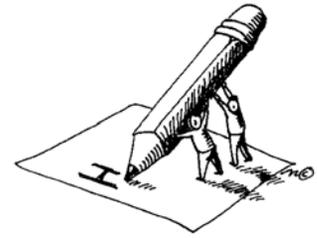


When Should I document Sources in my Text?



What do I need to cite?

When you quote, summarize or paraphrase someone else's original ideas or work, unique words or phrases, argument or line of thinking, artwork, etc. you need to cite the source in your presentation or project. There are a few exceptions to this rule. For instance, you don't really need to cite your own ideas or work or information that is common knowledge.

What is common knowledge?

Common knowledge refers to information that is probably widely known to most educated people. For example, most people probably know that the U.S. Constitution was created in 1787 or that Shakespeare wrote, "to be or not to be, that is the question..." in Hamlet.

Probably don't need to cite it if...

- you find the same information without citations in 4-5 sources.
- the information is an idiom, a famous saying or a quote.
- it is a unique but commonly used term in a particular academic discipline.

Should probably cite it...

- Does the source comment on, interpret or add context to the well-known fact?
- Is it a fact, date or other information that is disputed or controversial?
- Are the facts you are citing common knowledge?
- If you have any doubt whether or not it is common knowledge.

Parenthetical Documentation

A parenthetical citation is used in the text of your paper or project to show when you used information from one of the sources in your works cited list.

Author's Name Given

Parenthetical citations usually includes the author's last name and a location in the source (page # or paragraph #) to indicate where in the source you found the information. Nonprint source (e.g. web page, film) don't have page #'s, so you can skip them. You can add paragraph #'s from web pages.

Example:

One of the arguments against genetic engineering of human beings is that the effects might not be known for one or two generations (**Resnik** 963-64).

Citation from Works Cited List:

Resnik, David B. "Genetic Engineering, Human." Encyclopedia of Bioethics. Ed. Stephen G. Post. 3rd ed. Vol. 2. New York: Macmillan Reference USA, 2004. 959-966. Print.

No Author Name Given

Use a shortened version of the title; if the title is already pretty short, use the full title.

Example:

When the first colonists first arrived in America, they found that Native Americans had a much more democratic system of government than they were used to in Europe (**“Native Americans”**).

Citation from Works Cited List:

“**Native Americans** and the Europeans (Overview).” American History. ABC-CLIO, 2011. Web.

5 Dec. 2011. <<http://americanhistory.abc-clio.com/>>.

Citing Sources During a Presentation

During the presentation, make sure you introduce the source, cite visuals in slide presentations (PowerPoint, Google Slides, Prezi), and provide a works cited list, as directed by your teacher.

Introducing the Source

Use a brief introductory phrase to help the audience get a basic idea of where you found the source and its credibility.

If you are using a quotation, you can put it on a presentation slide.

If you don't use a slide, pause before and after you say the quote or say something like "quote" at the beginning and "end quote" at the end. If you absolutely have to, you can use air quotes, but we don't recommend it.

Examples

According to John Smith, author of How Disney Ruined Star Wars.....

The Center for Diseases Control website states....

Adding Citations to Visuals

- Use a smaller font underneath the visual.
- Make sure it stands out with different formatting (e.g. italics or color).
- Don't make the slide too busy. If you have to trim your citation, make sure to leave the important information.