



# CITING & REFERENCING

Writing Support Desk

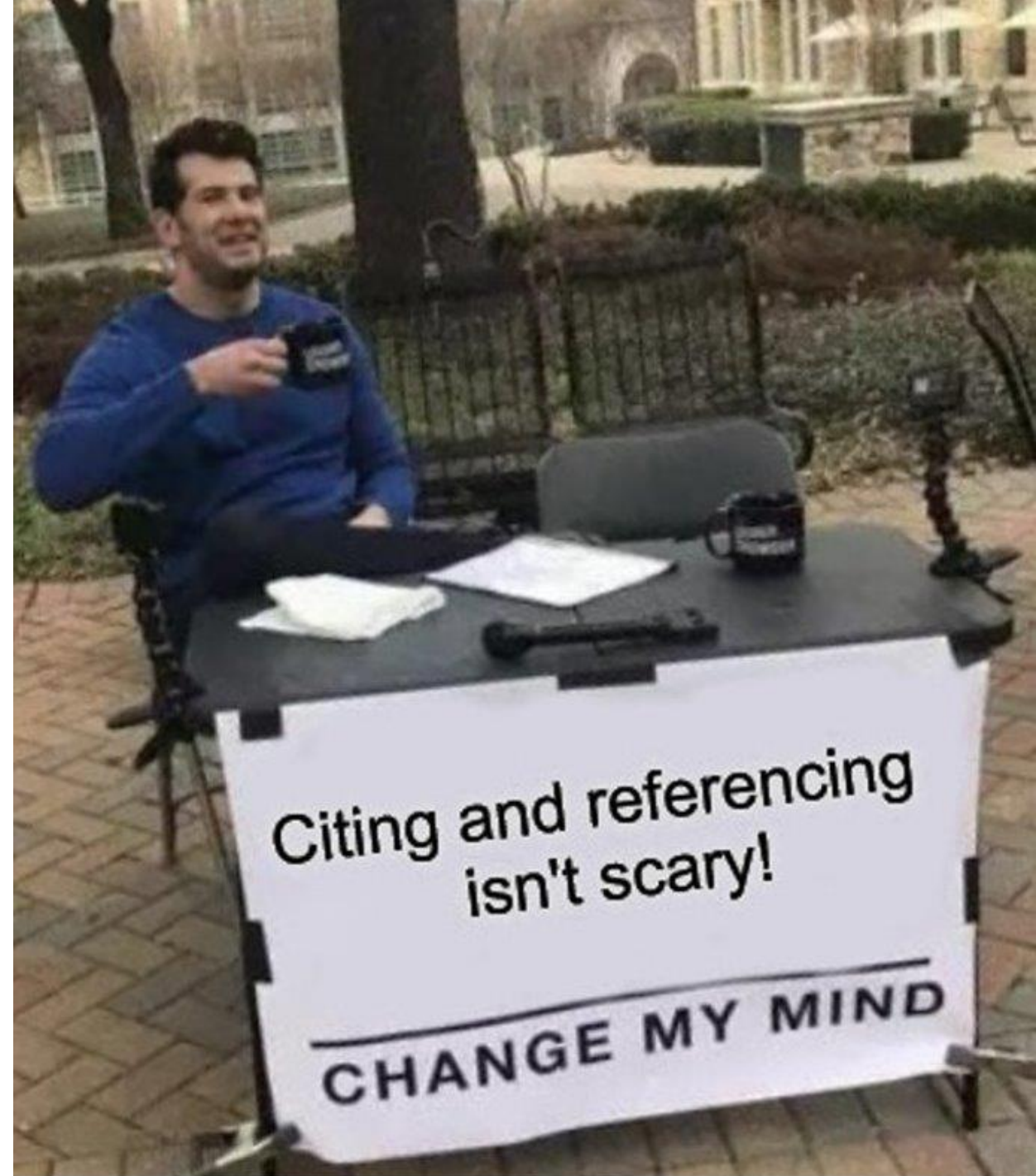


University  
of Windsor

[writingsupport@uwindsor.ca](mailto:writingsupport@uwindsor.ca)

# OVERVIEW

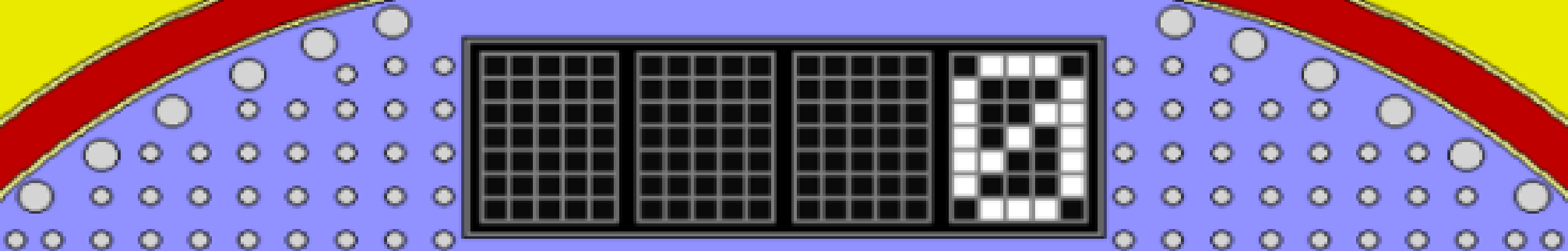
- Why do we cite?
- When do we cite?
- How do we cite?
- An overview of APA, MLA, & Chicago styles.



**WHY  
CITE?**



go to [menti.com](https://menti.com)



