

# Proper Citation (<http://www.englishclub.com>) Überarbeitet von B. Blell

☞ Give credit where credit is due (English proverb)

**to cite** (verb): to acknowledge (give credit to) the original author or artist by providing a reference

**citation** (noun): a properly formatted line of text that indicates the source for a quote, idea, fact etc. that you use

## What to Cite

The following examples require proper citation using an appropriate style manual such as the MLA (*Modern Language Association, a style guide*). These are the main items that require citation.

- **Direct quotes:** phrases, sentences, or sections copied directly from a text; cite with quotation marks (use a limited amount of text, not a full text). (*for use of quotation marks see below*)
- **Paraphrased text:** sections of your writing that are based on research (not common knowledge) but written in your own words (not in quotes)
- **Facts and Figures:** numbers, percentages, and facts that have been collected by an exclusive source (such as during an experiment or poll)
- **Theories, methods, and ideas:** any original idea or thought that you find during your research and present in your writing
- **Images, graphs, illustrations:** always follow copyright rules when using images, including those you find online

**Example direct quote:** "English as a Second Language and English as a Foreign Language are used interchangeably by many teachers, despite the obvious distinction." (Brown 55)

**Example paraphrasing:** In the US many teachers use the term ESL, while in Europe, where people speak many languages, teachers often use the term EFL. (Brown 57)

\*Note: The above example might be considered "common knowledge" by some people. If you knew the information before your research, you do not need to cite it. If you use a direct quote that is common knowledge you do need to cite it.

In an essay or research paper you need to include two types of citation. One is short form and the other is detailed.

### 1. In-text citation

Stick to the "three word" rule of thumb. Never copy more than three words in a row from a research source when you put something into your own words.

The format for in-text citation differs depending on the style guide you use. The modern approach based on MLA uses parenthetical citation. Type the author's last name and the page # you referred to in brackets after a quote or paraphrased section.

e.g. (**Adams 22**) If no author is available indicate the work in another short form way.

e.g. (**EnglishClub.com, Learner Section**)

## 2. Works Cited (Bibliography)

The second type of citation is the more detailed version of the reference. This appears at the end of an essay or paper. It includes all of the information about the source, including the author, title, page numbers, and date of publication.

e.g. Adams, Sherry. "Why Learn Grammar?" *Global News Daily*. June 2009. A 15.

Ask your teacher which of the following titles to use:

*Works Cited* or: *Bibliography* or: *Sources* or: *References*

## What NOT to Cite

"It is better to be safe than sorry."

You do not need to cite everything in your paper or essay. If you are unsure, include the citation anyway. Here are a few things that do NOT require citation.

- **common knowledge:** basic information that can be found in a lot of places and is well-known
- **historical dates:** this is public information that does not need to be cited
- **a well-known argument or theory:** an idea/issue that is commonly discussed or debated
- **a universal proverb:** age old proverbs or sayings, such as "Give credit where credit is due."

## Formatting Guidelines

Here are some different types of sources with examples on how to format them. You can include references in a Works Cited list or on your website or blog. Always ask your teacher which style guide to use.

Source	Format	Example
<b>Web page</b>	Author if available (last name, first name). "Title of page" (in browser). <u>Title of Web Site</u> . Date the page was last revised (if available). Date you viewed the page.	Essberger, Josef. "Grammar is your friend." <u>EnglishClub.com</u> . May 6, 2009. < <a href="http://www.englishclub.com/esl-articles/200007.htm">http://www.englishclub.com/esl-articles/200007.htm</a> >
<b>Book</b>	Author(s) (second author starts with "and" followed by first name). <u>Book Title</u> . Publisher. Date published.	Young, Diane and Erin Edwards. <u>Language Learning Today: Inside the Classroom</u> . World Press. 2009.
<b>Encyclopaedia</b>	Author. "Entry name." <u>Encyclopaedia name</u> . Edition. Year.	Brown, Michael. "ESL." <u>World Encyclopaedia</u> . International Ed. 2009
<b>Magazine or Newspaper</b>	Author. "Title". <u>Magazine or Newspaper name</u> . Date of publication. Page.	Adams, Sherry. "Why Learn Grammar?" <u>Global News Daily</u> . June 2009. A 15.
<b>Image</b>	Photographer. "Title or description." Online Image. <i>Site name</i> . Date you downloaded.	Keats, Mary. "Fall flowers." Online Image. <i>Teachers Picture Gallery</i> . Sept. 2008.

