



How to Cite Information

A Research Guide

When writing a paper, especially a research paper, you must cite any information or quotes that did not come from you. Even if you paraphrase information but do not use the exact quote, you must cite it. The citations are also known as footnotes, because they are often placed at the bottom of the page, below the main text. Citations direct readers to your bibliography, which provides complete information regarding the work you are citing. If you do not cite, you are stealing ideas, which is a form of plagiarism.

For this guide, citation examples are in Modern Language Association (MLA) format, and American Psychological Association (APA) format. Another major citation source is Chicago (Chicago Style or Chicago Manual of Style).

From a Database

To cite from a database, note the article title, journal name and standard bibliographic information, the database listing the article information, and the organization subscribing to the database.

MLA Basic Electronic Citation Format

Pattern:

[Author last name], [First name] [Middle initial]. "[Title of work]." *[Periodical name]* [Volume number]. [Issue number] ([Published Year]): [Page numbers]. *[Title of database]*. Web. [Accessed day] [Month abbreviation] [Year].

Example:

Maynard, W. Barksdale. "Thoreau's House at Walden." *Art Bulletin* 81.2 (1999): 303. *Academic Search Premier*. Web. 19 Nov. 2002.

APA Basic Electronic Citation Format

Pattern:

[Author last name], [First initial]. [Middle initial]. ([Publication year]). [Title of article]. *[Title of journal]*, [Volume number] ([Issue number]), [Page number starts]-[ends]. [Document Object Identifier]

Example:

Silva, L. (2007). Epistemological and theoretical challenges for studying power and politics in information systems. *Information Systems Journal*, 17(2), 165-183. [Document Object Identifier]

Note: You can read more information about citations directly from your EBSCO search page. Click **Help**, located at the top right in the tool bar.

Scroll the left-hand navigation bar until you reach Citation Styles. Click the style title of your choice. In addition, you can access **Citation Help** in the Reference Shelf area of many EBSCOhost databases.

In-text Citations

There are several ways to cite a work in a paper. The most common is the in-text citation that works the quotation into a sentence, noting in parentheses the author's name and the page number of the book in which the quote is found.

Example:

He writes, "This is a history book of sorts about so-called strategic planning" (Mintzberg 1).

When citing, do not add "p." before or after the page number. The reader will assume that any numbers are page numbers. If you are citing other information, such as acts, scenes, chapters, articles, or line numbers, you must differentiate those from page numbers (See Plays).

Author's Name in Text

Sometimes you might specifically mention the author or work in your signal phrase, which is a clause or sentence that introduces a quotation, paraphrase, or summary. If you identify the author in a signal phrase, you only need to cite the source's page number in the parentheses, because you have already established which author you are crediting.

Example: Mintzberg writes, "This is a history book of sorts about so-called strategic planning" (1).

Citing Two or More Works from the Same Author

If you are using two or more sources from one author (for example, you are writing an essay comparing works by the same author), mention the author's name in the signal phrase and use the title of the work to clarify the source.

Example: Mintzberg writes, "This book began as one piece of a large work" (*The Rise and Fall of Strategic Planning* 1).

Citing Anonymous Work

If your source does not have an author, do not cite with the word "Anonymous"; cite the title of the work instead. This may come up if you are citing a pamphlet, religious work, or certain poems.

Citing Authors with the Same Last Name

If you are using two works by different authors of the same last name, such as Robert Browning and Elizabeth Barrett Browning, use the initial of the first name, followed by the last name.

Example: (R. Browning) and (E. Browning)

Citing a Partial Quote

Sometimes, you may want the information at the beginning of a quote and the very end, but not necessarily the information in between. In this case, you have two options:

- You can pick out the words and facts you want, and join them with your own words.
- You can use the quote and omit the middle parts, replacing the omitted words with an ellipsis ("...").

Example of an original quote:

"The story of the rise and fall of strategic planning, in other words, teaches us not only about formal

techniques itself but also about how organizations function and how managers do and don't cope with that functioning, also about how we, as human beings, think and sometimes stop thinking."

Example of the quote with omissions:

"The story of the rise and fall of strategic planning...teaches us not only about formal techniques itself but also about how organizations function...."

Editing a quote in this way will cut down on the length of your paper, and will help you focus your point without the distraction of a complete quote (although partial quotes must also be cited).

Literary Works

- Different forms of literature require different information in their citations.
- When citing literary works, page references should be cited along with the book title and chapter number [**Example: (Fitzgerald, 187-188. Ch. 9)**].
- Classic novels are often republished after first publication, or bound together in one volume. Therefore, a reader with a different edition of the same work can find the information you reference.

Poetry

- When citing poetry, rather than citing page numbers, cite line numbers using the word "line" or "lines."
- Most poems have marked line numbers; in those cases where none are provided, count the lines yourself.
- Cite the author's name in the bibliography, as well as the edition in which you found the poem and its editor.

Quoting Two to Three Lines of Poetry

- When quoting two or three lines of poetry, separate each line with a line break (/).
- You can quote up to three lines of poetry within the text.

Quoting More than Three Lines of Poetry

- If you quote more than three lines of poetry, you must "set off the quote," meaning that the text should be left-indented one inch and single-spaced.
- When you set off a quote, you do not have to put quotation marks around the lines as you do when quoting within the text.
- The same goes for quoting a long passage in prose: if you have more than three lines of prose, set it off in the exact same way.

Spelling or Grammar in Poetry

- Do not modernize any spellings or grammar you see in the poem.
- Even if there is a deep or odd indent in the line of a poem, do not change the grammar.
- The author's style is sacred. For instance, poems such as Shakespeare's sonnets rely on specific syllabic rhythm, and must not be modified in any way.

Plays

Citations of plays are similar to both literary works and poetry, depending on their style.

- Citing plays written in verse: If a drama is written in verse, treat it as a poem. If applicable, also note the act and scene. A citation for Act II, scene 2, lines 26-27 from a Shakespeare play would look something

like this: **(Shakespeare, II.ii.26-27)**.

- Citing plays with verse and prose: For plays that use both verse and prose, use the style that best corresponds with the text.

There are two ways to quote dialogue from a play.

- Incorporate the dialogue into a sentence: If you are incorporating the dialogue into your sentences, then you must note who says what in your citation **(Romeo, Shakespeare, II. ii. 26-27)**.
- Set the quote off: If you set off the quote, and two or more people are talking, then you do need to credit who says what as is noted in the play. If you are quoting a portion of a soliloquy or monologue and setting it off, and have already established who is speaking, you do not need to credit the speaker.

The choice of how to quote dialogue is up to you as the writer.