

Citation Guidelines

Citing a source is a very simple process. The purpose of citations is to lead the reader directly to the source of your information. Failure to document your sources of information is considered plagiarism and a violation of the school's academic integrity policy.

You must cite:

- Any words that are not your own.
- All information or ideas that are not common knowledge.

Guidelines for citing sources of information:

- Keep track of all sources of information.
- Create your **Works Cited** page as you do your research and **before** you complete your assignment or paper.
 - You may use **NoodleTools** to record your sources of information.
- If you do not indicate within your paper the source of the information using a signal phrase you will cite the source of your information using the **first word** from each entry on the Works Cited page.
 - Exclude a, an, or the.
 - The first word should be in **exactly the same format** as on the Works Cited page.
 - The first word is usually the author's last name but if there is no author use the first word from the title of a book or article.
 - Include the page number(s), if applicable.
- If you use a signal phrase to identify the source of your information in your paper you only need to cite the page number, if applicable.

Examples:

To cite a work by one author:

Crain implies...(105). or (Crain 105).
 McCoy states... or (McCoy).

To cite a work by two or more authors:

Hillstrom and McNeill make the case that or (Hillstrom and McNeill).

To cite a work by more than two authors:

Saffran and her co-authors...(21). or (Saffran et al. 612).

To cite a work without an author:

In the book, *Primary Colors*, the authors states . . . (33). or (*Primary* 33).

To cite one of two works by the same author:

Use the author's last name and a keyword from each title. Put a comma between the author and title keyword:

Morrison states in *The Bluest Eye* (87). or (Morrison, *Bluest* 87).

To cite a personal interview:

Young expressed . . . or (Young).

To cite using a title:

The video *Amandla!* . . . or (*Amandla!*).

In the article "Diabetes" . . . or ("Diabetes.").

Direct Quotations

Direct quotes – less than four lines:

- You must cite all direct quotations at the end of the sentence.
- Put the quote inside quotation marks.
- After the ending quotation mark cite the direct quote using the first word from the Works Cited page for the source of the quote and the page number, if applicable.
- Put the **period after** the parenthesis/bracket.

Examples:

“There’s little chance that any guidebook to this region of Rwanda would ever mention Eugénie Kayierere’s *cabaret*, off the path to Kanzene, but the place is never empty” (Hatzfeld 54).

or

Hatzfeld explains that, “There’s little chance that any guidebook to this region of Rwanda would ever mention Eugénie Kayierere’s *cabaret*, off the path to Kanzene, but the place is never empty” (54).

Direct Quote – four lines or more:

- Indent the entire portion you are using by 10 spaces.
- Put the **period at the end of the sentence**, and not after the parenthesis.
- **Do not use quotation marks.**

Example:

In his book *The Antelope’s Strategy: Living in Rwanda After the Genocide*, Jean Hatzfeld speaks about one of the effects of a genocide:

After a genocide, survivors and criminals alike usually keep quiet, reluctant to speak of their still-raw experience of human extermination. They sometimes share that temptation of mutism forever: the criminals, for understandable motives; the survivors, for more complex, very moving reasons. (77)

To cite a quote by one author appearing in another source:

(Berthe Mwanankabandi qtd. in Hatzfeld 91).