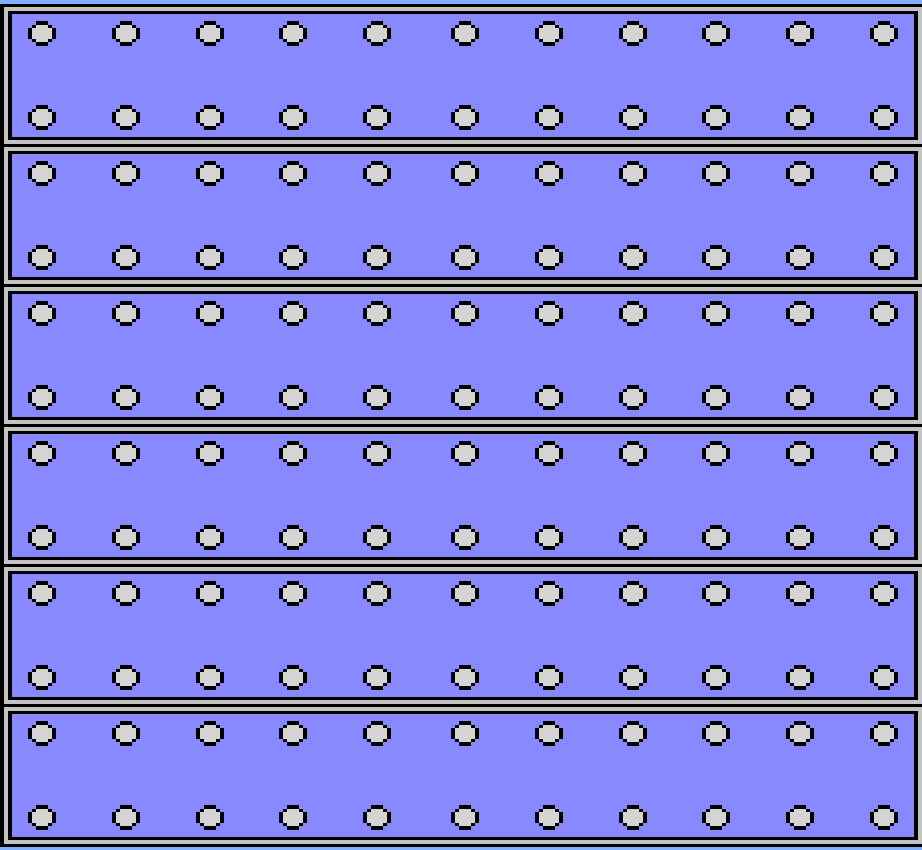
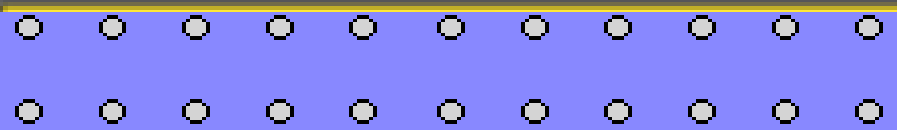
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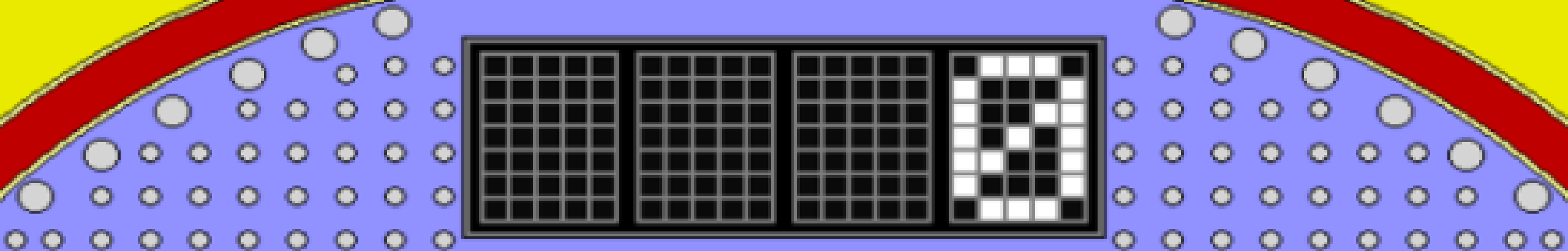
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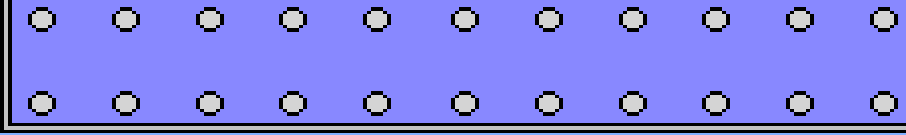
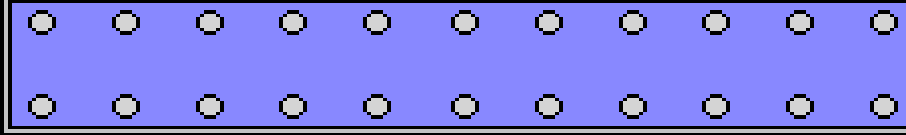
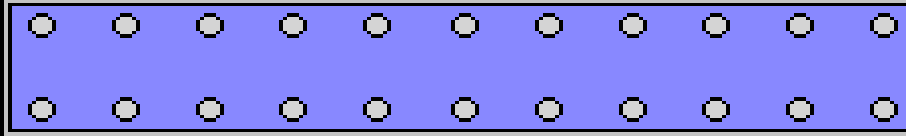
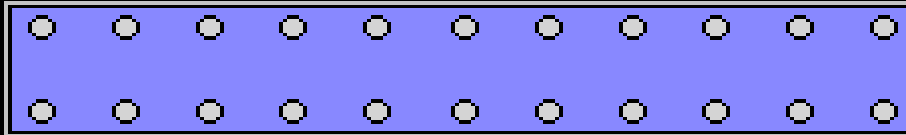
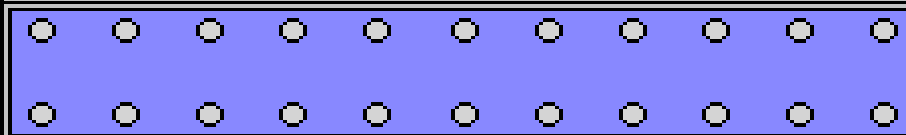
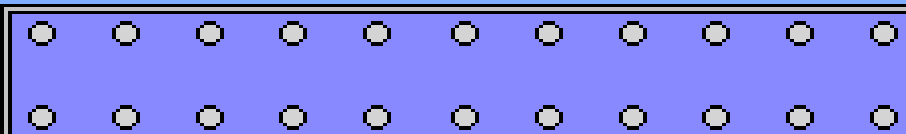
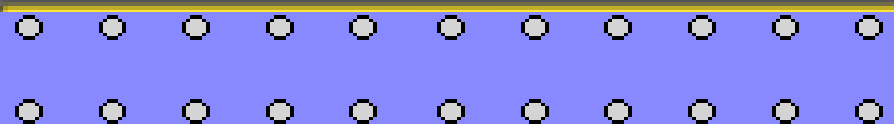
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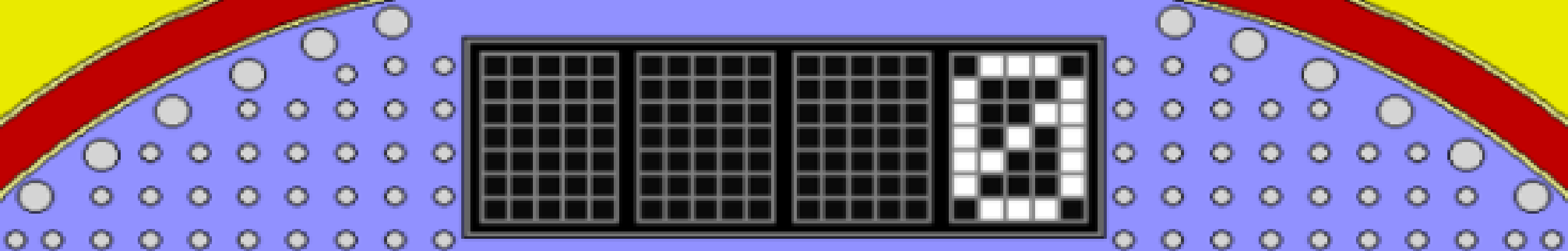
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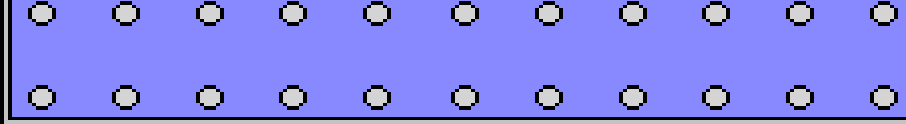
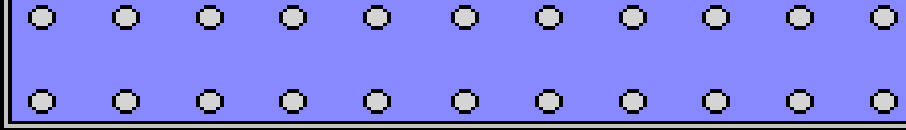
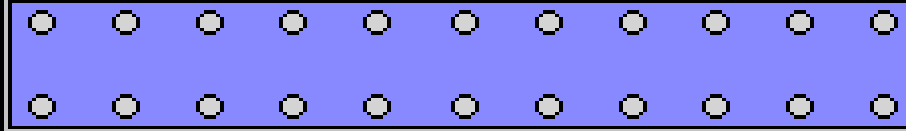
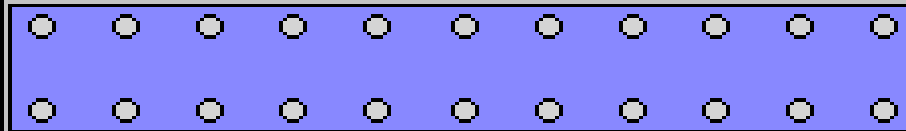
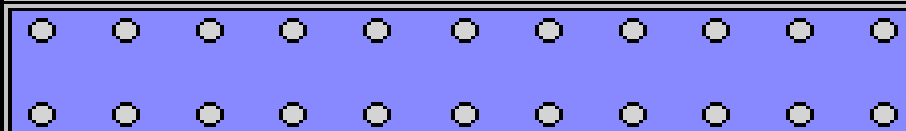
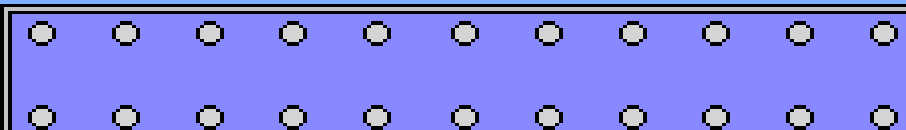
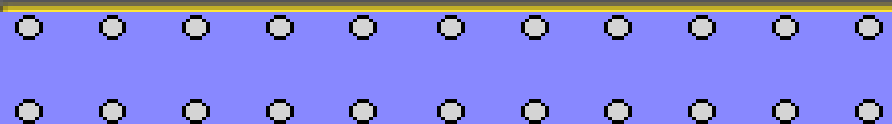
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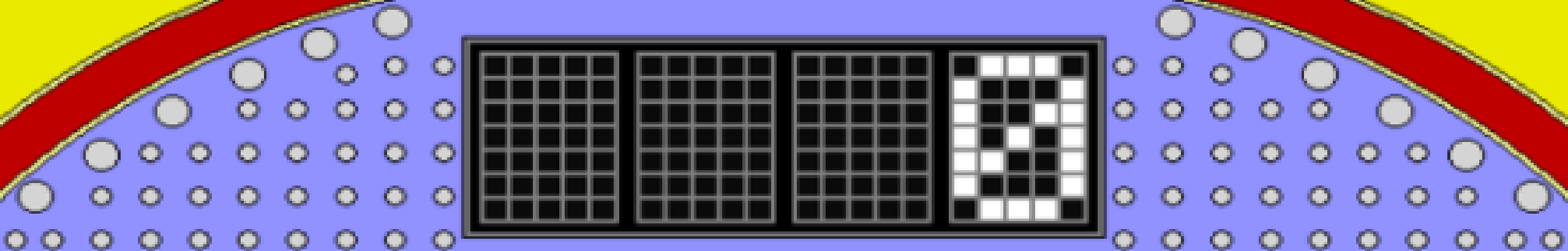
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Validate claims

