



# Citation Manual

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WHAT TO CITE, WHEN TO CITE AND HOW TO CITE!

Based on the Documentation by Trent University's Academic Skills Office

Provided by Ms. Clare Taylor, November 2016

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## INTRODUCTION

The purpose of this manual is to help Merrick Preparatory School students complete projects, essays, assignments and reports that require them to do **secondary research**. When a student looks at other sources (e.g. books, websites, videos, magazines, journals, etc.) for information to use in their own work they must document those sources in their assignment, essay, report or project. University professors require students to obtain most information from books or published journals, and are very strict about the kinds of websites that can be used. It is important for students to get used to not solely relying on the internet!

When students use the words or ideas from other sources, they MUST ‘cite’ or ‘reference’ the source. In other words, they have to give credit to the original source for their words or ideas. Failing to do so is **plagiarism (stealing someone’s ideas or words and claiming them as your own)**, which can have serious consequences. In university, for example, a student will not only fail the assignment, but even be expelled for plagiarism! Learning to reference is a critical skill and imperative for success in university! This manual is designed to assist students avoid plagiarism.

This manual covers the three main styles of referencing: **MLA, APA** and **Chicago** style (**footnotes/endnotes**). Not all subjects or disciplines follow the same style. Biology and Psychology, for example, follow APA, while English uses MLA and History uses Chicago. \*Be sure to check with your teacher or professor for their preferred method. Each section of this manual includes a complete breakdown of how to cite based on the particular source that needs citing (e.g. internet website, book, video, etc.) and examples of what it should look like.

**At Merrick Preparatory School we inform students of all three types of referencing, but teach and require students to use the Chicago style for consistency across all courses.**

### **What & When to Cite**

You must cite anything that isn’t ‘**common knowledge**.’ An example of this is ‘The sun is yellow’; this is common knowledge and does not require citation. Sometimes, though, it can be hard to determine if something is a well-known fact. So, as a general rule, if in doubt, cite! Furthermore, you should cite anytime you look at or use someone else’s words or ideas. This means, if you are writing an essay, making a project poster or filming a video, etc., you must include a **list of references (Bibliography)** at the end of your essay/project/poster/video **AND in-text citations**.

**In-text citations** are the short-form reference that is included in the body of the essay. For APA and MLA, this encompasses putting information inside brackets, while for Chicago this is in the form of a small number at the end of the sentence that corresponds to information either at the bottom of the page (footnotes) or end of the essay (endnotes). You must also include a **Bibliography** or list of References at the end of the paper that lists all the

sources alphabetically. If certain information needed is not provided, give as much as you can. For up-to-date documentation rules, visit the website *Purdue Owl*. If you are ever unsure, ask your teacher or professor and remember...***If in doubt, cite!***

## SECTION 1: MLA

MLA is the citing style used by disciplines including English, Modern Languages, Cultural Studies and Literatures. MLA uses in-text citations in **brackets** within the body of the essay and a **Works Cited** page with a list of all used sources at the end of the essay.

### In-text Citations

#### **For a Book or Journal with one author:**

At the end of your sentence in brackets, you must include the **author's last name** and the **page number** on which the information you used was found. For example, if you took info from page 222 from the book *Canada: The Land* by Mark Dickinson, your in-text citation would look like this:

(Dickinson 222)

#### **For a Book or Journal with two or three authors:**

The same rules apply as a book with one author, but any **additional authors last names** are included too. For example:

(Dickinson and Skinner 222)

#### **For a Book or Journal**

#### **with four or more authors:**

Provide the **first listed author's last name**, and replace all remaining author's last names with the words '**et al.**' as well as the page number. For example, if the book is written by Mark Dickinson, Larry Skinner, Harvey Hill and Jeff Thompson, your citation should appear as follows:

(Dickinson et al. 222)

#### **For a Website:**

Provide the **last name** of the author of the web page. If no author name is provided, just write the **name of the website**. For example, if you are getting information from the Canadian Equestrian Club website [www.canadianequestrianclub.com](http://www.canadianequestrianclub.com) it should look like this:

(Canadian Equestrian Club)

#### **For a Documentary or Film:**

Put the last name of the **director** OR name of the **film** in brackets. For example, if you are using information used from the documentary *Black Fish*, directed Gabriela Cowperthwaite, your reference should look like this:

(Black Fish) OR (Cowperthwaite)

