**LECTURE 3**

HOW DO WE WRITE CITATION FOR THE SOURCES?

In order not to plagiarise we have to write the citation of the sources. It contains the bibliographic information needed for a reader to find the relevant source when necessary.

**(Surname of the writer, date, page number)** If these are not available, then we write:

**(Organisation, n.d., paragraph)**  If these are not available, then we write:

**(“Title of the Article”, n.d., section)**

We do not write the name or initials of the writers for the citation. The initials appear only in the **reference list**, after the surname of the writer.

The citation appears at the **corner of note cards**, on the **outline** and in the **paragraphs** to indicate where the card starts and ends. It is a brief notation which contains information needed to identify the precise source. Thus, the reader knows that this information is borrowed from an outside source and is not the writer’s original idea.

**CITATION EXAMPLES:**

**1. If there is only one writer we can write the citation as:**

(Waska, 2014, p.20) or (Sniper, 2013, pp.53-54)

**2. If there are more writers, we can write the citation as:**

A comma separates each surname and an ampersand (&) is used before the last surname.

(Fox, May, Stalk & Bradley, 2011, p.13)

**3. If there are 5 writers, we can write the citation as:**

For the **first** card from that source the citation appears like this:

(Fox, May, Stalk, Stork & Bradley, 2011, p.13)

For the **second** card from that source the citation appears like this:

(Fox et al., 2011, p.13)

**4. If we have 6 or more writers, we can write the citation as:**

(Cart et al., 2011, p.13) starting with the first card, we do not need to count all six or more writers in any citations.

**5. If there is no writer but an editor, we can write the citation as:**

Since there is no writer, the editor is accepted as a writer.

Editor: Mao Chun………………….…. citation: (Chun, 2009, p. 33)

**6. If we have both the writer and the editor, in this case we can write the citation as:**

Editor: Peter Lawson

Writer: Walter Tesla……………………citation: (Tesla, 2014, pp.45-46)

**7. If every chapter is written by a different writer, do we write the writer’s surname or the editor’s surname for the citation?**

Of course the writer has the priority.

Editor: Kevin Alamo

Writer of the chapter: Susan White……..citation: (White, 2012, p. 7)

**8. If there is no writer, what are the rules of writing a title as a citation element?**

a. First, capital letters are used for every word in the title except short prepositions and articles.

Original title: ………………………….… Concrete buildings and their construction

Title used as a citation element: …….…... Concrete Buildings and Their Construction

b. Second, quotation marks are used at the beginning and at the end of the title.

Original title: ………………………….… School of construction management & engineering

Title used as a citation element: …….…... “School of Construction Management & Engineering"

c. Third, long titles are shortened to two to three words.

Original title: ………………………….… Customer Value in Intelligent Buildings

Title used as a citation element: …….…... "Customer Value"

**9. What is the difference between the page numbers written with (-) or (,)**

**(-)** A hyphen is used to indicate that continuous pages are used as source pages.

(Bower, 1999, pp. 18-20) , where pages 18,19 and 20 are used.

(,) A comma is used to indicate that those source pages are separate pages, in other words, discontinuous pages.

(Loe, 2006, pp. 7, 10), where only pages 7 and 10 are used but not 8 and 9.

**10. If there is no page number, how do we write the section or paragraph?**

(Boman, 1999, "System Constraints" section, para. 1-3) If we have more paragraphs, we cannot write **paras.**, but we still write **para.**

(The Hammersmith Group, 2010, ''Conventional Buildings'' section, para. 1-3) Section titles are written with **capital letters** as well.

You can also use ¶ ( a pilcrow sign) to show the paragraph number.

Even ,chapter numbers can be used for citation as : (Yılmaz, 2006, chap.11)

**11. If your source writer has already taken that info from another source? Citation in the citation?**

(Chris & Lewis cited in Brown, 2009, pp.24-29)

(Chris & Lewis quoted in Brown, 2009, pp.24-29) …………… Here, the first writers are Chris and Lewis. Your source writer Brown has taken the information from Chris and Lewis’s source.

**12. If you use two or more sources (which have a common topic) to write only one card, how can we write its citation?**

(Boman, Clark & Gustavsson, n.d.,‘‘Sensory Constraints’’ section; Davidson & Skarmeas, 2005, para.3)

(Clements,2014, “Facilities Management” section; see also Chris, 2014, p.78)

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| OUTLINE (For one student only)  Thesis:………………………………………………………………………………………………………………………………………………………………….....…………………………………………………………………………………………..  I. Topic Sentence   1. …………………………..   1. Topic of the card (surname, date, page number ) NOTECARD 1  2. Topic of the card (surname, date, page number ) NOTECARD 2  B. ……………………………..  1. Topic of the card (surname, date, page number ) NOTECARD 3  2. Topic of the card (surname, date, page number ) NOTECARD 4 |