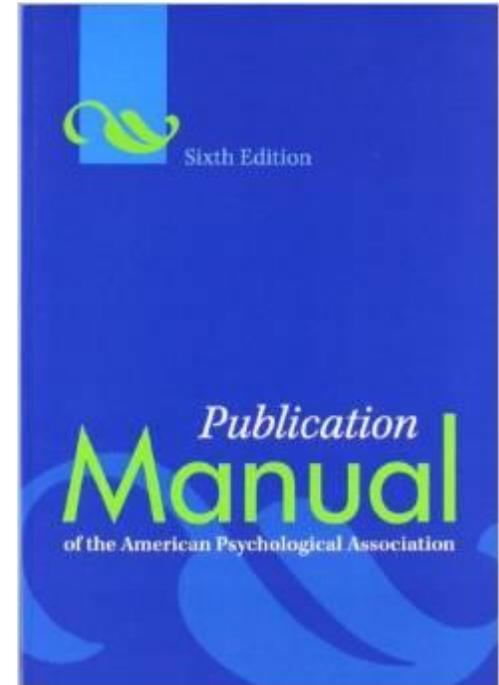
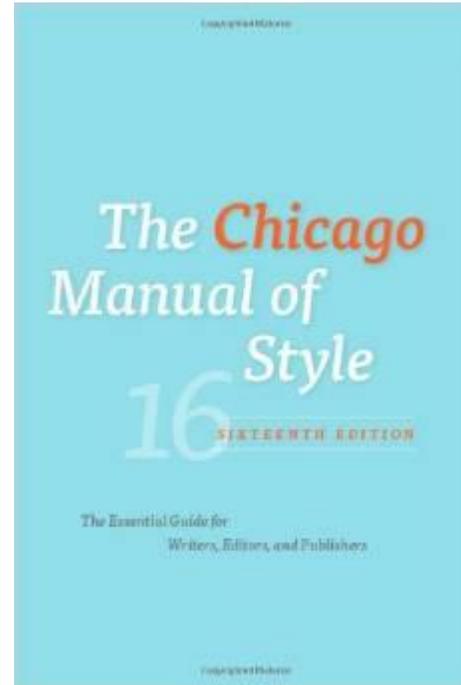
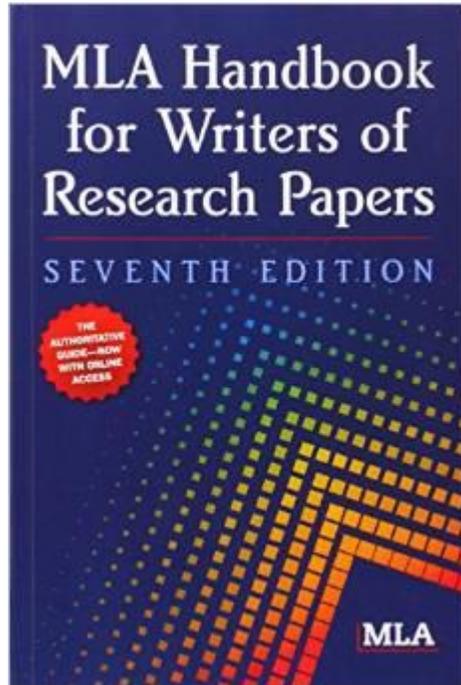
3 Main Citation Formats:

MLA – Modern Language Association: In its 7th edition; used primarily in Humanities subjects, especially art, literature, drama.

APA – American Psychological Association: The Publication manual for the American Psychological Association is in its 6th edition; used primarily in Social Sciences.

CMS – Chicago Manual of Style: In its 16th edition; used primarily in Humanities subjects, especially history, economics.

Manuals:



Common Components to a Citation:

There are 3 most common components to all forms of Citations. These include:

1. Author of the work or Editor, sometimes Editor at Large, sometimes Producer (media).
2. Title of the work, or in periodicals includes the article title and the title of the Journal.
3. Year of publication.

Additional components are based on the type of work. These are specific identifiers for the work. They include:

Books in print/electronic:

1. Publisher
2. City of publication – includes state if uncommon.

Periodicals/Journals/other similar forms:

1. Volume and Issue in which the article appears.
2. Range of pages which article encompasses.

Important!

Citation requirements are based on whom you are writing for. You are responsible for understanding precisely what your instructor expects in a citation for each type of resource. You are also responsible for understanding what kinds of resources you are able to use.

Ask Questions!

Know what format your sources will be in.

Define your Citation needs before you write your paper!

Basic format of citation styles:

This is not an error. APA does not capitalize titles unless it is a proper name.

