

Citations Key Points

Citations are an important form of scholarly communication. They formalize the origin of ideas and concepts so that anyone can trace the development of the research on a subject.

They provide enough information for any interested person to access the same research for further study.

A citation provides all of the essential information needed by anyone to locate a copy of the book if they wish to. A citation does not include a library call number because the reader of a term paper or article will not necessarily be in the same institution as the writer.

The following citations are in the MLA style:

Book Citation in MLA style



Journal Article Citation in MLA style



Web Site Citation in MLA style



Hints for when to cite

- Always put quotation marks around any direct statement from someone else's work (or indent and single-space extended quotations). Always give a footnote, endnote or other form of citation for this quotation.
- Cite any paraphrased content or another writer's ideas or statements.
- Cite any thoughts that you got from a specific source in your reading.
- Cite any material, ideas, thoughts, etc., you got from your reading that can't be described as general knowledge.
- Cite any summary (even if your own words) of a discussion from one of your sources.
- Cite any charts, graphs, tables, etc., made by others or any you make with other's information.
- Cite any computer algorithm you incorporate into a computer program if you did not write or create the algorithm yourself.

Citation Styles

There are numerous citation styles - MLA, APA, Chicago, etc. Make sure you ask your professor which style you should use.

The library usually has copies of the style manuals for you to consult. We also have links to web pages for the various styles. <<http://www.library.dal.ca/How/?keyword=cite&type=all>>

In particular, there are is

A Quick Guide to MLA Style - http://www.library.dal.ca/Files/How_do_I/pdf/mla_style.pdf

A Quick Guide to APA Style - http://www.library.dal.ca/Files/How_do_I/pdf/apa_style.pdf

Although the styles may vary in terms of order of information or use of brackets or underlining, all of the styles generally include the same information ie

Book - author, title, place of publication, publisher and date

Article - author, title of article, title of journal, volume, issue, pages.

HINT: Dalhousie now provides all students with access to RefWorks which is a software program for automatically creating correct citations and bibliographies in whatever style is required. <<http://www.library.dal.ca/RefWorks/>>

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