



Citing Sources

University Writing Center

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What You'll Need:

- Pen and paper (or word processor)
- About 45 minutes of time
- Whatever resources you have for creating citations (handbook, web resources, resources from instructor, etc.)
- At least one of the sources you are using
- Recommended:
 - Draft of research paper or project
 - Highlighter



Goals:

- Understand how and why we cite sources.
- Learn what resources are available for creating citations.
- Get to know your own citation handbook.
- Develop strategies for working responsibly and confidently with sources.



Write:

Reflecting on Past Writing Experiences

Think about the last time you wrote a paper that needed citations; then, answer the following:

- What was the assignment?
- What citation style were you asked to use?
- What was most challenging about the research and citation process?
- Did your instructor give you any feedback on your citations?



Discuss or Reflect:

If working individually, reflect on the following questions. If working in a small group, discuss the questions with your peers.

- Consider the assignment you just wrote about. What did you do particularly well when citing?
- What part(s) of the citation process gave you the most trouble?
- What do you want to do differently for your upcoming research project?



Write: *Setting Goals*

Based on your reflection, what are your biggest concerns about citing sources for your upcoming research project?



Citation Basics

Citations are more than a formality—they send a rhetorical message that you have researched deliberately and carefully. They bolster an argument by connecting it formally to other arguments and ideas and create a trail of research that other writers can follow.

Citation (usually) requires 3 elements:

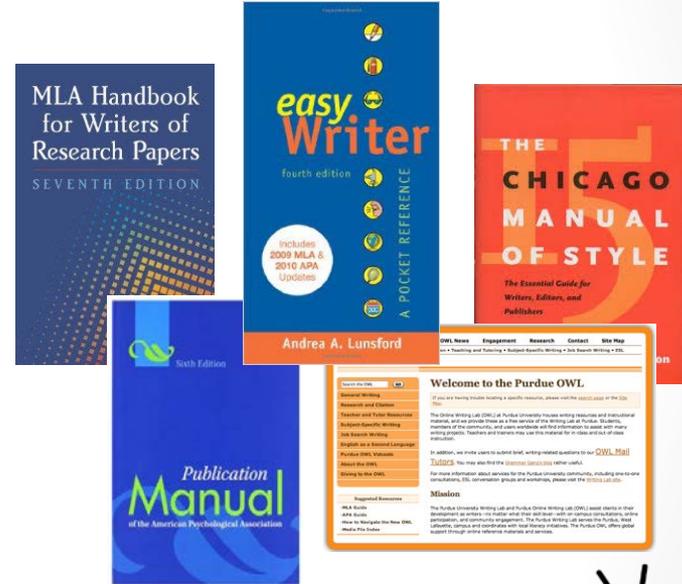
1. An introduction to the cited information in the flow of the sentence that lets readers know you are about to introduce information from another source:
E.g. “In a 2014 study, researchers at MTSU found...”
2. An in-text citation (or sometimes a footnote or endnote) that indicates where the material originated.
3. A bibliographic citation that tells readers exactly where to find your source.



Write:

Identifying your Citation Resources

- What citation style are you using for your current or upcoming project?
- What handbook or resource will you use to help you find the correct citation? Write down the handbook or resource that you are using.
- If you get stuck or have a question, what other resource(s) could you use? (You may need to do some quick research online to answer this question).



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When should you cite a source?

- If you quote directly from your source
- If you summarize information from your source
- If you paraphrase information from your source
- In general, if it is not your original thought or a part of common knowledge, you need to cite your source



More on In-Text Citations:

(for MLA and APA)

In-text citations correspond to your Works Cited page. You may find it helpful to create citations as you research and take notes. This way you will not have to waste time later trying to locate the quoted information again.