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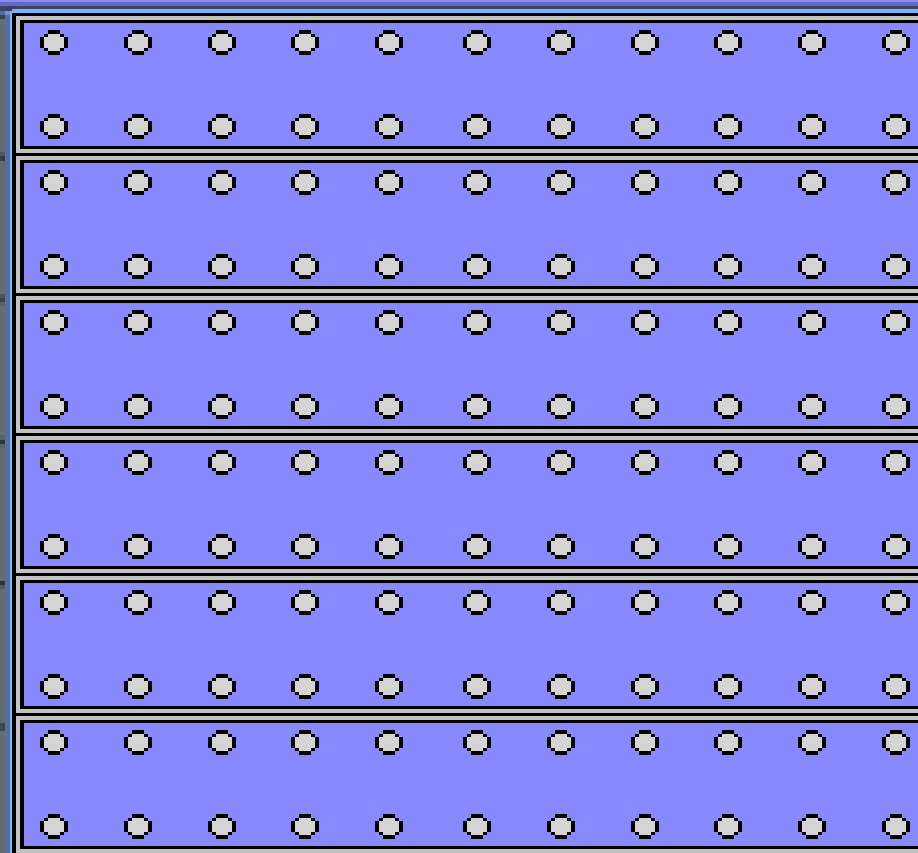
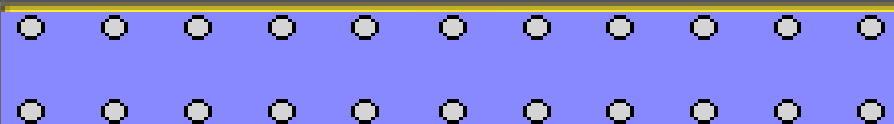
Avoid plagiarism

Give credit to others

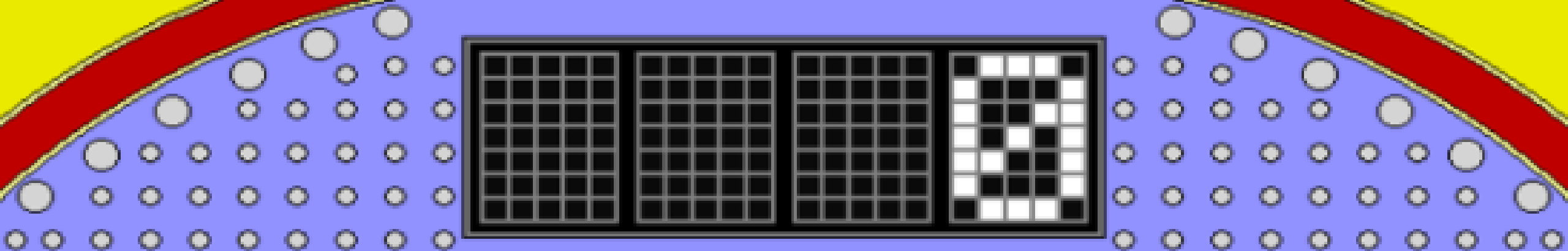
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Validate claims

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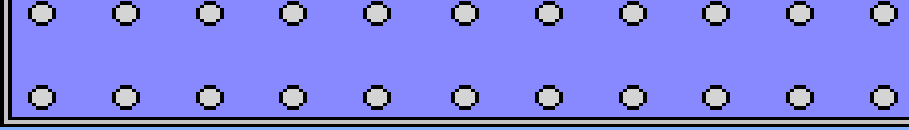
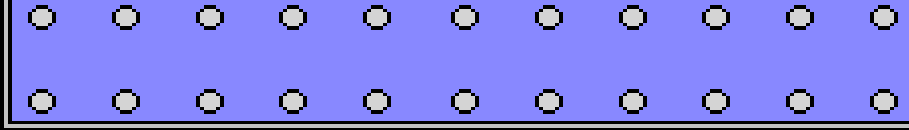
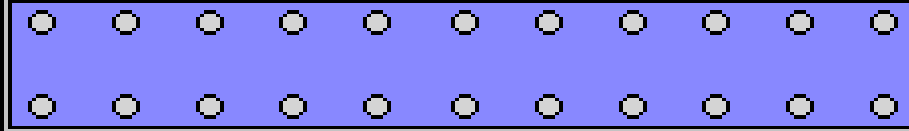
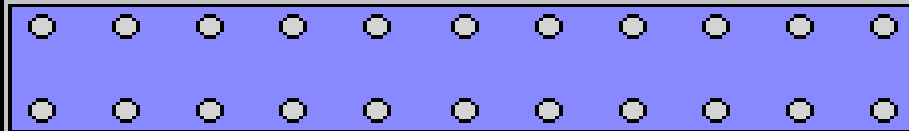
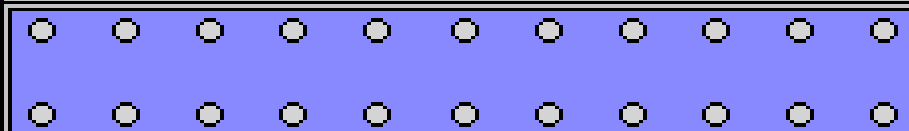
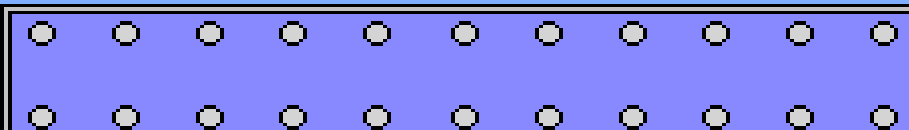
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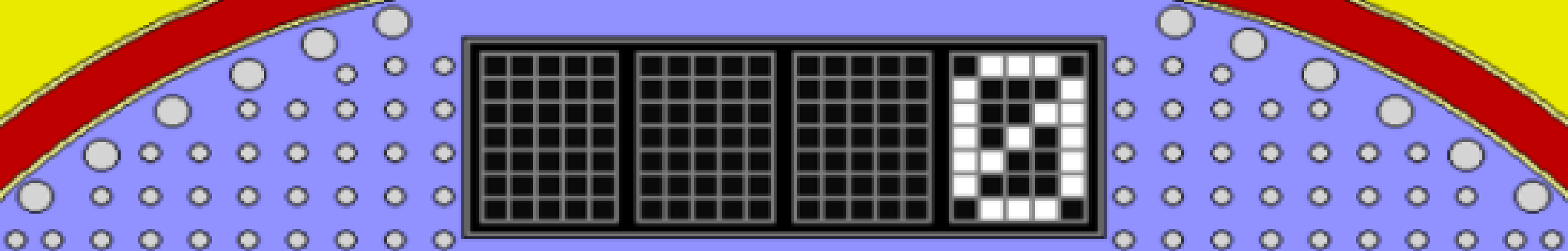
Give credit to others

