

Citation Guide



WWW.SOURCEAID.COM

Citation Guide

SourceAid, LLC

www.SourceAid.com

Edited by: Julia Johns, Tom Fox, and Ronald Silvia

Copyright © 2004 by SourceAid, LLC. All rights reserved.

This document may be freely distributed contingent upon the fact that it is distributed as a whole document. This includes printing it as a whole document or providing it as a resource by linking to it. This document may not be republished or modified in any form without written consent from SourceAid, LLC.

For more information please contact by mail

SourceAid, LLC

P.O. Box 430 Osterville, MA 02655

E-mail – info@SourceAid.com

Contents

1	Citing Sources	1
2	Modern Language Association (MLA)	2
	What is MLA?	2
	When is MLA used?	2
	How is MLA different?	2
	Works Cited	2
	In-text citations	3
	Footnotes	4
	Endnotes	5
	Reference	6
3	American Psychological Association (APA)	7
	What is APA?	7
	When is APA used?	7
	How is APA different?	7
	Reference	7
	In-text citations	8
	Footnotes	9
	Endnotes	10
	Reference	10
4	Chicago Manual of Style (CMS)	11
	What is CMS?	11
	When is CMS used?	11
	How is CMS different?	11
	Bibliography	11
	In-text citations	12
	Footnotes	13
	Endnotes	13
	Reference	14
5	Council of Science Editors (CSE)	15
	What is CSE?	15
	When is CSE used?	15
	How is CSE different?	15
	Cited References	15
	In-text citations	16
	Footnotes	17
	Endnotes	18
	Reference	20

Citing Sources

Writers plagiarize when they present others' ideas as a product of their own intellect. To avoid plagiarism, cite the sources from which you found ideas to use in your text. By citing references, you allow readers to locate and evaluate the quality of each reference. Citing sources also credits others for their work.

To make writing credibly simpler, writing style organizations provide writers with standard formats in which to write and cite sources. Works Cited, References, Cited References or Bibliography pages provide readers with information about the sources which contributed to the content of a text or project. Sources may also be cited as footnotes, endnotes, and in-text citations.

Modern Language Association (MLA)

What is MLA?

The Modern Language Association's writing style is the leading means of documentation in the educational and literary world. The current MLA writing manual is the sixth edition. A new manual has been published about once every decade over the approximately fifty years of MLA style's existence.

When is MLA used?

The MLA writing style is often used by writers who are not required to use a particular writing style.

How is MLA different?

The MLA style focuses on citing information about the author of a research source. Who created a source is more significant than when it was published.

Works Cited

General Guidelines

1. Center title an inch below the top of the page.
2. Arrange citations in alphabetical order.
3. Double space lines without extra blank lines between the citations.
4. Indent the second line of each citation and each line thereafter.

Example:

Last Name Page #

Works Cited

Book Author Last Name, Author First Name. Book Title. ed. Editor First Name Editor Last Name. City Published: Publisher, Year.

Website Author Last Name, Author First Name. Site Title. ed. Editor First Name Last Name. Publication Day Month. Year. Accessed Day Month. Year. <URL Address>.

In-text citationsGeneral Guidelines

1. All in-text citations direct the reader to the appropriate source in the Works Cited page at the end of the text.
2. Author last name and page number(s) are typically included in an in-text citation.
3. There is no punctuation between the author last name and the page number(s).
4. Page numbers are listed without the following terms: pages, p., pgs.

Author Cited Within Text

Format: [*Author Last Name*] sentence ([*Page Number(s)*]).

Example: Susan Corning's research paper about the past, present, and future status of the Environmental Protection Agency shows why protecting the environment is a "global issue" (71).

Author Not Cited Within Text

Format: Sentence ([*Author Last Name*] [*Page Number(s)*]).

Example: “The world population is not increasing exponentially” (Smith 99).

FootnotesGeneral Guidelines

1. Footnotes are used to specify pages/sections of sources, listed on the Works Cited page, that are relevant to specific statements in the text.
2. Footnotes are also used to provide information that is not essential to the thesis of the text.
3. Statements, for which there is information in the footnotes, are superscripted with a sequential number. The number corresponds with the relevant comment within the footnotes.

