How to cite properly.

# Overview

In this course, like so many graduate courses, you will be asked to answer a question or state your position. Since you are not an expert (you’re just a student), you should back up the arguments you make with citations. Simply put a citation is a reference to the work of an expert. When you cite, you’re giving credit to that expert. You should always point your citation to the place where the expert said it and include a page number. In addition, your citation should be “in text”, meaning it should be at the appropriate place in your argument to back up that argument. Finally, citations need a bibliography or list of works cited.

# Why citations in this course?

As a student, it's your responsibility to show your professor:

1. What you've learned (by answering the question) and
2. Where you learned it from (by citations in text) and
3. Include a list of works cited (full bibliography of works cited).

Why? I ask you to cite your answers to questions so that:

1. It gives me the origins and line of reasoning for your answer.
2. It helps me to evaluate you equitably (if your answer is off base or incorrect it might be attributed to the source or your interpretation of it).
3. You are giving credit where it’s due, paying attribution to any ideas which are not your own.

When you do not cite, you are plagiarizing, or passing off the work of someone else as your own. As you're aware this is a big "no-no" in academic circles.

# Citing is easy!

## **Whom should you cite?**

If you got the answer from:

* Lecture, you should cite your professor.
* The textbook, or a journal you should cite the author.
* The Internet, you should be cautious. Quality of sources matters.
  + What makes this person an expert?
  + How do you know the information is credible?

## **When should you cite?**

You should cite:

* Direct quotations should be cited. No explanation necessary.
* Indirect quotes or paraphrasing should be cited.   
  For example, you should cite the following: "According to Inmon, the data warehouse can contain volatile data." *Where did this expert say this?*
* Technical information and facts which you did not originate should be cited.   
  For example:  "Surrogate keys make the best primary keys because they have no meaning and are not dependent on the other data in the table." *Unless you proved this yourself, you need to cite this.*

## **How should you cite?**

* I prefer that you cite, in-text, APA or MPA style. This is how most modern writing is done. When you cite in-text, you pay attribution in-line with the argument you’re making, as you’re making it.
* You should include the page numbers where appropriate, in your in-text citation. Don’t cite the entire work, as that is not helpful.
* When citing sources used in our course (textbooks, the professor, materials I post) you do not need a full bibliography in your works cited. We know these sources, so just mention them by name.
* When you cite a source that I or your classmates will not know about, then you should include a bibliography (also known as a list of works cited).

## **Resources to help you cite:**

Help you make citations and bibs:

1. <http://www.calvin.edu/library/knightcite/index.php>
2. <https://owl.english.purdue.edu/owl/section/2/11/>
3. <http://www.citationmachine.net/>

## **Here's an example:**

**Question:** From the Inmon perspective, what is the difference between an Operational Data Store and the Enterprise Data Warehouse? How do these components relate, compare and interact with one another?

**In-Text Cited Answer:** According to Inmon, the ODS contains volatile, operational data that can change over time (Inmon, p 80), whereas the EDW consists of non-volitle summarized data (Inmon, p  96-97). While the ODS and EDW are both sources from the IM&T layer and in that regard similar to one another, the ODS also functions as a data source feed to the EDW (Inmon, p 27).