Welcome to the NJIT Library Lesson “Understanding Citations.”

After watching this video you should be able to

- Identify the elements of a citation
- Distinguish between citations for books, book chapters, and journal articles
- Recognize citation style names
- Describe the purpose of an intext citation and how it refers to the works cited page.

A citation is a short description of a specific source of information.

A citation is a reference to an item containing the information needed to identify the source and to be able to find it again.

Citations usually include an author, a title, the source, and a date.

Citations show where an author found his or her facts.
Citations provides you, the reader with all the necessary information to find that original source that the author mentioned in his/her work so you can double check these facts or use the original source in your research.

Understanding how to identify citations and different parts of citation will help you find the sources you need more quickly and made lead you to better sources for your research.

Generally a citation includes information about the title, the author, the source of publication, and the date of publications arranged in distinct sections.

Different fields of study have different rules and styles for citing sources. Because of this, citations that you find in some sources may include additional information or may look different.

For this tutorial we will mostly be looking at citations in MLA style.
If you have any questions on how citations appear in others styles such as APA, Chicago or Turabian. You can ask a librarian. From the library homepage, library.njit.edu, click on "Ask a librarian" on the upper right hand side.

If you have questions about what citation style to use in your coursework, you can ask your instructor or TA what they expect.

Citations can describe and refer to a number of different sources including print and online materials such as books, journal articles, newspapers and websites.

In this lesson, we will mostly focus on citations for journal or magazine articles and books or individual chapters from books.

Where are citations?

Depending on what you are reading the citations for sources mentioned in the work, may appear in different locations. For journal articles, citations will most often appear at the end of the article in a list that is sometimes called references, bibliography, works cited or works consulted.
In a book, citations to sources that the author mentioned in the book can be found at the end in a references or bibliography section. This will be the case for most books by a single author.

If the book contains chapters or work from multiple authors such as an edited collection of essays, the citations for sources mentioned in a specific chapter may appear at the end of the chapter or the end of the book.

For both journal articles and books, citations may appear in footnotes located at the bottom of the page of the article that mentions the work or endnotes located at the end of the article.

If you are interested in a fact from a source mentioned in an article, check to see if there is an in text citation. (Pattison 1974).

...in an article on confusing concepts... published in *American Journal of Psychiatry* in 1974 (Pattison 1974).

If you are interested a fact from a source mentioned in an article, check to see if there is an in text citation. (Pattison 1974).
Then find the citation beginning with **Pattison** in the list of reference at the end for the citation for the source.

### All citations contain some common elements

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE</th>
<th>DATE</th>
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#### Journal Article


#### Book


#### Book Chapter


Citations for journals articles, books, and book chapters have similarities and differences.

All citations contain some common elements - the author, the title and the date.

### Book and book chapter citations list the city of publication and the publisher

<table>
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<tr>
<th>City of Publication</th>
<th>Publisher</th>
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#### Journal Article


#### Book


#### Book Chapter

### Journal Article and Book Chapter Citations list

<table>
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<tr>
<th>Title of source</th>
<th>Where this appears</th>
<th>Page Numbers</th>
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<tbody>
<tr>
<td><strong>Journal Article</strong></td>
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<td><strong>Book</strong></td>
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<td><strong>Book Chapter</strong></td>
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### Journal Article Citations list additional information

<table>
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<tr>
<th>volume number</th>
<th>issue number</th>
<th>database where full text was retrieved</th>
<th>medium of publication</th>
<th>date accessed</th>
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### Why is Citing so Important to you?

- Avoid Plagiarism.
- Show you have researched the topic.
- Give readers information to find your sources.

In college it is expected that you will document your sources of information. Citing properly will affect your grade and therefore is essential skill that all students need to acquire.

At the beginning, it can seem difficult and complex, but citing sources has clear rules or conventions.

There are three main reasons why you must reference clearly, systematically and consistently:

- If you include the work or ideas of others without citing it, this is plagiarism. Plagiarism is a form of academic cheating and carries strict penalties.
- A well-cited piece of work demonstrates to your professor that you have thoroughly researched the topic, and that your work is based on evidence.
- Readers of your work may wish to
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<tr>
<th>Understanding Citations Storyboard</th>
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<th>look at the external information you have referred to in your writing, so will need full details of the source to locate it.</th>
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<tr>
<td><strong>What does your professor mean when he/she says “Cite your sources”</strong></td>
<td><strong>What does your professor mean when he/she says “Cite your sources.”</strong></td>
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<td>An in text citations: a parenthetical citation which direct the reader to the source of your paper’s quotes or ideas.</td>
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<td>– the full citation on your Works Cited Page</td>
<td>The full citation on your Works Cited page: provide A list of citations at the end of the paper.</td>
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</table>

**When do you cite?**

• When **Quoting** – when you repeat a piece of information in the author’s exact words or exactly as published.
  – introduce the quote,
  – quote,
  – and add a spin.

Rebecca always knew she was special. In her life story, she writes “Since I was ten, I always knew I was meant for great things” (Smith 33). Rebecca’s mission began then.
**When do you cite?**

- When **paraphrasing** - putting another’s ideas into your own words.
- You must acknowledge that you are using another’s intellectual property (ideas, facts, graphs, tables, pictures, diagrams, software, music, etc).
- See the Intellectual Property Lesson for more on properly paraphrasing.

**How are in text citations used**

- **In text citation** (Author’s Last name, Page number)
- **Works Cited Page** (Full citation)
- The source

**How are in text citations used**

- How are in text citation used? An in text citation usually is the author’s last name and page number. It refers to the Works Cited page where you will find the full citation by author’s last name. The works cited page has a citation which includes the information needed to locate the source.

**Rebecca always knew she was special.** In her life story, she writes “Since I was ten, I always knew I was meant for great things” [Smith 33]. Rebecca’s career essentially began then.


Here’s my in text citation (Smith 33). The reader will look at the works cited page to find the citation that begins with Smith and then they have the information to locate the book and find the exact quote on page 33.
How are in-text citations used

Sixty four percent of students say they need more time for social activities (“College Survey” 7).


If your source does not have an author, you use the first words of your citation on the works cited page in your in-text citation.

Here’s my in-text citation (“College Survey” 7). The reader will look at the works cited page to find the citation that begins with “College Survey” and then they have the information to locate this journal article and the statistic on page 7.

Citations styles have guidelines for all different sources and situations. If you need guidelines go to library.njit.edu and type cite in the FAQ box here.

You can also ask a librarian for help. Click on the ask a librarian link in the upper right hand side.

Librarians are available to help you, you may reach us by chat, email, phone, or stop by. Our typical hours are listed here.

Thank you for watching this library lesson.