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 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
“The majority of business majors begin their professional careers by working for small, privately owned companies” (Anderson & Barker, 2012, p. 14).
According to Smith and Jones (2015), the majority of college students who plagiarize do so because they are unaware that they are doing so.
“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).
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.