

# What to Cite & What NOT to Cite

## General historical overviews

Summaries of general historical information gathered through multiple sources **NO CITATION REQUIRED**

If information provided points to a particular source **CITE**

## Ideas or findings of one's own

A writer can present his/her own ideas or research findings **NO CITATION REQUIRED**

If the author compile a graph/chart from information extracted from another source **CITE**

## Conclusions that incorporate previously cited ideas

When summarizing previously cited ideas in the conclusion in the same paper **NO CITATION REQUIRED**

If the conclusion includes an idea/recommendation of another author not previously mentioned **CITE**

## Common knowledge

If the particular information “can be found in a significant number of sources & is not considered to be controversial” **NO CITATION REQUIRED**

General descriptions of social customs, traditions, observable world phenomena, popular expressions and sayings **NO CITATION REQUIRED**

\* Common knowledge may vary between subject fields. If unsure whether something is common knowledge, ask your professor or another expert in the discipline.

Go through the following statements and determine which require citations:

1. “Monosodium glutamate (MSG), which is a popular ingredient in processed foods, is used as a flavor enhancing agent.”
2. “There is many controversies surrounding MSG in the health community.”
3. “Monosodium glutamate (MSG), also known as sodium glutamate, is the sodium salt of glutamic acid, one of the most abundant naturally occurring non-essential amino acids.”
4. “MSG can cause headaches and other feelings of discomfort”
5. “MSG is safe to eat”
6. “Drunk driving is the major cause of fatalities in Sri Lanka.”
7. “Traffic fatalities in alcohol-impaired-driving crashes decreased by 2.5 percent from 2010.”
8. “Mahathma Gandhi led the nonviolent campaign to free India from the British rule.”

# Ways to incorporate other sources in your writing:

## In-text Citations

### Indirect

Summarizing and Paraphrasing ideas of another person

- To present the gist of a broader work
- To present overall findings, facts or statistics mentioned in another work

### Direct

Directly quoting another author within quotation marks

- “To retain the meaning and authenticity of the original work”
- To lend support to your argument/paper
- To capture a well-crafted/striking idea exactly as it is without altering the meaning

# Various Citation & Referencing Styles:

The Institute of Electrical and Electronics Engineers (IEEE)

The Modern Language Association (MLA)

The American Psychological Association (APA)

Cambridge University Press

Harvard University Press

Vancouver

Chicago

- etc.

\* Different universities/ departments/ academic institutes may adhere to a particular style of citing and referencing sources. Make sure your paper complies with the citation and referencing style accepted by your institute.

## References:

- [1] Davidson.libguides.com. 2020. *Research Guides: Citing Sources: When You Don't Need To Cite*. [online] Available at: <<https://davidson.libguides.com/c.php?g=349327&p=2361764>> [Accessed 21 November 2020].
- [2] Rollontigers.org. n.d. *Direct Citations Vs Indirect Citations*. [online] Available at: <<https://www.rollontigers.org/cms/lib/MT01000571/Centricity/Domain/55/Research%20Notes%20Part%203.pdf>> [Accessed 21 November 2020].