Documentation Workshop

Citing Source Materials in College Papers®

Why Document?

- **Fairness and Honesty**

- **Authenticity and Authority**

- **Confirmation and Retrieval**

<u>Why document?</u>

•Fairness and honesty – to identify materials and information not your own; to avoid plagiarism (even unintentional)

• Authenticity and authority – to support your ideas with the research and opinions of experts

•Confirmation and retrieval – to allow readers to locate your sources for confirmation of what you've said or to learn more about the topic

What to Document?

Anything not YOUR original work:

Someone else's writing

Someone else's words

Someone else's ideas (even if paraphrased)

Someone else's unique opinion

Someone else's charts, graphs, facts, photos, figures, drawings, organization of ideas…

You don't have to document:
• Facts that are common knowledge: (There are 24 hours in a day; Boise is the capitol of Idaho)
• Familiar quotations: ("Give me liberty or give me death!"; "I'd like to see Paris before I die.")
• Well-known sayings: ("A stitch in time saves nine"; "Where there's smoke there's fire.")

What is common knowledge?
• Factual information that everybody knows
• Information that everyone in a certain field would know. This can include facts and theories such as Ohm's Law, Einstein's theories in science; Freud's theories in psychology; Knowles in education; etc.

BE VERY SURE that what you think is common knowledge really is known by everyone – if you're not sure, cite anyway.

You may not:
• Copy something that someone else wrote without giving them credit for writing it.
• Copy something that someone else said without giving them credit for saying it.
• Use someone else's idea without citing them, even if you rearrange or change their words (paraphrase).
• Present someone else's unique opinion as your own, unless you credit that person with the original idea with which you are agreeing.
• Use charts, graphs, organizational strategies, facts or figures taken from books, magazines, other students' work or from the Internet **UNLESS YOU CREDIT THE SOURCE FROM WHICH THE MATERIAL CAME.**

Avoiding Plagiarism

- Allow yourself enough time
- Take careful notes
- Understand copyright rules
- Recognize "common knowledge"

A significant cause of plagiarism is lack of time to complete an assignment:

•Allow yourself enough time locate resources.
•Don't expect to find everything on line.
•Plan to check resources at a library.
•Give yourself enough time to read carefully through sources and take notes;
•Then choose the best of what you've found: don't settle for whatever you can locate at the last minute.

Take careful notes:

•If you copy something, MARK THE SOURCE IN YOUR NOTES
•Write out the exact citation IMMEDIATELY, especially page numbers
•If you copy something from the Internet, paste the URL along with the copied text
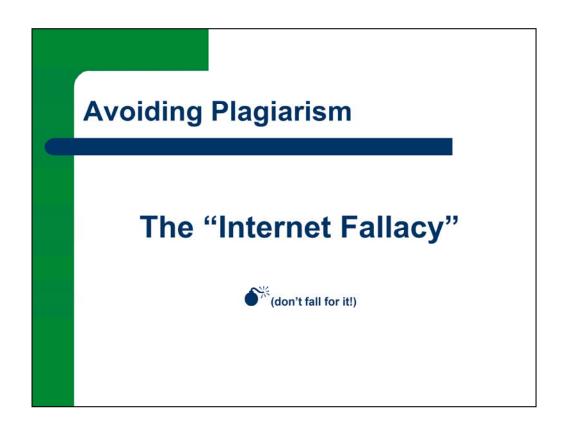
Understand copyright rules:

Original work is protected by copyright laws as soon as it is written, posted, drawn, sung, or recorded (it has to be made tangible – people's ideas aren't copyrighted until they are written down – material has to be fixed in some concrete form, but that can include such actions as delivering a speech or singing a song).

You're allowed "fair use" for educational purposes, defined as actions such as making one copy for your own use or posting someone's material (properly identified) in an online class discussion or on a web page restricted to the individuals in your class. Posting something on a generally accessible web site without the permission of the author infringes copyright.

Recognize what's common knowledge in the field you're writing about

If you aren't certain, ask your instructor.

Some students believe that anything on the Internet is "shareware" and therefore available for use by anyone.

