

# WRITING: HOW AND WHEN TO CITE

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# WHY SHOULD I BOTHER CITING?

- To give author(s) credit for their work; otherwise, we're stealing.
- To lend credibility to our own statements.
- To have a uniform way of documenting information.

# WHEN SHOULD I CITE?

Anytime you use another author's work unless it is common knowledge. (E.g., There are four distinct seasons in the state of Oklahoma.)

# WHEN SHOULD I QUOTE INSTEAD OF PARAPHRASING?

When the author has stated something in a unique way and paraphrasing it would change the meaning.

E.g., “The time is always right to do what is right.” (MLK)

# WHAT IS PLAGIARISM?

## 5 TYPES:

1. Not enclosing an author's words in quotations.
2. Enclosing an author's words in quotations, but not citing the author.
3. Paraphrasing the author by changing only a few words.
4. Paraphrasing an author's words but not citing him or her.
5. Taking a paper you have submitted to one class and submitting it—or parts of it—to another class without informing the instructor.

# HOW CAN I AVOID PLAGIARIZING?

Ask yourself, “Did this come from my head?” OR “Is this common knowledge?” If the answer to either question is “no,” then provide a proper citation.

# WHICH OF THE FOLLOWING STATEMENTS ARE PLAGIARIZED?

## Original passage:

“The majority of business majors begin their professional careers by working for small, privately owned companies” (Anderson & Barker, 2012, p. 14).

- 1.) Many college graduates who major in business administration work for “small, privately owned companies” when they launch their careers.
- 2.) Business majors commonly work at small, privately owned companies when starting their careers (Anderson & Barker, 2012).
- 3.) The majority of business majors commence their professional lives in privately-owned corporations. (Anderson & Barker, 2012).
- 4.) According to Anderson and Baker (2012), most college graduates embark on their careers in “small, privately owned companies” as opposed to large corporations (p. 14).

# WHY IS IT PLAGIARIZED?

- 1.) **Plagiarized** because there is no citation.
- 2.) **Plagiarized** because more than three words in a row are lifted without proper quoting or citing.
- 3.) **Plagiarized** because the first five words are taken from the original passage verbatim.
- 4.) **NOT plagiarized** because it is properly quoted and cited.



# CITING A QUOTE IN APA FORMAT

To cite a quote, you must list 3 pieces of information:

- 1.) The author's last name
- 2.) The year
- 3.) The page number

# **SAMPLE QUOTE WITH A PARENTHETICAL CITATION (APA STYLE)**

“The majority of business majors begin their professional careers by working for small, privately owned companies” (Anderson & Barker, 2012, p. 14).

# **SAMPLE PARAPHRASE WITH A SIGNAL PHRASE (APA STYLE)**

According to Smith and Jones (2015), the majority of college students who plagiarize do so because they are unaware that they are doing so.

**SAMPLE CITATION FROM AN ONLINE  
SOURCE WITH A CORPORATE AUTHOR  
(APA STYLE)**

“Antiviral drugs can be used to treat flu illness and prevent serious flu complications” (Centers for Disease Control and Prevention, 2015, “What Should I,” para. 3).

# EXAMPLE OF A REFERENCE ENTRY FROM A JOURNAL ARTICLE (APA STYLE)

Anderson, J. A., & Barker, T. R. (2012). The advantages of working for a privately owned company immediately following college graduation. *Wall Street Journal*, 10(4), 144-156. doi:14389.17827-8494

# EXAMPLE OF A REFERENCE ENTRY FROM AN ONLINE SOURCE

Centers for Disease Control and Prevention.

(2015). *Influenza (flu): 2014-2015 Flu*

*season*, Retrieved from [http://www.cdc.](http://www.cdc.gov/flu/about_season/flu-season-2014-2015.htm)

[go/flu/about season/flu-season-2014-](http://www.cdc.gov/flu/about_season/flu-season-2014-2015.htm)

[2015.htm](http://www.cdc.gov/flu/about_season/flu-season-2014-2015.htm)

# COMMON QUESTIONS

- I was told I had to write my paper in third person? How can I use third person if it's my opinion?
- When do I use “et al.”?
- How do I cite if there are three or more authors?
- What is the difference between a References page and a Work Cited page?
- \* See next slide for answers.

# ANSWERS TO COMMON QUESTIONS

- Consider this example in first person: I believe that New York State should not legalize marijuana. If you delete “I believe that,” You have now stated your belief in the third person.
- Use “et al.” when you are citing a source written by 6 or more authors using APA format. List only the first author (last name) followed by “et al.” Also, if you have 3, 4, or 5 authors and have listed them once in your paper and wish to list them again, use the last name of the first author followed by “et al.”
- “References” is the bibliography page for APA format, and “Works Cited” is the bibliography page for MLA format. To develop either one, go to a source that gives a sample page, such a reference book or Purdue OWL’s website.