

KMS Library Media Center

RESEARCH READY GUIDE

Citing Sources

When a teacher asks you to write a report or create a slideshow, you will look for information in many different places. The places where you find information are called **sources**. It is very important to name (or **cite**) the sources you use when you write a report so that the reader does not think you made up the information yourself.

If you do not cite your source, you are **plagiarizing**. **Plagiarism** is when you copy someone else's work or use their ideas without giving them credit. You must give credit in a **footnote** or a listing on your Works Cited page, and you must use **quotation marks** if you used someone else's exact words. It is not a good idea to copy someone's words without giving them credit, and in many cases it is illegal.

A **Works Cited** page is a list of citations that includes all books, newspaper articles, magazine articles, websites, and other sources of information cited in an essay or a research paper. Since the reader may need to locate or reference the original information, sources are listed in the Works Cited page in **alphabetical order** according to the author's last name (or by the first element in the entry).

- The Works Cited page should be put at the **end** of your report or slide show.
- The sources should be listed in **alphabetical order** by the author's last name.
- The sources should include the author, title, and the other required information specified by the **MLA** (Modern Language Association) for the particular source.
- The first line of each entry is not indented. The second and subsequent lines are indented, which is called a **hanging indentation**.

NOTE: There are several style guides that can be followed to learn the conventions for citations and other style elements.

1. There is the Chicago Manual of Style (CMS).
2. There is the APA style (American Psychological Association).
3. There is the Modern Language Association (MLA). The examples that follow below come from the MLA Style Guide.

Citing Pictures or Images

Bibliographic information – when you copy something from the internet (information or an image), you need to **cite** it. That means to give credit to the teacher where you found your information or your image. When you cite it, you gather bibliographic information about the source.

In order to credit pictures or images in a report or in a slideshow, you have 2 options. (1) place a caption under the image, or (2) place a citation in the Works Cited page. When you place a note under the picture, it is called a **caption**. The caption is a description or a phrase accompanying a photo/image meant to explain your source.

This is what is needed for the Bibliographic information for an image:

- Image Title or description
- Domain name of the website where the image is
- Date the image was found or accessed

Example:

When I go to Google Images and search “library books”, images come up.

I click on the image I want to use. Then I click on View Image.

This is what the URL shows:

http://motherseton.org/wp-content/uploads/2017/03/7663d24e9469b588bba5165568075f72_library-books-pictures-of-library-books_3500-2333.jpeg

To find the image title or description – I must look at the information before the period in front of .jpeg.

I see library-books-pictures-of-library-books etc.

I can make up a description based on this. I make up library books.

So my title will be Library Books. Next I need the Domain name of the website where the image is.

So I look at the first section after the http:// until the next /

This is motherseton.org This is the domain name.

The date I accessed the image is November 1, 2017. But I want to type it as 1 November 2017 because it will be that same way on the Works Cited page.

So here’s what I am going to place in my report or slide show:



“Library Books.”
motherseton.org
1 November 2017.

Notice: the font size is small. It is size 8.

ANOTHER EXAMPLE:

Example:

When I go to Google Images and search “pencil”, images come up.

I click on the image I want to use. Then I click on View Image.

This is what the URL shows:

Example:

When I go to Google Images and search “library books”, images come up.

I click on the image I want to use. Then I click on View Image.

This is what the URL shows:

https://images-na.ssl-images-amazon.com/images/I/61N7NOKhVCL_SX355_.jpg

To find the image title or description – I must look at the information before the period in front of .jpg.

I see 61N7NOKhVCL etc. which is not very helpful.

I can make up a description based on what I searched. I make up Pencil. So my title will be Pencil.

Next I need the Domain name of the website where the image is.

So I look at the first section after the http:// until the next /

This is images-na.ssl-images-amazon.com

This is the domain name.

The date I accessed the image is November 1, 2017. But I want to type it as 1 November 2017 because it will be that same way on the Works Cited page.

