In-Text Citations

When?

- You must use an in-text citation any time you use information from another source. This applies to the use of exact wording (quotes), specific ideas (paraphrases), and general ideas (summaries).
- Any information that is not common knowledge or one of your own original ideas needs to be cited.

<table>
<thead>
<tr>
<th>Quoting</th>
<th>Paraphrasing</th>
<th>Summarizing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identical to the words found</td>
<td>Constructing a passage into your own words</td>
<td>Putting main ideas/points into your own words</td>
</tr>
<tr>
<td>Other person’s idea and words</td>
<td>Use your own sentence structure</td>
<td>Presents only the most important ideas of a source</td>
</tr>
<tr>
<td><strong>Quotation marks must be used!</strong></td>
<td>Attribute to your original source</td>
<td>Attribute to your original source</td>
</tr>
</tbody>
</table>

How?

- APA
  - Parenthetical citation including the author’s last name, year of publication, and page number preceded by the abbreviation “p.”
  - The citation should immediately follow the cited information.
  - Example: In a recent study (Jones, 1998, p. 199), researchers found that using in-text citations properly helps students avoid plagiarizing 100% of the time.
  - For more information on how to do in-text citations in APA style, see pages 259-63 in the EasyWriter.
- MLA
  - Parenthetical citation including author’s last name and the page number, unless you have prefaced the information with the author’s name, in which case you only need to include the page number.
  - The parenthetical should come at the end of the sentence before the period.
In-Text Citations continued

- MLA continued
  - Example: In his essay discussing the importance of in-text citations, Smith states: “In-text citations are really important” (35).
  - For more information on how to do in-text citations in MLA styles, see pages 213-18 in the EasyWriter.
- Chicago
  - Chicago style uses either footnotes or endnotes for in-text citations (many professors prefer footnotes over endnotes, but you should always ask if they do not specify).
  - Format for footnotes varies depending on the type of source, but the general format for a book with a single author is:
    ▪ 1 Firstname Lastname, Title of Book, (Place of publication: Publisher, Year), page number.
  - How to create footnotes in Word 2013:
    ▪ Click on the “References” tab.
    ▪ In the “Footnotes” section, click “Insert Footnote.”
    ▪ Word will automatically number your footnotes, so you don’t have to worry about it.
  - For more information on how to format footnotes according to Chicago style, see pages 293-310 in the EasyWriter.

Why?

- It is always necessary to give credit to other scholars whose work you have used.
- In-text citations allow your reader to find specific quotes, passages, or ideas used in your paper.
- In-text citations boost your credibility as a writer by showing that you have engaged with other important texts and ideas.
- Using in-text citations properly allows the reader to distinguish between your ideas and ideas borrowed from others. In other words, using in-text citations properly not only gives credit to your sources, but it helps you get credit for your own ideas as well!