Page Setup

1. Unlike Endnotes (which are located on a separate page), footnotes are located at the bottom of the numbered page on which the superscripted statement appears.
2. The heading of the footnotes page (Notes) is centered in plain text without punctuation or font effects (such as bolding or italicization).
3. Footnotes are numbered with superscripts. One space exists between the superscript and the first word of a footnote.

Example:

¹ Birtha Fredericson ...

² Carlos Careezma ...

4. Each footnote is single spaced but there is a double space between each footnote.

Endnotes

General Guidelines

1. Endnotes may be used to specify pages/sections of sources, listed on the Works Cited page, that are relevant to specific statements in the text.
2. Statements, for which there is information in the endnotes, are superscripted with a sequential number. The number corresponds with the relevant comment on the endnotes page.

Page Setup

1. Endnotes are located on a separate numbered page at the end of the text.
2. The endnotes page succeeds the text body and precedes the Works Cited page.
3. Five spaces are inserted between the left margin and the first line of each endnote.
4. Endnotes are numbered with superscripts. One space exists between the superscript and the first word of an endnote.

Example:

¹ Birtha Fredericson ...

² Carlos Careezma ...

5. Endnotes are double spaced.

Reference

Additional information may be found at the Modern Language Association website (<http://www.mla.org/>).

American Psychological Association (APA)

What is APA?

The American Psychological Association (APA) style is the preferred means of citing resources in the social sciences circle. The APA writing manual is in its 5th edition and is newer than the MLA writing style.

When is APA used?

APA style is used when writing a psychological paper or any social sciences paper. It is a helpful style when most sources are from published journals, articles, and frequently published works.

How is APA different?

APA references focus on the date and title of a research source instead of the author. This is because one author or journal can have three similar articles, as well as because scientific information changes.

Reference

General Guidelines

1. Center title an inch below the top of the page.
2. Arrange citations in alphabetical order.
3. Double space the lines.
4. Add the page number and the shortened text title in the page's upper right hand corner.

Example:

Title Page #

References

Book Author, First Initial. Middle Initial. (Year). *Book Title*. (Vols. Volume#(s)). In First Initial.

Middle Initial. Editor Last Name (Ed.), Published City, Published State: Publisher.

Web Document Author Last Name, First Initial. Middle Initial. (Year). In *Web Document Title*.

(chap. Chapter/Section). Retrieved Month. Day, Year, from URL Address

In-text citationsGeneral Guidelines

1. All in-text citations direct the reader to the appropriate source in the Reference List at the end of the text.
2. Author last name and source publication year are typically included in an in-text citation.
3. Location of cited information within its source is specified by noting the page (p.), paragraph (para.), chapter (chap.), figure (fig.), etc... number after the publication year in parentheses.

Author Cited Within Text

Format: [*Author Last Name*] ([*Year Published*]) sentence.

Example: Dr. Milton (2004) theorizes that there is correlation between students' expressions in a class and the grade that the students earn in that class.

Author Not Cited Within Text

Format: Sentence ([*Author Last Name*], [*Year Published*]).

Example: There is a correlation between students' expressions in a class and the grade that the students earn in that class (Milton, 2004).

Direct Quotation

Format: Sentence ([*Author Last Name*], [*Year Published*], [*Page Number(s)*]).

Example: "There is a correlation between students' expressions in a class and the grade that the students earn in that class" (Milton, 2004, p. 2).

Footnotes

General Guidelines

1. Footnotes are used to provide information that is not essential to the thesis of the text.
2. Footnotes are used sparingly.
3. Statements, for which there is information in the footnotes, are superscripted with a sequential number that corresponds with the relevant footnote.
4. The footnotes page is placed at the end of the text preceding the Reference List page.

Page Setup

1. The heading of the footnotes page (Footnotes) is centered without punctuation or text effects.

2. Footnotes are numbered with superscripts. One space exists between the superscript and the first word of a footnote.

Example:

¹ Birtha Fredericson ...

² Carlos Careezma ...

