Citation

Citations are what allow you to give credit to your sources within and after your essay. Within your essay, it’s called “in-text citation.” After your essay, you include all source information in a Works Cited page.

**Works Cited:**

Let’s start with the Works Cited page. I have included in this folder a sample bibliography, which is similar in form but more thorough in scope than a Works Cited, which is a list of everything you *used* or *cited* in your essay. Bibliographies may contain sources that informed you but that you did not cite.

Now, once you find a source, say on Academic Search Premier, you need the citation. It’s the publication information, specially formatted. It contains all of the following, if available, **author, title, container, publication information (who/where/when published) URL (if applicable) and date accessed.**

The approach to citation is a bit different than in the past. Not only is the source itself important to know but how you viewed or read it. So, if you cite something you watched on Netflix, you must include Netflix in the citation—this is the container. Likewise, if you find an article on a search engine, that engine should also be cited. If you need help, come see me.

“U.S. Student Loan Debt Statistics for 2016.” *Student Loan Hero*, studentloanhero.com/student-loan-debt-statistics/. Accessed 1 Nov 2016.

Dolby, Nadine. “Research in Youth Culture and Policy: Current Conditions and Future Directions.” Social Work and Society: The International Online-Only Journal, vol. 6, no. 2, 2008, [www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009](http://www.socwork.net/sws/article/view/60/362.%20Accessed%2020%20May%202009).

You may notice that the indentations on these citations are strange. They’re called hanging indents, and many of the programs that give you citations will do the indentations for you but not all. You can do it automatically in Microsoft Word. When you are looking at the “home” tab, click on the small box that will expand the “paragraph” menu (near the middle of the page at the top). Once that menu comes up, there will be an option for “special” and a dropdown menu that by default says “none.” Drop the menu down and select “hanging,” then click “ok.” I would highlight what you want to have this indentation and then create them.

Now, I don’t really care if you single or double-space the citations themselves. Honestly, the correct format changes so often that I forget to check from year to year. MLA currently says to double-space. In future classes, I would ask the professor what he/she wants. I prefer single-spaced to save paper.

My sources:

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 1 Nov. 2016.

**Citation creators:**

If you are using sources that don’t generate citations themselves, you will need a website that will. (Microsoft Word will to…go to the reference tab, click “add citation”…fill in the fields and click “ok.” Once you’ve added all your citations, click “bibliography” and scroll to “works cited” and click “create” (or something like that…I forget their phrasing).

Other websites will do this for you: easybib.com, citationmachine.net are two useful sites. You can click on buttons like “other options” to get the type of source you need to site.

**In-text Citations**

In-text citations are what you put after a quote (or summary or paraphrase, or even idea) to give credit to the source. It is usually the last name of the author and a page number (if available). It will look like this: “A large percent of juveniles who go to prison are not repeat offenders,”(Steinberg 52).

Notice a few things:

1. The period comes *after* the citation
2. There is no comma between the author and page number
3. If there is no author, you just use whatever comes first in the citation itself ("Prosecuting Young Children As Adults")

**Quoting**

You need to “use” your source, not just throw quotes in pell-mell. Introduce the speaker. Who are you quoting, what are her credentials? After a quote you must use it: comment on it, agree, disagree, etc. Don’t just leave it hanging.

Long/Block Quotes: Quotations four full lines or longer are set off differently.

1. Introduce with a colon instead of a comma
2. Do not use quotation marks
3. Indent one inch on the left
4. Same size font, same line spacing.
5. Still give in-text citation at the end.

Quoting your source’s sources:

Let’s say that you really like something your source quotes. You can do one of three things:

1. Quote them both:
	1. Dr. Ralph argues that, “Despite Dr. Simon’s findings that, ‘fifteen percent of teens …’ the research is invalid” (Ralph 45).
		1. Note: the second quote…the quote within a quote
2. Quote Dr. Simon
	1. Dr Simon argues “Blah….” (qtd in Ralph 44)
3. Go to Dr. Ralph’s sources list and find Dr. Simon’s paper yourself.

I’m sure I’m forgetting something…but this is a good start.