Citing

To avoid plagiarism, students must cite other author’s work using a specific citation style that is determined by the professor. There are several different styles, for example, MLA (Modern Language Association), APA (American Psychological Association), Chicago, Turabian, and CSE (Council of Science Editors). Remember that before you start your research for a paper, you must either review the syllabus or ask your professor which documentation style is appropriate for the class. If your professor tells you that you can choose your own style, the most popular style is the MLA format.

Moreover, you have two types of citations: 1) In-text meaning that the author gives the source (often in a single phrase), the year of publication, and sometimes the page number in parentheses. The two styles that require in-text citations are MLA and APA. However, Chicago and Turabian documentation uses end-notes for many of the humanities, including literature, history, and the arts. These notes which contain bibliographic information appear at the end of the page signaled by a number that appears at the end of the cited material, for example ¹. Then you will have the corresponding number at the bottom of the page.

The Purdue OWL Citation Chart: For a comparison of MLA, APA, and CMS styles of documentation, please visit, https://owl.english.purdue.edu/media/pdf/20110928111055_949.pdf

Please see a short review with examples of each of the most commonly used styles:

1. **APA style** (American Psychological Association) used in most social science classes, for example, psychology

   In APA style, use parenthetical citations within the text of your paper to credit your sources, to indicate the currency of your sources, and to refer your reader to a more detailed citation in your reference list. Use parenthetical citations when you paraphrase, quote, or make any reference to another author's work. A parenthetical citation in APA style should include the author's last name as well as the year in which the work was published, with a comma separating them. If the author's name and/or the year of publication are clear from the sentence preceding the citation, you may omit them from the citation.
Examples

One study of two large school districts shows that unions do not dominate the financing of school board elections (Adams, 2008).

Adams’s study of two large school districts shows that unions do not dominate the financing of school board elections (2008).

Brian Adams (2008) concluded that unions do not dominate the financing of school board elections.

If you refer to a specific page or pages of the text, first list the year of publication and then list "p." followed by the page number or "pp." followed by the range of pages. If you refer to a specific chapter, indicate that chapter after the year.

Examples

Supreme Court precedent regarding the constitutionality of granting union members the exclusive right to participate in collective bargaining turns on the question of "how to protect the rights of nonunion members without violating the rights of union members or damaging the effectiveness of the collective-bargaining process" (Imber & Van Geel, 2004, p. 472).

The Supreme Court has considered the constitutionality of granting union members the exclusive right to participate in collective bargaining in two cases (Imber & Van Geel, 2004, pp. 472-481).

Example

Voters elected two candidates who touted their opposition to the voucher program (Borsuk & Schulhofer-Wohl, 2001).

If a work has three, four, or five authors list the last name of every author the first time you refer to their work, but list only the first author’s name followed by "et al." in subsequent references. If a work has six or more authors, list only the first author’s name followed by "et al." in the first and all subsequent references.

Examples

Many local union presidents express willingness to consider performance-based compensation for teachers, despite the opposition of state and national union leaders (Johnson, Donaldson, Munger, Papay, & Qazilbash, 2009, pp. 385-386).

Some school districts maintain a continuous labor-management dialogue outside of formal contract negotiation periods (Johnson et al., 2009, pp. 388-389).

Recent work on mathematical instruction has provided evidence that professional development for teachers can "cut both ways" (Hill et al., 2008, p. 500).

If the text of your paper makes it clear that you are referring to a particular work, there is no need to repeat the author’s name in a parenthetical citation. Instead, you can cite only the year and, if applicable, the page number(s).
Example

One union-endorsed candidate publicly disagreed with the teachers' union on a number of issues (Borsuk, 1999a).

If your reference list includes sources by multiple authors with the same last name, list each author’s initials before his or her last name, even when the works were published in different years.

Example

Terry Moe argues that well-organized unions wield such influence in school board elections that they "can literally choose the very 'management' they will be bargaining with" (2006, p. 59).

To attribute a point or idea to multiple sources, list them in one parenthetical citation, ordered alphabetically by author and separated by semicolons. Works by the same author should be ordered chronologically, from oldest to most recent, with the publication dates separated by commas.