1. This is not true. Whoever wrote/drew/designed it, owns it. Use without the author's permission is plagiarism.

2. Even if the "Internet Fallacy" was true, you didn't create it so you can't present it as your work.

Using Source Materials: Quoting

Use direct quotation when:

- It's a famous quotation
- It's important to have the author's exact words
- Author's distinctive style or phrasing is worth repeating for its own sake

Don't use direct quotation when:

- You could put it into your own words
- You're quoting to save work for yourself
- Quoting would be no more effective than paraphrasing

A college paper is supposed to be your own work, so the majority of what you present should be your own words. In general, you should use quotations sparingly.

Use quotations when:
•You are critiquing or analyzing something – a poem, a play, a novel – and you need direct quotations to illustrate the points you make.
•The quotation is too famous to use anyone else's words
•You don't want to risk changing the author's meaning by paraphrasing
•The style or phrasing is worth repeating
•You want to show how the author supports your point

Don't use quotations when:
•A brief summary would be better
•All you need is the idea, not the exact words
•You are trying to save work for yourself

A "string of pearls" – a series of direct quotations with a few words or a sentence or two between them – makes it look as though you don't know the subject well enough to talk about it on your own.

Using Source Materials: In Your Own Words

Paraphrase when:
- You want to indirectly quote what was said
- You need to present the idea but not the exact words

Summarize when:
- You want to present only a general overview
- The passage is too long or too wordy to paraphrase
- You need to save space

A **paraphrase** is the repetition of an author's idea(s), expressed in different words. It uses the author's organization and ideas but your own language to present them.

Paraphrase by:
•reading through the entire passage
•deciding what points or ideas you want to include in your writing
•repeating the ideas back to yourself
•writing down the ideas without looking back at the passage
•checking what you wrote against the original for accuracy

A **summary** includes the highlights or important points in a document, but shortens and simplifies the presentation. It need not contain every point the author makes, but it contains the general idea.

Summarize by:
•reading through the passage or section
•writing a sentence that expresses the main point of the passage
•making a list of the most important supporting points (you don't have to include everything, only the most important ideas, research results, facts)
•writing a paragraph that includes your thesis sentence and that briefly states the main point and supporting arguments in your own words
•re-checking what you have written to make sure you have not used the author's words but have presented his/her ideas accurately.

If your summary is longer than a paragraph or two, you are probably relying too much on what the author says and not enough on your own thinking

Using Source Materials: Facts & Ideas

Cite facts when:
- You use someone's statistics, research results
- You use or adapt information from someone's chart, diagram, table, illustration

Cite ideas when:
- Something someone else wrote, said or did gave you an idea
- You're not directly quoting or paraphrasing but need to acknowledge a source that influenced your work

When citing numbers, research results, etc., be sure to give exact page number.

Diagrams, tables, illustrations copied in whole or in part must be identified. If possible, include citation in label. Use footnote, if necessary.

Using Quotations

- Quote only where a quotation adds something to your text.
- Use quotations sparingly
- Quote <u>accurately</u>
- Replicate the source exactly: use [sic] after error

Quote only where a quotation adds something to your text.

Use quotations sparingly.

Quote <u>accurately</u>, using exact wording, spelling, including typos and/or errors.

Where error exists, replicate the source exactly and put [sic] (meaning "thus") immediately after the mistake to indicate that that is how it appears in the original text.

Formatting Quotations

Short quotation:

Incorporate in sentence, use quotation marks, place citation between end of quotation and period:

Knowledge organization that occurs as a result of constructing a portfolio may produce learning in which cues within the individual's previous experience "...are transformed into second-order (derived) features which activate a category schema for a problem type" (Chi, Feltovich & Glaser, 1981, p. 149).

Formatting Quotations

Over 40 words: indent, double-space, no quotation marks

As the democratizing influences of colonial life changed men's religious orientation, that same outlook compelled changes in religious polity, if not in religion itself:

> A voluntary theocracy may uphold a faith which teaches that only a very limited number are of the "elect," but, under the ordinary conditions of life, such a belief is discouraging, deadening, and as men threw off this idea of spiritual bondage, they advanced to a larger conception of personal responsibility, dignity, and freedom (Greene, 1905).

Avoid use of many long quotations.