**For Notes from a Lesson or Lecture:**

Put the last name of the **teacher** or professor in brackets. For example, if you were taking notes during your Geography class with Mrs. Hagan, it should look like this:

(Hagan)

For a complete list for all kinds of other sources, visit <https://owl.english.purdue.edu/owl/>

**Example of In-text Citations in An Essay:**

*William Shakespeare is probably the most famous play-write in history. Among his most famous works are Hamlet, Macbeth and Romeo and Juliet, the later of which is his most performed play ever (Hayes 76). Shakespeare wrote Hamlet in 1599 under the official title The Tragedy of Hamlet, Prince of Denmark (Michaels 128). It has been translated into over 90 languages and is currently in production in approximately 50% of all European countries (The World of Shakespeare).*

**Works Cited Page**

This is its own separate page that appears at the back of your essay. References are listed in **alphabetical** order by **last name or title**. If a reference takes up more than one line, you must **indent** every other line thereafter. The words '**Works Cited**' appear at the top of the page, centered.

The source should be listed as follows, including all punctuation and capitalization noted:

**For a book with one author:**

Author's last name, Author's first name. Title of book. City where book was published:  
 Publisher's name, year of publishing. Kind of publication.

*For example:*

Fiegen, Simon. Poems, Plays and Everything In Between. New York City: NYU Press, 2013.  
 Print.

**For a book with two or more authors:**

First listed author's last name, First Author's first name and additional authors first name last name. Title of book. City where book was published: Publisher's name, year of publishing. Kind of publication.

*For example:*

Fiegen, Simon, Katelyn Windatt and Peter Foster. Poems, Plays and Everything In Between. New York City: NYU Press, 2013. Print.

**For a Website**

Author's Last name, Author's first name. "Title of web article." Title of website, publication date or year accessed. Kind of publication.

*For example:*

Murray, James. "Plot Summary of Harry Potter." Plot Summaries, 2009. Web.

**For a Film**

Title of Film. Director. Select Cast. Distributor, year. Kind of Publication.

*For example:*

Forrest Gump. Dir. Robert Zemeckis. Perf. Tom Hanks, Robin Wright and Sally Field. Paramount, 1994. Film.

**For a Lesson or Lecture**

Teacher's Last Name, First Name. "Title of Lesson." School. Date of Lesson. Lesson.

*For example:*

Sykes, Elizabeth. "L'Histoire de Louis XIV." St. Francis de Sales. September 22, 2007. Lesson.

**Example of a Works Cited Page**

Works Cited

Eric, Diana. "All About George Orwell's Animal Farm." Help Me With English, 2010. Web.

Gomez, Gabriella. "Spanish Literature in the 20<sup>th</sup> Century." Bucklebury Public. April 14, 2012. Lesson.

Sandersson, Johan and Ulrika Nordstrom. Dissecting the Swedish Language. Stockholm: University of Sweden Press, 2006. Print.

## SECTION 2: APA

Subjects including some of the Sciences, Nursing, Business and Psychology use some form of APA. It is a very popular method. In-text citations appear within the body of the essay in brackets, including **names and years**, as well as a **References** page, listing sources at the end of the essay.

### In-text Citations

#### **For a Book or Journal with one author:**

At the end of your sentence in brackets, you must include the **author's last name** with a **comma** and the **year** in which the book was published. So, if you are using info from the book *Child Psychology* written by April Gusman, published in 2003, your in-text citation would appear as:

(Gusman, 2003)

#### **For a Book or Journal with two or three authors:**

The same rules apply as a book with one author, but the symbol '**&**' and the **additional author's last names** are included, too. For example:

(Gusman, Dubois & Smith, 2012)

#### **For a Book or Journal with four or more authors:**

Provide the **first listed author's last name** followed by the word's '**et al.,**' followed by the **year**. For example:

(Gusman et al., 2013)

#### **For a Website:**

The same rule as books, but if an author isn't listed, provide the **name of the website article in quotation marks**. If there is no date of publication, provide the year that you accessed the website. For example: if you are looking at the page "The British Economy" on Economics.com, it should appear as follows:

("The British Economy," 2001)

#### For a Documentary or Film:

Put the **producer's last name** and **director's last name**, followed by the **year of release**. For example, if you are citing info from the 1999 documentary *The World's Deadliest Animals*, produced by Robert Lyle and directed by Samantha Toole, it should appear as follows:

