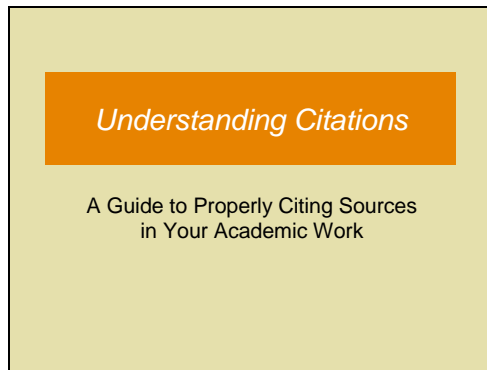
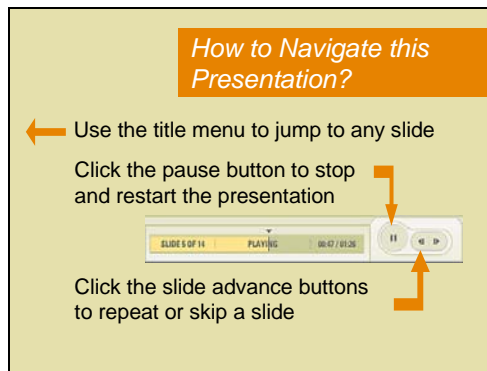


2005-2006 Understanding Citations



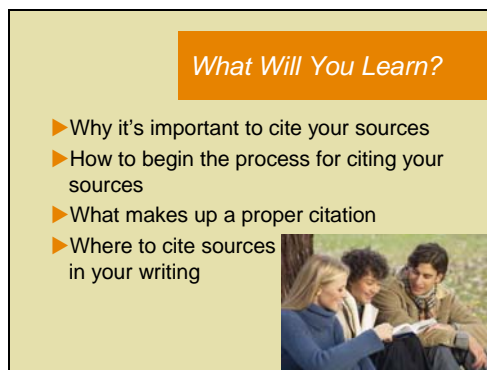
SLIDE 1

Welcome to this presentation on Understanding Citations. As a student at the College, you will need to document the information and reference materials you consult when completing your assignments and writing your research papers.



SLIDE 2

This presentation is divided into a number of slides, which will advance automatically unless indicated. You can use the title menu on the left-hand side to jump to any slide within the presentation, simply by clicking on the slide's title. You can pause the presentation by clicking the pause button on the presentation control bar. Clicking this button again, you will continue the presentation where you left off. You can also use the "slide advance" buttons to repeat a slide you just watched or skip ahead to the next slide.




SLIDE 3

What you will learn from this presentation is: why its important to properly cite your information sources; how to begin the process for gathering the information necessary to cite your sources; what are the necessary parts that make up a proper citation; and where to cite your sources in your assignment or research paper.

What is a Citation?

- ▶ Reference to the information used in writing your paper
- ▶ Details information allowing others to locate the sources you used
- ▶ Written as footnotes, endnotes, or bibliography entries



SLIDE 4


So, what exactly is a citation? A citation is a written reference to any source of information you used in writing your paper. Anything that isn't your own original idea, needs to be cited. This can include a book, journal article, web site or even a conversation between people. A citation also provides detailed information that allows others to locate the sources that you used in writing your paper. A citation typically consists of identifying information, such as the title, author, the name of the publication and the page number. In your academic work, you will typically cite your sources using footnotes, endnotes, bibliographies or other in-text or end-of-paper citations. To do this, you will use a citation style specified by your instructor.

Why Cite Your Sources?

- ▶ Give credit to the author or originator
- ▶ Support and validate your conclusions
- ▶ Allow others locate your sources
- ▶ To avoid plagiarism

"Plagiarism, forgery, misrepresentation and other dishonest or deceptive acts constitute grounds for academic warning or dismissal from the College."

Empire State College Student Handbook (2000-2001), p. 25




SLIDE 5

Why do you need to cite your sources? When writing any paper or essay, it is common academic practice to reference any resources you used to formulate your ideas. The primary reasons why you must cite your sources are to give credit to the author. This allows readers to distinguish your thoughts from the ideas of others. To support and validate your conclusions. This shows how your ideas built upon those of others. To allow others to locate your sources. This is the basis for all academic work - the ability to trace the origins and evolution of ideas so that future ideas can be added to them. This is a necessary part of building an expanding body of knowledge. To avoid plagiarism. If you do not give proper credit, not only is this unethical, but is considered "plagiarism." Even if done by mistake, any form of plagiarism is a violation of college policy.