Paraphrase or summarize whenever possible.

Overuse of quotations looks lazy and detracts from the scholarly tone of your paper.

Extremely long passages – IF NECESSARY – may be extracted, properly cited, and placed as an appendix to your paper.

Refer reader to appendix thus: (See Appendix B, passage from Bradford, 1952).

How to Document?

Styles:

- **AAA** (American Anthropological Association)
- **APA** (American Psychological Association)
- **CBE** (Council of Biology Editors)
- **Chicago Manual of Style** (University of Chicago)
- **IEEE** (Institute of Electrical and Electronics Engineers)
- **MLA** (Modern Language Association)
- **Turabian** (Kate Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*)

and more...

There are almost as many different documentation styles as there are fields of study:

- AAA (American Anthropological Association): an adaptation of the *Chicago Manual of Style*
- MLA (Modern Language Association): Gibaldi, Joseph. *MLA Handbook for writers of Research Papers*. 7th ed. New York: The Modern Language Association, 2008. (recommended for high school and undergraduate college students).
- Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: The Modern Language Association, 2008. (for graduate students and professional writers)
- APA (American Psychological Association): *Publication Manual of the American Psychological Association*. 6th. ed. Washington, D.C.: American Psychological Association, 2009
- PSA (American Political Science Association) S*tyle Manual for Political Science*, revised edition (2006), based on Chicago
- Chicago Manual of Style: *The Chicago Manual of Style*, 15th ed. Chicago: University of Chicago Press, 2003.
- Turabian: Turabian, Kate. L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007 (Kate Turabian helped write the Chicago Manual of Style.)
- CSE (Council of Science Editors): *The CSE Manual for Authors, Editors, and Publishers*. 7th ed. New York: Cambridge University Press, 2006
- IEEE (Institute of Electrical and Electronics Engineers): *Institute of Electrical and Electronics Engineers. IEEE Standards Style Manual, 2009.* Manual is available for free on web at http://standards.ieee.org/guides/style/index.html
Quick IEEE summary site for citations at http://www.ecf.utoronto.ca/~writing/handbook-docum1b.html

Summary site with examples of other styles http://www.bedfordstmartins.com/online/citex.html
Full list of style manuals and guides available at
http://www.memphis.edu/libraries/help/style.php

Choosing the Right Style

1. Instructor's preference
2. Standard in field:
   - Humanities – MLA
   - Social Sciences – APA
   - History – Chicago/Turabian
   - Sciences – CBE
3. Most common – MLA / APA

How to choose the right style?

FIRST: follow instructor's preference

SECOND: if instructor has no preference, use what is customary in your field, organization, or department. Find out what's used in your field by looking at important journals in your discipline. See what they use for publication of articles. Look at their guidelines for submitting articles for publication.

In general:
- Humanities – MLA
- Social Sciences – APA
- History – Chicago/Turabian
- Sciences – CBE

THIRD: if the choice is up to you, APA or MLA are the most commonly used.

Most college papers use:

- **In-text citation of sources**

- **List of those sources at end of paper**
  - **MLA: "Works Cited"**
  - **APA: "References"**
  - **NOT "Bibliography"**

The References or Works Cited page is an alphabetically arranged listing of all sources cited in the paper.

A Bibliography is also an alphabetized listing of reference materials, but it may contain items not cited in the paper, and the entries may be annotated.

The References and Works Cited pages are not bibliographies in the technical sense of the word.

Documentation in the average college paper consists primarily of two things:
in-text citation of your sources
a list of those sources at the end of your paper

Today, footnotes and endnotes for documentation purposes are no longer used in the majority of styles, having been replaced by the less cumbersome in-text citation format.

Occasionally, you may need to use footnotes for comments or explanations that would interrupt the flow of thought if placed within the text itself. These footnotes are generally not considered documentation, since they consist of additional detail or comments written by the author of the paper. If your footnote contains material that must be cited, then use of the in-text citation will spare you the need to footnote a footnote.