APA: Grinnell, G. B. (1955). *The fighting Cheyennes*.
Norman: University of Oklahoma Press.

MLA: Grinnell, George Bird. *The Fighting Cheyennes*.
Norman: University of Oklahoma Press. 1955. Print.

CMS: Grinnell, George Bird. *The Fighting Cheyennes*.
Norman: University of Oklahoma Press. 1955.

You can see how similar the formats are for books.

Periodicals/Journal articles:

This is an example of a typing error that when copied from the Ebsco "cite" module, should be corrected before your paper is submitted. Be sure to PROOFREAD what you copy and paste!

APA: Frasher, K. D. (2014). Music and Literacy: Strategies Using Comprehension Connections by Tanny McGregor. *General Music Today*, 27(3), 6-9.

MLA: Frasher, Kathleen Diane. "Music And Literacy: Strategies Using Comprehension Connections By Tanny McGregor." *General Music Today* 27.3 (2014): 6-9. *ERIC. Web. 20 Mar. 2015.*

CMS: Frasher, Kathleen Diane. "Music and Literacy: Strategies Using Comprehension Connections by Tanny McGregor." *General Music Today* 27, no. 3 (April 1, 2014): 6-9. *ERIC, EBSCOhost (accessed March 20, 2015).*

It is at the discretion of the instructor whether or not the online access service and date are to be listed. Often it is not necessary. But be sure to ask.

DOI

What is DOI and what is it used for?

DOI refers to Digital Object Identifier. It is a unique number attached to a peer-reviewed article and it is searchable in a database, so you can copy and paste the doi in a search field.

A DOI number looks something like this: 10.1177/1048371314520968

CMS: Frasher, Kathleen Diane. "Music and Literacy: Strategies Using Comprehension Connections by Tanny McGregor." *General Music Today* 27, no. 3 (April 1, 2014): 6-9. *ERIC*, EBSCOhost (accessed March 20, 2015). doi: 10.1177/1048371314520968

Punctuation Matters!

Notice where the commas, periods, parentheses, quotation marks, italicized words, apostrophes, and colons are placed. These are very specific components and MUST be used EXACTLY as they are shown to make your citation correct!

APA: Frasher, K. D. (2014). Music and Literacy: Strategies Using Comprehension Connections by Tanny McGregor. *General Music Today*, 27(3), 6-9.

MLA: Frasher, Kathleen Diane. "Music And Literacy: Strategies Using Comprehension Connections By Tanny McGregor." *General Music Today* 27.3 (2014): 6-9. *ERIC*. Web. 20 Mar. 2015.

CMS: Frasher, Kathleen Diane. "Music and Literacy: Strategies Using Comprehension Connections by Tanny McGregor." *General Music Today* 27, no. 3 (April 1, 2014): 6-9. *ERIC*, EBSCOhost (accessed March 20, 2015).

Online Citation Tools: Proofread

Often online periodicals provide citations for the works you are looking at. Proofread that the citation you have selected contains the components your instructor is requiring for the citation:

Note that there are two types of Chicago citation styles. Which one looks right to you? If your instructor didn't specify, how would you choose?

The screenshot shows the EBSCOhost interface. At the top, there's a search bar with the text "Music and comprehension" and buttons for "Search" and "Clear". Below the search bar are options for "AND" and "Select a Field (optional)". The main content area displays search results for "Citation Format". A note at the top of the results area reads: "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." Below this, there are two citation format options: "Chicago/Turabian: Author-Date" and "Chicago/Turabian: Humanities". The "Author-Date" option is circled in orange. To the right of the results, there is a "Tools" sidebar with options like "Add to folder", "Print", "E-mail", "Save", "Cite", "Export", "Create Note", "Permalink", and "Share". The "Cite" option is also circled in orange. At the bottom of the page, there is a text box with the following text: "Chicago Turabian Humanities is most like the CMS manual. Note the Author Date only moves the date, like APA style." The browser's address bar shows the URL: "http://eds.a.ebscohost.com/ehost/detail/detail?sid=b645e393-77cd-40fe-a7db-706f26a51298%40sessionmgr4003&vid=6&hid=421".

Click "cite" to view citation formats.

Chicago Turabian Humanities is most like the CMS manual. Note the Author Date only moves the date, like APA style.

Online works, website, miscellaneous:

The most important thing to remember in citing from internet sources is to include the DATE ACCESSED and the web address.

