

## Citation Basics and Resources

### When do you have to cite?

Anytime you integrate:

1. Quotes
2. Paraphrases
3. Summaries

**Quoting:** using someone else's writing word for word

- Always place quotes within quotation marks: "..."
- A quote must appear EXACTLY the way it appears in the original source.
  - Exceptions: use ellipses ... to indicate you left some text out of the quote, and use brackets [ ] to show you inserted a word for clarification or to fix grammar.
  - Ensure that when you use ellipses and/or brackets, you do not distort the meaning of the source.

### MLA STYLE IN-TEXT CITATIONS

Use (author's last name page number) format for parenthetical citations (Stout 12-15). If there's no author, use the article title in quotation marks ("Dinosaurs and Me" 34).

#### Example of integrating a quote in MLA style, using ellipses and brackets:

Original text, author Katie Stout, page 3 of her essay "Dinosaurs and Me":

"Steve is my pet dinosaur. He never brushes his teeth or goes to bed on time. Now, he has gingivitis."

Integrated quote using ellipses, brackets, and a signal phrase to introduce the topic and author:

Brushing is important. Stout cautions against the dangers of not brushing, noting that "[her] pet dinosaur ...never brushes his teeth...Now, he has gingivitis" (3).

#### Example of integrating a block quote (any quotation longer than 4 lines of prose or 3 lines of verse):

**\*Don't overuse block quotes!\***

Katie Stout discusses the unexpected difficulties of dinosaur care in her illuminating autobiography:

When my little tyrannosaurus buddy Steve was just out of the egg, he ate the most disgusting things. Like a carrion animal, he prowled the roadsides looking for dead raccoons, possums, and the occasional unlucky bird to arrive first at the festering mounds of flesh scattered like garbage across the local highways. His breath became so foul that he was utterly unapproachable. (3-4)

Stout was unable to get near Steve, she said, for many weeks at a stretch. Because of this, he was able to freely cause havoc in the neighborhood, and disturbingly, developed gingivitis (3).

## APA STYLE IN-TEXT CITATION

Use (author's last name, year, p. #) format for parenthetical citations (Stout, 2016, p. 12). If there is no author, use the article title in quotation marks ("Dinosaurs and Me," 2016, pp. 34-38).

### **Example of integrating a quote in APA style, using ellipses and brackets:**

Original text, author Katie Stout, page 3 of her essay "Dinosaurs and Me," written in 2016:

"My pet dinosaur Steve, who never brushes his teeth or goes to bed on time, has gingivitis."

Integrated quote using ellipses, brackets, and a signal phrase to introduce the author and context: Brushing is important. As Stout (2016) notes, "[her] pet dinosaur Steve, who never brushes his teeth...has gingivitis" (p. 3).

### **Example of integrating a block quote (any quotation longer than 40 words):**

**\*Don't overuse block quotes!\***

Katie Stout (2016) discusses the unexpected difficulties of dinosaur care in her illuminating autobiography:

When my little tyrannosaurus buddy Steve was just out of the egg, he ate the most disgusting things. Like a carrion animal, he prowled the roadsides looking for dead raccoons, possums, and the occasional unlucky bird to arrive first at the festering mounds of flesh scattered like garbage across the local highways. His breath became so foul that he was utterly unapproachable. (pp. 3-4)

Stout was unable to get near Steve, she said, for many weeks at a stretch. Because of this, he was able to freely cause havoc in the neighborhood, and disturbingly, developed gingivitis (p. 3).

**Paraphrasing:** rephrasing in *your own unique language and style*

**Summarizing:** condensing ideas using *your own language and style*

- Read the original source, then put it out of sight when you paraphrase or summarize.
- Avoid reproducing basic structure of phrases and sentences.
- Avoid simply substituting synonyms for words from original source.
- Use research, but apply it in ways that align with your own attitude toward the topic.
- If an idea comes from a source and you rephrase it entirely, you still have to cite it!

**Where do you have to cite?**

1. In-text: using signal phrases and/or parenthetical **AND**
2. In a bibliography

**YES**, you always have to cite in **BOTH** places: in-text citations and the bibliography contain different information.

\*Your in-text citations are a road map to the info in your bibliography: the word(s) that appear in an in-text citation are always the first words to appear in your bibliographic citation.

Consult MLA, APA, or Chicago Style formatting guides, depending on which citation format is required. They are all different! Don't try to memorize them—learn to use your resources.

**Resources:**

- <https://owl.english.purdue.edu>: navigate to “Research and Citation” in left-hand menu, then choose citation format
- <http://libguides.cayuga-cc.edu>: hover over the “Research” tab at the top, then click “Citing Resources” in the dropdown menu
- <http://www.citationmachine.net/>: generates citations for various formats; always double check to ensure correctness!
- Diana Hacker Rules for Writers, in the back
- Center for Academic Success: Writing Table has walk-in hours; handouts available
- Me: Katie Stout. [kstout1@cayuga-cc.edu](mailto:kstout1@cayuga-cc.edu); email me for an appointment or stop in to the CAS