

CITING SOURCES, MAKING BIBLIOGRAPHIES AND SUCH

What is a citation system? A citation system is the format for documenting any ideas or material you take from your sources. It is the way you give credit to other authors for the stuff you borrow when you are writing a paper. If you do not properly cite borrowed material, it is considered **plagiarism**.

What is plagiarism? Plagiarism is the unauthorized use of someone else's thoughts or wording either by incorrect documentation, failing to cite your sources altogether or simply by relying way too heavily on external resources. Plagiarizing not only does not give proper credit to the person who really came up with the language and/or idea you are borrowing, but also fails to inform the reader that the information originated from an outside source.

Plagiarizing undermines your academic integrity. It betrays your own responsibilities as a student writer, your audience, and the very research community you were entering by deciding to write a paper in the first place. It makes you dishonest.



There are two types of citation/documentation systems you might need to use.

- ◆ the **Chicago Style** or **documentary style** aka **footnote/endnote system**. History classes often ask you for this type of documentation.
- ◆ the **author-date system**. It has two types—the **MLA** (for literature/English) and the **APA** (for psychology). This is the most common one used in the types of classes you will be taking. If it's a literature or English class, you will need to use the MLA version of this system. If it's a psych class, you will need to use the APA version. (MLA stands for Modern Language Association and APA stands for American Psychological Association.)

There are reference manuals for each of these systems available in the tutoring room, 161 Conibear. You can also access all the necessary information on-line. This page will give you on-line addresses for each documentation system. For FULL INFORMATION on each system, go to the UW Library Home Page. Follow these instructions:

Go to:
[UW Home Page](#) **click on** [Libraries](#)
Click on [Gateway Index](#) (at the bottom of the screen)
Scroll down to [Writing Guides](#)

What is the difference between a Bibliography and a Works Cited page?

The difference between the two is that the *bibliography* is a list of all the materials you looked at in researching or writing your paper. It may include materials that you did not cite in your paper while the *works cited page* lists only those materials you actually cited in your paper. Most instructors now ask only for a *works cited page*. However, read your syllabus or instruction sheet carefully to make sure that you do not need both.

- ◆ **Bibliography:** All materials looked at including things not specifically cited in your paper.
- ◆ **Works Cited Page:** Only materials you actually cite in the body or notes of the paper.

CITING SOURCES, MAKING BIBLIOGRAPHIES AND SUCH continued

What if I need an Annotated Bibliography?

An annotated bibliography is a list of research sources that also includes a very short summary of the contents of the source and a brief sentence or two about how or why you might use that source in a paper. Often an instructor will have specific goals for assigning an annotated bib. Ask for details.

An **annotated bibliographic entry** might look something like this:

Smith, Joe. *How I became the most boring man alive*. New York: Dunn & Dunn, 2000.

In his book on the process by which he became the self-proclaimed "most boring man alive," Smith discusses everything from how he learned to speak in a monotone to different ways in which he practiced making people's eyes glaze over after only two to three minutes of conversation. Some of his duller moments are discussed in chapter two.

As a tool for my investigation of people with maladjusted social personas, this book should be very helpful. It is illustrative of how some people will attempt to draw as much attention to themselves as possible even if that attention is bound to be negative or is the result of anti-social behavior.

If you want to bypass the UW Libraries page, go directly to this website: <http://owl.english.purdue.edu>. This has very detailed information about everything on this page.