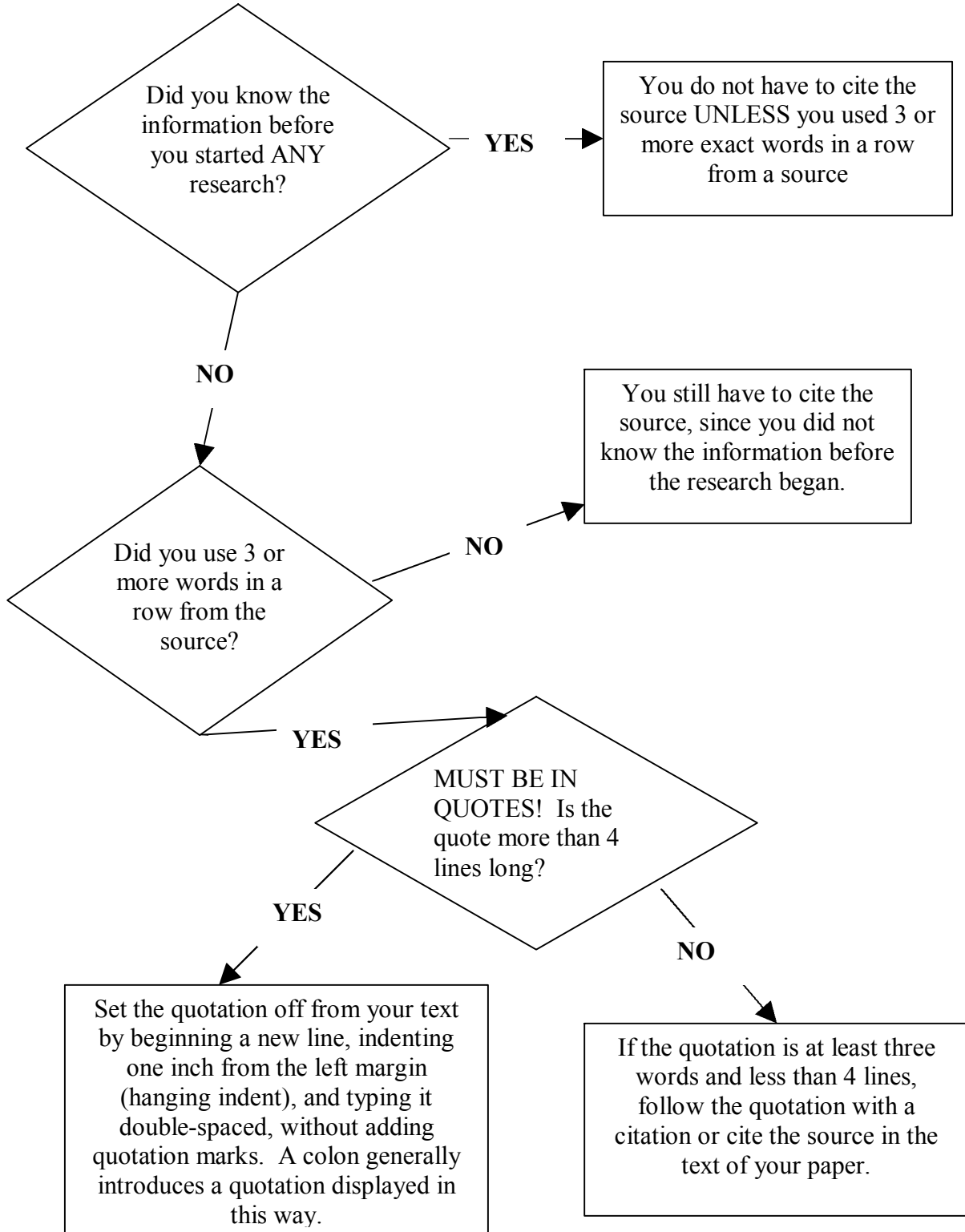


Do You Need to Cite?



Source Citation

As you do your research, you should create your Works Cited. Do not wait to do this until the end, it makes it much more difficult and sometimes you cannot find the information you need.



*INCLUDING A WORKS CITED AT THE
END OF A REPORT OR PROJECT IS
NOT CITING YOUR SOURCES!*

*PROPER RESEARCH REQUIRES THAT
YOU CITE THE SOURCE FOR THE
INFORMATION PRESENTED OR THE
QUOTE IN THE BODY OF THE REPORT!*

When should you cite?

1. If you copy more than three words directly – put the exact copied quotation in quotation marks and credit the author or source (either in the flow of the text or parenthetically).
2. If you get a fact from a source. For example, the student body of Maine West is primarily White but in 2005 almost 24% are Hispanic (Maine West). This is a specific fact so the source must be cited. Even though I wrote this sentence in my own words, the specifics (24% Hispanic in 2005) need a citation.
3. If you present facts that are not from the common body of knowledge, you must also cite your source. **A good rule of thumb is, if you did not know it before you began your research paper, cite it!**



*A GOOD RULE OF THUMB IS, IF YOU
DID NOT KNOW IT BEFORE YOU
BEGAN YOUR RESEARCH PAPER,
CITE IT!*

How to cite in the body of the report?