# Note Taking

Stick to the "five source" rule of thumb. Always use at least **five** sources (a minimum of three sources not from the internet) for your research.

It's okay to use common phrases in your writing. Teachers understand that you are learning new vocabulary and expressions and that you want to use what you've learned in your reading and research. Improving your note-taking skills is the key to avoiding accidental plagiarism.

Here are some tips to good note-taking that will help you avoid plagiarism:

1. Take notes after you read. Look away from the source as you take notes to avoid using the same vocabulary and expressions. You can take notes on your computer or on paper. You can even find electronic sticky notes.
2. Always use more than one source for research. At least three sources is a good rule of thumb.
3. Write what you would say. Later you can add academic language, such as transitional phrases and revise the vocabulary.
4. Try to answer the main "wh" questions without looking at the resource.
5. Write down the full details of your source as soon as you take one note about it.

## Practise Note Taking

You can use pages from EnglishClub.com to practise taking notes. Here are some example notes taken from the reading [The Disappearing Honey Bee](#):

My source: "The Disappearing Honey Bee" | EnglishClub.com | May 10, 2009

- (who) people cause more harm to bees than bees do people
- (who) many do not know about the disappearing bee
- (what) bees are very important creatures
- (what) bee decline leads to food shortage
- (what) CCD=colony collapse disorder
- (why) bees are important pollinators
- (why) cause of bee decline is unknown
- (where) bee decline is happening in different places around the world
- (how) people need to donate to research to solve this problem

If you want to use a direct quote, write it down exactly as it appears. In your notes write down the information you need so that you can reference it properly:

**"One third of America's food supply is pollinated by the honey bee."**

<http://www.englishclub.com/environment/honeybee-reading.htm>

**Continue note taking:** Now follow the rule of thumb for sources. Research CCD and the decline of the honeybee from at least two other places. After you take more notes, write a paragraph or essay on the topic in your own words. Practise using at least three direct quotes. When you are done, write out your reference page.

# Plagiarism Vocabulary

Term	Definition
abbreviate	provide the short form of a word; e.g. "Oct." = October
accidental	not on purpose; by mistake
acknowledge	recognize or thank someone by name
align	line-up a section of text (or image) with one side of a page or margin
alphabetical	sorting style that uses the alphabet; words starting with "A" go first
bibliography	a detailed list of research sources used
cheat	to disobey a rule in order to win or look good
citation	a line of text that details one reference material
cite	provide information about a reference material
common knowledge	information that is known by much of the public
copy	to reproduce an original work
copyright	gives the author or creator the rights related to selling, publishing, and distributing creative work
credit ( <i>noun or verb</i> )	acknowledgment (to acknowledge) of the original creator
direct quotes	exact wording from an outside source; placed in quotation marks with appropriate citation
flagged	added to a list of those who have broken rules in the past
illegal	not allowed by law
indent	a blank section (usually five spaces) before a line of text or new paragraph
intellectual property	creative work that a person completes such as writing, photography, drawing
intentional	on purpose; not accidental
MLA	Modern Language Association; a common style guide
nd	no date; used in a citation when no date is available
np	no page; used in a citation when no page is available
paraphrase	put research into your own words

plagiarism ( <i>noun</i> ) plagiarize ( <i>verb</i> )	illegally copying someone else's work and presenting it as your own
post	publish something on the Internet
quotation	line(s) of text copied from another source and placed inside quotation marks (" - ")
references	sources such as books or articles that a person checks or uses during the research stage
reputation	the view or impression the audience or public has of someone/something
rule of thumb	a good or common standard to follow
source ( <i>noun and verb</i> )	the place you found the content
steal	to take or use something without permission
style manual	a guide that provides proper formatting for citations
unintentional	not on purpose; accidental
violation	the breaking (not following) of terms, conditions, or the law
Works Cited	a page at the end of an academic work that details the research sources used

## References

(EnglishClub.com consulted the following pages while creating this resource.)