SLIDE 6

How Can You Avoid Plagiarism?

- ▶ Keep a notebook or index cards with you when doing research
- ▶ Take careful, extensive notes
- ▶ Clearly identify words you copy directly
- ▶ Write down or print out the citation information, even if not using direct quotes




How can you avoid plagiarism? Citing sources is a process that should be integrated into each step of writing a paper. When you research and review your sources, use a notebook or index cards to organize your notes and citations. If the source is in electronic format, you can print it out. Make sure you print or photocopy the title page and publisher information. When doing your research, make sure you take careful, extensive notes. Be sure to jot down, print out or photocopy all the sources of information you consulted. Write down the full citation for anything you read, even if you don't think you will use it. Clearly identify the words or phrases you want to quote directly. Copy down phrases and sentences exactly as they are in the source document, and be sure to clearly label them. Be sure to write down all the citation information of any source you use, even if you do not plan to quote it directly. Make sure you jot down the page numbers or location of any specific information you take note of, even if you describe it in your own words. Incorporating these steps into your regular routine will help you avoid accidental plagiarism and having to track down information at the last minute when deadlines are looming.

SLIDE 7

What Do You Need To Cite?

- ▶ Direct quotes
- ▶ A paraphrase or summary
- ▶ Hard data or statistics
- ▶ Other's ideas, theories or concepts
- ▶ Do NOT cite commonly known information



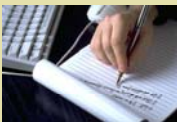
Our first president was George Washington...

So, what do you need to cite? You must cite your sources if you use: direct quotes of someone else's words or work; if you paraphrase or summarize someone else's work (even if the words are yours, the idea belongs to someone else); if you use hard data or statistics that someone else has gathered; or, if you talk about someone else's original idea, argument, claim or theory. However, you do not need to cite any piece of information that is commonly or widely known

SLIDE 8

How Do You Get Started?


- ▶ Capture the source information from its citation
- ▶ Differentiate your original ideas from those of others
- ▶ Identify your sources with in-text and end-of-paper citations using an citation style (APA, MLA, etc.)



How do you get started writing a proper citation? Writing citations can be broken down into a simple three-step process. Capture the source information from its citation. When doing research, clearly identify the title, author, pages and other citation information from each source you consulted. While taking notes, differentiate what words and ideas are your own from what you've learned from the sources you consulted. Otherwise, when you write your paper, you might confuse a paraphrase or quote as an original idea of your own. Identify those sources with in-text and end-of-paper citations using the specific citation style required by your instructor.

Which Citation Style Should You Use?

- ▶ First, consult with your instructor
- ▶ APA: psychology and social sciences
- ▶ MLA: English and the humanities
- ▶ Chicago: history
- ▶ CBE: sciences



SLIDE 9


So, which citation style should you use for your paper? A citation style is a set of guidelines used to organize and format the display of citations in your paper. Your instructor may have a preference for the type of citation style you should use. If your assignment instructions are not clear about what style to use, ask your instructor. There are many different citation styles. The most common ones are: the APA style, which is developed by the American Psychological Association. This style is used for the social sciences. The MLA style, which is developed by the Modern Language Association. This style is used in the humanities. The Chicago Manual of Style is used primarily for history. And CBE, developed by the Council of Biology Editors, is used primarily in the sciences.

What's Needed For A Journal Citation?

Derry, P. (2004). Coping with Distress during Perimenopause. *Women & Therapy*, 27(3/4) 165.

Article Title	Publication Date
Author	Article Pages
Journal Title	Journal Volume and Issue Number

APA Style



SLIDE 10


What's needed for a Journal Article Citation? Depending on the style being used, a journal article can vary greatly in how its cited. This example uses the APA style. Irrespective of the style chosen, the following core elements are needed for most journal citations: the article title, the name of the author, the title of the journal, the date the journal issue was published, the page or pages where the article appears, and the journal volume and issue number.

What's Needed For A Book Citation?

Hughes, Langston, ed. *The Best Short Stories by Negro Writers: An Anthology from 1899 to the Present*. Boston, MA: Little Brown, 1967.

