

# Ethical Use of Information: Citing Sources



## Using Information Ethically CITING SOURCES

### Avoiding Plagiarism

Whenever you use information that you did not write or create, you must acknowledge or give credit to the author of that information.

To not do so, is plagiarism – passing off someone else's ideas as your own. This is not only unethical, it is considered a serious violation of academic honesty.

### Citing sources:

- 1 tracks and documents scholarly conversations between you and those whose work you have cited
- 2 gives other people proper credit when you use their ideas
- 3 allows your professor to locate information from sources that you have included
- 4 adds to your credibility as a researcher and writer
- 5 helps you avoid the serious offense of plagiarism



Citing sources

## When to Cite Sources

### Quoting

When you are using a direct quote, or when you copy word for word from a text, you must put quotes around the text you are copying and cite where the quote came from.



### Paraphrasing, summarizing, referencing

If you are using an idea or statement that you read, and you have rewritten it in your own words, you also need to cite where that information came from.



Citing sources

## Where to Cite Sources



### In the body of your paper or project

Use an in-text citation right after the information you have quoted or paraphrased. This may be a parenthetical citation, a footnote, or other kind of citation.

### In a references or works cited list

At the end of your paper or project, list all the sources that you used in the order dictated by the citation style you are using.

## Citation Formats

These are some of the more common citation formats. Which one you use will depend on the subject area you are studying. Your instructor will tell you which one to use. In some cases, especially in the Sciences, you will follow the style of a professional organization or journal publisher instead of one of these. Be sure to check your assignment instructions for guidance!



### ● APA Style

From the American Psychological Society, this style is used in Psychology, Business, Education, and other fields.



### ● MLA Style

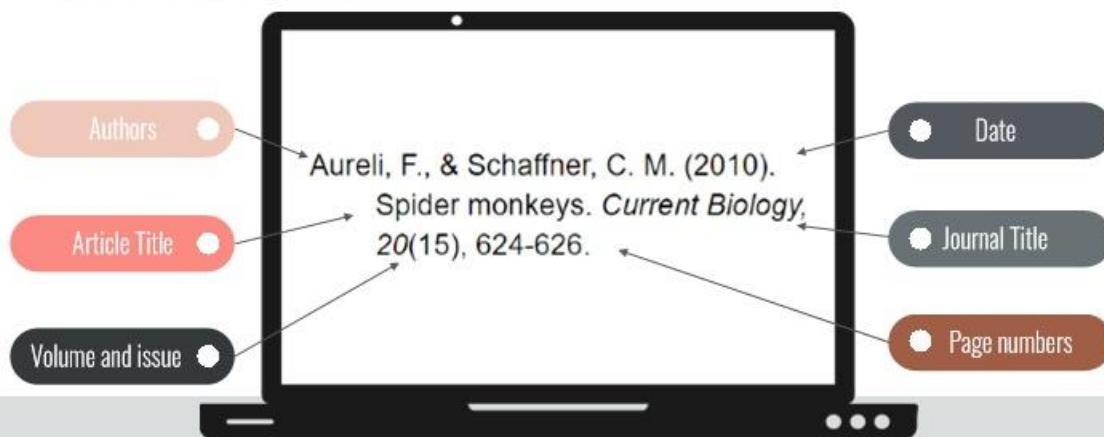
From the Modern Language Association, this style is commonly used in Humanities fields like English and Writing.



### ● Chicago Style

Chicago or Chicago Turabian Style, are commonly used in History, Anthropology, and other subject areas.

## Parts of a Citation



This article citation is in APA Style. Regardless of style, every citation should include some basic information including author name(s), date of publication, title(s), and publishing information.

With articles there will be an article title and a source title (like a journal or a magazine title). The arrangement of all of these pieces will depend on the style you are using. The Library and the Writing Center can help you with citation formatting if you need it!