

Lecture 24

24.1 Citation

Citation involves documentation of the original source. When you provide author's last name, year of publication and page number, you are providing an equivalent of a street address of the quote. The reader can track the original source of the quote through this information.

24.2 What needs to be documented?

Citation of the sources is a must when you copy exact words or phrases from a text. If you are incorporating ideas presented in a book, magazine, newspaper, web page, TV program, letter, advertisement, give credit to the author. Similarly, give proper references for any diagrams, illustrations, charts, pictures or other visual material which has been republished. While collecting data, you may have to conduct interviews. To ensure credibility of your data, document the source. Also, when any electronically available material including images, audio or video has been reused, give a proper reference.

24.3 Why must we cite?

As a student, you might wonder why citation is necessary for survival in academia. It is important because citation provides you an opportunity to ensure correctness and concreteness of your write-up. If you have used credible sources, nobody can challenge your argument. Moreover, it shows that you are respectfully borrowing other's ideas and not stealing them.

24.4 HEC's Plagiarism Policy

HEC is the regulating body of all universities in Pakistan. In the special meeting of the commission held on 14th of April 2007, the following was decided by HEC:

"To preserve academic honesty and sanctity of the degrees awarded by the Universities and Degree Awarding Institutes in Pakistan, HEC will have a zero tolerance policy towards any kind of Plagiarism."

24.5 What need not to be documented?

There are certain situations where you don't need to give references. For example, when universal truths are mentioned like the sun revolves around the earth or common knowledge is stated like there are seven days in a week.

In addition, you don't need to cite when you are narrating your own lived experiences, your own observation and insight, your own thoughts and interpretations about a subject. As a science student, if you conduct an experiment, you don't need to give references while discussing its findings. Similarly, citation is not needed if you are using your own artwork, photographs, audio or video somewhere.

24.6 Methods of Citation

There following are three ways to cite sources:

24.6.1 Footnotes

To cite a source in footnote, place a superscript number after the last word of the quotation. Place the same superscript number at the beginning of the footnote at the bottom of the same page where the citation occurs. See Figure 1 for reference.

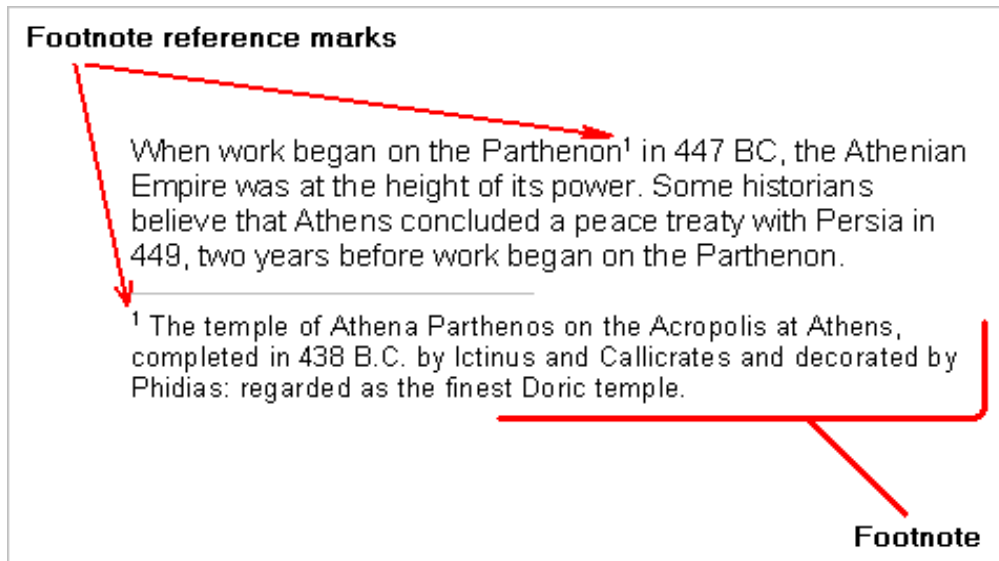


Figure 1 Sample footnote citation

24.6.2 Endnotes

Endnotes provide reference and additional information that may interrupt the flow of writing. Endnotes are written in the same way as footnotes. The main difference is that footnotes are placed numerically at the foot of the very same page where direct references are made, while endnotes are placed numerically at the end of the essay on a separate page entitled End notes or notes.

