

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 those authors credit using **citations**.

Why Cite?

The main reasons for citing sources are as follows:

- Citing sources demonstrates to your audience that you have gained knowledge through research;
- Citing sources assures your audience of your ethics or your reputation; and
- Citing sources is expected in academic work.

What Should You Cite?

You will cite:

- Directly quoted, paraphrased, or summarized material;
- Data that you did not collect yourself;
- Pictures, graphs, charts, tables, and any other figures that are created by someone else or produced as a result of another's work.

What Do You *Not* Need to Cite?

You do not need to cite:

- Data you collected yourself.
- Common knowledge, such as the fact that Fayetteville is a city in Arkansas.
- Facts that are found in a wide variety of encyclopedias or reputable websites.

What about quoting?

- 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.
 - *Note:* 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.