Sample MLA Works Cited Page

Works Cited


Sample APA References Page

References


WHY CITE OUTSIDE SOURCES

In addition to adhering to the SBCC academic honesty policy (see “College Procedures” on the SBCC website), there are several important reasons to incorporate accurate citation of sources in research papers:

• If a reader wants to know more about a topic, accurate citation provides a direct path back to the exact resource that was referenced. Citing sources also lends credibility to your own work if you draw on valid, trusted sources like scholarly books, professional journals, and reputable websites (not Wikipedia!).

• Inaccurate or missing citation is like the childhood game of telephone: the next writer who cites the first writer will unknowingly provide incomplete or misrepresented data to subsequent readers, possibly setting off a whole chain of misinformation.

• Each scholar, interviewee, webmaster, or instructor who has created original information in any form – electronic, verbal, print, image – deserves to be recognized for their contribution to the scholarship of the subject and acknowledges the information as the originator’s intellectual property.

WHEN TO USE CITATIONS

Consider the following when deciding to include a citation for information in your paper:

• **Citation is required if the information:** expresses an opinion; is original thinking; contains statistics, examples, charts, graphs, images, etc.; is a verbatim (word for word) quote from someone else or is primarily someone else’s words; is a lesser known fact about a largely recognized event or idea on which you build your own interpretation of the event or idea.

• **Citation is not required if the information:** is common or cultural knowledge or is easily found in many references, like the date President Kennedy was assassinated or fact that the British had colonized the New World; is information you assimilated as part of your day to day living for which you cannot identify a source – if the fact is that general, it might not be relevant to your argument.

• **When in doubt, include a citation for any information that is not your original thinking!**

HOW TO PREPARE CITATIONS

Gathering information for your list of sources begins with the first book you open or website you access:

• **Decide where you will keep your list: on paper or on your computer.** Fill out a Document Info Form for each source and develop your list of sources on the last page in the Word document you are using for your paper. By doing so, you will know exactly what in-text data to include to match each citation on the list.

• **Print resources (books, journals, magazines):** Use Post-it notes to keep track of the pages where you find information to include in your paper. If you photocopy an excerpt from a print source, fill out a Document Info Form while you have access to the complete source and its publication info.

• **Web-based resources (websites, electronic journals, articles from databases):** Because it is difficult to find again the exact webpage you accessed for your research, save it in a “favorites folder” or complete a Document Info form for each page you access. Remember to record the date you accessed the page.

How to build correct entries for your list of research sources:

1. Determine what types of sources you have (book by one author, work in an anthology, website, journal, etc.).
2. Find an example in a writer’s handbook or style guide that corresponds to your source type.
3. Use the Document Citation Info form to record the publication data you need for the reference entry.
4. Use the CARS checklist to evaluate the Credibility, Accuracy, Reasonableness, and Support for this source.