3. Footnotes are double spaced.

Endnotes

In most styles, the only difference between footnotes and endnotes is their location within the text. Traditionally, endnotes are located on a separate page and footnotes are located at the bottom of the page on which their associated statements appear. APA style is an exception to these endnote/footnote distinctions. APA footnotes replace endnotes, but the footnotes appear in the traditional location of endnotes (on a separate page preceding the reference list).

Reference

Additional information may be found at the American Psychological Association website (<http://www.apastyle.org/>).

Chicago Manual of Style (CMS)

What is CMS?

The CMS writing style was first used in 1890 by students at the University of Chicago. The current CMS writing manual is the 15th edition. The 15th edition is said to be the biggest update in 20 years.

When is CMS used?

The CMS writing style is used in the humanities community with such topics as art, history, and literature. If the MLA style is not mandatory, CMS style is a great alternative.

How is CMS different?

CMS is known as one of the most simplistic and concise means of citation. Like MLA, CMS style focuses on citing information about the author, rather than the date, of a research source.

Bibliography

General Guidelines

1. The title is centered an inch below the top of the page.
2. Citations are arranged in alphabetical order.
3. Citations are double spaced between entries, but single spaced within the entry.
4. The first line of each citation is aligned with the left margin and the subsequent lines are indented five spaces.

Example:

Bibliography

Book Author Last Name, First Name Middle Name. *Book Title*. City Published: Publisher, Year Published.

Website Author Last Name, First Name Middle Name. *Site Title*. Created Day Month Year.
<URL Address> (Accessed Day Month Year).

In-text citationsGeneral Guidelines

1. All in-text citations direct the reader to the appropriate source in the Endnotes at the end of the text.
2. Endnotes are a list of the sources ordered and numbered according to the sequential number of the corresponding in-text citation. See the CMS Endnotes for additional information.
3. The first in-text citation is superscripted with a 1, the second in-text citation is superscripted with a 2, and the numbering continues sequentially. Superscripts are placed after any punctuation except a dash.

Format: Sentence^N.

* N= the sequential number of the in-text citation.

Example: Fill a clear glass lamp with seashells, dried flowers, marbles, or other items to enhance the look of your home in a functional way.¹⁵

Footnotes

General Guidelines

1. Footnotes are used to provide complete publication information for unoriginal content or structure of a text.
2. Any text, for which there is information in the Footnotes, is superscripted with a sequential number. The number corresponds with the relevant comment in the Footnotes at the bottom of the page.

Format: [Footnote Number (Superscript of Corresponding In-Text Citation)]. [Author Full Name], [Source Title] ([Publication Location]: [Publisher Name], [Issue Day (Unabbreviated) Month Year]), [Page Numbers Without p. or pp.].

Example: 3. Peggy Pie, The Kooky Cook's Cookie Cookbook (New York: Sweet Tooth Press, 31 December 1989), 312.

Endnotes

General Guidelines

1. Endnotes are used to provide complete publication information for each unoriginal idea or aspect of a text.
2. Any text, for which there is information in the endnotes, is superscripted with a sequential number. The number corresponds with the relevant comment on the endnotes page.

Page Setup

1. The first line of each note is indented 3-5 spaces.

2. The endnote number is not a superscript and it is always followed by a period and a space.
3. Endnotes are double spaced.

Format: [Endnote Number (*Superscript of Corresponding In-Text Citation*)]. [Author Full Name], [Source Title] ([Publication Location]: [Publisher Name], [Issue Day (Unabbreviated) Month Year]), [Page Numbers Without p. or pp.].

Example: 3. Peggy Pie, The Kooky Cook's Cookie Cookbook (New York: Sweet Tooth Press, 31 December 1989), 312.

Reference

Additional information may be found at the Chicago Manual of Style website (<http://www.chicagomanualofstyle.org/>).

Council of Science Editors (CSE)

What is CSE?

The Council of Science Editors was established in 2000. CSE is an extension of the Council of Biology Editors (CBE), which was originally formed in 1957. The CSE goal is to develop an internationally congruent writing style to foster communication and abundant information.