Source Page: Formatting

- **Title: References / Works Cited**
- **First line at left margin, indent next lines**
- **Double-spaced; don't skip lines**
- **Book, journal titles:**
  - MLA: italicize titles of longer books; use quotation marks for titles of shorter works
  - APA: italicize titles of longer works (books, journals); do not italicize, underline or quote shorter works (articles, poems)
- **Don't number entries**

Since the majority of college papers use either the APA or MLA format, what follows will concentrate on those styles. With the exception of specialized styles such as IEEE, the major differences between these two and other formats are primarily in the arrangement of bibliographic information. Content tends to be the same across disciplines.

In APA format, the list of sources at the end of your paper is titled "References"; in MLA format, it is titled "Works Cited."

The title "Bibliography" is not appropriate because although each of these formats contains reference information for every work mentioned in the paper, a bibliography often references additional materials not cited in a paper.

For papers in both formats, the first line of the entry starts at the left margin, with second and subsequent lines indented (hanging indent).

All entries are double-spaced, with no extra spaces between entries. Use only one (1) space after periods.

Do not number entries.

APA: italicize titles of longer works (books, journals); do not italicize, underline or quote shorter works (articles, poems).

MLA: titles of longer works are italicized; use quotation marks for titles of shorter works. Every entry in the "Works Cited" list must indicate the medium of publication (print or web are the most common).

Basic Information: Print Sources

- Author
- Title
- Publisher
- Date of Publication
- Place of Publication
- Medium (MLA only)

There are variations on this basic information:

•You will need to have the editor of an edited work as well as the author of the chapter or article you want to cite

•You'll need the title of a chapter in an edited work as well as the title of the book in which it appears

•You'll need the name of the journal in which an article is published, as well as the volume and issue number etc.

•You'll need the Publisher, place and date of publication

•For MLA format, you'll need the medium.

But in general, these are the elements of a reference to a printed work.

Source Page: Alphabetizing

- Alphabetize by first author's surname, then by first name, then by 2nd author's surname, finally by title of work
- Where author is an organization, alphabetize by first important word of title
- Multiple works by same author:

  APA: list chronologically, with the newest one first

  MLA: list alphabetically by title, use three hyphens in place of the author's name after the first entry

Alphabetize the entries in your References list by the last name of the lead author (the one listed first on the title page): do not separate by categories (i.e., books, newspapers, web sites, etc.)

For multiple works by the same author:

•APA: list chronologically, with the newest one first
•MLA: list alphabetically by title, use three hyphens in place of the author's name after the first entry

Multiple works by same author with same publication date are alphabetized by title

For works by multiple authors, where two lead authors have the same last name, alphabetize by lead author's first name, then by the last name of second author, then by first important word of the title

Works by an organization are alphabetized by the first important word of the organization's name

References: Book, one author

APA

Piaget, J. (1970). *The place of the sciences of man in the system of sciences.* New York, NY: Harper Torchbooks.

MLA

Piaget, Jean. *The Place of the Sciences of Man in the System of Sciences.* New York: Harper Torchbooks, 1970. Print.

Book, one author

APA:
Use author's first initial, last name.
Capitalize only first word of title (also first word after colon and proper nouns)
Date in parentheses after author

MLA:
Capitalize all important words in title
Use author's full first name
Date after publisher

BOTH:
Double space
Hanging indent
Single space after periods
Period at end of entry

References: Book, two authors

APA

Bannister, D., & Mair, J.M.M. (1968). *The evaluation of personal constructs.* New York, NY: Academic Press.

MLA

Bannister, Donald, and John M. M. Mair. *The Evaluation of Personal Constructs.* New York: Academic Press, 1968. Print.

Book, two authors

APA   Use only authors' first initial.
   Use ampersand (&)

MLA   Reverse only the first author's name
   Spell out "and"

References: Book, 3 or more authors

APA

Boud, D., Cohen, R., & Walker, D. (1993). *Using experience for learning*. Bristol, PA: The Society for Research into Higher Education and Open University Press.

MLA

Boud, David, Ruth Cohen, and David Walker. *Using Experience for Learning*. Bristol, PA: The Society for Research into Higher Education and Open University Press, 1993. Print. (OR Boud, David, et al.)