**3**

Validate claims

Scholarly credibility





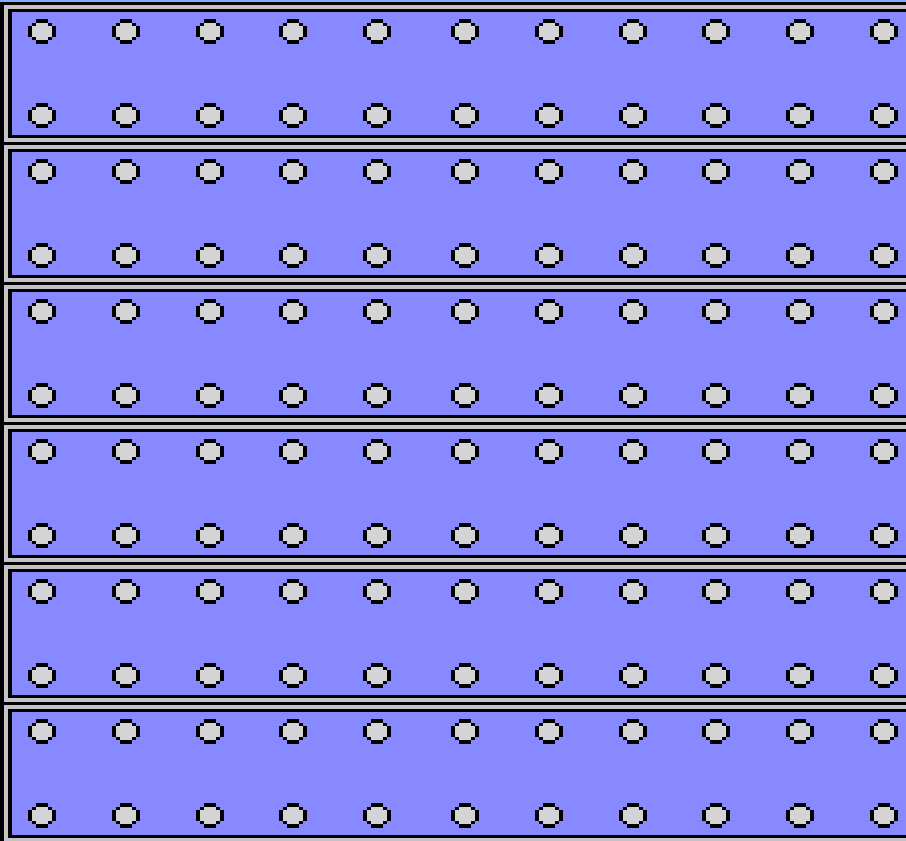
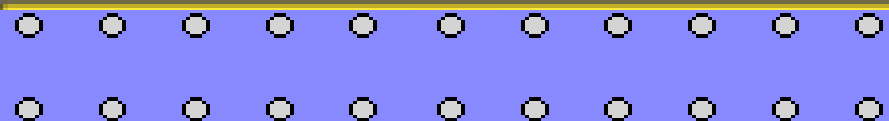
Avoid plagiarism

Give credit to others

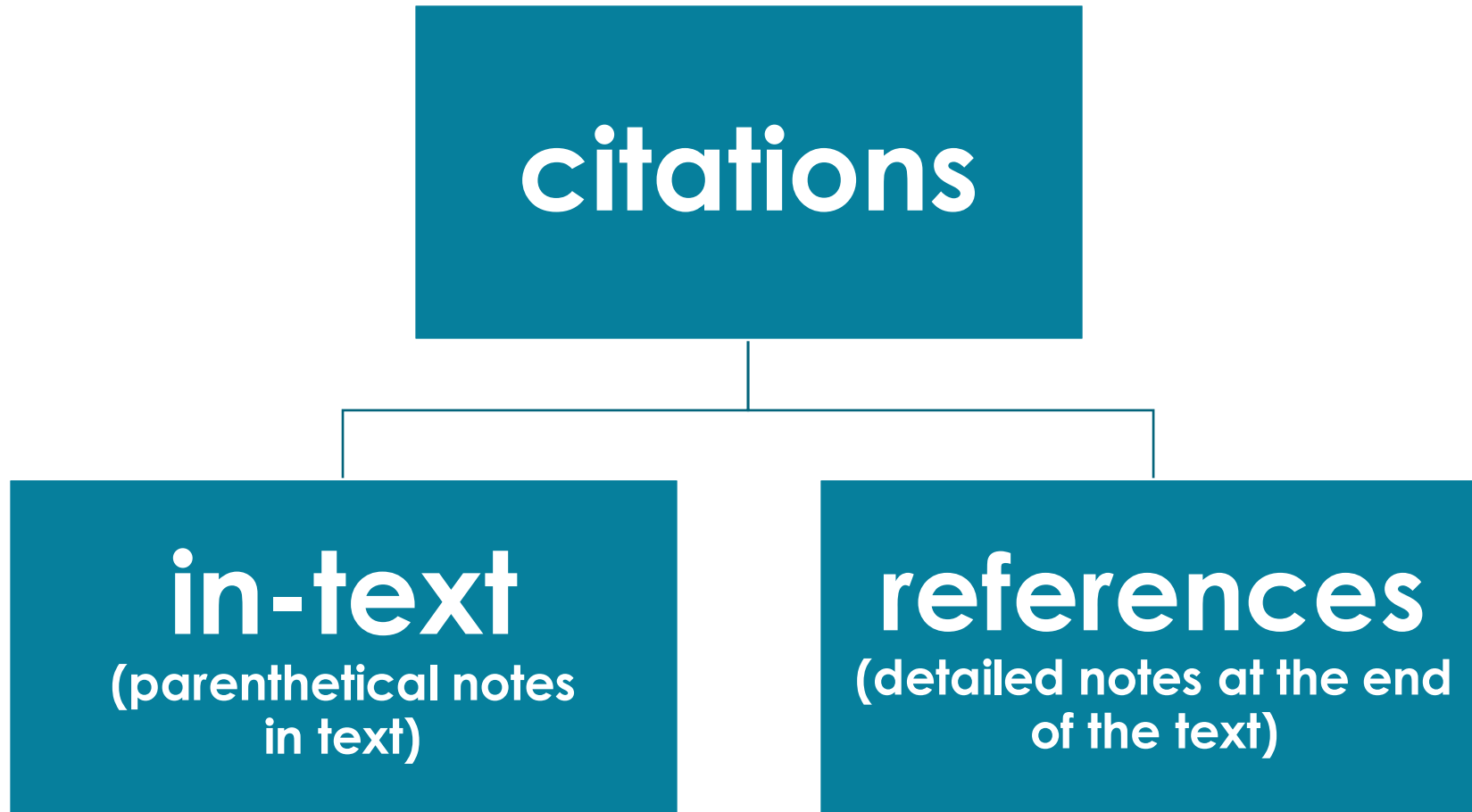
Provide further reading

Validate claims

Scholarly credibility



# CITING & REFERENCING



**WHEN DO  
WE CITE?**

A black and white photograph of a woman with long, dark hair, looking directly at the camera with a serious expression. She is wearing a dark, possibly black, top. The background is out of focus, showing some architectural lines.

**IF YOU LIKED IT**

**THEN YOU SHOULD HAVE PUT A CITATION ON IT**

**Whenever you present  
an idea or make a  
statement that  
*depends on the work  
of others.***

***If it doesn't originate in  
your own head, it  
probably needs a  
citation!***



# WHAT NEEDS A CITATION?

**Direct quotations**

**Paraphrased passages**

**Summaries**

# DIRECT QUOTATIONS

- Use the author(s)' exact words
- Use quotation marks for three or more significant words... “just like this”
- Use when it is important not just *what* was said, but *how* it was said.
- APA style recommends paraphrasing





