

Citing Your Sources

1. Introduction

1.1 Start

Citing Your Sources!

1.2 Welcome

Welcome to the *Citing Your Sources* Tutorial!

You can listen to or view the contents of this tutorial on the left menu.

To navigate forward click the NEXT button located in the bottom right hand corner of this screen.

1.3 Learning Outcomes

Upon completion of this tutorial you will be able to:

- describe the importance of citing sources
- recognize that different citation styles are used in different disciplines
- identify the differences in citation styles such as APA and MLA
- locate a library guide about citing sources

- recognize and understand the importance of tools such as *RefWorks* for citing sources

2. Why, When & Which

2.1 Why Cite

Why should you cite your sources?

Citations credit the author who provided you with the original information or idea. Acknowledging that contribution to your research benefits you both because citing your sources establishes your credibility as a scholar. It shows you researched your topic & backed up your arguments with credible supporting documents.

Citations also allow your audience to easily find the original source if they are interested in learning more about your topic.

When you cite your sources, it demonstrates your integrity as a responsible researcher rather than a thief who cheats or steals by copying others. Citations help you avoid being accused of plagiarism.

2.2 When to Cite

Always cite when you use information that contributed to your thoughts, analysis or synthesis of ideas.

Cite your sources when you:

Use direct quotes of more than one word

Paraphrase someone's ideas by putting the idea or words into your own words

Summarize someone else's ideas or thoughts

Use information that may be considered common knowledge but is not familiar including statistical information

Have questions about citing or not citing; use this rule of thumb: if you are not sure, be safe-cite it!

2.3 Which Citation Style?

How do you know or decide which citation style to use?

The citation style you use often depends on several things.

Answering these questions will help you decide which style to use.

The first question is what style is most-used in the discipline for which you are writing? Let's look at several citation styles and what disciplines use them!

2.4 APA Citation Style

There are no hard rules but the social sciences generally use APA style.

- Business
- Communication
- Criminology & Criminal Justice
- Education
- Nursing
- Political Science

- Psychology
- Social Work

2.5 MLA Citation Style

The humanities prefer MLA Style. These include the following subject areas:

- English
- Literature
- Art
- Philosophy
- Religion

2.6 Chicago Style

Chicago Style is used by disciplines in both the humanities and social sciences. Examples of some of those disciplines are:

Business
History
Library Science
Publishing fields including Journalism sometimes

The ASU Library has both the print or online editions of *Chicago Manual of Style* for your use.

2.7 Citation Styles in the Sciences

Unlike the other broad disciplinary areas, the sciences & technology do not

commonly use one style.

Some of the sciences use a style developed by a disciplinary association or organization such as the American Chemical Society or the American Mathematical Association or they may rely on the guidelines established by journals in the discipline.

A few examples of citation styles used in the sciences are:

- Chemistry uses ACS Style
- Nutrition uses AMA
- Engineering uses IEEE style

2.8 Which Citation Style?

Another question to answer is:

What style is recommended or required by your instructor, department, school or college?

Some colleges and departments adopt a style that every student must use.

Always check with your instructor about the specific style allowed or required for assignments such as research papers, presentations and posters.

2.9 Why Cite Activity

(Drag and Drop, 10 points, 3 attempts permitted)

Select the correct reasons for citing sources in your research paper, presentation or poster.

DRAG the right answers to the box! Then click SUBMIT!

Drag Item	Correct Drop Target
Credit others for their ideas	Drop Box
Because RefWorks does it for me	
Because my friend said it is important	
Add length so you can meet the page requirements	
Establish your credibility	Drop Box
To get a better grade	

3. In-Text & Bibliography

3.1 Sources

Okay, so we've talked about why its important to cite, when to cite and which citation styles are most used.

Wondering how to cite with "in-text" citations or how to create a bibliography of sources used in your paper?

Before discussing in-text citations and your list of sources let's look at several examples of different types of sources you might use to support your research.

Sources might include Government Information, Articles, and Books.

3.2 In text Example

Creating a citation list is only one part of the citing process. First, embed in-text citations within the body of your paper to indicate another person's words or ideas were used. These refer the reader to the full citation in the list of sources at the end of your paper.

Remember the journal article by Pfueller? In this example you see an in-text citation was inserted to show that information from the Pfueller article was used.

3.3 List of Sources

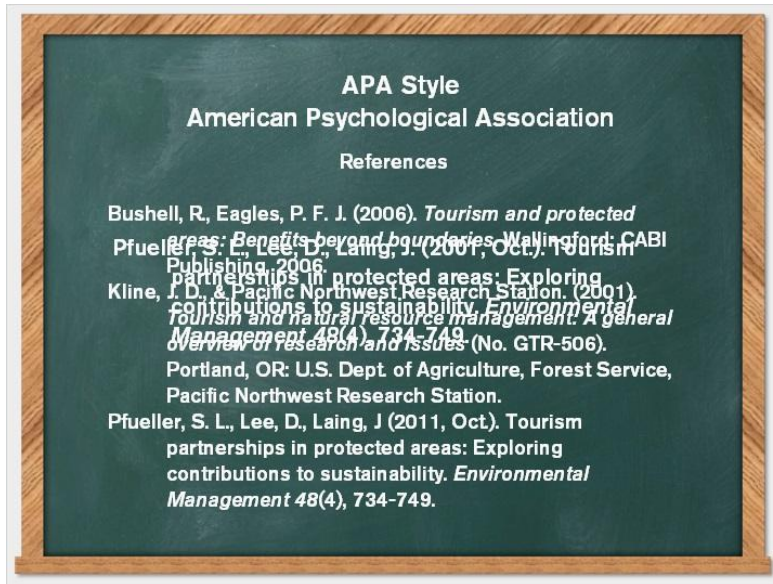
At the end of your paper you should list the sources cited. This list goes by various names depending on the citation style used.

