In-text Citations - The Three Elements

In-text Citations

WHY: So your reader knows where every single piece of information or image used in your paper came from.

List of References

WHY: So your reader can easily find the actual sources you used.

Quotation Marks & Block Quotation

WHY: So your reader can tell whether you are quoting your source or putting the information into your own words.

In-text Citations - Short and Sweet

WHEN: Every time you use a piece of information or an image from a source, even when you put that information into your own words.

WHERE: At the end of the sentence where you stop taking information from a source OR at the end of the paragraph if all information in the paragraph came from the same source. For images, cite under the image.

HOW: Five easy steps

1. Find the entry for the source in your list of References.
2. Take the first information that the reader sees for that entry (usually the author’s last name OR the title of the article). Place a comma after this information. Eg. Kotulak,
3. Add the year of publication if there is one. If not, use the abbreviation n.d.. Eg. Kotulak, 2012
4. If you are quoting your source or using a piece of information that can be found on a specific page in your source, add the page number. Eg. Kotulak, 2012, p. 23 If you are using a source with no page numbers, use the paragraph number instead. Eg. Smith, 2015, para. 7
5. Put the whole thing between brackets. Eg. (Kotulak, 2012, p. 23) (Smith, 2015, para. 7)

Entry in References page:


In-text citation: (Kotulak, 2012, p. 23)
## RESILIENCE IN HIGH SCHOOL

### References

<table>
<thead>
<tr>
<th>Source type:</th>
<th>Author(s)</th>
<th>Article/Book Title</th>
<th>Publication Date</th>
<th>URL</th>
<th>Site Title</th>
</tr>
</thead>
</table>

### CHECKLIST:

- **Header:** on every page: Your title -> ALL CAPS (left)  
Page number -> right.
- **Use a separate page.**
- **Title:** References. Centre the title. No italics, quotation marks, bold font or larger font size.
- **List sources in alphabetical order.**
- **When using the title to alphabetize entries, ignore “A”, “An” & “The” if they are the first words in the title.**
- **Use hanging indentation:** start the first line of each entry at the left margin. Indent by 5 spaces each subsequent line.
- **Double-space the list.**
- **Titles of publications (e.g. books, web sites, magazines) are always in italics.**
- **Titles of articles are in plain text (no italics and no quotation marks).**
- **Use (n.d.) if there is no identifiable date of publication.**
## References Page - Examples for Other Common Sources

|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Citing Images From the Internet - Citation is NOT Enough

**What is the difference?** When you want to use an image created by someone else, you must check to make sure you have the RIGHT to use that image. If you don’t, find another image. It is NOT enough just to cite the source.

**How can you tell whether you have the right to use an image?** In Google, when you do an image search, click on Search tools then select Usage rights. Select “Labeled for reuse.” Any images that appear are yours to use as long as you cite them. If you can’t find anything you like, drop by the LLC. We can help you.

**How do you cite an image?** Go to the site that uses the image (not just the browser results page). Collect as much of information about the image: Creator’s name. (Date the image was published). Title of image. Website. Retrieved from URL.

**Example 1 - Image with an identifiable creator and a title:**


**Example 2 - Image with NO identifiable creator and NO title:**


*Use square brackets for the descriptor or title you create for the image.*
Quotation Marks & Block Quotation

WHEN: Every time you use the same wording as your source for even just a few consecutive words.

HOW to use quotation marks: Put quotation marks around the words taken from your source even if you have borrowed only a few words. Put the in-text citation after the second quotation mark but before the period.

Example 1 - Putting information into your own words entirely (citation needed but no quotation marks):
Swiss researchers have concluded that mindfulness based therapy can benefit both patients suffering from clinical problems and those who are suffering for less clearly defined reasons (Grossman, 2014, para. 18).

Example 2 - Quoting an entire sentence from your source (citation AND quotation marks needed):
According to Max Bothwell, a researcher with Environment Canada, “Rock snot was first confirmed in Canada on Vancouver Island in 1988, but has likely been here long before that” (Bothwell, 2016, p. 184).

Example 3 - Using a few significant words from your source (citation AND quotation marks needed):
As global temperatures rise, oceans need to absorb more and more carbonic acid which scientists say is likely to place “significant adaptive pressure” on shelled organisms and coral reefs (Slezak, 2014, para. 5).

HOW to use a block quotation: If you are quoting something that is more than 40 words long (about 3 lines), start the quotation on a new line and indent the entire quotation by about 5 spaces. Do NOT use quotation marks. Put the in-text citation at the end of the quotation.

Example:
There is no longer much debate in the scientific community around the primary cause of global warming. It is agreed that humans are responsible:

Scientists can conclusively identify that human activity is responsible for the observed increase in CO₂. How? The carbon dioxide emitted by burning fossil fuels such as coal, natural gas, and oil has a unique chemical fingerprint — and the additional CO₂ in the atmosphere bears that signature. (Union of Concerned Scientists, 2015, para. 14)

Given the ability of scientists to track this “fingerprint”, it cannot be argued that the current increase in the earth’s temperature is due to natural or cyclical causes.