- This is important because internet information can change. The date you accessed material can be important if the site is updated regularly, like Wikipedia.
- Journal articles/Periodical (most ebooks) sources do not change. These are print publications that are available electronically principally for academia. This is why it may not be important to list the date accessed.
- There are often exceptions to every rule so be sure to err on the side of too much information.
- Some web addresses get very long. You may want to ask if you can abbreviate (shorten) very long internet addresses in your citation. Hint: copy and paste internet web addresses to prevent transcription errors. For example: <https://artsymbol.wordpress.com/2009/03/19/the-battle-of-two-comets-appeared-around-the-sun-striking-terror-into-all-who-saw-them-a-swarm-of-saracens-ravaged-gaul-with-horrible-slaught/> This link can be reduced by including the basic information to get to the site: <https://artsymbol.wordpress.com> because you are listing the title of the article already in your citation.
- There are many, many different types of internet sources. Try to find the latest way to cite that specific type of internet source in a style manual or a reference handbook, such as The Little Seagull Handbook. Look for the most current version for the most complete information.

Online source citations: use The Little Seagull Handbook

Many of the style manuals do not include all the variations of online media that you may want to use in your research. The Little Seagull Handbook has an excellent listing for various types of online access sites where you may find information that needs citations in your work.

For more online source citation styles go to Bullock, R., M. Brody, and F. Wienberg. *The Little Seagull Handbook*. Second edition. New York: W.W. Norton & Company, 2013.

Example: using a blog site to cite...

APA: Artsymbol. (2009, March 19). Two comets appeared around the sun, striking terror into all who saw them. A swarm of Saracens ravaged Gaul with horrible slaughter [blog post]. Retrieved from <https://artsymbol.wordpress.com/2009/03/19/the-battle-of-two-comets-appeared-around-the-sun-striking-terror-into-all-who-saw-them-a-swarm-of-saracens-ravaged-gaul-with-horrible-slaughter/>

MLA: "Two comets appeared around the sun, striking terror into all who saw them. A swarm of Saracens ravaged Gaul with horrible slaughter". *The Joining of Heaven and Earth*. Artsymbol, 19 March 2009. Web Aug. 2015. (Use "N.p." to show there is no sponsor to this blog site - instead of Artsymbol if that is not available)

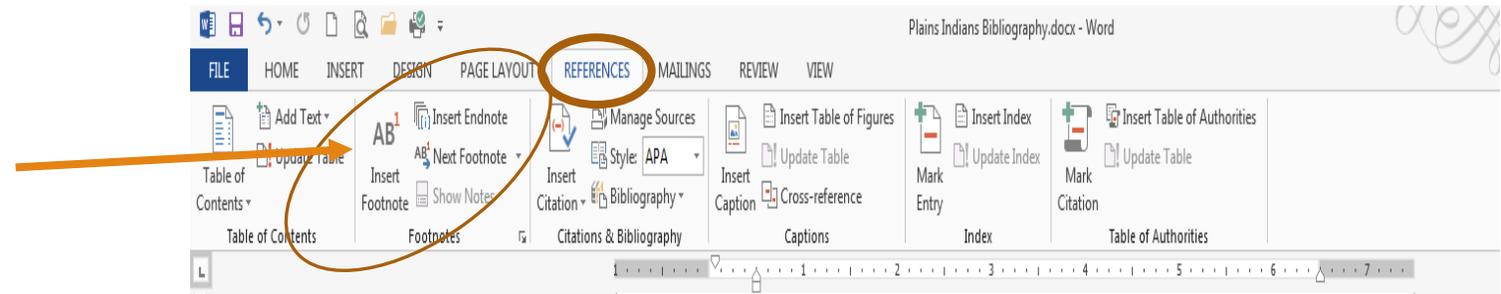
CMS: "Two comets appeared around the sun, striking terror into all who saw them. A swarm of Saracens ravaged Gaul with horrible slaughter." *The Joining of Heaven and Earth*, Artsymbol, March 18, 2009, accessed August 24, 2015, <https://artsymbol.wordpress.com>.

A word about in-text citations, footnotes and endnotes:

Using quotations or referring to someone else's work in your text requires that you give them credit by using an in-text citation, footnote, or endnote. Your style manual will tell you how to format each type of citation. Your instructor will tell you which to use: in-text citation, footnote, or endnote.

If you are to include footnotes or endnotes, be sure to use Microsoft Word's tools for setting them up. It's easy and will adjust the numbering system for you whenever you insert or remove a footnote or endnote:

Under the REFERENCES tab select the type of note you want to add each time. Word will automatically format and number your notes.



Footnotes/Endnotes and In-text formatting:

For footnotes, endnotes, and in-text citations formatting is pretty standard. The difference is in where the brief citation is located.