MLA calls the list "Works Cited"

Chicago is a "Bibliography"

APA calls their list "References"

3.4 APA Style

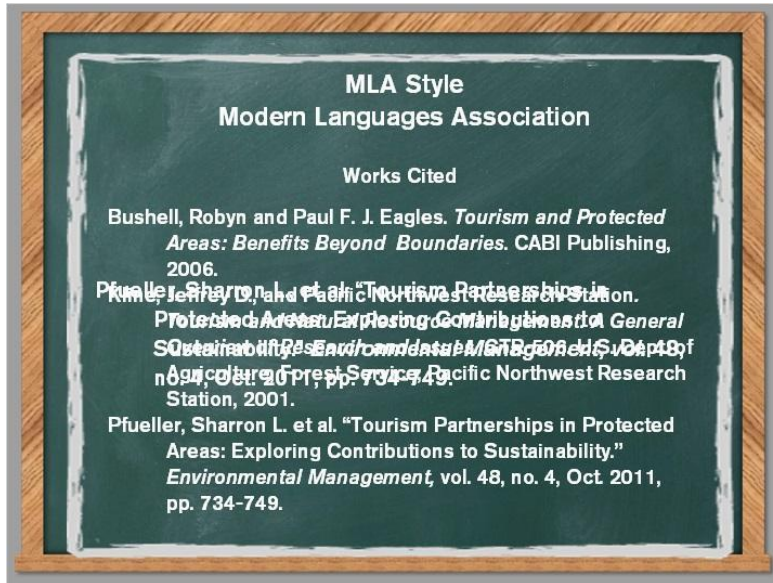


Here are some citation examples using the **APA** citation style.

When using APA, in-text citations will be included in a **References** list.

Notice the Pfueller article we saw as an in-text citation earlier.

3.5 MLA Style

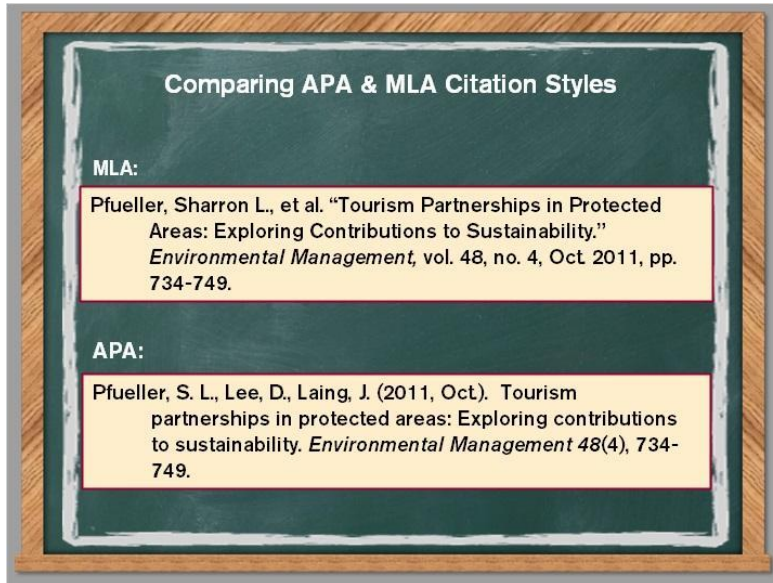


Unlike APA, the list of sources at the end of the paper is called "Works Cited" in MLA.

Like APA, when using MLA the in-text citations must be listed in the **Works Cited** list.

Again, we see the Pfueller citation.

3.6 APA & MLA Comparison



Let's compare some common differences and similarities of the APA and MLA styles:

- MLA uses the author's full name; APA uses last name and initials
- APA has the date follow the author's name; MLA has it near the end of the citation
- APA capitalizes the 1st word of the title & subtitle plus proper names; MLA capitalizes all words in the title
- MLA labels the volume & issue number of journals and pages of article, APA does not
- Both APA and MLA italicize the name of the journal: *Environmental Management*

3.7 Citation Activity

Read each question or statement and decide which one of the answers is the best match. Then, drag the answer to the box at the top.

When you're ready, click "Let's Begin!" below.

3.8 APA Activity

(Word Bank, 10 points, 1 attempt permitted)

The list of sources at the end of your paper in APA is called what?