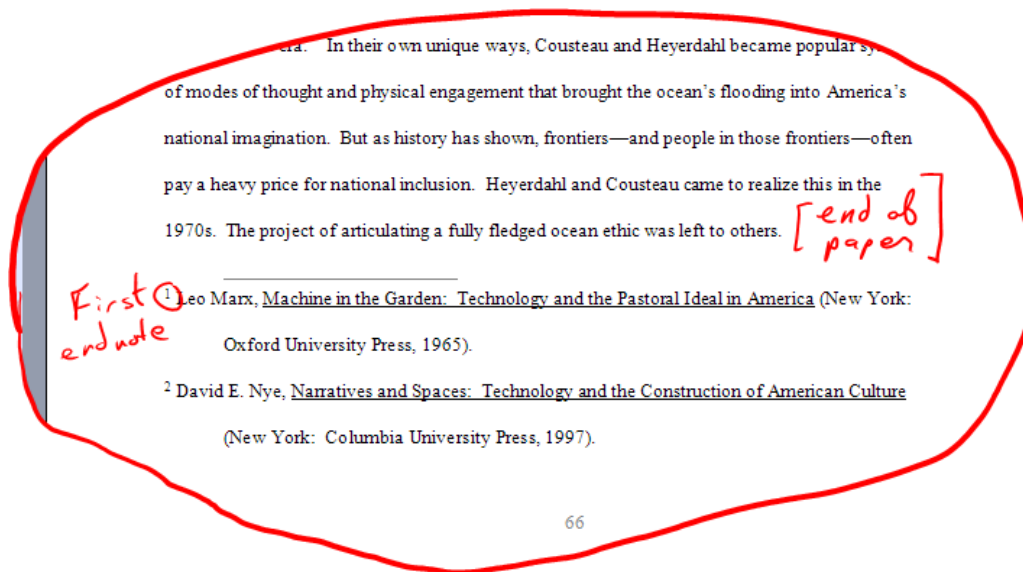


Figure 2 Sample endnote

24.6.3 Parenthetical references

This way is simplest way to cite sources. The author's last name and page number(s) are placed in parentheses in the text to give credit to sources.

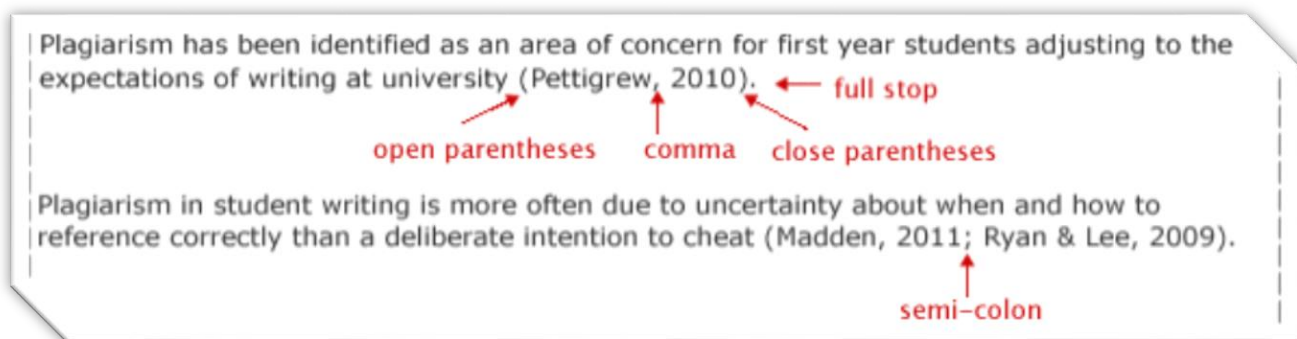


Figure 3 How to refer within parenthesis. This may vary, according to citation styles!

24.7 Referencing Styles

There are several standard referencing styles, including MLA, APA, Oxford, Harvard and Chicago. However, we will discuss only two.

24.7.1 Modern Language Association (MLA)

MLA style is used for citation in liberal arts and humanities. MLA Handbook (8th ed.) is to be followed as it is the latest edition of the guidelines provided by them.

MLA recommends author-page style of citation.

24.7.1.1 Direct Quotes

Less than 4 lines are placed within a paragraph enclosed within quotation marks. Mention the author's last name and page number.

