**Why Cite Sources**

- Lend **authority** and **credibility** to your work
- Allow readers to **cross reference** sources easily
- Provide **consistent format**
- Acknowledge academic debts and **avoid plagiarism**
What Is Plagiarism?

Giving the impression that you wrote or thought something that you borrowed from someone else.

Even accidental plagiarism can lead to failing your class or being expelled.

Plagiarism in your professional career can result in being sued, fired and publicly embarrassed.

How Can You Avoid Plagiarism?

Cite your sources using a citation format
What Are Citation Formats?

Rules and guidelines to make writing styles uniform within a specific work or publication.

Citation formats make your citations consistent.

What Do Citation Formats Cover?

- **Layout** of the paper – margins, spaces between lines, font size, etc.
- **Documentation** of sources in the paper – called in-text or parenthetical citations.
- **Documentation** of sources at end of the paper – called Works Cited in MLA and References in APA.
# Types of Formats

<table>
<thead>
<tr>
<th>Formats</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA Format</strong></td>
<td>Created by the Modern Language Association. Used for research papers in many college and academic classes, including English classes.</td>
</tr>
<tr>
<td><strong>APA Format</strong></td>
<td>Created by the American Psychological Association.</td>
</tr>
<tr>
<td><strong>Chicago Format</strong></td>
<td>Published by the University of Chicago Press in <em>The Chicago Manual of Style</em>.</td>
</tr>
</tbody>
</table>
# When to Cite

## What Must Be Cited?

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly Quoted</td>
<td>Info straight from a source, which goes in quotation marks</td>
</tr>
<tr>
<td>Paraphrased</td>
<td>Ideas from source but phrasing changed to your words</td>
</tr>
<tr>
<td>Summarized</td>
<td>Ideas from large passage of source condensed using your words</td>
</tr>
<tr>
<td>Factual information</td>
<td>Factual information that is <strong>NOT</strong> common knowledge</td>
</tr>
</tbody>
</table>

## Material Is Probably Common Knowledge If...

- Same info is undocumented in at least **five other sources**
- Your readers probably **already know the info**
- Facts found in many places and likely **known by a lot of people**

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From: The Online Writing Lab. Purdue University. (http://owl.english.purdue.edu/handouts/research/r_plagiar.html)