Correct Choice	
	In-text citation
X	References
	Works Cited
	MLA Style
	APA Style

Feedback when correct:

That's right! APA Style calls the list of sources at the end of the paper "References"

Feedback when incorrect:

Incorrect! APA Style calls the list of sources at the end of the paper "References"

Notes:

3.9 In-Text Activity

(Word Bank, 10 points, 1 attempt permitted)

Correct	Choice
X	In-text citation
	References
	Works Cited
	MLA Style
	APA Style

3.10 Author's Name Activity

(Word Bank, 10 points, 1 attempt permitted)

Correct	Choice
	In-text citation
	References

	Works Cited
	MLA Style
X	APA Style

3.11 Publication Date Activity

(Word Bank, 10 points, 1 attempt permitted)

Correct	Choice
	In-text citation
	References
	Works Cited
	MLA Style
X	APA Style

3.12 MLA Activity

(Word Bank, 10 points, 1 attempt permitted)

Correct	Choice
	In-text citation
	References
X	Works Cited
	MLA Style

4. Citation Library Guide

4.1 Citation Help

Citing sources doesn't have to be hard!

To help you, the ASU Library has a few resources that can help make this whole process easier.

We have a *Citation Styles Library Guide*, a tool called *RefWorks*, and many of our research databases include citation help!

Let's begin by focusing on the *Citation Styles Library Guide*.

4.2 Finding Citation Styles Library Guide

From the ASU Library home page, you can find a link to Library Guides under the QUICK LINKS drop down menu

4.3 Library Guides

The Library Guides web page offers several options for getting to the right guide.

When browsing the all guides page, you can use the display menu to view them

- alphabetically
- by popularity
- by those developed most recently!

4.4 Library Guide Types

Library Guides can be browsed by type too.

Most of our guides are designed to either support research in a subject area or for a specific course.

Some guides are “how to” guides. This is where we will find both the *Citation Styles* and *Refworks* library guides.

4.5 How To Guides

Since we know that the Citation Styles Guide is a “How to” guide we can look for it in this category or if we don’t know what type of guide it is we can search by the title or keywords in the title.

4.6 Citation Styles Guide

Across the top of the guide are tabs for different citation styles with the focus on APA, MLA, Chicago & Turabian.

There are also tabs for other citation styles and resources about Academic Integrity & Plagiarism

4.7 APA

Using APA as an example, you can see the type of information provided for each style such as who generally uses this style, online help resources and where to locate a copy of the citation style book.

4.8 Citation Examples

Lets look at the drop down menus of the 2 most commonly used styles: APA & MLA.

Each covers different information about the style including how to:

- do an in-text citation
- format the list of sources
- format citations

5. RefWorks

5.1 Refworks Account

As an ASU student you automatically have a *RefWorks* account.

RefWorks is an important resource to help you store and manage the citations you found to support your research.

You can use *RefWorks* through MyASU but if you are on the ASU Library home page, look at the titles under *Frequently Used Resources* in the middle of the screen.

If you have an account simply enter your login name and password. If you do not have an account, you can easily create one.

If you are a 1st time user or you need help there is a link to the *RefWorks Library Guide* full of great help about all things *RefWorks*!

5.2 RefWorks Library Guide

If you are on the ASU Library home page use the same library guide search process as we did previously. Click on Quick Links.

On the Library Guides main page you can search for the *RefWorks Library Guide* or you can select it from the list of guides.

With this library guide you can get help with setting up your account, formatting citations and more!

5.3 RefWorks Library Guide

Check this out!

You can find help about adding citations you locate in *One Search*, *Google Scholar*, and much more!

There is even help with formatting your paper in *RefWorks* including in-text citations using *Write-n-Cite!*

If that isn't enough there are links to tutorials with even more information about maximizing *RefWorks*.

5.4 Library Guides Activity

(Pick One, 10 points, unlimited attempts permitted)

Time to Review what you've learned!

What do you know?

Check out this scenario and click on the library guide that will help answer the question. Then click SUBMIT

The scenario is: Your friend is super nervous because he needs to know how to create MLA style in-text citations for a research paper. You know there are Library Guides available to help! Which one do you suggest he use?

Correct	Choice
X	citationLG
	Refworks

5.5 Library Accounts Activity

(Pick One, 10 points, unlimited attempts permitted)

Let's try another one!

You know you have 3 library accounts including one that allows you to save citations and format them in a "Works Cited" list using a citation style of your choosing such as *MLA Style*.

Click on the account to use. Then click SUBMIT

Correct	Choice
X	Picture 2
	Picture 1

5.6 Getting Help

Questions?

Remember, you can check with your librarian or use the *Ask a Librarian Service* for assistance.

ASU also has writing centers where students can get assistance with citing sources. Go to: <https://tutoring.asu.edu/writing-centers>

6. Conclusion

6.1 Learning Outcomes

Now that you have completed this tutorial, you can:

- describe the importance of citing sources

- recognize that different citation styles are used in different disciplines
- identify the differences in citation styles such as APA and MLA
- locate a library guide about citing sources
- recognize and understand the importance of tools such as *RefWorks* for citing sources

6.2 Conclusion

Congratulations, you've completed the *Citing Your Sources* tutorial!

Click on "Tutorials" to return to the Tutorials page or "Next" to complete a brief quiz.