Citation Tips and Tricks
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What is Citation?

Text Code: short forms of words (BFF, OMG, IMHO) to convey information quickly

Citation: short form of information to convey your sources to readers

Why cite sources?

- show the depth and scope of your research
- and give credit to authors for their ideas
- allow readers to locate and further explore the sources you consulted
- join the academic discourse
When Do I Need Citations?

• Information you didn’t know before you did your research
• Facts, data, statistics
• Quotations or paraphrases
• Other people’s ideas or opinions
• Media that you didn’t create yourself
What Do I Need to Create a Citation?

PRINCIPLE: CITE WHAT YOU SEE

• Bibliographic information
  – **Books:** Author, title, place of publication, publisher, date of publication.
  – **Articles:** Author, title of article, title of journal, volume no., issue no., page numbers, year of publication.
What Do I Need to Create a Citation?

• Access information
  – DOI (digital object identifier) OR
  – Database where you found the full text OR
  – URL OR
  – Whatever helps the reader find what you found
Where Can I Find What I Need?

• The material itself

  **Remember:** CITE WHAT YOU SEE

• The manuals from APA and MLA

• And “starters”
Where Can I Find a “Starter”? 

• Books, DVDs, CDs, articles
  – WorldCat: [http://www.worldcat.org](http://www.worldcat.org)

• Articles, Book Chapters, A Few Websites
  – Databases

• Most Websites
  – Create from scratch, using the manuals

• **Caution:** You still have to check your starters for accuracy.
A Word About “Citation Machines”

• Many options, e.g., Bibcite, EasyBib, but if you are going to use a citation machine, at least use one that’s provided by an academic institution

• KnightCite: https://www.calvin.edu/library/knightcite/?

• Use with caution. Remember the old acronym—GIGO=garbage in, garbage out

• If you make a mistake entering information, it stays in your citation and you’re more likely to think you’re right and not correct it
Creating a Citation From Scratch

- Gather bibliographic and access information
  - Do this as you find your sources
    - From scratch
    - Capturing a “starter”
- Put the information in the correct order
- Punctuate the information
- Format it for your paper
Where Can I Get Help?

• Valid Websites
  – the OWL at Purdue (Online Writing Lab)
    • https://owl.english.purdue.edu
  – the CSUEB citation libguide
    • http://library.csueastbay.edu/citation

• Your local library

• Other writers’ bibliographies in your format

• The library’s “ASK US” 24/7 chat service
Notes

• Citation style guides and manuals change over time, just like everything else, so be sure you have the current editions
• Be sure you understand what your faculty member wants
• Bibliographic Information is most important
• Do not panic or get overwhelmed. Get help.
In-Text Citation

• An even shorter short form you insert in your text to direct your reader to the correct item in your bibliography.

• It must point to only one item in your bibliography.

• Examples:
  – (Smith, 2012)
  – (Smith, J., 2012) – if you have more than one Smith, 2008
  – (Book title, 2012) – if you have no author
Questions

https://clipartcotttage.deviantart.com/art/Question-marks-439392747