Example

Students who possess cultural capital, measured by proxies like involvement in literature, art, and classical music, tend to perform better in school (Bourdieu & Passeron, 1977; Dumais, 2002; Orr, 2003).

If your reference list includes multiple works by the same author in the same year, identify them in your parenthetical citations and in your reference list by a lowercase letter after the year, assigning each letter in alphabetical order by the title of the work. When establishing the alphabetical order of works in your reference list, do not count the words "A" or "The" when they appear as the first word in a title.

Example

One parent expresses the belief that waves of reform in special education have produced little change in most teachers' classroom practice (M. N. Carr, 1993).

To refer to a work that is listed in your reference list by title rather than by author, cite the title or the first few words of the title.

Example

The newspaper’s editorial board praised the school board president's efforts to promote reform ("Our School Board Choices," 2001).

Ordinarily, to cite a specific place in a work, indicate a page number or range of page numbers after the author's name. For works published electronically with no page numbers, help your reader locate the materials you cite by listing either the paragraph numbers where your citation occurs or the first few words of the relevant section heading, followed by paragraph numbers.
APA reference list

APA style requires you to provide a reference list at the end of your paper. The list should be double-spaced, and each line after the first one in each entry should be indented. The title of the list should be "References" and should be centered at the top of the page.

References


Adapted from Harvard Guide to Sources
2. Chicago style

*The Chicago Manual of Style* (CMS) covers a variety of topics from manuscript preparation and publication to grammar, usage, and documentation and has been lovingly called the “editors’ bible.” The material in this resource focuses primarily on one of the two CMS documentation styles: 1) the **Notes-Bibliography System (NB)**, which is used by those in literature, history, and the arts. 2) The other documentation style, the **Author-Date System**, is nearly identical in content but slightly different in form and is preferred in the social/ sciences.

In addition to consulting the *The Chicago Manual of Style* (16th ed.) [http://www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html) for more information, students may also find it useful to consult Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations* (8th ed.) [http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html) This manual, which presents what is commonly known as the ”Turabian” citation style, follows the two CMS patterns of documentation but offers slight modifications suited to student texts.

**(a) Notes and bibliography (NB) in Chicago style**

The Chicago NB system is often used in the humanities and provides writers with a system for referencing their sources through footnote or endnote citation in their writing and through bibliography pages. It also offers writers an outlet for commenting on those cited sources. The NB system is most commonly used in the discipline of history.

The proper use of the NB system can protect writers from accusations of plagiarism, which is the intentional or accidental uncredited use of source material created by others. Most importantly, properly using the NB system builds credibility by demonstrating accountability to source material.

If you are asked to use the Chicago NB format, be sure to consult *The Chicago Manual of Style* (16th ed.) and/or *A Manual for Writers of Research Papers, Theses, and Dissertations* (7th ed.). Both are available in most writing centers and reference libraries and in bookstores.

**Introduction to notes**

In the NB system, you should include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase or summary. Footnotes will be added at the end of the page on which the source is referenced, and endnotes will be compiled at the end of each chapter or at the end of the entire document.

In either case, a superscript number corresponding to a note with the bibliographic information for that source should be placed in the text following the end of the sentence or clause in which the source is referenced.
The first note for each source should include all relevant information about the source: author’s full name, source title, and facts of publication. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title (if more than four words), and page number(s).

If you cite the same source and page number(s) from a single source two or more times consecutively, the corresponding note should use the word “Ibid.,” an abbreviated form of the Latin *ibidem*, which means “in the same place.” If you use the same source but a different page number, the corresponding note should use “Ibid.” followed by a comma and the new page number(s).

In the NB system, the footnote or endnote itself begins with the appropriate number followed by a period and then a space. In Turabian style, the footnote or endnote begins with a superscript number.

Introduction to Bibliographies

In the NB system, the bibliography provides an alphabetical list of all sources used in a given work. This page, most often titled Bibliography, is usually placed at the end of the work preceding the index. It should include all sources cited within the work and may sometimes include other relevant sources that were not cited but provide further reading.

Although bibliographic entries for various sources may be formatted differently, all included sources (books, articles, Web sites, etc.) are arranged alphabetically by author’s last name. If no author or editor is listed, the title or keyword by which the reader would search for the source may be used instead.

