

# Citing Sources

## What is citing sources?

- According to *Hodges' Harbrace Handbook*, citations are “notations of a source used in a paper” (775).

## Why must I cite sources?

- Citing information is important because it gives credit to the original author. Without citing the information, you are stealing the words and ideas of someone else, which is a serious offense known as plagiarism. Plagiarism is illegal and has serious consequences.

## When do I cite sources?

- You **must** cite anything that you take from another source.
- You do not have to cite common knowledge or popular proverbs.
  - For example: George Washington was the first president of the United States.
- If a sentence or phrase is quoted word for word, then it **must** be set off with quotation marks **and** an in-text citation.

## Where do I cite sources?

- Citations generally appear in two locations within a paper: at the end of the paper in a works cited or reference paper and after the information is cited in the form of in-text citations.
  - In-text citations can appear in the form of footnotes for papers written in Chicago Manual Style.
- In-text citations appear in the body of the paper at the end of the information that is being cited.
  - If you have multiple sentences that contain information from the same source and page number, you cite the information at the end of the last sentence from that source and page number.

## How do I cite sources?

- Each research format has a different style of citing information.
- In-text citations
  - In MLA format, the in-text citation is located at the end of the sentence and is set off by parentheses. The period always goes after the citation unless it is formatted as a long quote. The citation includes the author's last name and the page number the information is found on.
    - (Austen 5).
  - Like MLA, APA in-text citations are also located at the end of the sentence and set off by parentheses. The citation includes the author's last name and publication year separated by a comma.
    - (Stein, 2001).
  - In Chicago Manual Style, in-text citations are notated by a superscripted number in the text which leads to a footnote or endnote at the end of the page. If the paper contains a bibliography, then the endnote will only contain the author's last name, the

title of the work, and the page number. If there is no bibliography, then the note will contain the full citation.

- Citing sources is important.<sup>8</sup>
- Shortened Citation: 8. Minow, *Citing Sources*, 49.
- Fully Citation: 8. Minow, John G. *Citing Sources*. Chicago: University of Chicago Press, 2003.

For specific questions about citations look in *Hodges' Harbrace Handbook*, *MLA Handbook for Writers of Research Papers*, *Publications Manual of the American Psychological Association*, or *The Chicago Manual of Style*. These resources are all available at the UE Writing Center.