Book, three or more authors

APA :
•Include first eight authors' names, an ellipsis - three dots – followed by the last author's name. You do not have the option to use the abbreviation "et al."; do not use "et al." in References page

MLA:
•Reverse only the first author's name
•Spell out all others OR use first author's name and "et al." (meaning "and others").
•Use "and", not ampersand (&)

Basic Information: Online Sources

- Title of site
- Author or editor
- Date of creation / latest update
- Sponsoring organization
- Date accessed
- URL (APA Only, unless a Digital Object Identifier (DOI) is available)

These are the important things to document for online sources. You may sometimes find that not all of these things are available – the site may list no author or editor, it may be undated or list no sponsoring organization.

Provide as much information as possible and don't worry about it. As long as the reader has, at a minimum, the title, author and date of access, he or she should be able to locate the site if it is still active.

References: Entire web site

APA: Used as in-text citation but not in References

MLA: Author. *Title of Site*. Editor. Date of creation/revision. Name of Sponsoring Institution. Medium. Date of Access.

FamilySearch. FamilySearch.org. 24 November 2004, v. 2.5. Church of Jesus Christ of Latter-Day Saints. Web. Accessed 15 March 2006.

Entire web site

<u>APA</u>
•Cited in text but not in References

<u>MLA</u>
•Site name
•Editor or author (if listed)
•Publication date or last update
•Sponsoring body
•Date accessed
•Medium

Format:

Author(s). Name of Site. Date of Posting/Revision. Name of institution/organization affiliated with the site. Date of Access <electronic address>.

When no author is given, entry begins with name of site.

Site with no author, no date, and no pages, use:
    Name of site, n.d., date accessed, URL.

Note that in MLA format, dates are written European style: day/month/year.

References: Web page

APA

Age-related cognitive decline. (n.d.). Retrieved March 15, 2006 from
http://www.vitacost.com/science/hn/Concern/ARCD.htm.

MLA

"Age-Related Cognitive Decline." Vitacost.com. Web. 15 March 2006.

Web page

APA:

Author. *Title*. Date created. Date retrieved. URL

MLA:

Author. *Title of Site.* Date and/or Version Number. Name of Sponsoring Institution. Medium.Date of Access.

MLA style doesn't require use of "Retrieved" but you may want to add it to distinguish the retrieval date from the publication date.

BOTH: If no author, start with title of site.

References: Online posting

APA

Jordan, B. (1998, May 1). Re: Abrogast and Jordan families. Retrieved March 15, 2006 from http://www.rootsweb.com/~vahighla/query/query005.htm.

MLA

Jordan, Bob. "Re: Abrogast and Jordan Families." Online posting 1 May 1998. Highland County, VA, Genealogy. Web. 15 March 2006.

The differences here are primarily in placement of the information:

APA:
•Use author's last name, first initial
•Date in parentheses
•Title of posting (or topic if no title)
•Retrieval date
•URL

MLA:
•Author's last name, first name
•Title or topic of posting.
•Indicate type of content (i.e., posting) and date
•Name of web page
•Medium
•Date accessed

References: Primary sources

- Letter
- Memo
- e-mail
- Telephone conversation
- Personal interview

- APA: Not cited in References section
- MLA: Jones, Patrick. Personal conversation. 7 May 2005.

APA:
Reference primary sources in body of the paper only, because readers will not have access to the original source.

MLA:
Primary sources are included in Works Cited page:
Last name, first. Type of event. Date of event

In Text Citations

- **Most styles no longer use footnotes, end notes.**

- **Use parentheses <u>within</u> sentence. Citation treated as part of sentence: place <u>before</u> final punctuation mark:**

  …as noted by one researcher (Clement 22).
  "…as I have noted in my research" (Clement 22).

- **Give enough information to allow reader to locate exact passage cited**

Reminder: Footnotes and endnotes for documentation purposes are no longer used in the majority of styles, having been replaced by the less cumbersome in-text citation format.

In Text Citations

MLA: in parentheses: author's last name followed by page (numeral only):

"…one researcher (Clement 22) claims that …"

APA: in parentheses: author's last name, comma, followed by publication date):

"…one researcher (Clement, 1998) claims that …"

MLA:

• Author's name in parentheses.

• If using a direct quotation or a paraphrase, add page number(s), numeral only.

