

Tip Sheet – Citations

Direct Quotes:

You absolutely must cite every single piece of information that you did not make up yourself. The most obvious example of this is by using in-text citations when you directly quote someone else's words. "This is an example of a direct quote from another source" (Johnston, 2004, p. 56). This shows that the previous sentence was not written by you, the author, but by another person, Johnston. It also tells the reader that the citation is from page 56 of a source that was published in 2004. Note that the quotation marks come before the parentheses and the period goes after the citation. All of the other information that you need to include will be found in the "Reference List" at the end of your paper.

Personal Communication:

You **MUST** cite sources for original ideas even if the sources are not written. Imagine you and your friends are sitting around eating hamburgers and someone comes up with a theory of the relationship between hamburgers and modern art. You include the theory in your research paper 'The Aesthetics of Fast Food'. You have to cite your friend.

Paraphrasing:

You are not off the hook if you restate another's ideas in your own words. You still need to credit the person who first came up with the ideas. In this case, you don't need to include quotation marks (or inverted commas) like this " - " because you have reworded the information in your own voice. When you paraphrase, you still need to include the author's name and the publication date, like this (Johnston, 2004). Note that the period goes on the outside of the parentheses.

Citing is necessary when...:

Citing is necessary whenever you take information directly from a source, even if it's in your own words. Examples of facts that you must cite are below:

- a. descriptions of how a critic reacted to a musical performance
- b. provisions of a law
- c. the results of a psychological study
- d. the sequence of events leading up to a historic event
- e. a distinctive mathematical proof
- f. the results of a laboratory experiment

**when in
doubt, cite**

Citing is unnecessary when...:

The best way to protect yourself against plagiarism is to **ALWAYS** err on the side of quoting too much than not enough. The only time when in-text citations are considered unnecessary is when you are including 'common knowledge'. Some examples of facts that may be included without a citation are provided below:

- a. Marie Antoinette was beheaded during the French Revolution.
- b. It takes a year for the earth to rotate around the sun
- c. Spanish is called a Romance language because it is derived from Latin.