Style	Important Information	Sample In-text Citation
MLA	give the author's last name and the page number in parenthesis at the end of the cited material	(Falls 19)
APA	give the author's last name and the year the source was published	(Winn 2015)

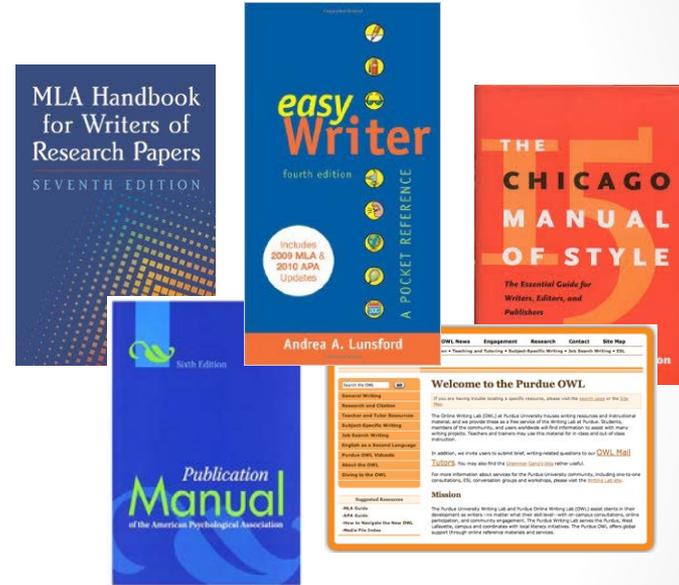


Write:

Identifying your Citation Methods

Use your citation resource(s) to answer the following:

- Does your citation style use in-text (or parenthetical) citations, footnotes, or endnotes?
- What information is required for the in-text citation, footnote, or endnote? (list each piece of information needed; if necessary, choose one type of source—website, book, journal article—to look up this information)



Practice: *(Review Draft)*

Note: If you have a draft of your paper, complete the steps below. If not, go on to next slide.

1. Go through the draft of your paper and highlight every reference to an outside source.
2. Every time you see a reference to a source, highlight that chunk of text and check for a citation.
3. If you don't have a citation after the highlighted text, add one where it belongs.



Bibliographies, Works Cited, and Reference pages

- At the end of your work, you will be asked to provide a comprehensive list of the sources you have used.
- This list corresponds directly with the in-text citations you've provided as you quote, summarize, or paraphrase your sources.
- These lists are different in format from one citation style to another, but they can all be referred to as a form of bibliography or bibliographic note. For instance, in the Chicago Manual, this page is referred to as a “Bibliography”; in APA, it is a “References” page; and in MLA, it is a “Works Cited” page.
- MLA asks you to cite works in your bibliography only if you have directly cited the works in the text of your essay, whereas a Chicago style bibliography will include works that may not directly appear in your text, but which may have more broadly informed your writing on a subject.



Write:

(Creating a Bibliographic Entry)

1. Identify the type of source you have brought to the workshop
 - Be specific—is it a website or a webpage? Is it a book or a selection from an anthology? Does the work have one author or multiple authors?
2. Use your style guide or resource to find the format for your type of source.
3. Create a fully-formatted citation for your source. Pay careful attention to punctuation, capitalization, and indentation.
4. Review your citation with a peer or writing consultant once the workshop is complete.



Summary

Citations tell readers where information, ideas, and resources have been compiled, how to track those sources down, and where they originated.

- In-text citations indicate the source of the information being cited; they correspond to more complete bibliographic citations that indicate where a reader can locate the source.
- Citing responsibly means doing (at least) these 3 items each time you refer to a source:
 1. Introducing the cited information in your text before the reference to the source.
 2. Providing a citation immediately after the reference—parenthetical citations, footnotes, and references to endnotes are the most common methods.
 3. Provide the full bibliographic citation on a Works Cited, Reference, or other page as required by the citation style you are using. By the end of the project, you should have a complete reference list.
- Always provide a full list of your sources at the end of your project or paper.



Recap

- Now that you've reached the end of the workshop, you should have the following workshop notes:
 - ❑ Write: Reflecting on a Past Writing Experience (slide 4).
 - ❑ Write: Making a Plan (slide 5).
 - ❑ Write: Identifying your Citation Resources (slide 7).
 - ❑ Write: Identifying your Citation Methods (slide 10).
 - ❑ Practice: Review Draft (slide 11).
 - ❑ Write: Creating a Bibliographic Entry (slide 13).



What's Next?

Let the Writing Center help!

- If you get stuck citing your sources later in your project, return to these slides and to the notes you created.
- Check out some of our other workshops and handouts available at www.mtsu.edu/writing-center.
- Bring your notes to the Writing Center session and review your work with a Writing Consultant. To schedule an appointment, call 615-904-8237 or make an appointment online at www.mtsu.mywconline.com.

