

Cite it right!

An Introduction to Citation Styles and Citation Management Tools

Winter 2021, Deborah Hemming & Melissa Helwig



1

1

In this session we'll cover:

- Why citing information is important
- How to identify which citation style to use
- Where to look for directions on how to cite specific kinds of information sources
- How to create both in-text citations and end-of-paper citations
- What tools you can use to manage your references and support your writing and citing

2

Why Cite?



3

Why cite?

- “To Avoid Plagiarism & Maintain Academic Integrity
- To acknowledge the work of others
- To provide credibility to your work & to place your work in context
- To help your future researching self & other researchers easily locate sources”

(Choosing & Using Sources: A Guide to Academic Research, ch 7 pt 2- Why Cite Sources?
<https://ohiostate.pressbooks.pub/choosingsources/>)

4

U of Toronto. Citing Sources: <https://guides.library.utoronto.ca/citing>

Why Instructors Insist on Good Citations

Why cite?

We asked 20 U of T instructors and administrators why it's important for students to understand how to cite sources. This is what they told us.

Future source consultation by readers

Future source consultation by the author
 Fact checking

Respect the academic community's rules/practices

Show that journals aren't web pages – they're published, numbered, organized

Separate amateurs from professionals

Show students that referencing has to be accurate & consistent to be helpful

Demonstrate author credibility

Show the diversity – depth - breadth of sources consulted

Strengthen author's arguments

Show how different articles build a single argument

Demonstrate independent thinking by students

5

For more info on Academic Integrity, writing & citing...

- Academic Integrity: APA

http://libcasts.library.dal.ca/Academic%20Integrity/Academic%20Integrity_APA/

- Academic Integrity: MLA

http://libcasts.library.dal.ca/Academic%20Integrity/Academic%20Integrity_MLA/

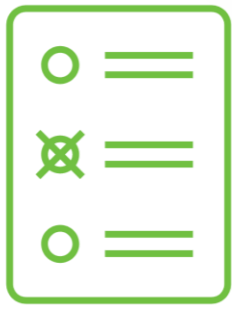
- Dal Writing Centre:

https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html

- Choosing & Using Sources: A Guide to Academic Research, ch 7 – Ethical Use & Citing Sources:


<https://ohiostate.pressbooks.pub/choosingsources/chapter/ethical-use-and-citing-sources/>

6



How to identify which citation style to use

MLA, Chicago, Vancouver, APA???

 DALHOUSIE UNIVERSITY
Dalhousie Libraries


Fall 2020, Deborah Hemming & Melissa Helwig


7

7

How to identify which citation style to use?

- Check your course syllabus
- Directions on your assignment
- Publisher instructions for authors
- What your audience expects?



 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig

8

8

Citation styles & citation guides

Citation Name	Style Guide
APA (American Psychological Association)	Concise Guide to APA Style
MLA (Modern Languages Association)	MLA Handbook
Vancouver	Citing Medicine (NLM)
Chicago	Chicago Manual of Style
McGill Style	McGill Guide: The Canadian Guide to Uniform Legal Citation

9

Citation styles - differences

Chicago/Turabian 17th ed:

Heise, Ursula K., Christensen, Jon, and Niemann, Michelle. *The Routledge Companion to the Environmental Humanities*. London: Routledge, 2017.


APA 7th ed:

Heise, U., Christensen, J., & Niemann, M. (2017). *The Routledge companion to the environmental humanities*. London: Routledge.


Vancouver style:

Heise U, Christensen J, Niemann M. The Routledge companion to the environmental humanities. London: Routledge; 2017. 605 p.

10



Where to look for directions on how to cite specific kinds of information sources?

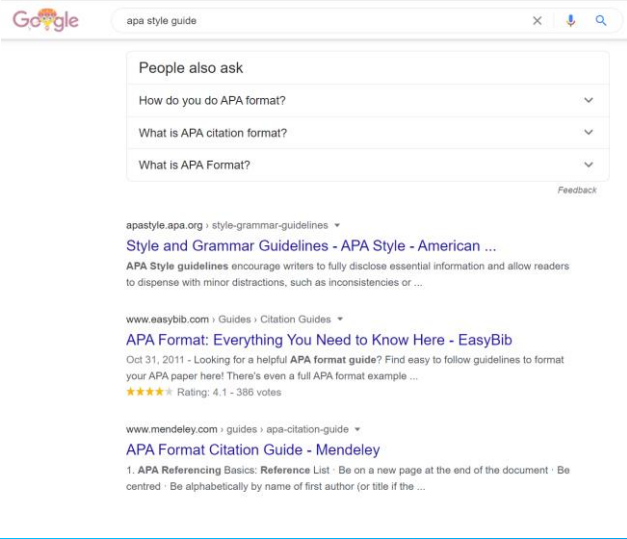
 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig

11

11

Finding the right rules for the right style – General Websites



Google apa style guide

People also ask

- How do you do APA format?
- What is APA citation format?
- What is APA Format?

