

Citation Help

Citation is a minimum requirement when using research in your writings. Correct citations are not a haphazard guideline in writing but an absolute. There are many methods of citation and many professors and colleges require a specific system. The most common methods of citation are MLA and APA. MLA is used in researching literature and APA is used in the social sciences. Purchasing an updated guide is a good idea. It is not necessary for this course but will be necessary in college.

I suggest using the website that is linked on my website Citation Machine. There are many others and all may be used but stay with one style. Wikipedia.com also gives full citations for APA citations. Look on the left menu when you have found your topic.

The following items must be cited every time they are used in your paper or essay.

1. direct quotes
2. pictures or photos
3. numbers or any statistics
4. ideas and concepts

Direct quotes must be in quotation marks and the author and date immediately following. If the quote is longer than three lines of text the complete quote is indented 5 spaces, single spaced, without quotation marks, and cited. Photos, pictures, or other images must be cited near to the image. Numbers and other statistics are cited at the end of the sentence or chart. Ideas and concepts can be placed after the sentence or the end of a paragraph if all the information comes from one source. Paragraphs could have all four of the above citations in the same paragraph. It is better to over cite than to under cite.

Citations in APA are the author and the date of publication. Websites seldom have authors so there are additional rules for them. The subject and the year retrieved is the most common.

To make the paper less choppy another method may be used instead of placing the citation at the end of the sentence. Examples of this:

According to McDaniel and Littlefield (2007) the best of times are found on the stage.

The joy found on the stage states McDaniel (2007) is often the continuing lure for the actor.

Sean Gignac (2006) states “that life working at a minimum wage job is an incredibly hard life”.

All of the above information pertains to in body citations. Failure to cite in this manner is plagiarism and the best possible grade will be a 59%. A format grade to follow the correct format is included in all papers. It will be 10% of most grades.

Theme paper format and example of picture citation using an in body citation from a website.

Exploration 1400-1700



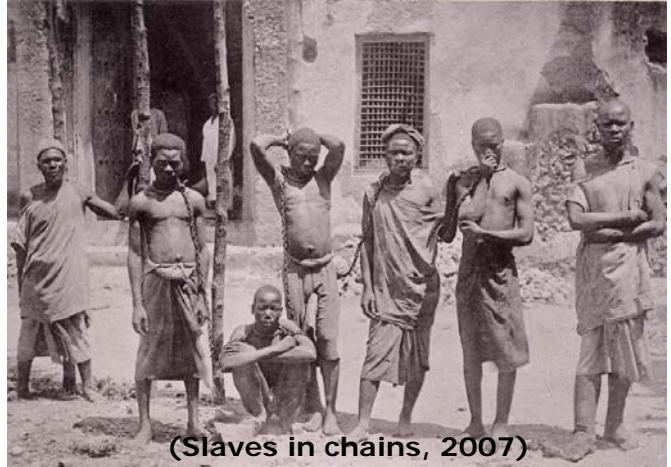
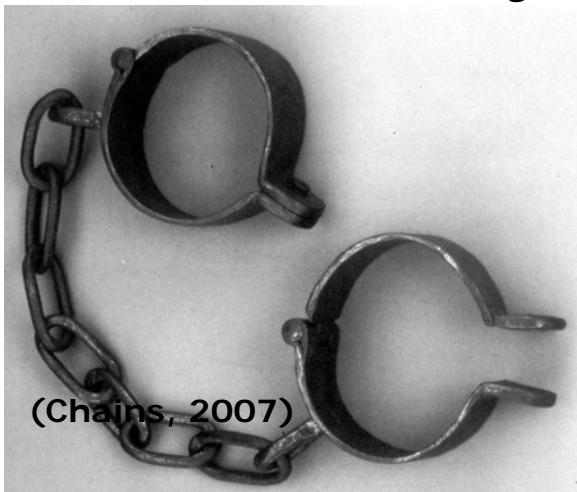
(Scuba diver, 2007)

Exploration is a theme of this time period because the countries of the world were all exploring other areas and trying to find new things.

Another example of in body citation:

Name
Period
Date

Slavery 1400-1700



Slavery is defined in the United States as “the state of being under the control of another person or the practice of owning slaves.” (Dictionary, 2007) According to Appleby et al (2005) Virginia had the highest enslaved population, while Pennsylvania and Connecticut had the least. Over 500,000 Africans were transported to North America before the American international slave trade ended in the 1808. (Appleby, Brinkley, Broussard, McPherson, & Ritchie, 2005) Slavery was well accepted in the southern colonies especially on plantations where the people had labor to do. Many Southerners did not own slaves but still supported the slave system as a Constitutional right. The typical slave owner owned no more than one slave. (Cribfield public lecture, 2007)

Slavery is a theme of this time period because it caused many conflicts. Slavery is also one of the major causes of the Civil War. The northern colonies were separated from the southern colonies because of slavery. Slavery was very customary for the southern plantation owners, while in the north they found it cruel and they didn't want it to exist. The south, having lots of work to do and not wanting to do it because of heat force the slaves to do it. They thought it was the only way to keep up the fields and get things done.

Additionally slavery was one of the most gruesome things during this time period. Slaves were chained together, forced to stay in small areas and they got very little to eat. They were forced through many of the most unbearable conditions. Due to the fact that slavery was such a big issue it was definitely a theme of this time period.

All references are listed at the end of the essay or paper. Failure to include this section in the paper is plagiarism. The section is labeled References. This is centered and placed at the top of the reference page. All citations that follow are in alphabetical order. The format is a hanging indent and double spaced between entries.

An example of reference page format follows.

References

- Appleby, J., Brinkley, A., Broussard, A., McPherson, J., & Ritchie, D. (2005). *The American Vision*. New York, NY: The McGraw-Hill.
- (2006). Chains. Retrieved September 29, 2006, from Google Images Web site: <http://www.google.com>
- Slavery. (2005). slavery. In *dictionary.com* [Web]. Lexico Publishing Group. Retrieved Sept. 29, 2006, from <http://www.dictionary.com>
- (2006). Slaves in chains. Retrieved September 29, 2006, from Google Images Web site: <http://www.google.com>