Common Elements
All entries in the bibliography will include the author (or editor, compiler, translator), title, and publication information.

Author’s Names
The author’s name is inverted in the bibliography, placing the last name first and separating the last name and first name with a comma; for example, John Smith becomes Smith, John. (If an author is not listed first, this applies to compilers, translators, etc.)

Titles
Titles of books and journals are italicized. Titles of articles, chapters, poems, etc. are placed in quotation marks.

Publication Information
The year of publication is listed after the publisher or journal name.

Punctuation
In a bibliography, all major elements are separated by periods. Please note that this OWL resource provides basic information regarding the formatting of entries used in the bibliography. For more information about Selected Bibliographies, Annotated Bibliographies, and Bibliographic Essays, please consult Chapter 14.59 of *The Chicago Manual of Style*. 
Notes and Bibliography (NB): Sample Citations

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, please review *The Chicago Manual of Style*, [http://www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html).

**Book**

**One author**


**Two or more authors**


**For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):**

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .
2. Barnes et al., *Plastics* . . .

**Editor, translator, or compiler instead of author**


**Editor, translator, or compiler in addition to author**


**Chapter or other part of a book**


**Chapter of an edited volume originally published elsewhere (as in primary sources)**


Preface, foreword, introduction, or similar part of a book
2. Rieger, introduction, xxxiii.

Book published electronically
If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

3. Austen, Pride and Prejudice.


Journal article
Article in a print journal
In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.


Book review


3. MLA

In MLA style, use parenthetical citations within the text of your paper to credit your sources and to refer your reader to a more detailed citation in your list of works cited at the end of your paper. Use parenthetical citations when you paraphrase, quote, or make any reference to another author's work. A parenthetical citation in MLA style should include an author's last name and the page number to which you refer in that author's work. You should not use a comma to separate author and page number.

When the citation appears at the end of a sentence, the period comes outside the parentheses. If you need to put the citation before the end of the sentence (in cases where you have more than one citation in a sentence), place any punctuation after the citation as well.
Examples

Supreme Court precedent regarding the constitutionality of granting union members the exclusive right to participate in collective bargaining turns on the question of “how to protect the rights of nonunion members without violating the rights of union members or damaging the effectiveness of the collective-bargaining process” (Imber and Van Geel 472).

The Supreme Court has considered the constitutionality of granting union members the exclusive right to participate in collective bargaining in two cases (Imber and Van Geel 472-81).

To refer to an entire work, rather than to a specific page or range of pages, use the author’s last name only. If the work has no pagination, use the author’s last name only.

Example

One study of two large school districts shows that unions do not dominate the financing of school board elections (Adams).

If the text of your paper makes it clear that you are referring to a particular work, there is no need to repeat the author’s name in a parenthetical citation; instead, you can cite the page number(s) only. Furthermore, you can omit the parenthetical citation entirely if you refer to the entire work.

Examples

Adams argues that, rather than being dominated by unions, school board candidates form fundraising coalitions "based on personal connections between candidates and contributors formed through social relationships... or civic networks" (413).

Adams’s study of two large school districts shows that unions do not dominate the financing of school board elections

If your list of works cited includes multiple works by the same author, identify the title of the work, shortened if necessary, after the author’s name. Include the page number if you refer to a specific page.

Example

One parent expresses the belief that waves of reform in special education have produced little change in most teachers’ classroom practice (M. Carr).

To attribute a point to multiple sources, list them together in one parenthetical citation, separated by semicolons. Include page numbers if you refer to specific pages in each work. If a long parenthetical citation would disrupt the flow of your paper, use a footnote instead.
Example

The newspaper's editorial board praised the school board president's efforts to promote reform ("Our School Board Choices").

In general, parenthetical citations should be as concise as possible while clearly pointing your reader to the appropriate citation in your list of works cited.

MLA Works Cited list

MLA style requires you to include a list of all the works cited in your paper on a new page at the end of your paper. The entries in the list should be in alphabetical order by the author's last name. The entire list should be double-spaced. For each of the entries in the list, every line after the first line should be indented one-half inch from the left margin. "Works Cited" should be centered at the top of the new page. Adapted from Harvard Guide to Sources

Works Cited


