

CITING & DOCUMENTING SOURCES

what to cite & why

WHAT

Always cite...

- ☐ When you use someone else's words or ideas.
- ☐ Anything that you read in any format.
- ☐ Anything presented or spoken, like speeches, lectures, personal interviews, performances, etc.
- ☐ Other works like films, music, song lyrics, data, programming code, etc. that are the intellectual property of others.

tips

STYLE

- ☐ Ask your instructor which citation style she prefers.
- ☐ If the instructor has no preference, choose a style and stick with it.
- ☐ A few styles to choose from are...
 - ☐ **APA:** American Psychological Association, often used in the social sciences
 - ☐ **Chicago/Turabian:** often used in the social sciences and humanities
 - ☐ **CBE:** Council of Biology Editors, often used in the life sciences
 - ☐ **MLA:** Modern Language Association, often used in the arts and humanities

HOW TO'S

- ☐ Use in-text citations (parenthetical citations, footnotes, etc.) to clearly distinguish your thoughts and words and those of others.
- ☐ Use complete citations at the end of your work.
- ☐ See the citation style format basics for APA, Chicago and/or MLA on the *Bruin Success with Less Stress* website.
<http://www.library.ucla.edu/bruinsuccess>
- ☐ Always refer to the most recent edition of the citation style guide.

WHY

Citing your sources...

- ☐ Helps you avoid accusations of plagiarism.
- ☐ Allows your readers to find your sources.
- ☐ Provides evidence for your arguments & adds credibility.
- ☐ Is an important part of the scholarly process. It demonstrates that you are responding to this person, agreeing with that person, adding to what someone previously said....

WRITING

- ☐ **Quoting:** Using the author's exact words. Quote when the original is difficult to rephrase, or the original is soooo good, that you want to preserve the language. Always use "quotations marks" and cite it.
- ☐ **Summarizing:** Condensing the original words/ideas without altering the meaning. Basically, presenting the same info in a nutshell. Use your own words and always cite it.
- ☐ **Paraphrasing:** Restating the author's words/ideas without altering the meaning. Paraphrases are usually around the same length as the original. Use your own words and always cite it.

TIME SAVERS & OTHER TIPS

- ☐ Keep track of your citations as you research so you don't have to find them again later.
- ☐ Try bibliographic management software (e.g., Endnote).
- ☐ Be sure to mark your notes as "quotes," "summaries," "paraphrases" or as your own thoughts so you know what needs to be cited later.
- ☐ If you have a tutor, friend, etc. help edit your paper, be sure she's not "over-editing." Having someone rewrite entire passages or change your writing so much that it no longer reflects your original usually isn't ok.

WHAT ABOUT ONLINE SOURCES?

Always treat online sources as you would print or other sources. **Even if it's online, you must cite the source** if you used any of it's words, ideas, statistics, data, etc.

ALWAYS

- ☐ Record the site's URL, the date it was "published," and the date that you accessed it as well as the author, title, sponsor etc. You'll need this information for your complete citation.
- ☐ Try to use the best and most relevant sources for your research. Online sources are sometimes easier to access than print, but choose your sources based on quality and relevance rather than convenience.

NEVER

- ☐ Copy and paste anything without attributing the source.
- ☐ Find a paper online (or anywhere) and turn it in as your own. (Obvious, but people get caught doing this all the time.)