So here’s what I am going to place in my report or slide show:



“Pencil.”

images-na.ssl-images-amazon.com

1 November 2017.

Option 2 is placing the image citations into a Works Cited page.

An example follows. I have placed the two digital images in a Works Cited page. Note: the image hyperlinks are actually linked in the Works Cited page in case the reader wants to view the digital image.

It begins with the name of the Image in quotation marks. Then follows the full hyperlinked image. The date accessed and the words Digital Image.

The image names will be placed in alphabetical order with spaces in between each image citation.

WORKS CITED

"Library Books." http://motherseton.org/wp-content/uploads/2017/03/7663d24e9469b588bba5165568075f72_library-books-pictures-of-library-books_3500-2333.jpeg. Accessed 1 November 2017. Digital Image.

"Pencil." https://images-na.ssl-images-amazon.com/images/I/61N7NOKhVCL_SX355_.jpg. Accessed 1 November 2017. Digital Image.

Citing Online Sources (source: Study Island 2017)

Citing a Newspaper Article

Last Name, First Name. "Article Title." *Newspaper Name*, Date published, Page number.

example:

Wakin, Daniel J. "Headed for Korea, Orchestra Gets Tips." *New York Times*,
25 February 2008, p. E1.

Note: This is also the same way to cite an article from a book of articles (or essays, short stories, and more).

Citing a Magazine Article

Last Name, First Name. "Article Title." *Magazine Name*, Date published, Page number(s)

example:

Rodriguez, Sofia. "Just Your Type: The Right Shampoo for Your Hair."
Beauty Consumers, 20 Mar. 2012, pp. 19-21.

Note: The difference between a citation for a newspaper article and a magazine article is how the page number or numbers are listed.

Citing an Article from a Scholarly Journal

Last Name, First Name. "Article Title." *Journal Name*, Volume number, Issue number,
Year of publication, Page numbers.

example:

Paruchi, Sylvia. "Time Flies When You're Too Busy to Have Fun." *Journal of American Psychologists*, vol. 85 no. 3, 2012, pp. 41-48.

Note: When citing a scholarly journal article that is published online, include the same information as an article that is in print plus the date the article was accessed online. If the page numbers are unavailable, use "n. pag."

example:

Bonner, Alexi. "Investing in the Future." *National Education Journal*, vol. 50, no. 1, 2011,
n. pag. Accessed 12 Dec. 2011.

Citing a Website

Last Name, First Name, Editor, or Compiler (if available). "Name of the article," Title of the Website, Any version numbers (edition), Volume Number (if applicable), Issue Number (if applicable), Publisher Name, Publication Date, Any pages if sources appear in both print and online (p. or pp.), paragraphs, and/or URL (without the https://), DOI, or permalink, Date of Access (Accessed Day Month Year).

example:

Oransky, Ivan. "Writing Well." *The Good Writer Journal Online*. The Writing Lab
at Study Island, n.d. Accessed 25 February 2008.

Citing Two or More Works by the Same Author

To cite two or more works by the same author, use the author's name in the first entry only. In the next entry, use three hyphens in place of the name. The three hyphens show that the same author wrote both works.

example:

Rushdie, Salman. *East, West*. Pantheon Books, 1994.
---. *Imaginary Homelands: Essays and Criticism 1981-1991*.
Penguin Books, 1992.

Citations

When your teacher asks you to write a report, you will look for information in many different places. You find information in **sources**. It is very important to name (or **cite**) the sources you use when you write a report so that the reader does not think that the information was written by you.

A **Works Cited page** (also called a **Bibliography**) lists all the books, newspaper articles, magazine articles, encyclopedias, Internet sites, and other sources you used when you wrote your report.

A Works Cited page should . . .

- be at the end of a report,
- be in alphabetical order by the author's last name, and
- include the author, title, place of publication, publisher, year published, and type for each source.