Basically, cite by the first unique word(s) in the Works Cited. This is why you need to create the Works Cited as you write the paper.

There are so many different scenarios which lead to different source citation rules that in college, you will want to buy the University's resource on how they expect you to cite your sources. The following examples are common scenarios. If you are unsure of how to cite a source, look at the LRC's Web site or ask your teacher or the librarian for assistance.

You must include the author's last name and relevant page numbers if you are only citing from a portion of the book or source that has page or section numbers. If you are citing based on the entire work, you do not need to include page numbers.

Examples

- Author's Name In Text

Ryken has suggested this perspective (15-16).

This shows that the author, Ryken, presented this information on pages 15-16.

Hult has suggested this perspective.

This shows that the author, Hult, presented this information throughout their entire work (article, book, Web site, etc.)

- Author's Name In Reference

This perspective has already been suggested (Ryken 15).

This shows that the author, Ryken, presented this information on page 15.

This perspective has already been suggested (Hult).

This shows that the author, Hult, presented this information throughout their entire work (article, book, Web site, etc.)

- Source with no author

"Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part" (Student Code, Article 1 Part 4).

This quotation was copied directly from the University of Illinois' Champaign-Urbana Web site. (Page numbers would be preferred but the Web site did not show page numbers, but there was a section shown so this is included).

- Web site with no author

"Works Cited is the term for the list of sources actually documented (paraphrased or quoted) in your project, generally through parenthetical citation. All of the parenthetical references in the paper or project should lead the reader to this list of sources" (Works Cited).

This quotation was copied directly from a Web site. Look at the Works Cited list and "Works Cited" is the first word(s) in this citation making it easy to determine this source.

Works Cited vs. Bibliography

There are many different titles that may be used as a header.

Works Cited – “this list contains all the works you will cite in your text” (Gibaldi 144).

Bibliography – “A list of writings relating to a given subject” (Dictionary.com).

Literature Cited – this infers only literature is cited and is not commonly used anymore since multiple media are now commonly used (Gibaldi 145).

Annotated Bibliography – “contains descriptive or evaluative comments on the sources” (Gibaldi 145).

Annotated List of Works Cited – “contains descriptive or evaluative comments on the sources” (Gibaldi 145).

Selected Bibliography – may be a list of suggested information related to the paper (Gibaldi 145).

Selected List of Works Consulted – is a list of suggested readings related to the paper (Gibaldi 145).

Works Consulted – “is the term used for the list of sources used in the preparation of a research project. It is used to list background reading, summarized sources, or any sources used for informational purposes but not paraphrased or quoted. It is used to document those sources referred to, but not cited in your project” (Works Cited).

Bottom Line -

At Maine West High School, we are going to use a Works Cited primarily as the listing at the end of our research papers. If you consult other sources but do not cite them in your paper, then you should also have a Bibliography; however, the primary terminology we will use is a Works Cited.

Format of Works Cited

1. Works Cited appears at the end of the paper
2. Begin the Works Cited on a new page and include a page number on each page
3. Center “Works Cited” (not in quotes) an inch from the top of the page
4. Double-space after the title before the first entry
5. Begin each entry along the left margin
6. If entry is more than one line, indent all the subsequent line(s) (hanging indent)
7. Double-space the entire list (don’t put extra spaces between the entries)
8. Alphabetize the entire list by the first word(s) in each entry. Don’t alphabetize by The, A or An (Gibaldi).

(5) (6)

Works Cited (1,2 and 3)
(4)

Dictionary.com. 2006. Lexico Publishing Group, LLC. 27 June 2006.
<www.dictionary.com>.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York:
The Modern Language Association of America, 2003.

(7)

The diagram shows a rectangular box containing a sample Works Cited page. At the top, the title "Works Cited" is centered. Below it, two entries are listed. The first entry is for "Dictionary.com" and is split across two lines: the first line is left-aligned and the second line is indented. The second entry is for "Gibaldi, Joseph" and is also split across two lines: the first line is left-aligned and the second line is indented. Numbered arrows point to various parts: (5) points to the start of the first entry, (6) points to the start of the second line of the first entry, (4) points to the first line of the first entry, and (7) points to the start of the second entry.

Reference Books and Encyclopedias

Generic:

Last Name of Author, First Name of Author. "Title of Article." Title of Reference

Book. Editor of Reference Book. Number of Volumes. Place of

publication: Publisher, year of publication.