(Lyle & Toole, 1999)

#### For Notes from a Lesson or Lecture:

Put the speaker or **teacher's name**, followed by the **year** the lesson took place. For example:

(Donaldson, 2011)

#### Example of In-text Citations in an Essay:

*There is no doubt that the polar ice caps are melting, and if they continue to do so, the impacts will be devastating. In fact, geographers predict that if the ice covering the Northern part of Canada were to melt, it would cause the sea level to rise by 5 meters (Styles, 2002). That compares to the 70-meter increase that would occur if the Antarctic ice sheet were to deplete (National Centre for Antarctic Research, 2011). Within the last twenty years, 15% of the ice on Andersson Glacier in Sweden has disappeared due to climate change (Sven, 2013).*

#### Reference Page

This appears as a **separate page** at the back of your essay. References are listed in **alphabetical** order by **last name** or **title**. If a reference takes up more than one line, you must **indent** every other line thereafter. The words '**References**' appear at the top of the page, centered. The source should be listed as follows, including all punctuation, italics and upper and lower-case letters where noted:

#### For a book with one author:

Author's Last Name, Author's First Initial. (Year of Publication). *Title of Book*. City of Publishing: Publisher.



*For example:*

Currie, T. (2006). *Stem cells*. Lisbon: Grey's Publisher.

**For a book with two or more authors:**

First author's last name, First initial. & Additional author's first name initial Last name.  
(Year). *Title of book*. City of Publishing: Publisher.

*For example:*

Diamond, D. & C. Pickles. (2012). *Child psychology*. London: Bloomsbury.

**For a Website**

Author's Last Name, First Initial. (Year). Title of Page. Retrieved from url.

*For example:*

Mulrooney, A. (2005). Leukemia. Retrieved from <http://www.cancers.com/leukemia>

**For a Film**

Producer's last name, First initial. (Producer), & Director's Last Name, First initial.  
(Director). (Year). Title of film. [Motion picture]. Country of Origin: Studio.

Underwood, S. (Producer), & R. Tullis. (Director). (1998). Out of this world. [Motion picture]. USA: Columbia.

**For a Lesson or Lecture**

Teacher's last name, First Initial.(Year). Title of lesson. School.

*For example:*

Wang, P. (2010). The evolution of the iPhone. Johnson High School.

**Example of a Reference Page**

### References

Dowdall, J. (1997). *Pavlov's theories*. Warsaw: University of Poland Press.

North American College of Chemists. (2012). Retrieved from  
<http://www.americancollegeofchemists.com/education>

Picton, R. (2008). *Administering medications: registered nurses and registered practical nurses*. University of California.

### SECTION 3: CHICAGO (FOOTNOTES/ ENDNOTES)

**Chicago style is the style that is to be used at Merrick Preparatory School for all students in all courses.**

This is the more popular style. It is used in an array of disciplines and subjects, including History, Political Studies, Computer Sciences and Social Sciences. Chicago style is the name used for footnoting or endnoting. You or your teacher will choose whether to use footnotes OR endnotes in your paper. Do NOT use both! Footnotes/ endnotes show a small number at the end of the sentence, which **corresponds to a number** at the bottom or 'foot' of the page (if using footnotes) OR in a list-form at the end of the paper (if using endnotes) that includes detailed information about the source. Most word-processing programs have a function under the 'Document Elements' menu that allows you to insert the information and automatically creates the footnotes for you! An additional complete list of all sources is used at the end of the paper, called a **Bibliography**.

#### Footnotes/Endnotes

##### **For a Book with one author:**

The **first time** you use information from a particular source, your footnote includes detailed information about it. It will feature the footnote number in front of it, following with the information, which is formatted as follows:

Authors first name last name, Title of Book. (Place of Publishing: Publisher, Year), page number.

*For example:*

1 Maci Cole, Chicago Settlement. (Chicago: Polar Press, 2012), 22.

The **second time** you use the source, no matter where it appears in the paper, it should appear as follows:

Last name, Title, page number.

*For example:*

12 Cole, Chicago Settlement, 54.

If the immediate next source is the same as the one previously used, only the words '**ibid**' is used, following the **page number**.

*For example:*

13 Ibid, 55.

#### **For a Book with two or three authors:**

The same rules apply as what is used for books with one author, but the word '**and**' is used as well as the name of the additional authors.