Feedback

apastyle.apa.org › style-grammar-guidelines

Style and Grammar Guidelines - APA Style - American ...

APA Style guidelines encourage writers to fully disclose essential information and allow readers to dispense with minor distractions, such as inconsistencies or ...

www.easybib.com › Guides › Citation Guides

APA Format: Everything You Need to Know Here - EasyBib


Oct 31, 2011 - Looking for a helpful APA format guide? Find easy to follow guidelines to format your APA paper here! There's even a full APA format example ...

★★★★★ Rating: 4.1 - 386 votes

www.mendeley.com › guides › apa-citation-guide

APA Format Citation Guide - Mendeley

1. APA Referencing Basics: **Reference List** - Be on a new page at the end of the document - Be centred - Be alphabetically by name of first author (or title if the ...

 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig

12

12

Style rules – A few starting points

- General Websites:

- OWL Purdue:

https://owl.purdue.edu/owl/research_and_citation/resources.html

Things to check before relying on a general website style guide:

- ✓ Last updated
- ✓ Correct edition
- ✓ Reputable source

- Dal Libraries:

<https://libraries.dal.ca/help/style-guides.html>

13

Finding the right rules for the right style - Book




BOOK
Publication manual of the American Psychological Association : the official guide to APA style.
 American Psychological Association, sponsoring body.
 2020]


Available at DAL MacRae Library Reference Collection (BF 76.7 P82 2020) View other locations. >

- Buy a copy
- Borrow a copy from the library
(for example: APA, Chicago, MLA, etc)
- Open Access Style Guides (Vancouver style, IEEE style, etc)

14



In-text citations vs End of paper citations

 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig

15


15

Direct quotes vs paraphrasing

Both require you cite them!

To learn more about paraphrasing contact the writing centre (link in earlier slides) and/or check out these resources:

- OWL Purdue: Paraphrase: Write It in Your Own Words
https://owl.purdue.edu/owl/research_and_citation/using_research/quotting_paraphrasing_and_summarizing/paraphrasing.html
- Choosing & Using Sources: A Guide to Academic Research: When to Quote, Paraphrase, or Summarize:
<https://ohiostate.pressbooks.pub/choosingsources/chapter/quote-paraphrase-or-summarize/>

 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig

16

16

In-text citations - rules overview

MLA:

“Shakespeare’s tragic figures seem oversupplied with the death-drive posited by Freud: the destructive urge to escape or erase the organic.”(Heise et al. 108)

APA:

“Shakespeare’s tragic figures seem oversupplied with the death-drive posited by Freud: the destructive urge to escape or erase the organic.”(Heise et al., 2017, p. 108)

Vancouver:

“Shakespeare’s tragic figures seem oversupplied with the death-drive posited by Freud: the destructive urge to escape or erase the organic.” (#)

End of Paper citations

Chicago/Turabian 17th ed:

Heise, Ursula K., Christensen, Jon, and Niemann, Michelle. *The Routledge Companion to the Environmental Humanities*. London: Routledge, 2017.

APA 7th ed:

Heise, U., Christensen, J., & Niemann, M. (2017). *The Routledge companion to the environmental humanities*. London: Routledge.

Vancouver style:

Heise U, Christensen J, Niemann M. The Routledge companion to the environmental humanities. London: Routledge; 2017. 605 p.

Citation rules are very specific -

- “Rules vary for sources, depending, for instance, on whether they are books, journal articles, or online sources.
- Sometimes lines of the citation must be indented.
- Authors’ names usually appear last name first.
- Authors’ first names may be initials instead.
- Names of sources may or may not have to be in full.
- Names of some kinds of sources may have to be italicized.
- Names of some sources may have to be in quotes.
- Dates of publication appear in different places, depending on the style.
- Some styles require Digital Object Identifiers (DOIs) in the citations for online sources”

(Choosing & Using Sources: A Guide to Academic Research, ch 8 pt 3- Steps for Citing <https://ohiostate.pressbooks.pub/choosingsources/>)

Footnotes & Endnotes

APA 7th ed:

- Notes provide supplemental information or point readers to information that is in more detail elsewhere. Should be brief and focused!
- Insert a number formatted in superscript **following any punctuation mark** apart from a dash (—). A footnote callout should **precede** the dash.
- Example:

Caxton’s printing of the *Morte Darthur*—dated 1485¹—changes several aspects of the Pentecostal Oath.²

(Owl Purdue APA Guide)

Footnotes & Endnotes

MLA:

- Notes are used for *bibliographic notes*, which refer to other publications your readers may consult, or *occasional explanatory notes*.
- Same as APA - Insert a number formatted in superscript **following any punctuation mark** apart from a dash (—). A footnote callout should **precede** the dash.
- Example:

Some have argued that such an investigation would be **fruitless.⁶**

For years, scholars have failed to address this **point⁸—**a fact that suggests their cowardice more than their carelessness.