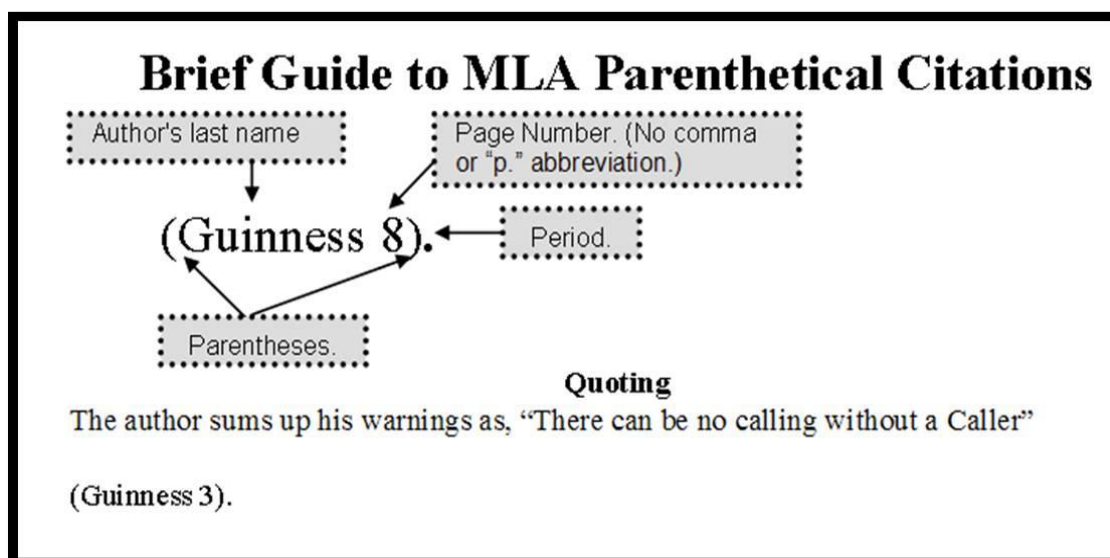


Figure 4 MLA citation guide for direct quotes

24.7.1.2 Block Quotes

Quotations longer than 4 lines have to be given as block quotes. Begin a new paragraph and indent it 1 inch from the margin.

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

Figure 5 MLA reference guide for block quotes

24.7.1.3 Indirect Quote

If you are using a quote that has been cited in some work already, it is considered an indirect quote. To cite such a quote, name the primary source in your original phrase and include the secondary source in parentheses with 'qtd. in'. For example, "Jackson stated that... (qtd. in Johns 14)"

24.7.1.4 In case of 2-3 authors

- In case of three authors cite as follows:
Studies have shown that more and more teachers are changing careers after their first year of teaching. (Posamentier, Jaye, and Krulik 55)
- In case of more than three authors, follow the example given below:
Stutts et. al. argue that language development may also impact development in related parts of the brain (339).

24.7.1.5 Works Cited List

- To cite books in the list, follow this format:
Last name, First name. *Title of Book*. City: Publisher, Year. Format

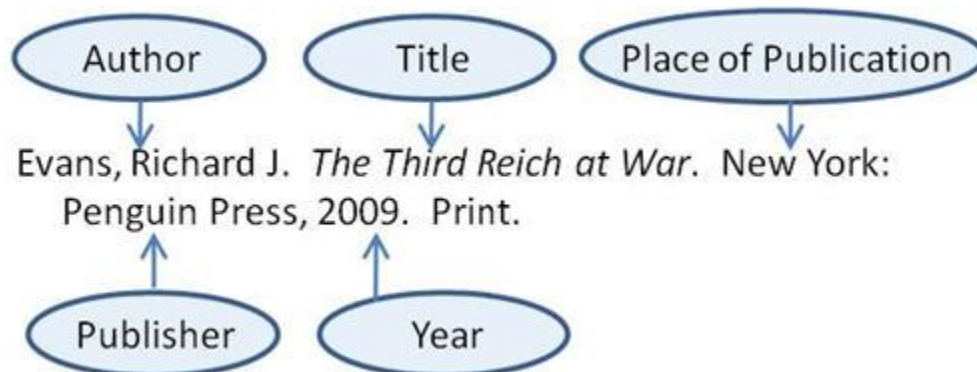


Figure 6 MLA Citation guide for books

- To cite an article in an encyclopedia, follow this example:
Brown, William F. "Collie." *Encyclopedia Americana*. Deluxe Library ed. 1997. Print.
- In case of an E-Book, follow this example:
Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage*. New York: Farrar, 2010.

