

Materials That You Cite

When you use the ideas, theories, or research of others, you must give those people whose work you use credit for using their work. You give credit through citation. Citation involves acknowledgment to your reader of the author or authors of those ideas, research, or theory that have influenced your work; citing is a way of paying for the borrowing of others' works. The main reasons for citing sources are as follows:

- You are paying for using the source; otherwise, you are stealing.
- Citing sources demonstrates to your audience that you have gained knowledge through research; it assures your audience of your ethics or your reputation.

You will cite directly quoted, paraphrased, or summarized material, and you will cite pictures, graphs, charts, tables, and any other figures that are created by someone else or produced as a result of another's work. Citing sources is expected in academic and the practicing communities. (In some instances where trademark and copyright are involved, you will have other procedures to follow. For a resource addressing the ethics and legal issues relating to trademark and copyright, refer to the Fair Use resource.)

Quoting directly is using a source's exact words. Quotes are offset with quotation marks and require page numbers in the parenthetical citation that follows. Quoting establishes your credibility by demonstrating that you have done your research and found experts. While quoting is a good technique for demonstrating your ability to find support for your argument, using too many quotes gives your work a look of a collection of notes from other sources.

Reserve quotations for the following:

1. A passage that is memorable or is so perfect you do not want to risk weakening the message.
2. An expert whose claims you want to emphasize.
3. Respected authorities in the field whose ideas support your claims.
4. Scholars whose work challenges or varies from others in the field.

Using Quotations:

1. Quotations are word for word as well as including the exact punctuation, capitalization, grammar, and spelling.
2. Use quotation marks to indicate where the quote begins and ends.
3. If you introduce words of your own or change the quote in any way, use square brackets to indicate that you have made changes from the original.
4. Use the author's name following a signal phrase to introduce the quote, and follow the in-text citation style that you are using. Remember, MLA, APA, Chicago, and CSE vary in both in-text and source page formation.
5. For every author and work which you quote, there must be a corresponding entry on the bibliographical page.

Paraphrasing is taking another's work and putting it into your own words and sentence structure without adding to its meaning. When you paraphrase, it is important to maintain the integrity of the original piece. When you paraphrase, you are restating all the main points of a passage and in the order of the passage and usually in about the same number of words. Paraphrasing is used when the main ideas are

important but not necessarily the words. Paraphrasing is helpful for restating a complicated technical piece of writing and rephrasing it in less complicated and less technical words.

Using Paraphrasing:

1. Restate the meaning in your own words and sentence structure.
2. If you use words or phrases from the original source that are specific to the author, enclose those words or phrases in quotation marks.
3. Include all of the original's main points and details and in the same order.
4. Do not integrate your comments or reactions to the paraphrased material within the same sentence as the paraphrased material.
5. Introduce the paraphrased material by using the author's name and a signal word or phrase and follow the rules for the particular parenthetical citation.
6. Paraphrased material must have a corresponding entry in the bibliography section.

Summarizing is creating a version of the original in which you capture, in your own words, the main ideas that pertain to your work. The summary requires only enough words to capture the ideas that you want to emphasize. Summaries should be kept as brief as possible. As with quoting and paraphrasing, the summary requires an introduction of the author and a signal word or phrase. You must follow the rules for in-text citation for the style that you have chosen to use.

Using Summary:

1. A summary is much shorter and more economical than the original source. Use only enough information to cover the main points.
2. Put the summary in your own words and, like in the paraphrase, if you do use words or phrases that are from the original, use quotation marks to alert your reader that you are using the original source's language.
3. Like the paraphrase and quote, you should use the author's name to introduce the summary, follow with the paraphrased section, and end with the parenthetical citation that is correct for the citation style that you are using.
4. Any summarized material should have a corresponding entry on the bibliography page.

Illustrations are visuals that come in a variety of means such as pictures, tables, graphs, charts, maps, or other types of images. You must cite illustrations that someone else created, and you must cite illustrations that you create based upon others' data.

Materials That You Do Not Cite:

- Your own data
- Common knowledge. Hydrogen and oxygen are two elements that comprise water. Or, Sam M. Walton founded Walmart.
- Facts that are found in a wide variety of encyclopedias or reputable websites: President Kennedy was assassinated in Dallas, TX.

(If you are not sure if the information you are using is common knowledge or widely published in knowledge bases such as encyclopedias, go ahead and cite.)