Detailed explanation:

1. **Author(s):** Write down the last name followed by a comma. Write down the first name followed by a period.
2. **Title of Article:** Write down the title of the article and end it with a period. Put the article title and the period in quotation marks.
3. **Book Title:** Write down the book title, followed by a period. Italicize the entire title and the period.
4. **Name of the editor:** Write down the abbreviation "Ed." for editor. Write down the editor's first name, middle initial, and then last name. Finish the name with a period.
5. **Number of Volumes:** Write down the number of total books in the collection followed by the abbreviation "vol." for volume. The period at the end of the abbreviation is used as the separator as well.
6. **Place of Publication:** On the first few pages of the book, you should be able to find information about the publisher, the date and location. There may be many cities listed. Write down the first city listed in the format "city, state" and place a colon at the end of it.
7. **Publisher:** Find the name of the company that published the book. Write down the full name of the company that published the book followed by a comma.
8. **Year of Publication:** Many books have been revised many times and may have many years listed. Chose the most recent year that you can find.

Example:

Smith, Dwight G. "Sparrows and Finches." Magill's Encyclopedia of Science: Animal Life. Ed.

Carl W. Hoagstrom. 4 vol. Hackensack, New Jersey: Salem Press, 2002.

Books

Generic:

Author's Last Name, Author's first name. Title of Book. Place of publication:

Publisher, year of publication.

Detailed explanation:

1. **Author(s):** Write down the last name followed by a comma. Write down the first name followed by a period. If there is more than one author, use the following example:

Sebranek, Patrick, Verne Meyer, and Dave Kemper. Writers Inc. Lexington, Massachusetts:

D.C. Heath and Company, 1996.

Notice that the first author is “last name, first name” and the other names are listed as “first name last name”.

2. **Book Title:** Write down the book title, followed by a period. Italicize the entire title and the period.
3. **Place of Publication:** On the first few pages of the book, you should be able to find information about the publisher, the date and location. There may be many cities listed. Write down the first city listed in the format “city, state” and place a colon at the end of it.
4. **Publisher:** Find the name of the company that published the book. Write down the full name of the company that published the book followed by a comma.
5. **Year of Publication:** Many books have been revised many times and may have many years listed. Chose the most recent year that you can find.

Example: (The example listed has three authors.)

Sebranek, Patrick, Verne Meyer, and Dave Kemper. Writers Inc. Lexington, Massachusetts:

D.C. Heath and Company, 1996.

Magazine or Newspaper

Generic Magazine:

Author's Last Name, Author's first name. "Title of article." Title of Magazine. Day

Month Year: pages.

Generic Newspaper:

Author's Last Name, Author's first name. "Title of article." Title of newspaper.

Day Month Year, edition, section: pages.

Detailed explanation:

Newspapers and magazines are very similar in their citation. Please pay attention to be sure to include all of the proper components for the particular source you are using.

1. **Author(s):** Write down the last name followed by a comma. Write down the first name followed by a period.
2. **Title of the article:** Write down the title of the article, followed by a period. Put the entire title and period in quotation marks.
3. **Title of periodical (newspaper or magazine):** Write down the title of the periodical and italicize it. When finished, put a period after the title.

Newspapers

4. **Date of Publication:** Write down the date in the format "day month year." Follow the date by a comma.
5. **Edition:** Write down the edition version (i.e. final ed.), followed by a comma.
6. **Section:** Use the abbreviation "sec." for section, and write the section number followed by a colon.
7. **Page number:** Write down the page number that the article starts on. If the article spans more than one page, use a "+" symbol. Finish the line with a period.

Magazines

4. **Date of Publication:** Write down the date in the format "day month year." Follow the date by a colon.
5. **Page number:** Write down the page numbers that the article is on. Finish the line with a period.

Examples

Green, Bob. "Heartland AIDS Ride." Chicago Tribune. 27 July 2002, final ed., sec 5: 14+.

Tully, Shawn. "The Universal Teenager." Fortune. 4 April 1994: 14-16.

Internet Source from a Generic Search Engine

Generic:

Author's Last Name, Author's first name. Name of site. Date of publication.

Publisher. Day Month Year of access <full Web URL>.

Detailed explanation:

1. **Author(s):** Write down the last name followed by a comma. Write down the first name followed by a period. If an author is not listed, but there is a section that says, "Web site maintained by:" use that name as the author.
2. **Name of Site:** Write down the complete name of the site followed by a period. Italicize the entire title and period.
3. **Date of Publication:** This is the date that the Web site was last updated. Write this in the "day month year" format followed by period.
4. **Publisher:** Find the name of the company or organization that claims responsibility for maintaining the Web site. Write down the full name of the company followed by a period.
5. **Date of Access:** Write down the date that you accessed the information for the research in the format "day month year." Do not put any punctuation after this date.
6. **Full Web URL:** Write down the entire Web site address. Be sure to include all characters, symbols, and slash marks, and remember to capitalize or lowercase the correct letters. Web sites are case-sensitive. If you have used the search engine, "Ask Jeeves", there is a way to get the true address. Please get help to do this if you do not know how. Put the entire Web address in "< >" and place a period outside of the brackets to finish the line. When you are finished with the link, try the link to make sure it takes you to the correct Web site.

Example:

Bois, Danuta. The Glory of the Temple and the State: Henry Purcell 1659-1695. 7 July 2002.

The British Library. 7 May 2004 <<http://bl.uk.whatson/exhibitions/purcell.html>>.