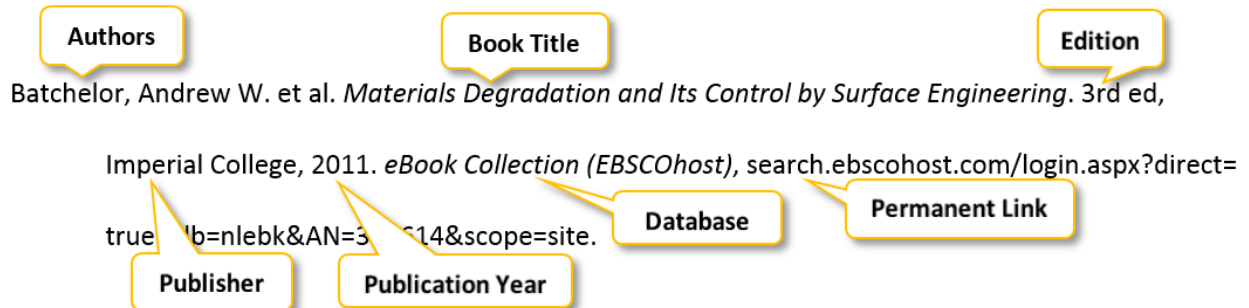


Figure 7 MLA Citation guide for e-books

- To cite a journal article, follow this format:
Last name, First name. "Article Title." Journal Title volume. issue (year): page numbers.
Database name if applicable. Web. Day month year accessed

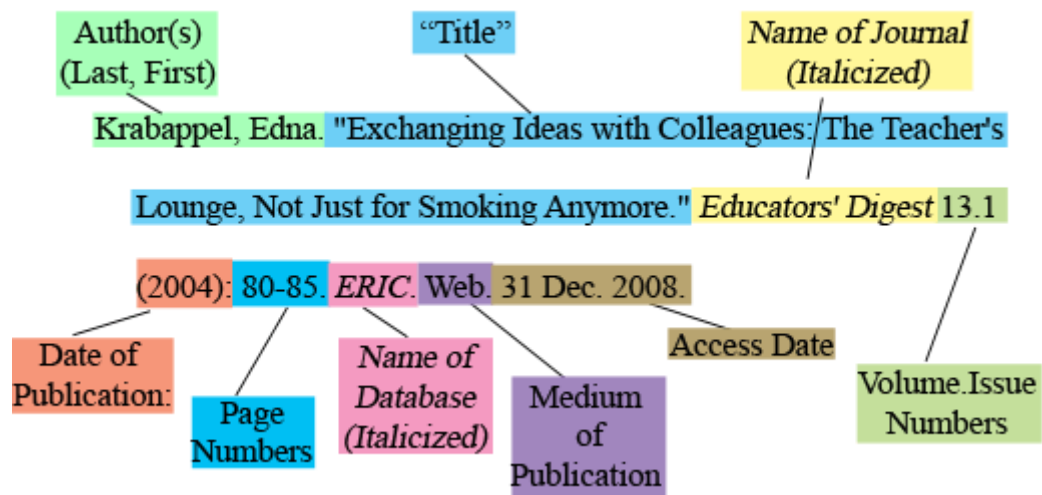


Figure 8 MLA citation guide for journal articles

- In case of Online Magazine Article, follow the example below:
Duplet, Franc. "How to Duplicate the Success of a Business." *Successful Jobs* Oct. 2003: 55-58. General Business File. Web. 28 Dec. 2008
- In case of a newspaper article, follow the example shown in Figure 9.

24.8 The American Psychological Association (APA)

The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences. It follows the author-date citation system.