*For example:*

1 Maci Cole and Ben Yates, Chicago Settlement. (Chicago: Polar Press, 2012), 22.

#### **For a website:**

The **first time** you use the source follow the format:

Name of Author or Website, Title of Page, Website Name, url.

*For example:*

12 Becky Johnson, American Policy, Politics United. www.politicsunited.com

The **second time** you use the source, no matter where it appears in the paper, it should appear as follows:

29 Author's Last Name.

Like all sources, if the same source is used **immediately** after, write '**ibid.**'

#### **For a Lesson or Lecture:**

The **first time** you use the source, it should appear as follows:

Authors first name last name, "Name of Lesson" (Course Name, School, Date).

*For example:*

34 Mandy Anderson, "Protestant Reformation" (HIST 1500, Trent University, 2011).

The **second time** you use the source, no matter where it appears in the paper, it should appear as follows:

56 Author's Last Name, "Title of Lesson"

\*\*Like all sources, if the same source is used **immediately** after, write 'Ibid.'

#### **For a Film:**

The **first time** you use the source, it should appear as follows:

Title, Film, directed by Author's Name. (Year; Place of Origin: Studio).

*For example:*

34 Once Upon A Time, Film, directed by Anne Hopkins. (2011; UK: Warner Bros.)

The **second time** you use the source, no matter where it appears in the paper, it should appear as follows:

36 Once Upon a Time.

Like all sources, if the same source is used **immediately** after, write 'Ibid.'

#### **Example of what footnotes look like in an essay:**

*Henry VIII is one of the most infamous monarchs in British history. He reigned until his death at the age of 55, lasting from 1509 to 1547. <sup>1</sup> He is perhaps most well-known for having six wives in his lifetime, including Catherine of Aragon, Anne Boleyn, Jane Seymour, Anne of Cleves, Katherine Howard and Catherine Parr. <sup>2</sup> While he divorced two, was widowed by one and was outlived by one, he ordered that two of his wives be beheaded, including the mother of his daughter and future queen of England, Elizabeth I. <sup>3</sup>*

1 Elizabeth James, *Henry VIII*. (London: British Press, 2002), 251

2 James, *Henry VIII*, 342

3 *Ibid*, 634

*\*For endnotes, it will look similar to the above (with small numbers within the text), but the list at the bottom of the page will not appear, and instead be part of a list on a separate page at the end of the paper, but before the Bibliography.*

#### **Bibliography**

This appears as a **separate page** at the back of your essay. References are listed in **alphabetical** order by **last name or title**. If a reference takes up more than one line, you must **indent** every other line thereafter. The word '**Bibliography**' appears at the top of the page, centered. The sources should be listed as follows, including all punctuation, italics and upper and lower-case letters where noted:

**For a book with one author:**

Author's Last Name, First Name. *Title of Book*. City of Publishing: Publisher, Year.

*For example:*

Greenwood, Alison. *The History of the Kentucky Derby*. Austin: Spade Publishers, 2003.

**For a book with two or more authors:**

First author's last name, First name and Additional Author's First Name Last Name. *Title of Book*. City of Publishing: Publisher, Year.

*For example:*

Greenwood, Alison and Donald Buck. *The History of the Kentucky Derby*. Austin: Spade Publishers, 2003.

**For a Website:**

Author's Last Name, First Name or Name of Website. *Title of Website*. URL.

*For example:*

Statistics Canada. *Statistics Canada*. [www.statscan.ca](http://www.statscan.ca)

**For a Film:**

*Title of Film*. Type of Release. Directed by Director's Name. City of Origin: Production Company, Year of Release.

*For example:*

*The Ties That Bind*. DVD. Directed by Jerry Greenberg. Toronto: Greenburg Productions, 1997.

**For a Lesson or Lecture**

Teacher's Last Name, First Name. "Title of Lesson." Course. School. Date.

*For example:*

Howard, Walter. "WWII Through Pictures." CHC2D. SFDCI. October 12, 2007.

**Example of a Bibliography Page:**

Bibliography

*American and Canadian Politics*. DVD. Directed by Sam Jones. Vancouver: Capalino Productions, 2011.

Jonkers, Ronald. *Statistics Canada*. [www.statscan.ca/secondworldwar](http://www.statscan.ca/secondworldwar)

Smith, Jake. *Poaching in East Africa*. Nairobi: Serengeti Publishing House, 1999.