Follow the color codes and order below:					
Author (last name, first name)	Title of the Source (italicized or underlined)	Place of Publication	Publisher	Year Published	Type of Source

Cross, Julia. *The Guy with the Skinny Tie*. London: Parchment and Quill, Inc.,
2006. Print.

Sample Works Cited page

Works Cited

Adams, Emila. *Chess for Ignoramuses*. Chicago: Inked, 2005. Print.

Bingham, Jasper. *The Green-Fiend Diet*. New York: Premiere, 2001. Print.

Harlow, Kara. *The Teacher's Pet* Los Angeles: Paper Cut Publishing,
1998. Print.

Wallace, Drew. *Too Many Beans*. Sydney: Fat Cat Publishing, 2010. Print.

Citing Print Sources ([Source MLA 8](#))

Print Source – A print source is a source printed on paper. It is not online or anything electronic. It has been published.

Examples include:

1. Book
2. Encyclopedia
3. Dictionary
4. Magazine
5. Newspaper

Instructions for citing print sources are given below for MLA:

1. Citing a book that is printed with an author:

Author Last Name, First Name. *Title of Book*. Publisher, Publication Date.

Example:

Palacio, R. J. *Wonder*. Knopf, 2012.

Citing a book that is printed with NO author:

Title of Book. Publisher, Publication Date.

Example:

A Song in Stone. Crowell, 1983.

2. Citing an article found in a print encyclopedia:

“Article Title.” *Title of Encyclopedia*. Edition, Publication Date.

Example:

“Dinosaurs.” *The New Book of Knowledge*. 3rd ed., 1997.

NOTE: Do NOT include the publisher information and do NOT list the volume or the page number of the article.

3. Citing a word found in a print dictionary:

“Word.” *Title of Dictionary*. Edition, Publication Date, page number.

Example:

“Library.” *Merriam-Webster’s Collegiate Dictionary*. 11th ed., 2003, p. 369.

NOTE: Do NOT include the publisher information and do NOT list the word page. Use the letter p with a period to abbreviate for page number.

4. Citing an article found in a print magazine:

Author of Article Last Name, First Name. “Article Title.” *Magazine Title* Date Month Year Published, Page(s).

Example:

Jones, Kimberly. “Reading has so many benefits.” *Library School Journal* May 2017: 223-225.

NOTE: Do NOT include the letter p for page number. After the date of the magazine issue, type a colon (:) and type the page number(s).

Another Example:

Williams, James. “TV Makes a Too-Close Call.” *Sports Illustrated for Kids* 15 July 2017:70-74.

5. Citing an article found in a print newspaper:

Author of Article Last Name, First Name. “Article Title.” *Newspaper Title* Date Month Year Published, Page(s).

Example:

Green, Martha. “Plagiarism is a big deal.” *Daily Dunklin Democrat* 15 December 2017: A4.

NOTE: Do NOT include the letter p for page number. After the date of the newspaper issue, type a colon (:) and type the page number(s).

Another Example:

Hopper, Glen. “Always Cite Your Source.” *New York Times* 10 April 2017: 2.

A sample Works Cited page for print sources follows:

WORKS CITED

A Song in Stone. Crowell, 1983.

"Dinosaurs." *The New Book of Knowledge*. 3rd ed., 1997.

Green, Martha. "Plagiarism is a big deal." *Daily Dunklin Democrat* 15 December 2017: A4.

Hopper, Glen. "Always Cite Your Source." *New York Times* 10 April 2017: 2.

Jones, Kimberly. "Reading has so many benefits." *Library School Journal* May 2017: 223-225.

"Library." *Merriam-Webster's Collegiate Dictionary*. 11th ed., 2003, p. 369.

Palacio, R. J. *Wonder*. Knopf, 2012.

Williams, James. "TV Makes a Too-Close Call." *Sports Illustrated for Kids* 15 July 2017:70-74.