(OWL Purdue MLA Guide)



Fall 2020, Deborah Hemming & Melissa Helwig

21

21

Footnotes & Endnotes

Chicago:

- Two options: Notes-Bibliography system or Author-Date system
- If using the Notes-Bibliography system, use footnotes or endnotes to cite sources and offer commentary
- Same as APA and MLA - Insert a number formatted in superscript **following any punctuation mark** apart from a dash (—). A footnote callout should **precede** the dash.
- Your bibliography is numbered. Notes citing sources should include the corresponding number from your bibliography.
- Example:

3. David Harvey, *The Condition of Postmodernity: An Enquiry into the Origins of Cultural Change* (Malden, MA: Blackwell, 1990), **12.**

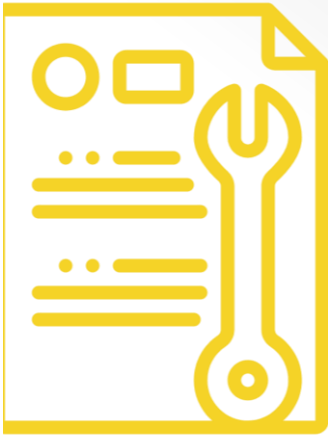


Fall 2020, Deborah Hemming & Melissa Helwig

(OWL Purdue MLA Guide)


22

22



Citation Management Tools

https://dal.ca.libguides.com/citation_management

 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig


23

23

Good Reasons to Use Citation Software:

- Saves time: citation generation can quickly create a citation in seconds – both in-text and end of paper citations.
- Easy to convert citations from one style to another.
- Curate a centralized source list for yourself that is not attached to a specific project, this allows you to reuse references and their citations in various projects.

(Choosing & Using Sources: A Guide to Academic Research, ch 8 - Citation Software:
<https://ohiostate.pressbooks.pub/choosingsources/chapter/citation-software/>)

 DALHOUSIE UNIVERSITY
Dalhousie Libraries

Fall 2020, Deborah Hemming & Melissa Helwig

24

24

Caution & Checks needed with citation software

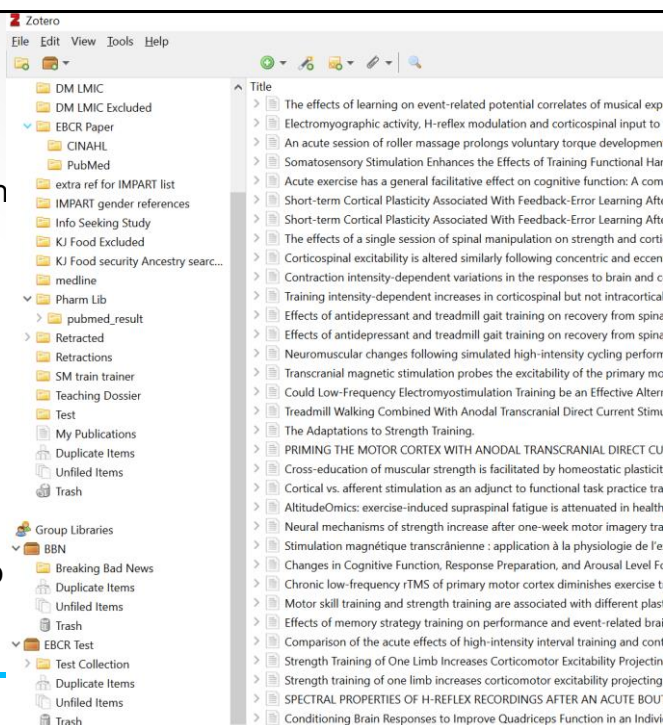
- Only as good as the information entered into it.
- “Most citation generation software can create citations by searching for the information online. Sometimes software can pull the information from the wrong edition of a source, for example, or specific formatting (such as italics) might be lost. Or perhaps the generator didn’t use the latest version of the style guide.
- **Always review the citations you create with this software.”**

(Choosing & Using Sources: A Guide to Academic Research, ch 8 - Citation Software: <https://ohiostate.pressbooks.pub/choosingsources/chapter/citation-software/>)

25

Sample – Zotero on Desktop

- Export citations in bulk or one by one from databases or google scholar then import them into Zotero
- RIS or XML files work best
- Lots of Folders to Organize my projects



26

Zotero in Google Docs or MS Word

I can add a citation from my Zotero desktop library and it formats the citation for me

Document Preferences allows me to switch between citation styles and insert a bibliography in minutes

The screenshot shows a word processor window titled "Zotero Test with JP KH". The menu bar includes File, Edit, View, Insert, Format, Tools, Add-ons, Zotero, and Help. The Zotero menu is open, displaying options: Add/edit citation... (Ctrl+Alt+C), Add/edit bibliography, Document preferences..., Refresh, Switch word processors..., and Unlink citations... A yellow arrow points from the text above to the "Add/edit citation..." option. A green arrow points from the text on the left to the "Document preferences..." option. The document content includes a citation: "Fox, et al (Killion & Todnem, 1991; \ was impacting carrot harvesting." Below this is a paragraph of Lorem Ipsum text with some words highlighted in red: "utamur occurreret, pri soleat defir".

27

Questions? Comments?



28