**Citing Sources**

**An in-text Citation**

 **Two Steps**

Whenever you borrow information that you did not gather or think of yourself, tell where the information came from.

**Step 1 :**  **An in-text citation** — insert a short reference ***in the body of your paper.***

**Step 2:    A Works Cited page** — prepare a separate page ***at the end of the paper***.

 **In-Text Citation**

Including a citation note after a sentence or paragraph is an immediate way of letting your reader know where you found the information.

**The author's name may appear in an introductory statement…**

***According to Hogue***, the purpose of an in-text citation is to refer the reader to the works-cited list at the end of your paper. In-text citations are also called parenthetical references because they are enclosed in parentheses.  Place in-text citations immediately after the borrowed information, usually at the end  of a sentence before the final period. **(533)**

**or in parentheses with the page number at the end.**

The purpose of an in-text citation is to refer the reader to the works-cited list at the end of your paper. In-text citations are also called parenthetical references because they are enclosed in parentheses.  Place in-text citations immediately after the borrowed information, usually at the end  of a sentence before the final period. **(Hogue 353).**

A  full citation of the source is listed in the *Works Cited* section at the end of the writing. The name or phrase provided in the in-text citation should be the first element that appears as the corresponding entry in the *Works Cited* list.

(at end of paper)


**Works Cited**

* Hogue, Ann.  *The Essentials of English: a writer's handbook*. New York: Pearson Education, Inc. 2003. Print.

 **Citing Sources**

**A 'Works Cited' List**

 **Works Cite List / Page**

**List all the sources that you actually used** in your paper. (Don't include sources that you read but didn't use.) Place the list at the end of the paper or writing.

* Format the *Works Cited* page with one-inch margins (and same headings, margins and numbering used in previous pages.
* Center the words — Works Cited (no italics or quotation marks).
* Double space the lines.
* Indent the second line.
* List all pages used in a particular resource inclusively. (If pages 25 – 30 are used, list on your Works Cited pages as 25 – 30.
* Capitalize each word in the title except articles, prepositions and conjunctions unless it is the first word of the title. ***(The****Coming of Age in Samoa)*.
* List sources alphabetically.

**Common Types of In-text Citations**

|  |  |
| --- | --- |
| **AUTHORS** | **IN TEXT CITATION** |
| **ONE AUTHOR** | **(Davis 64-5)**    |
| **TWO OR THREE AUTHORS** | **(Hall and Hall 140)**    If there are two or three authors, include all the names. |
| **FOUR OR MORE AUTHORS** | **(Singleton et al. 345)**  If there are four or more authors, use the first author's name and the Latin abbreviation et al. (shortened from et al ii, "and others). Note the period after the abbreviation al. |
| **ENTIRE ARTICLE IS ON ONE PAGE** | **(Allen)** If the source is one page, then no page number is given. |
| **AUTHOR ALREADY MENTIONED** | **(140)** If the name of the author has already been given, do not repeat the name in your citation.  For example, if you introduced the borrowed information with a phrasesuch as "According to Davis" or "As Hall and Hall wrote", then give only the page number. |
| **SAME AUTHOR, TWO DIFFERENT WORKS** | **(Tannen, *Gender* 220)****(Tannen, *You Just* 47)**When you use information in a paper from two different works by the same author, include a short name for each work to differentiate them. In the examples, an author named Tannen wrote two books.  The title of the first book is shortened to *Gender*, and the title of the second book is shortened to *You Just*. |
| **NO AUTHOR** | **("Earthquakes" 212)**If there is no author, use a short title in quotations marks. |
| **ENCYCLOPEDIA ARTICLE** | **("Global Warming")** For an encyclopedia article, use the author's name if you know it.  If you don't know it, use the title of the article in quotations marks.  You do not need a page number since encyclopedia articles arearranged alphabetically and your reader will be able to find the source easily. |
| **ELECTRONIC RESOURCE** | **(J&J "Credo" screen 2)**For an electronic source (online or CD-ROM), follow the same system as for print sources. If there are no page numbers, use whatever numbering system the source has --section number (abbreviatedas "sec."), paragraph number (abbreviated as "par."), screen number--or use no number.**(Hogue 355-6)** |

 **Online Citation Editors (helpers)**

There are various online editors that will help you create a bibliography "automatically".  However, a correctly written citation will depend on how precisely you enter the required information into the form fields.

* *EasyBib.* ImagineEasy Solutions, LLC, 2013. Web. 6 Jan 2014.  <[easybib.com](http://www.easybib.com/)>.
* Warlick, David. *Son of Citation Machine.* Landmark Project. 2010. Web. 6 Jan 2014. <[citationmachine.net](http://citationmachine.net/)>.
* Wikipedia contributors. "Citation." Wikipedia, *The Free Encyclopedia. Wikipedia*, The Free Encyclopedia, 6 Jan. 2014. Web. 6 Jan. 2014.

Web citations created by *EasyBib* are dependent of the method used by the developer in setting up HTML tags of the page.  Because the use of tags is largely driven by desire to improve SEO (Search Engine Optimization), standards may be loosely followed by developers. It is likely you will have to review the page carefully yourself to determine the exact page name, sponsor, last update and so on.