• No punctuation between name and number.

APA:

• If a direct quotation, page number is needed. Use "p." with number: (Zajchowski & Martin, 1993, p. 466).

• If referencing an entire work, use only author's name and publication year.

Variations on In-Text Citations:
Author's name appears in sentence

Use page or date only:

MLA: "...Professor Clement (22) claims that ..."

APA: "...Professor Clement (1998) claims that ..."

[with APA format, add page number for direct quotation:
"...as I have noted in my research" (Clement, 1998, p.22).]

When author's name appears in the sentence, omit from in-text citation.

MLA:

•If author is mentioned and no page number is needed, then do not cite.

•If author's name is mentioned and page number is needed, give only the number of the page

APA:

•If author is mentioned in text and entire work is cited, give only publication date

•If author is mentioned and direct quotation or paraphrase is used, give date and page number, using "p.".

Variations on In-Text Citations:
Two or more authors

MLA:
"…researchers claim (Smith and Lee 22) …"
or
"…researchers claim (Smith, Kim, and Lee 22)…"

APA:
"…researchers claim (Smith & Lee, 1998) …"
or
"researchers claim (Smith, Kim & Lee, 1998)…"

Where reference has two or more authors:

MLA:

Use authors' last names plus page number if needed
•Two names – use "and". Spell out
•Three names – use commas after names, plus "and" & page number if needed
•More than three names – First author's name, and "et al."

APA:

Use authors' last names, plus year & page number if needed.
•Two names - use ampersand (&), comma, and year
•Three names – use comma; ampersand between 2nd & 3rd names
•More than three authors – use all authors' names the first time cited; after that, use first author with "et al."
•Subsequent citations **within same paragraph** may omit year

Variations on In-Text Citations:
Corporate Author (e.g., U.S. Treasury)

MLA: "… disproving the claim (U.S. Treasury) …"

APA: "… disproving the claim (U.S. Treasury, 2006) …"

Keep it brief: use only as much of the organization's title as you need to identify the page

Corporate author:

When a group, not a person or persons, is the author of a web site, then an abbreviated version of the organization's name is used in citing within text.

Follow the reference given in the References or Works Cited page, using only enough of the organization's name to identify the entry.

Format according to normal MLA or APA style for in-text citations.

Two works by same author

MLA:
•Author not mentioned in text:
    Use author surname, abbreviated title, page number if needed
•Author mentioned in text:
    Omit author name, use abbreviated title, page number if needed
•Author and title mentioned in text:
    Use only page number

APA:
•Author not mentioned in text:
    Use author surname, date, page number if needed
•Author mentioned in text:
    Omit author name, use date, page number if needed
•Author and title mentioned in text:
    Use only date, page number if needed
•Two works same year:
    Add lower case letter to date

Variations on In-Text Citations:

Internet or electronic source

- Cite exactly as you would any other item from your References or Works Cited page.

- Format for these sources changes often. Just include the basic information and do your best

- Remember: instructors no longer allowed to burn students at the stake for committing honest errors

Variations on In-Text Citations:
Internet or electronic source

MLA: **"…for longer periods (Age-Related) …"**

APA:

- Citing entire site, use URL and omit from References page:

  "…for Dinah (http://www.bizenghast.com/guestbook.html)…"

- Otherwise, cite as any other source (use paragraph numbers, if available, for work that is not paginated):

  "…research has shown (Johnson, 2001, section 5, para. 12)."

Remember

- Stay calm
- Use your common sense
- Be consistent

The three most important things to remember:

Stay calm

Use your common sense

Be consistent

(And keep in mind that burning students at the stake for making an honest error is no longer permitted.)

Documentation Workshop

Created by: Maryanne LeGrow

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Narrated by: Stacey Williams

Stacey Williams has been involved in higher education in Connecticut for seventeen years as a full time faculty member and administrator. Ms. Williams holds a Master's degree in Business Administration from Southern Connecticut State University and a B.S. degree in Management.   Ms. Williams served as an instructional designer for Yale University in the department of Academic Media and Technology and is now serving as the Director of Distance Learning at Naugatuck Valley Community College. She has been an adjunct instructor for Charter Oak State College since 2004.