# Citing Sources Module 1

Module: Citing Sources---why, when, and how to cite sources

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<td>Citing Sources - Why cite</td>
<td>Explain the purpose behind citing sources</td>
<td>Modified copy of Counseling Dept. ELC Citation Instruction site.</td>
<td>1. read section 2. listen to podcast 3. review &quot;Common Knowledge&quot; tutorial.</td>
<td>Answer brief 5 question quiz.</td>
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<td>2</td>
<td>Citing Sources - When to cite</td>
<td>Be able to identify when a source needs to be cited</td>
<td>Modified copy of Counseling Dept. ELC Citation Instruction site. Page 4 &quot;How to Cite&quot;</td>
<td>1. read section 2. watch video 3. review PowerPoint</td>
<td>&quot;point and click&quot; module. Students will review a short sample APA paper (3 pgs: title page, 1 text page, and reference page) and they must click on the 5-10 APA errors. (paint demo)</td>
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## Unit 1: Citing Sources-- Why cite and when to cite

"To learn to write is to learn to have ideas"—Robert Frost

Through this tutorial, you'll discover Why we cite sources, When we need to cite sources, and How to cite sources using APA Style. On the "How Do I Cite" page, you'll find links to information on formatting your paper in APA style and citing sources using APA style.

While we hope that this tutorial will help you to identify and avoid plagiarism, it does not address all of the issues encountered in writing for an academic audience. If you have specific questions about plagiarism or academic integrity, please consult with individual faculty.

Most academic writing contains not only material that you take from sources, but also ideas that are your own. In academic papers, students are often asked to consult a variety of sources, present what they have learned from those sources, and interpret that knowledge in light of their own experience.

When writers intentionally, or unintentionally, present sources (another person's words, ideas, or work) as their own, they are committing plagiarism. When you commit plagiarism, you are violating the AAP Plagiarism policy. For more information, please review the Advanced Academic Programs Code of Conduct.

To avoid plagiarizing, you must reference the original work and author in your writing whenever you:

- Copy another person's exact words;
- Paraphrase or summarize someone else's ideas; or
- Present facts, statistics, charts, or diagrams developed by another individual.

When you incorporate references you are not only avoiding plagiarism, but also:

- Lending support to the argument in your paper and credibility to your reputation as a professional in your field of study;
- Enabling readers to find out more about your research; and
- Giving credit for another's work, just as you expect and deserve credit for yours.

Plagiarism is more easily avoided if you:

- Plan ahead;
- Take accurate and complete notes;
- Understand how to use citation styles.

Adapted from Writing from Sources by Brenda Spatt, Writing with Sources by Gordon Harvey and Plagiarism by Donella Westphal. See "References" page for a complete list of sources.

## Why do I need to cite sources?

"A plagiarist should be made to copy the author a hundred times." —Karl Kraus

- Cite to avoid plagiarism
- Cite to demonstrate academic scholarship

In academic writing, we must cite the source of each idea or item of information we use, whether we are quoting, paraphrasing, or summarizing. Citations not only prevent plagiarism, but they also demonstrate our academic scholarship.

In-text and reference page citations give credit where credit is due, allow readers to follow the path of our research, and lend credence to our arguments. Additionally, citations show respect for those whose ideas have fostered our own research.

## When do I need to cite sources?

Common Knowledge (tutorial link)
Click on the link above to read about what common knowledge typically includes.

- Have changed all of the words, so how can it be plagiarism?
- It’s on the Internet, do I have to cite it?
- What’s common knowledge?

The heart of avoiding plagiarism is making sure we give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

**We need to cite when:**

- Using or referring to somebody else’s words or ideas from a magazine, book, newspaper, song, TV program, webpage, computer program, letter, advertisement, or any other medium;
- Using information gained through interviewing another person;
- Copying exact words or unique phrases;
- Reprinting any diagrams, illustrations, charts, and pictures;
- Using ideas that others have given us in conversations or over email.

**We do not need to cite when we are:**

- Writing from our own experiences, our own observations, our own insights, our own thoughts, our own conclusions about a subject;
- Using folklore, common sense observations; common knowledge;
- Compiling generally accepted facts.

Adapted from "Avoiding Plagiarism" Purdue University Online Writing Lab at http://owl.english.purdue.edu. See "References" page for a complete list of sources.

**Unit 2: Citation Style-- APA 6th edition**

How do I cite sources in APA style and what should my paper look like?

APA 6th edition PowerPoint, courtesy of Purdue's the Owl. Click on the link to download the APA PowerPoint.

**APA Citation Method**

When editors or instructors ask you to write in "APA Style," they are referring to the editorial style that many of the social and behavioral sciences have adopted to present written material in the field. Editorial style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material.

Editorial style concerns uniform use of such elements as:

- Stylistics such as voice, margins, spacing
- Selection of headings
- Punctuation and abbreviations
- Citation of references
- Construction of tables
- Presentation of statistics

In all JHU Environmental Studies classes, students will be asked to use the APA (American Psychological Association) 6th edition method for documenting sources.

So, using APA citation method:

- Provides a consistent format
- Allows readers to locate your sources
- Gives your writing credibility
- Helps prevent plagiarism

Below is a video created by David Peak on "How to format research, term papers and essays with APA Sixth Edition Publication Manual" while using Microsoft Word.

* If you do not use Microsoft Word this video is still helpful in explaining how to style a paper in APA 6th edition format.

**APA Format Citations-Sixth (6th) Edition.**

Check out this sample paper in APA style, courtesy of Purdue University's the Owl.

Diana Hacker also offers a sample APA style paper on her website "Research and Documentation online".

APA style uses in-text citations that refer readers to a list of references/bibliography:

An in-text citation:

- Names the author(s) of the source (sometimes in a signal phrase),
- Provides the date of publication;
Includes a page number in parentheses for direct quotations and paraphrases.

Examples: http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch09_s1-0001.html

The reference page:

- Lists the works by author (or by titles for works without authors);
- Provides a publication date and publisher location for the source;
- Includes only sources with in-text citations.


Adapted from Research and Documentation by Diana Hacker. See "References" page for a complete list of sources.

More on APA Style and Resources for Help

How to format an APA "Running head"

Need help formatting your header using Microsoft Word? We've created brief video tutorials to show you how to insert and edit an APA 6th edition header using Microsoft Word:

- Microsoft Word 2003
- Microsoft Word 2007


Unit 3: References

Books:


Online:

1. *Diana Hacker's APA Style:* An overview of APA Style from Bedford/St. Martin's
2. *APA Style from Vanguard University:* An overview created by Douglas Degelman, Ph. D., and Martin Lorenzo Harris, Ph. D., from Vanguard University
3. *Using APA Format from Purdue University:* Handouts on APA Style from Purdue's Online Writing Lab
4. *APA Style from the American Psychological Association:* Resources and guidelines on electronic sources from the American Psychological Association