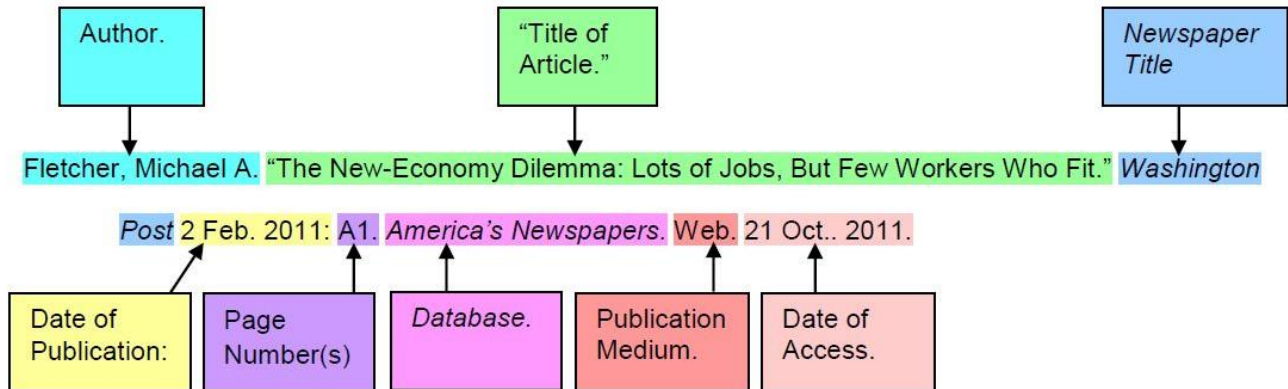


Figure 9 MLA citation guide for newspaper articles

24.8.1 Manuscript format

For the manuscript, use a serif typeface, as New Times Roman, for the text. Use a sans serif typeface, as Ariel, for the figure labels. Double-space the entire manuscript, between body text, titles, headings, block quotations, reference list and figure captions. Indent first line of every para by 1½ inches. Align text to left-hand margin, leaving a rough right hand margin.

Print your report on standard-sized paper (8.5"x11"). This is called the letter size, for simplicity. Use 1 inch margins on all sides. Use 12 pt. Times New Roman or a similar font. Include a page header (running head) in the upper left-hand of every page and a page number in the upper right-hand side of every page. Running head be less than 50 characters.

24.8.2 Title Page

The title page should include the following components:

- A heading which runs through all the pages of your document is called a **running head**. It should be capitalized, and placed in top left-hand corner of the page.
- The **page number** should be on the top right-hand corner.
- **Full title of paper** should be centered, written in upper half of the page and both upper and lower-case letters are used (<12 words).
- **Name of author** is mentioned beneath the title and is centered.
- **Author's affiliation** is also centered
- **Author's note** with more info about affiliation is given at the bottom of page
- All content of the title page is **double spaced**.

See Figure 10 for further an example.

24.8.2 Abstract

Abstract should be left aligned and justified. The word limit is 150-250 words. Indent and then italicize the keywords.