Author / Editor	Publisher
Book Title	Publication Date
Place of Publication	

MLA Style



SLIDE 11

What's needed for a book citation? As with journals, book citations will vary depending upon the citation style being used. This example uses the MLA style. The basic parts of a book citation will always provide: the book's author or editor, the book's title, the place of publication, the name of the book publisher, and the year the book was published.

What's Needed For A Web Citation?

John Walsh, "The Rise of the Manchus," *Suite101.com*, April 28, 2005, http://www.suite101.com/article.cfm/east_asian_history/115599 (accessed May 5, 2005)

Author(s)	Address (URL)
Web Page Title	Date of Access
Publication Date	

Chicago Style

SLIDE 12

What's needed for a web citation? Again the layout of the core elements differ between styles. This example uses the Chicago style. Furthermore, a web page contains elements that are specific to the medium. Unlike books and journals, however, not all these elements will be available for all web pages. When the information is available, your citation should include: the author of the page, the title of the web page, the original date the page was created or last updated, the web site's address or URL, and, the date you accessed the page.

Where Do You Cite?

- ▶ Within the paper (**in-text**): parenthetical citations, endnotes or footnotes

...as so aptly stated in *On the Duty of Civil Disobedience*, "Government is at best but an expedient; but most governments are usually, and all governments are sometimes, inexpedient." (Thoreau, 1849, p.1).

- ▶ End of the paper: works cited, references or bibliography

Thoreau, H.D. (1849). *On the Duty of Civil Disobedience*. New York: Twayne Publishers.

SLIDE 13

Once you have collected the information about the citation, where do you cite the sources in your paper? Most citation styles call for both in-text and end-of-paper citations.

The most widely used type of in-text citation is a parenthetical note (although some styles may use endnotes or footnotes). The parenthetical citation usually consists of an author name, a date and the pages where the information can be found. This is used to allow readers to distinguish your thoughts from those of others. The in-text citations are used in conjunction with your full list of references at the end of the paper to allow readers to follow up on a source if needed using the full citation. These end of the paper citation lists are often referred to as works cited, references or bibliography.

Where Can You Learn More?

FIND Research Databases and Articles <input type="checkbox"/> Database Service Providers A-Z <input type="checkbox"/> Database Subject Guides <input type="checkbox"/> FRED - located full-text journals <input type="checkbox"/> More... Books <input type="checkbox"/> Use WorldCat <input type="checkbox"/> borrow eBooks <input type="checkbox"/> get library eBooks <input type="checkbox"/> Psychology <input type="checkbox"/> Obtain Books - Interlibrary Loan <input type="checkbox"/> More... Facts and Background Information <input type="checkbox"/> Online Reference Online <input type="checkbox"/> Get Virtual Reference <input type="checkbox"/> More...	LEARN MORE Learning Resources <input type="checkbox"/> Academic Integrity <input type="checkbox"/> Writing Resource Center <input type="checkbox"/> Online Mathematics Library <input type="checkbox"/> Career Resources Center <input type="checkbox"/> Information Literacy <input type="checkbox"/> Areas of Study About the Library <input type="checkbox"/> About the Library <input type="checkbox"/> Latest News <input type="checkbox"/> More... Faculty and Staff Resources <input type="checkbox"/> Integrating Research into Assignments <input type="checkbox"/> Research Consultation Service <input type="checkbox"/> Ask IYA <input type="checkbox"/> ESCOLY	GET MORE <input type="checkbox"/> Ask a Librarian <input type="checkbox"/> E-mail a Question <input type="checkbox"/> Phone a Question Help Doing Research <input type="checkbox"/> Citations and Bibliographies <input type="checkbox"/> Research Materials and Transcripts <input type="checkbox"/> Six Step Approach to Research <input type="checkbox"/> Library Newsletter <input type="checkbox"/> More... Locating a Library Near You <input type="checkbox"/> Using SUNY and CUNY Libraries <input type="checkbox"/> New York Libraries by Region <input type="checkbox"/> More... Accessing the Library Web Site <input type="checkbox"/> Login Problems <input type="checkbox"/> Troubleshooting Research Databases
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www.esc.edu/library

SLIDE 14

Where can you learn more about these citation styles? To see specific citation style guidelines and examples, go to the "Citations and Bibliographies" link on the Empire State College Library Home Page at www.esc.edu/library. If you have any questions about using citations or creating references, feel free to contact the Empire State College librarians using the "Ask a Librarian" link in the upper right of the library home page. This concludes our presentation. Good luck in your studies.