



# The Dr. John Micallef Memorial Library

Corpus Christi College / Saint Marks College

## How do I Cite?

Citations (references) give credit to others for their work and ideas, and allow readers to track the original work. Whenever you use **someone else's words or ideas** in your paper or presentation, you must indicate that this information is borrowed by citing your source. This applies to written sources you've used, such as books, articles and web pages, as well as other formats, such as images, sounds, TV / film clips and DVDs.

Failure to cite such sources may be considered plagiarism.

[Learn exactly what to cite – who, what, where and when of your source!](#)

There are a few major styles of citation. In the guide below you will find examples for:

**APA** – American Psychological Association

**CMS** – The Chicago Manual of Style

**MLA** – The Modern Language Association

Note!

You will need to [cite each source that you used twice](#):

- in the text of your paper: as an in-text citation (APA & MLA), a footnote or endnote (CMS)
- in your list of Works Cited (MLA), References (APA) or Bibliography (CMS) – usually placed in the end of your essay or dissertation

MS Word:

Decide on the **consistent citation style: APA, CMS or MLA** - Go to **Reference** Tab in the tool bar

- For in-text citations, click **Insert citation**, then **Add new source** -> fill in a box entitled "Create source", then "OK" – this will create your new citation in the format of your choice
- For bibliographic citations – go to Bibliography – select Bibliography or Works Cite



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CITATION STYLE	RESOURCE	
	<b>Book</b>	
<b>APA</b>	IN-TEXT CITATION:	(Merton, 1976, p. 49)
	REFERENCES:	Merton, T. (1976). <i>The seven storey mountain</i> . San Diego: Harcourt Brace & Co.
<b>CMS</b>	FOOTNOTES/ENDNOTES:	(citation) <sup>12</sup> 12. Thomas Merton, <i>The Seven Storey Mountain</i> (San Diego: Harcourt Brace & Co., 1976), 49.
	BIBLIOGRAPHY:	Merton, Thomas. <i>The Seven Storey Mountain</i> . San Diego: Harcourt Brace & Co., 1976.
<b>MLA</b>	IN-TEXT CITATION:	(Merton 49)
	WORKS CITED:	Merton, Thomas. <i>The Seven Storey Mountain</i> . San Diego: Harcourt Brace & Co., 1976. Print.
	<b>Journal article</b>	
<b>APA</b>	IN-TEXT CITATION:	(Dempsey, 2002, p. 354)
	REFERENCES:	Dempsey, G.T. (2002). The Tears of Thomas Merton. <i>Irish Theological Quarterly</i> , 64 (4), 353-373. For electronic journal articles add a DOI or URL. Retrieved from <a href="http://www.itq.sagepub.com/">http://www.itq.sagepub.com/</a> Or – Retrieved from doi: #####
<b>CMS</b>	FOOTNOTES/ENDNOTES:	(citation) <sup>24</sup> 24. G. T. Dempsey, “The Tears of Thomas Merton,” <i>Irish Theological Quarterly</i> 64, no. 4 (2002): 365. For electronic journal articles add: ...365, accessed June 16, 2016, <a href="http://www.itq.sagepub.com/">http://www.itq.sagepub.com/</a>
	BIBLIOGRAPHY:	Dempsey, G.T. “The Tears of Thomas Merton.” <i>Irish Theological Quarterly</i> 64, no. 4 (2002): 353-373. For electronic journal articles add: Accessed June 16, 2016. <a href="http://www.itq.sagepub.com/">http://www.itq.sagepub.com/</a>
<b>MLA</b>	IN-TEXT CITATION:	(Dempsey 365)
	WORKS CITED:	Dempsey, G. T. “The Tears of Thomas Merton.” <i>Irish Theological Quarterly</i> 64.4 (2002): 353-373. Print.  For electronic journal articles (instead of ‘print’) add: Web. 16 June 2016.