When is CSE used?

CSE is used for work with hard sciences or international purposes. CSE is unsuitable for literary work because of the detail it requires.

How is CSE different?

Like the APA style, the CSE style focuses on citing the date, rather than the author, of a source. The CSE referencing formats include details that help differentiate similar articles in the same work.

Cited References

General Guidelines

1. List sources in the order in which relevant citations appear in the text.
2. Double space lines without extra blank lines between the citations.
3. Add the page number and abbreviated title heading to the page's upper right hand corner.

Example:

Heading Page #

Cited References

Web Document Author. Site Title [home page on the Internet]. Published City (Published State):

Publisher; Year Month Day. [cited Year Month Day]. Available from: URL Address.

Book Author Last Name, First Initial. Book Title. City Published (State Published): Publisher;

Year. Total Page Numbers p.

In-text citationsGeneral Guidelines

1. All in-text citations direct the reader to the appropriate source in the “Cited References” list at the end of the text.
2. “Cited References” are a list of the sources arranged and numbered according to the superscript number of the corresponding in-text citations. The “Cited References” are on a separate page than the text. The “Cited References” are only different from the “Bibliography” in that the sources are sequentially numbered rather than alphabetized.
3. The first in-text citation is superscripted 1, the second citation is superscripted 2, and the numbering continues sequentially.
4. Superscript font size is smaller than the font size used in body of the text.
5. As an alternative to superscripts, the number of the citation is placed within parentheses at the end of the sentence(s).

Entire Sentence(s)

Format: Sentence(s)^[In-Text Citation Sequential Number].

Example: It is important to understand the implications of the word problem, as well as the logic of the formulas used to find the correct answer¹.

Part of Sentence

Format: Sentence start^[In-Text Citation Sequential Number] sentence end.

Example: They have been proven to play different but vital roles in the ecosystem² and students should plant them on Earth Day.

Footnotes

General Guidelines

1. Footnotes provide brief extra information in a text. If the additional information is not brief, then use endnotes.
2. Use footnotes in scientific tables, but not in texts. A parenthetical statement is an alternative² way to provide extra information in text.
3. Footnoted items are superscripted with a sequential lowercase letter that corresponds with the relevant footnote.

Parenthetical Statement: The Footnote Alternative

Footnotes can interrupt readers, increase composition costs, and take up space on pages. Instead of footnoting brief notes, use parenthetical statements as illustrated below:

Format: Sentence ([comment]) sentence.

Example: The turtle consumed .56g freeze dried krill (from the SeaStuff Inc.)
twice daily for 60 days.

Format: Sentence ([comment]).

Example: As the level of steam in the room increased, volunteer numbers 16,
30, and 31 left (treated at Dobed Hospital; Frumps, North Dakota).

Endnotes

General Guidelines

1. Endnotes provide interesting, helpful, or unneeded information or comments. They are used when extra information is too long to include in a parenthetical statement.
2. Endnoted items are superscripted with a sequential lowercase letter that corresponds with the relevant endnote.
3. Endnotes pages are at the end of chapters with a heading such as "Notes". The superscript "a" is used for the first endnote in every chapter.
4. Endnotes are in alphabetical order as they appear sequentially in the composition. If all of the endnotes in a partitioned text are at the end of the text, rather than at the end of the sections, then they must be partitioned by text section.
5. Font is 1 to 2 points smaller than the composition's font size.

Entire Sentence(s)

Format: Sentence(s)^[Endnote Sequential Letter].

Example: The sour cream is 9.5 oz.^a.

Part of Sentence

Format: Sentence start^[Endnote Sequential Letter] sentence end.

Example: To prevent injury, polishing solutions^b should not be used on chairs or floors.

Endnotes Layout

Format:

Notes

a. [note]

b. [note]

c. [note]

Example:

Notes

- a. Dairy Dells sour cream is packaged by Jispis Wrapping. There is an error rate of .02%.
- b. Multi-surface cleansers that explicitly suggest floor applications on the container are acceptable.

Reference

Additional information may be found at the Council of Science Editors website (<http://www.councilscienceeditors.org/>).