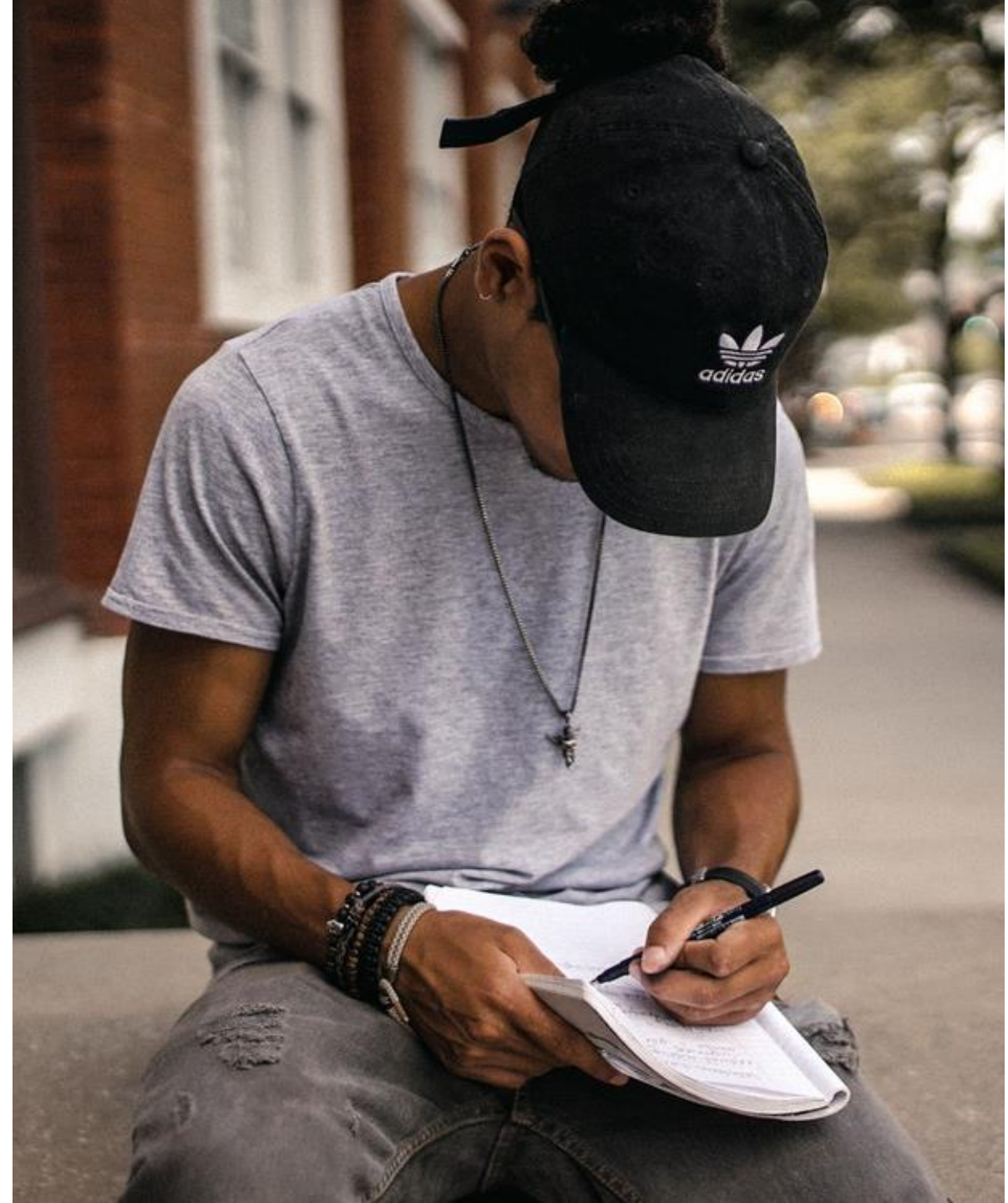
# PARAPHRASING

- Uses someone else's idea in your own words
- Helps create consistency & demonstrate your understanding
- It is not enough to simply replace words using a thesaurus



# SUMMARY

- A short outline of key points or ideas
- Reduces word count while focusing on most relevant points



**WHAT DOESN'T  
NEED A  
CITATION?**

## NEED TO CITE

- Uncommon facts
- Contested theories/facts
- Statistics
- Images, tables, or graphs
- Perspectives other than your own
- Specific words & phrases
- *Any original idea or research!*

## DON'T NEED TO CITE

- Proverbs/expressions  
(ex. 'the early bird gets the worm')
- Common knowledge & opinions
  - Can be found in numerous sources & is not controversial
  - ex. New York City is in the state of New York
  - Can vary depending on discipline



**NOT SURE  
IF YOU NEED  
TO CITE?**

**CITE  
ANYWAY!**



# IN-TEXT CITATIONS

**APA**

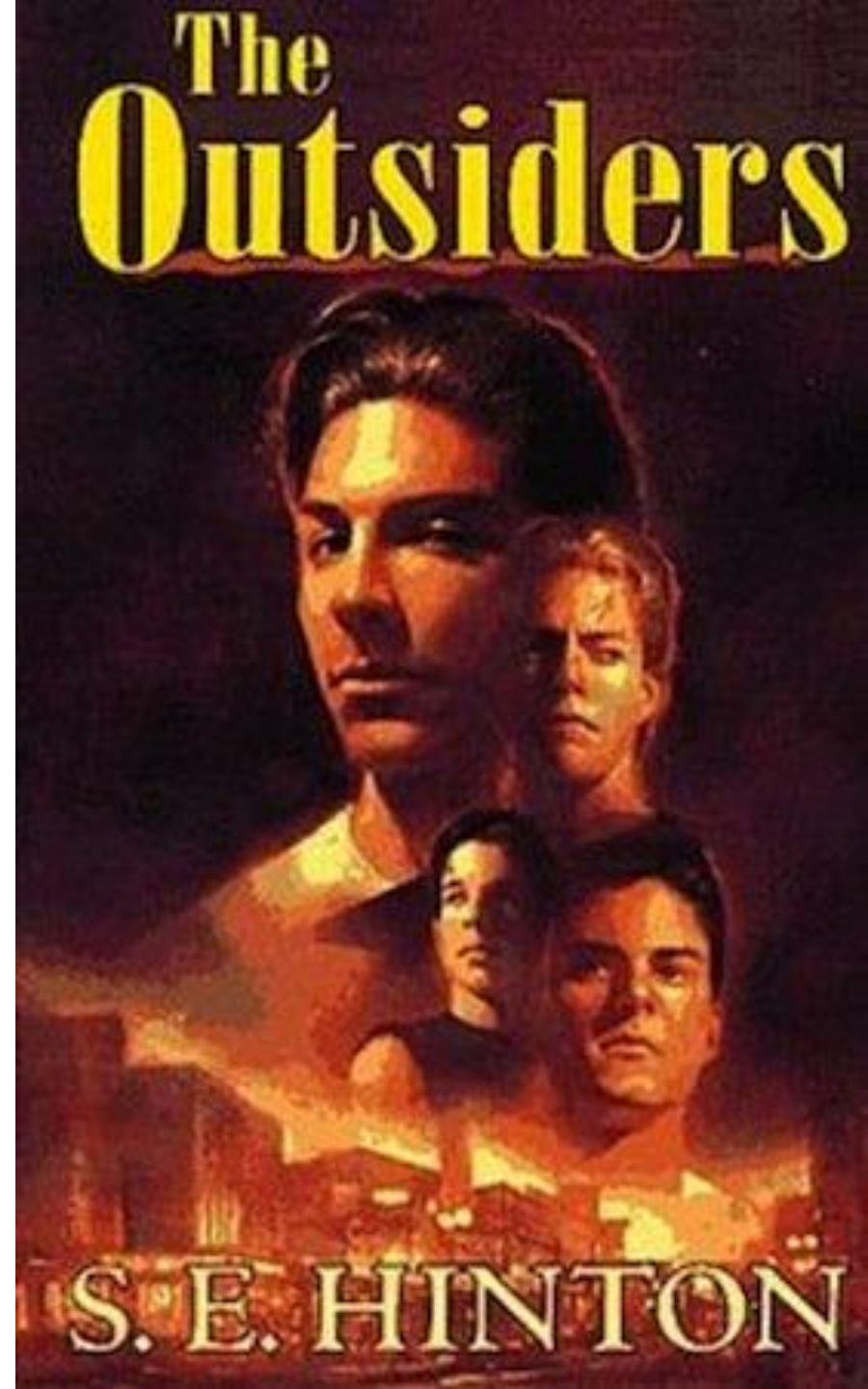
# DIRECT QUOTATION

## SPLIT CITATIONS

- Hinton (1967) writes, "Stay gold, Ponyboy, stay gold" (p. 180).

## SINGLE CITATION

- The character Johnny Cade says, "Stay gold, Ponyboy, stay gold (Hinton, 1967, p. 180).





# PARAPHRASE OR SUMMARY

## BEFORE

- **Holmes and Watson (2017) suggest that deductive reasoning can help solve crimes.**

## AFTER

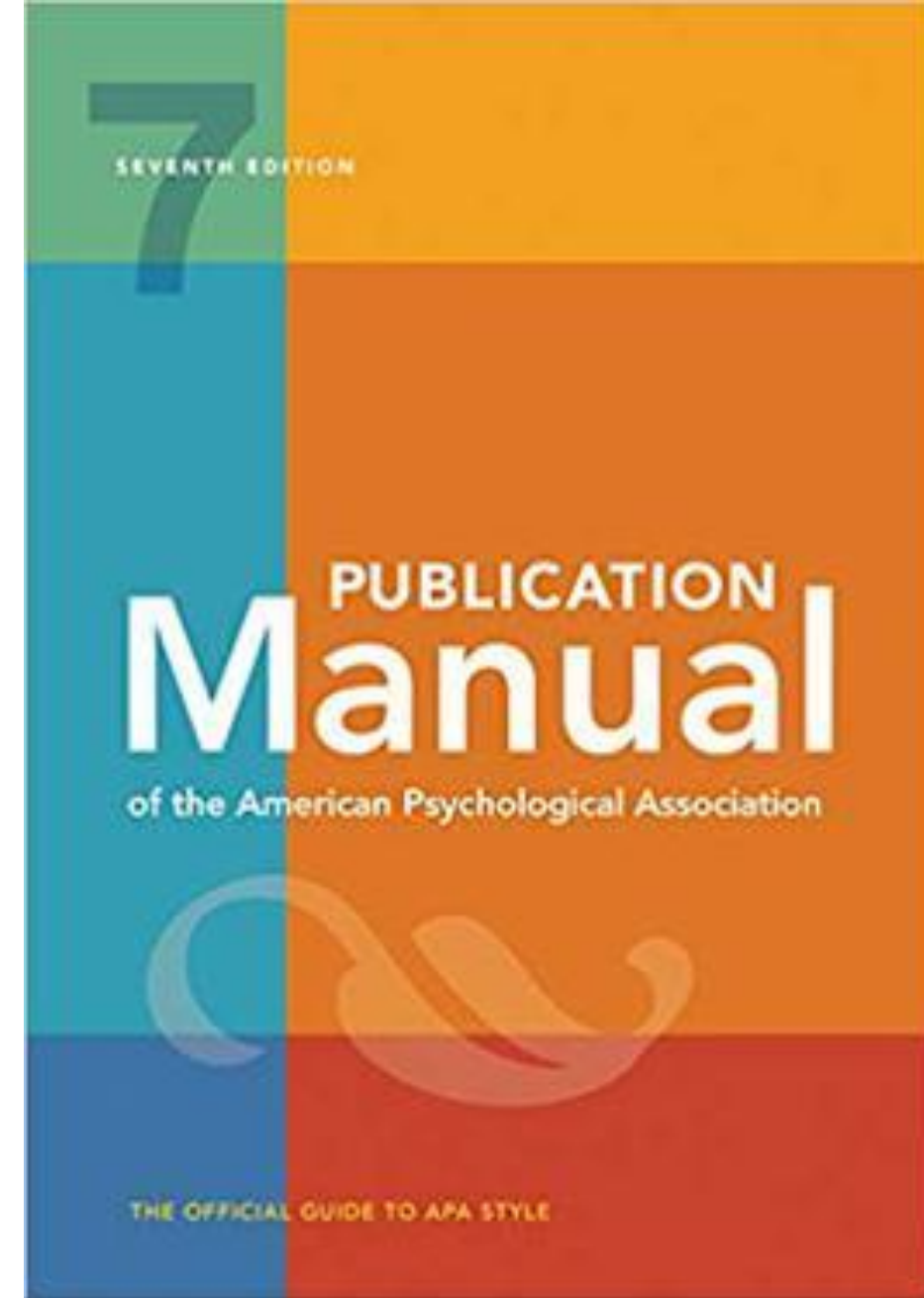
- **Deductive reasoning can help solve crimes (Holmes & Watson, 2017).**