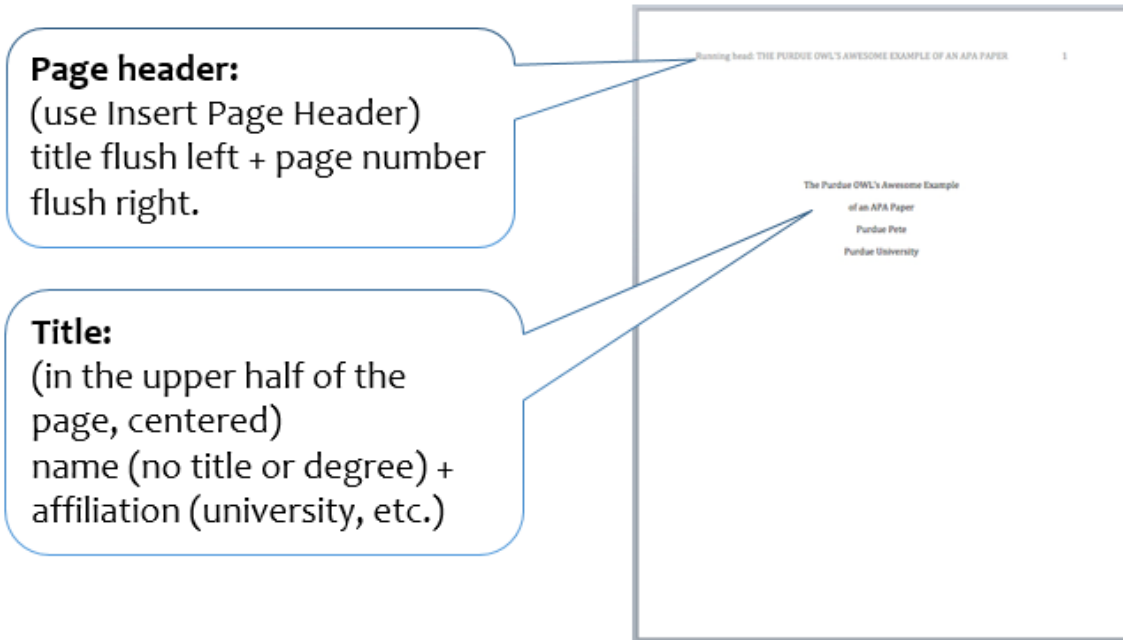


Figure 10 APA style guide for title pages

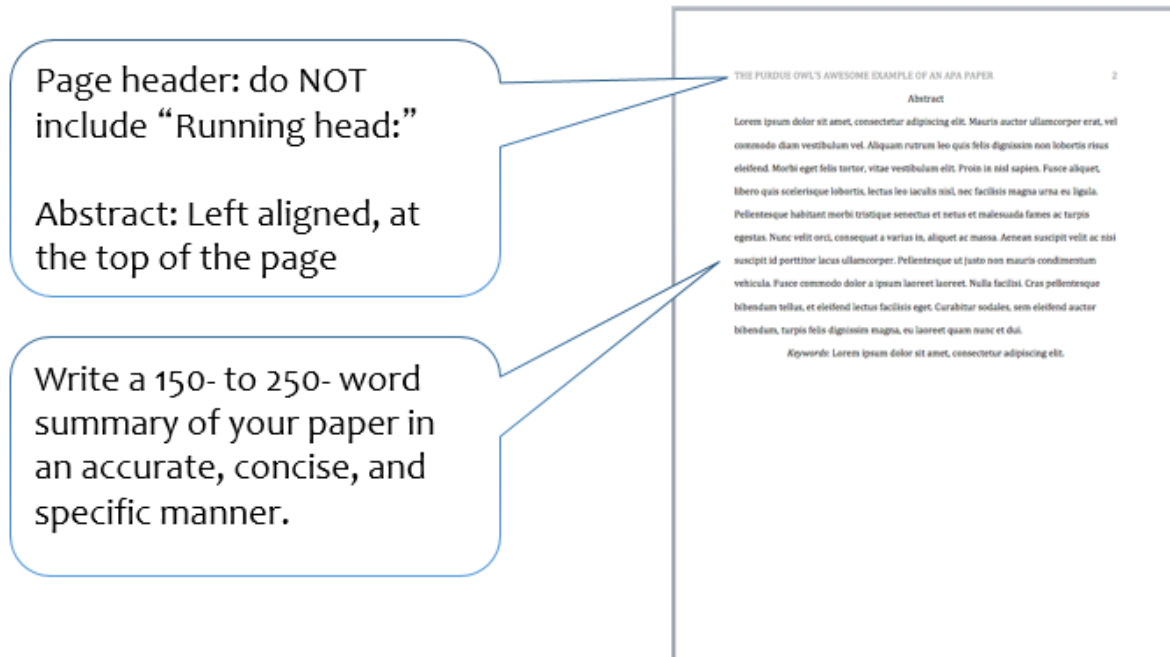


Figure 11 APA citation guide for abstracts

24.8.3 Main Body (Text)

In the main body, title of the paper is centered at the top of the page. Double-spacing is required with all sections following each other without a break. Identify the sources you use in the paper in parenthetical in-text citations.

24.8.4 In-text Citations: Basics

In-text citations help readers locate the cited source in the References section of the paper. In APA, author's last name and the year of publication for the source should appear in the text, e.g., (Ahmad, 2016). Whenever you use quotations and close paraphrases, provide the author's name, date of publication, and a page number. Like, (Warden, 2017, p.20)

24.8.3 In-text Citations: Formatting Quotations

- When quoting, introduce the quotation with a signal phrase. Make sure to include the author's name, the year of publication, the page number, but keep the citation brief – do not repeat the information. For example:

Caruth (1996) states that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

- If references from several authors with different dates have been used, include the authors name in a signal phrase followed by the year of publication in parenthesis. For example:

Recently, the history of warfare has been significantly revised by Higonnet et al. (1987), Marcus (1989), and Raitt and Tate (1997) to include women's personal and cultural responses to battle and its resultant traumatic effects.

24.8.4 In-text Citations: Signal Words/Phrases

- Introduce quotations with signal phrases, e.g.,
 - According to John. (2008), “...” (p. 3).
 - Drape (2008) argued that “...” (p. 3).
- Use such signal verbs as acknowledged, contended, maintained, responded, reported, argued, concluded, etc.
- Use the past tense or the present perfect tense of verbs in signal phrases.