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DVD		
APA	IN-TEXT CITATION:	(Eisner, 2010)
	REFERENCES:	Eisner, B. (Director). (2010). <i>The Divine Comedy of Thomas Merton</i> [DVD]. Canada: Foto City.
CMS	FOOTNOTES/ENDNOTES:	(citation) <sup>13</sup>  13. <i>The Divine Comedy of Thomas Merton</i> , directed by Benjamin Eisner (North Vancouver, BC: Foto City, 2010), DVD.
	BIBLIOGRAPHY:	<i>The Divine Comedy of Thomas Merton</i> . Directed by Benjamin Eisner. 2010. North Vancouver, BC: Foto City, 2010. DVD.
MLA	IN-TEXT CITATION:	(Divine)
	WORKS CITED:	<i>The Divine Comedy of Thomas Merton</i> . Dir. Benjamin Eisner. Foto City, 2010.

Website		
APA	IN-TEXT CITATION:	(Altany, 2000)
	REFERENCES:	Altany, A. (2000). The Thomas Merton Connection. <i>Thomas Merton Society</i> . Retrieved from <a href="http://www.thomasmertonsociety.org/altany2.htm">http://www.thomasmertonsociety.org/altany2.htm</a>
CMS	FOOTNOTES/ENDNOTES:	(citation) <sup>9</sup>  9. Alan Altany, "The Thomas Merton Connection," <i>Thomas Merton Society</i> . Sept. 200. Accessed June 16, 2016. <a href="http://www.thomasmertonsociety.org/altany2.htm">http://www.thomasmertonsociety.org/altany2.htm</a>
	BIBLIOGRAPHY:	Altany, Alan. "The Thomas Merton Connection." <i>Thomas Merton Society</i> . September 2000. <a href="http://www.thomasmertonsociety.org/altany2.htm">http://www.thomasmertonsociety.org/altany2.htm</a> .
MLA	IN-TEXT CITATION:	(Altany)
	WORKS CITED:	Altany, Alan. "The Thomas Merton Connection." <i>Thomas Merton Society</i> . Sept. 2000. Web. 16 June 2016. <a href="http://www.thomasmertonsociety.org/altany2.htm">http://www.thomasmertonsociety.org/altany2.htm</a>



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## WHO ARE YOU CITING?

### Know your sources: Is your source reliable or NOT?

Not all books, articles, and websites are appropriate for every paper you will write. Some sources might look attractive but could jeopardize the strength of your research if they are not authentic, reputable, and academic.

### Cite from reliable sources!

**Don't cite if you don't trust your source or don't know where it is from!**

<b><u>Reliable: look for!</u></b>	<b>Unreliable: don't settle for....</b>
<b>Online resources at Academic Libraries</b> Material hosted by academic institutions has been authenticated as trustworthy scholarship.	<b>A Google Search!</b> If you want to use Google to find books and articles, use Google Scholar. A regular Google search cannot guarantee reputable resources.
<b>Find Academic &amp; Peer Reviewed Journals!</b> Academic journals contain academic essays, reviews and peer reviewed articles that have been reviewed by fellow scholars and are deemed a top resource.	<b>Unauthenticated Websites!</b> Find out who maintains a website or blog. Is it an academic / scholarly institution, association or person? Who are they?
<b>Theses / Dissertations!</b> Resources, full of academic bibliographic information. Check out UBC's cIRcle to see UBC's most recent academic research.	<b>Popular Publications and Social Media!</b> Information found here are collaborative and constantly being revised, which makes it impossible to authenticate.

### Three ways to get help with your citations:

**Contact your librarian!**

**Consult the official style guides.\***

**Use citation generators & managers.\*\***



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## \* Official style guides

### **APA:**

APA Style Central

<http://www.apastyle.org/index.aspx>

OWL Purdue Online Writing Lab: APA

<https://owl.english.purdue.edu/owl/section/2/10/>

### **CMS:**

The Chicago Manual of Style Online

<http://www.chicagomanualofstyle.org/home.html>

OWL Purdue Online Writing Lab: CMS

<https://owl.english.purdue.edu/owl/section/2/12/>

### **MLA:**

Modern Language Association website

<https://www.mla.org/MLA-Style>

OWL Purdue Online Writing Lab: MLA

<https://owl.english.purdue.edu/owl/section/2/11/>

## \*\* Citation generators & managers:

Citation Machine <http://www.citationmachine.net/>

EasyBib <http://www.easybib.com>

BibMe <http://www.bibme.org>

Zotero <https://www.zotero.org/>

Mendeley <https://www.mendeley.com/>

EndNote <https://www.myendnoteweb.com/EndNoteWeb.html>