# IN-TEXT SUMMARY

## APA

- author(s)' surname(s)
- year of publication
- page number  
(only with direct quotation)
- (p. #) when including page number
- Ex. (Lee, 2020, p. 10)



**MLA**

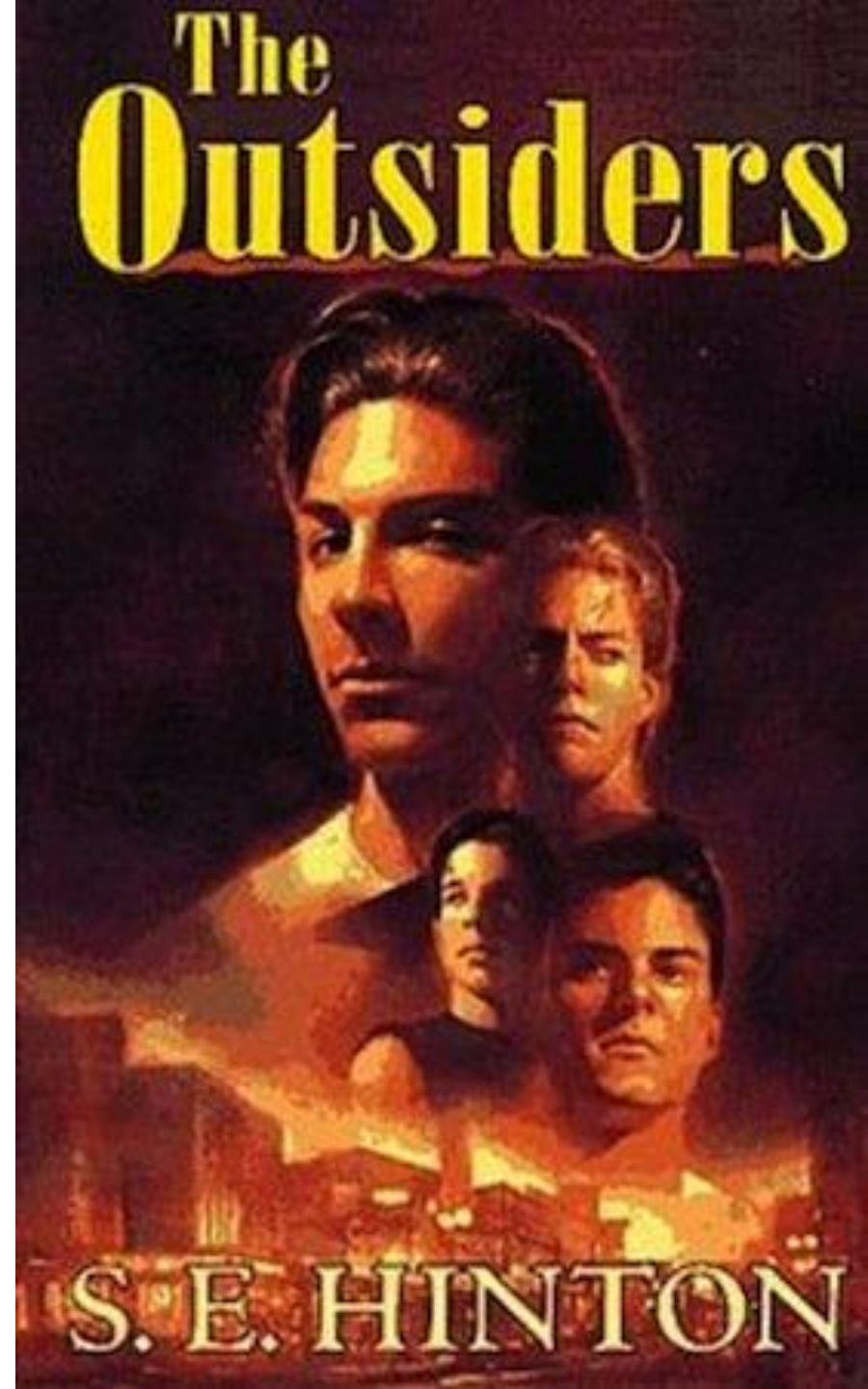
# DIRECT QUOTATION

## SPLIT CITATIONS

- Hinton writes, "Stay gold, Ponyboy, stay gold" (180).

## SINGLE CITATION

- The character Johnny Cade says, "Stay gold, Ponyboy, stay gold (Hinton 180).





# PARAPHRASE OR SUMMARY

## BEFORE

- Sherlock Holmes and John H. Watson suggest that deductive reasoning can help solve crimes (45).

## AFTER

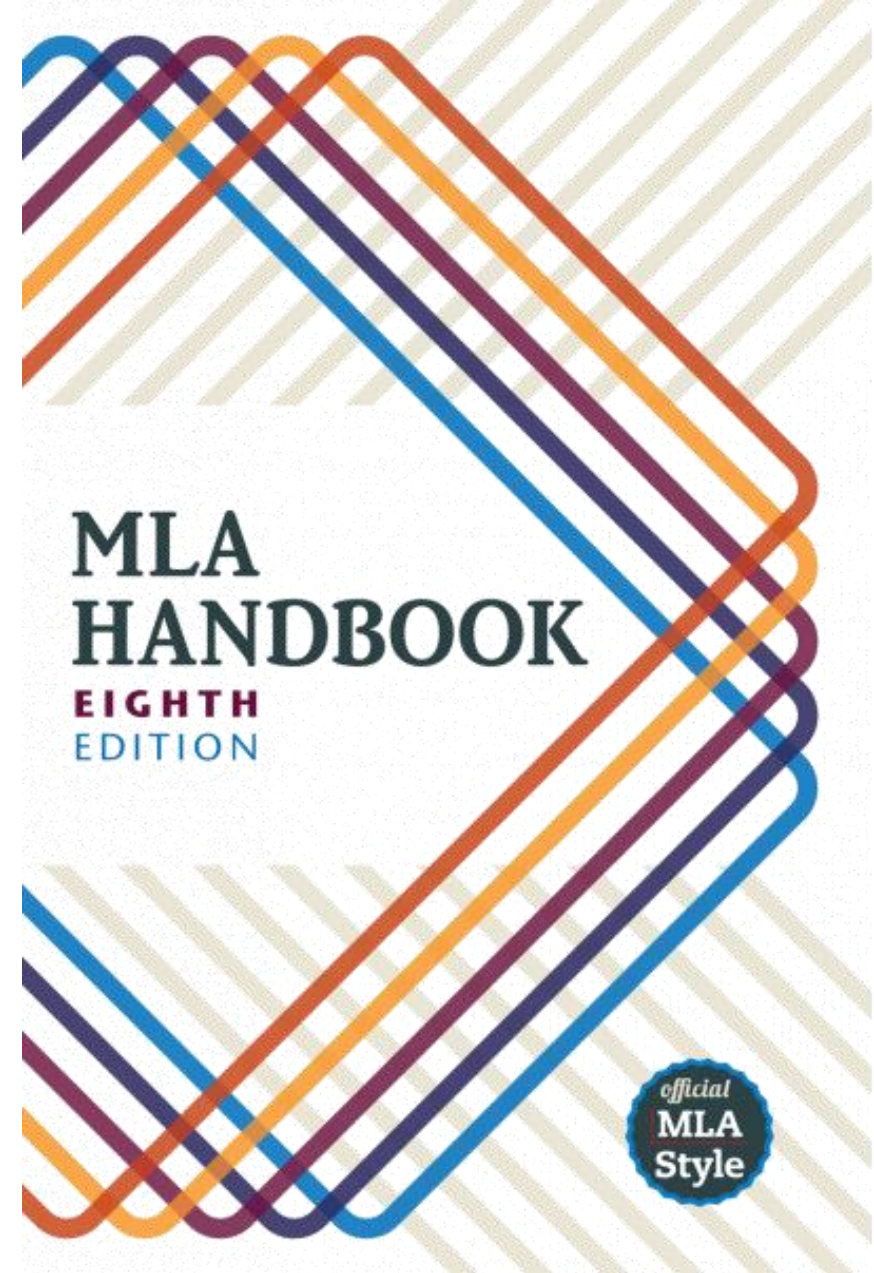
- Deductive reasoning can help solve crimes (Holmes and Watson 45).