- Delaney, Robert. "MLA Citation Style." Long Island University. C.W.Post Campus. 15 Nov. 2007. 20 May 2009. <<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>>
- Purdue OWL. "MLA Formatting and Style Guide." The Online Writing Lab at Purdue. 12 May 2009 <<http://owl.english.purdue.edu/owl/resource/557/01/>>
- "Plagiarism." Handouts and Links. UNC Writing Center. 8 August 2008. 15 May 2009 <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

## Quotation Marks (double, single)



We use quotation marks to show (or mark) the beginning and end of a word or phrase that is somehow special or comes from outside the text that we are writing. Quotation marks can be double ("...") or single ('...') - that is really a matter of style (but see below for more about this).

Quotation marks are also called "quotes" or "inverted commas".

1. Use quotation marks around the title or name of a book, film, ship etc:

- The second most popular book of all time, "Quotations from the Works of Mao Tse-tung", has sold over 800,000,000 copies and was formerly known as "The Red Book".
- 'Titanic' is a 1997 movie directed by James Cameron about the sinking of the ship 'Titanic'.

Note that in the above case, we may use "italics" instead of quotation marks. So the above examples would then appear as:

- The second most popular book of all time, *Quotations from the Works of Mao Tse-tung*, has sold over 800,000,000 copies and was formerly known as *The Red Book*.
- *Titanic* is a 1997 movie directed by James Cameron about the sinking of the ship *Titanic*.

Obviously, the use of italics is not possible in handwriting or with old-style typewriters.

2. We use quotation marks around a piece of text that we are quoting or citing, usually from another source:

- In *The Cambridge Encyclopedia of The English Language*, David Crystal argues that punctuation "plays a critical role in the modern writing system".

3. Use quotation marks around dialogue or direct speech:

- It was a moonlit night. James opened the door and stepped onto the balcony, followed by Mary. They stood in silence for a few moments, looking at the moon. Then Mary turned to him and said: "Do you love me, James?"

4. Use quotation marks around a word or phrase that we see as slang or jargon:

- The police were called to a "disturbance" - which in reality was a pretty big fight.

5. Use quotation marks around a word or phrase that we want to make "special" in some way:

- Note that sometimes we use "italics" instead of quotation marks.

### Double or single quotation marks? “ ” ‘ ’

Quotation marks can be double ("") or single ('-'). If we want to use quotation marks inside quotation marks, then we use single inside double, or double inside single.

- He said to her: "I thought 'Titanic' was a good film."
- He said to her: 'I thought "Titanic" was a good film.'

### Punctuation inside or outside final quotation mark?

If the quoted words end with a full stop, then the full stop goes inside the quotation marks. If the quoted words do not end with a full stop, then the full stop goes outside the quotation marks:

- He said: "I love you."
- She has read "War and Peace".

Note that in US English, the full stop usually goes inside the quotation marks in all cases:

- He said: "I love you."
- She has read "War and Peace."

However, US English adopts the British style for question marks and exclamation marks:

- He said: "Do you love me?"
- Have you read "War and Peace"?
- Can you imagine? He has never read "War and Peace"!

### **How do we indicate quotation marks when speaking?**

People may say "quote, unquote" or "open quotes, close quotes" when reading aloud texts containing quotation marks:

- On page two it says, quote, Now is the time to invest, unquote.
- On page two it says, open quotes, Now is the time to invest, close quotes.

"Quote, unquote" may also be said informally in front of rather than around the quoted words:

- The brochure describes the car as, quote, unquote, total luxury.

"Quote, unquote" is sometimes used to mock or show disapproval or disbelief:

- Then he arrived with his quote, unquote new girlfriend.

People sometimes say "in quotes" (often putting up their two hands with two fingers extended on each hand, like quotation marks), indicating that the words came from another source, or in a mocking way, or suggesting that they don't quite believe what they have just said:

- Then he arrived with his new girlfriend, in quotes.

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**Please note:** There are some differences in the use of quotation marks between various varieties of English such as British English or American English. Anyone seeking guidance at an advanced level is recommended to consult a style guide (often included in good dictionaries) for their particular variety.