- Footnotes are located at the bottom of the page in which the quotation or reference occurs.
- Endnotes accumulate at the end of the paper, before the Bibliography.
- In-text citation occurs immediately after the quotation or reference in the paragraph and should be placed before the ending punctuation (period).

Essential format includes the Author's last name, no comma, page number where quote is found, all in parenthesis at the end of the sentence before the final punctuation:

“And so this world never and nowhere *began*, and never and nowhere will *end*. It simply *is* – everywhere and everlastingly it *exists*” (Spinoza 281).

Note that APA style includes a comma after the author's name and the year published before the page: (Spinoza, 1946, p. 281)

Footnote/Endnote: “And so this world never and nowhere *began*, and never and nowhere will *end*. It simply *is* – everywhere and everlastingly it *exists*”.¹

at bottom of page the format tool will give you the number and you fill in author and page: 1. Spinoza 281.

If you want to use the author's name in the sentence with the quotation, then only the page number must be listed:

As Spinoza relates “this world never and nowhere *began*, and never and nowhere will *end*. It simply *is* – everywhere and everlastingly it *exists*” (281).

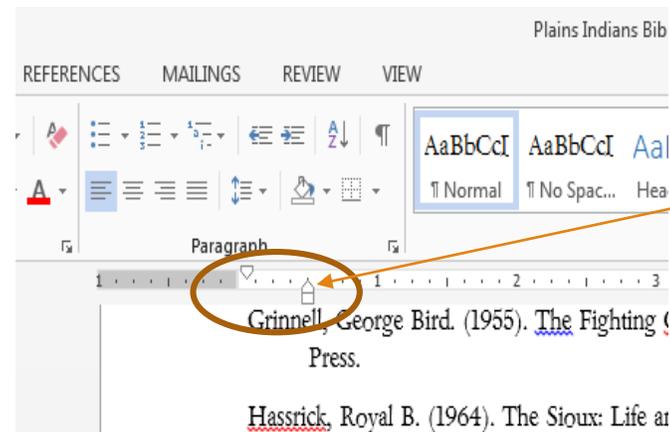
Note: This quote is from an anthology. In such works where each chapter is written by a different author you will list the chapters used as you would a peer-reviewed article in your Bibliography.

The Bibliography/Reference List:

- These lists are Alphabetical by the Author's Last Name.
- Begin at the margin; the second line, if there is one, is indented 5 spaces:

Hoxie, F. E. (1995). *Parading Through History: The Making of the Crow Nation in America 1805-1935*. Cambridge Studies in North American Indian History series. New York: Cambridge University Press.

- You can set your toolbar to repeat this pattern by dragging the bottom “hanging indent” in five spaces.



Hanging indent is the up pointing triangle on the bottom indent marker.

The basics on writing reports:

- Each style manual provides information to help you use the proper style for writing, quoting, punctuation, and many other correct forms of writing reports. Review the sections that apply to your project.
- Each of the style manuals has complete and updated information on citing sources, including your internet sources. The books are found in the Library's reference section. They usually may not be checked out.
- Always, always make sure you ASK for clarification on points you are not sure of. Understand that your instructor is the one who determines what is required for citations and formatting your report. The Librarians can help you best if you know what you can and cannot do.
- Proofread, proofread, proofread. Sometimes the placement of a period or a comma is worth a grade for your report.
- Online style and citation aids are great, but measure your success by your accuracy and be sure to double check your work against the official manuals, proofread, and ask your instructor or the Librarian if you are creating a proper citation.

WHY?

Why do I need to do all this extra work? Isn't writing this paper hard enough?

Plagiarism: to plagiarize is “to present the ideas or words of another as one’s own.” From: The New Merriam-Webster Dictionary. Springfield, MA: Merriam-Webster, Inc. Publishers, 1989.

Why this isn't acceptable:

1. You prove you do not know the material you are putting forth and do not deserve to pass the class.
2. It is cheating.
3. You have allowed someone else to do the work for you.
4. It is illegal.
5. You can be dismissed from school for plagiarism.
6. How many other reasons do you need?

Ask the right questions!

Your research is a reflection of what you are learning in the class. There are many details to correct citations and these are simple basics, not all the steps.

- It is up to the instructor to indicate how exactly and particularly you must show your resources for your research.

Ask questions, know what your expectations are!

THIS PRESENTATION PREPARED BY PAULA DEMARS, LIBRARY
DIRECTOR, MILES COMMUNITY COLLEGE: DEMARS@MILESCC.EDU

MOST RECENT REVISION: AUGUST 2015