24.8.5 In-text Citations: A Work with Two Authors

- When citing a work with three to five authors, identify all authors in the signal phrase or in parenthesis. For example, (Harklau, Siegal, and Losey, 1999).
- In subsequent citations, only use the first author's last name followed by “et al.” in the signal phrase or in parentheses. For example, (Harklau et al., 1993).

24.8.6 In-text Citations: A Work with Six and More Authors

When citing a work with six and more authors, identify the first author's name followed by “et al.” For example, “Smith et al. (2006)”

24.8.7 In-text Citations: Organization

When citing an organization, mention the organization the first time when you cite the source in the signal phrase or the parenthetical citation. For example, “The data collected by the Food and Drug Administration (2008) confirmed that...”

24.8.8 In-text Citations: Same Last Name or Same Author

- When citing authors with the same last names, use first initials with the last names. For example: (B. Kachru, 2005; Y. Kachru, 2008).
- In subsequent citations, only use the first author's last name followed by “et al.” in the signal phrase or in parentheses. For example: (Harklau et al., 1993).

24.8.9 In-text Citations: Personal Communication

When citing interviews, letters, e-mails, etc., include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list. Examples are as follows:

- P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).
- (E. Robbins, personal communication, January 4, 2001).

24.8.10 In-text Citations: Electronic Sources

When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading. For example, "According to Smith (1997), ... (Mind over Matter section, para. 6)".

24.8.11 Reference Page

Center the title (References) at the top of the page. Do not bold it. Double-space reference entries. Flush left the first line of the entry and indent subsequent lines. Order entries alphabetically by the author's surnames. Invert authors' names (last name first followed by initials: "Smith, J.Q."). Alphabetize reference list entries using the last name of the first author of each work. Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word. Capitalize all major words in journal titles. Italicize titles of longer works such as books and journals. Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

APA FORMAT SAMPLE PAPER NAME

8

References

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM*, 45(7), 103-108.

Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.

Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

24.8.12 Making the References List

APA is a complex system of citation. When compiling the reference list, the strategy below might be useful:

- Identify the type of source: Is it a book? A journal article? A webpage?
- Find a sample of citing such source in the textbook or in OWL APA Guide:
<http://owl.english.purdue.edu/owl/resource/560/01/>
- Make sure that the entries are listed in the alphabetical order and the subsequent lines are indented (Recall References: Basics)

24.8.13 APA Tables

Label tables with an Arabic numeral and provide a title. The label and the title appear on separate lines above the table, flush-left and single-spaced. Cite a source in a note below the table.

24.8.14 Citing books in Reference List

Follow this format:

Author's last name, first initial. (Publication date). Book title. Additional information. City of publication: Publishing company.

Example: Allen, T. (1974). *Vanishing wildlife of North America*. Washington, D.C.: National Geographic Society.

24.8.15 Citing Encyclopedia & Dictionary: Format & Example

Follow this format:

Author's last name, first initial. (Date). Title of Article. Title of Encyclopedia (Volume, pages). City of publication: Publishing company.

Example: Bergmann, P. G. (1993). Relativity. In the new encyclopedia britannica (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

24.8.16 Magazine and Newspaper Article: Format & Example

Author's last name, first initial. (Publication date). Article title. Periodical title, volume number(issue number if available), inclusive pages.

Example: Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

24.8.17 Website or Webpage: Format & Example

- In case of Online Periodical: Author's name. (Date of publication). Title of article. Title of Periodical, volume number, Retrieved month day, year, from full URL
- In case of Online Document: Author's name. (Date of publication). Title of work. Retrieved month day, year, from full URL

Examples:

Devitt, T. (2001, August 2). Lightning injures four at music festival. *The Why? Files*. Retrieved January 23, 2002, from <http://whyfiles.org/137lightning/index.html>

Dove, R. (1998). Lady freedom among us. The Electronic Text Center. Retrieved June 19, 1998, from Alderman Library, University of Virginia website: <http://etext.lib.virginia.edu/subjects/afam.html>

24.9 Citation Made Easy

There are several websites available that can help you cite references in your document. A few of them are as follows:

www.citefast.com

www.bib.me.org

You may take their help in citing your references. Additionally, there are various tools available on your desktop and are now even integrated with your smart phone. You can use Microsoft Word's built-in feature for citations. Additionally, you may use other tools like EndNote to build your own personal library of references.