# IN-TEXT SUMMARY

## MLA

- author(s)' surname(s)  
(only include first names in the *first* citation of a source)
- page number (with direct quotes, paraphrase, and summary)
- DO NOT include a year
- DO NOT include commas or 'p.'
- Ex. (Lee 10)



# MULTIPLE AUTHORS: APA vs. MLA

APA	MLA
<ul style="list-style-type: none"><li>• 2 authors: (Holmes &amp; Watson, 2017)</li><li>• 3+ authors: (Harrison et al., 1973)</li></ul>	<ul style="list-style-type: none"><li>• 2 authors: (Holmes and Watson 55)</li><li>• 3+ authors: (Harrison et al. 110)</li></ul>

**\* Both styles use 'et al.' for 3+ authors.  
Be sure to use 'and' with MLA and '&' with APA for 2 authors.**

# APA vs. MLA Summary

	APA	MLA
<b>citations appear in parentheses</b>	YES	YES
<b>include first name(s) of author(s)</b>	NO	YES (but only the first citation of any source)
<b>include year of publication</b>	YES	NO
<b>include page number(s)</b>	only with direct quotes	YES (always)
<b>include comma before page number</b>	YES	NO
<b>include 'p.' before page number</b>	YES	NO
<b>use '&amp;' symbol between names of 2 authors</b>	YES	NO (use 'and')
<b>use 'et al.' for 3+ authors</b>	YES	YES



**CHICAGO**

# QUOTATION, PARAPHRASE, OR SUMMARY

Use the full note the first time citing any source, then use the shortened note.

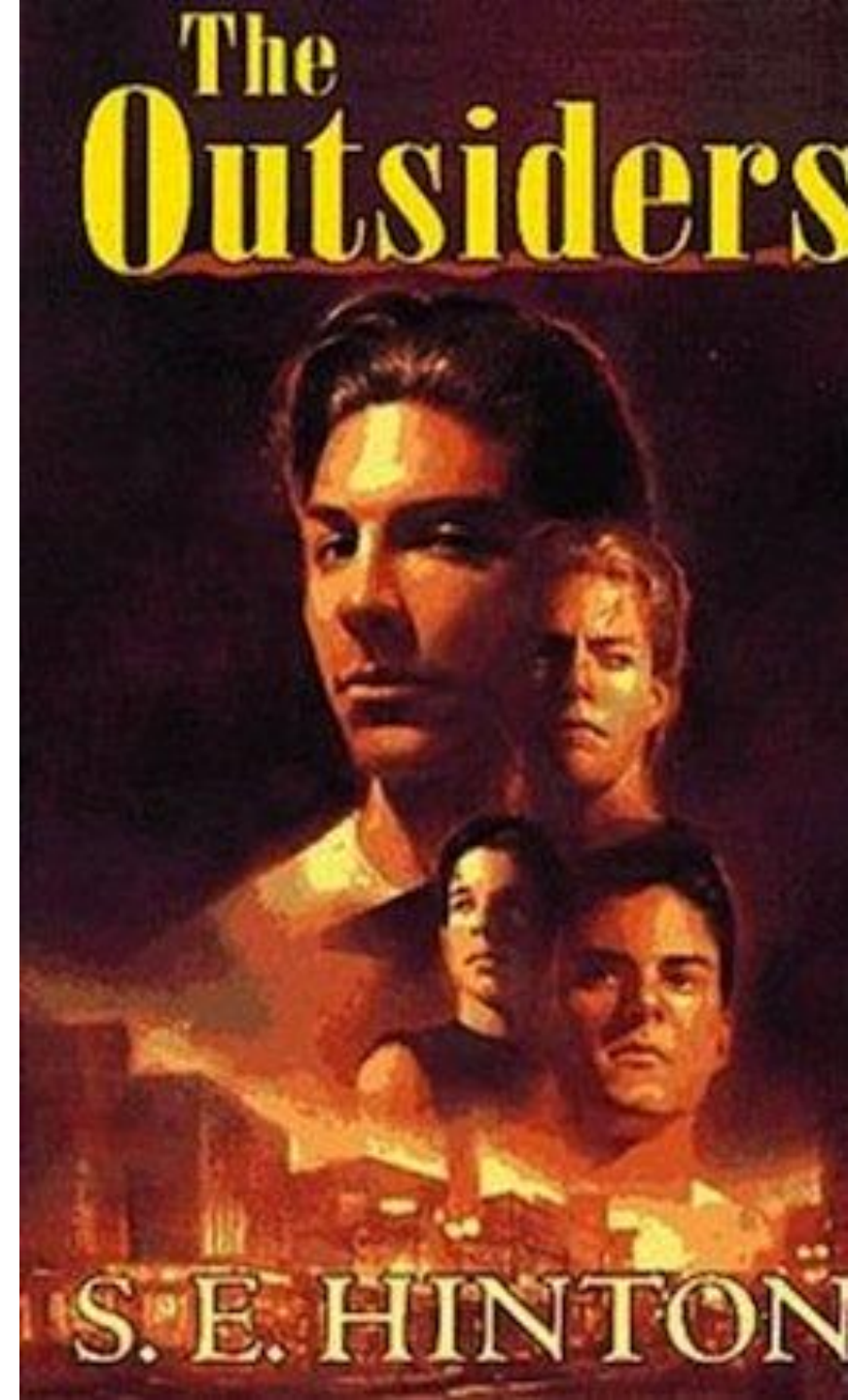
Hinton writes, "Stay gold, Ponyboy." The character Johnny Cade is referencing a Robert Frost poem.<sup>2</sup>

## FIRST NOTE

- <sup>1</sup> S.E. Hinton, *The Outsiders*, (New York: Penguin, 2006), 180.

## SHORTENED NOTE

- <sup>2</sup> Hinton, *Outsiders*, 180.



# A NOTE ABOUT "ibid"

Earlier versions of Chicago style used 'ibid' when citing the same work in a row.

CMOS 17 *discourages* the use of ibid in these cases and suggests eliminating the title from the shortened note instead. Check with your instructor for their preference.

## FIRST NOTE

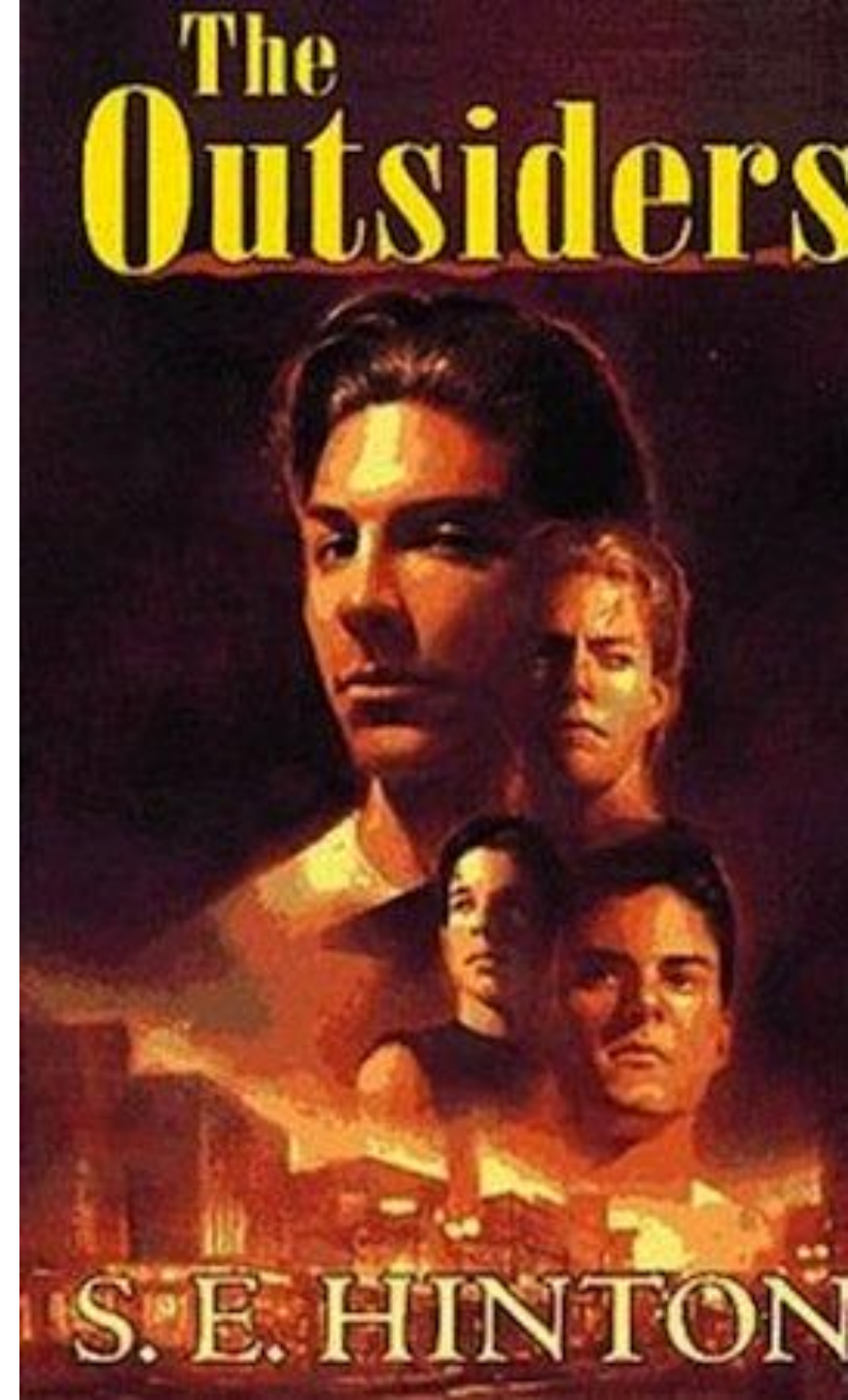
- <sup>1</sup>•S.E. Hinton, *The Outsiders*, (New York: Penguin, 2006), 180.

## SHORTENED NOTE

- <sup>2</sup>•Hinton, *Outsiders*, 180.

## CONSECUTIVE NOTE

- <sup>3</sup>•Hinton, 180.





# MULTIPLE AUTHORS

## 2-3 AUTHORS

- Arthur Conan Doyle, Agatha Christie, and Patricia Highsmith,...

## 4+ AUTHORS


- First note:  
Edgar Allen Poe et al.,...

Shortened note:  
Poe et al.,...




# CHICAGO STYLE OVERVIEW

## DO

- use footnotes
  - provide a full footnote the first time a source is cited
  - use shortened notes for subsequent citations
  - use 'et al.' for works with 4+ authors
- 

## DON'T

- 
- use parenthetical citations
  - use ibid for subsequent citations
  - use a bibliography entry as a footnote (they look similar, but they are different!)

# Kahoot!



# REFERENCE LIST

# APA REFERENCES



## EXAMPLE: ONLINE JOURNAL

Glover, D.

*The last name comes first, followed by the author(s)' initial(s) and a period.*

## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018).

*The year follows in parentheses, followed by a period.*

## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018). This is America: We just want the money.

*The title of the work is next. Only the first word, the first word of the subtitle, and proper names will be capitalized. It is a short work, so it will NOT be in italics.*

## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018). This is America: We just want the money. *American Sociological Studies*,

*The title of the journal is next. Because it is a large work, it will be in italics, and all the major words will be capitalized. A comma will follow it to introduce the volume and issue number.*

## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018). This is America: We just want the money. *American Sociological Studies*, 7(12),

*The volume number will follow in italics. The issue number comes immediately after in parentheses with no space between volume and issue number. This is also followed by a comma.*

## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018). This is America: We just want the money. *American Sociological Studies*, 7(12), 6-66.

*The page range of the article will follow. The first number is the first page of the article, and the second number is the last page number of the article. A dash will separate them, and a period will follow.*

## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018). This is America: We just want the money. *American Sociological Studies*, 7(12), 6-66.  
<http://dx.doi.org/10.1016/j.appdev.2012.05.005>

*Finally, the 'doi,' which stands for 'digital object identifier,' will follow. No period will follow.*



## EXAMPLE: ONLINE JOURNAL

Glover, D. (2018). This is America: We just want the money. *American Sociological Studies*, 7(12), 6-66.

<https://www.notarealwebsite.com/thisisfake>

*If a doi link cannot be found, you can use the URL instead. You no longer need the words 'Retrieved from.'*

# **MLA**

## **WORKS CITED**

## EXAMPLE: ONLINE JOURNAL

**Glover, Donald.**

*The last name comes first, followed by the first name and a period.*

## EXAMPLE: ONLINE JOURNAL

**Glover, D. "This is America: We Just Want the Money."**

*The title of the work is next, surrounded by quotation marks. Use title case (capitalize all the major words).*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*,

*The title of the journal is next. Because it is a large work, it will be in italics, and all the major words will be capitalized. A comma will follow it to introduce the volume and issue number.*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*, vol. 7, no. 12,

*The volume number and issue numbers follow, separated by commas.*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*, vol. 7, no. 12, 2018, pp. 60-66,

*The year of publication and the page range of the article will follow, followed by a comma.*



## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*, vol. 7, no. 12, 2018, pp. 60-66, doi:00000000/000000000000.

*Finally, the doi will follow, closed out by a period.*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*, vol. 7, no. 12, 2018, pp. 60-66, [www.fakewebsite.com/fake](http://www.fakewebsite.com/fake). Accessed 25 May 2019.

*If no doi is available, use the web URL without the http:// part. MLA also recommends adding an accession date to web sources.*

# CHICAGO

## BIBLIOGRAPHY

## EXAMPLE: ONLINE JOURNAL

**Glover, Donald.**

*The last name comes first, followed by the first name and a period.*

## EXAMPLE: ONLINE JOURNAL

**Glover, D. "This is America: We just Want  
the Money."**

*The title of the work is next, surrounded by quotation marks. Use title case (capitalize all the major words).*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*

*The title of the journal is next. Because it is a large work, it will be in italics, and all the major words will be capitalized.*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12

*Note: The volume number and issue numbers follow, separated by a comma. The abbreviation 'vol.' is not included.*



## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12 (2018): 60-66.

*The year of publication will follow within parentheses, then a colon and the page range of the article, followed by a period.*

## EXAMPLE: ONLINE JOURNAL

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12 (2018): 60-66. <http://doi.org/000.000.000>.

*Note: Finally, a doi or URL will appear, followed by a period. A doi is preferable.*

# REFERENCE LIST COMPARISON

APA	MLA	Chicago
<b>Author(s)</b> *surname and initial only	<b>Author(s)</b> *surname, first name, & initials	<b>Author(s)</b> *surname, first name, and initials
<b>Year of publication</b> *in parentheses	<b>Article title</b> *in quotation marks	<b>Article title</b> *in quotation marks
<b>Article title</b> *do not use quotation marks or capitalize past first word	<b>Journal title</b> *in italics	<b>Journal title</b> *in italics
<b>Journal title</b> *in italics	<b>Volume and issue number</b> *use 'vol.' and 'no.'	<b>Volume and issue number</b> *use 'no.' but NOT 'vol.'
<b>Volume and issue number</b> *DO NOT use 'vol.' or 'no.' DO italicize volume #	<b>Year of publication</b>	<b>Year of publication</b> *in parentheses
<b>Page range</b> *DO NOT use 'pp.'	<b>Page range</b> *use 'pp.'	<b>Page range</b> *DO NOT use 'pp.'
<b>DOI or URL</b> *no period after	<b>DOI or URL</b> *remove 'http:/' and use period after	<b>Date accessed</b> *only if required
*do not include accession date*	<b>Date accessed</b>	<b>DOI or URL</b> *with period after

## APA

Glover, D. (2018). This is America: We just want the money. *American Sociological Studies*, 7(12), 6-66. <http://dx.doi.org/00.000.000>

## MLA

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies*, vol. 7, no. 12, 2018, pp. 60-66, <http://dx.doi.org/00.000.000>. Accessed 25 May 2019.

## CHICAGO

Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12 (2018):60-66. <http://dx.doi.org/00.000.000>.

# Kahoot!



# HANGING LINE

The first line of each reference stays on the left margin. Each subsequent line is tabbed over. This is called a hanging indent.

Simply hitting the tab key will not achieve this effect. You can use Ctrl+tab, but this does not work in Google docs/web-based software.

Instead, highlight the entire reference page and select 'Paragraph' settings.

Then, under the 'Indentation' subheading, open the 'Special' dropdown, select 'hanging' and hit 'OK.'

# BEWARE OF CITATION GENERATORS!

- Many students use citation generators such as
  - Citation Machine
  - BibMe
  - EasyBib
- However, this technology is NOT foolproof and OFTEN results in improper citations!
- You still need to know how to reference your sources properly. The best way is to check the style guide or *The Purdue OWL*.

***Bottom line: Know how to cite properly so you don't end up with unnecessary mistakes in your reference list!***



# QUESTIONS?

**Remember, this slideshow and many others are available to download via the Writing Support Brightspace page.**

**Students can self-enroll as 'learners' either by selecting 'Discover' from the Brightspace landing page and clicking 'Enroll' on the Writing Support organization.**