

Know how to cite your sources?

Read on for hints on correct documentation ...

When to Cite Sources

When you write a paper, it is generally acceptable to include ideas and information from other sources. However, when you quote, paraphrase (put in your own words), or summarize a source in your paper, you must:

- 1) identify such information as borrowed; and
- 2) cite the source from which you borrowed it.

Why to Cite Sources

Each field of study follows published guidelines for documenting sources. This makes it easy for your reader to:

recognize exactly which parts of your writing are not your own; and
find your sources of information.

Another good reason to cite your sources: to avoid **plagiarism**.

If you use someone else's ideas and/or words in your paper without properly citing them, **you are plagiarizing another's work**. The punishment for plagiarism can range from failing a course to being expelled from college to getting fired from a job if the plagiarism is work related.

For more resources explaining plagiarism, visit:

<http://english.cua.edu/wc3/handouts/Plagiarism.cfm>

How to Cite Sources

Writers in every subject area follow citation guidelines published in **style manuals**. To cite your sources correctly, you must consult the most recent edition of the style manual **appropriate for your subject**, which provides **detailed examples** of how to identify what you have borrowed and how to cite the sources from which you borrowed it.

See the reverse of this page for style manuals and their locations at CUA.

Style Manuals and Their Locations at CUA

Be sure to ask your professor *which style* to use for your papers.

Style	Title	Location	Call #	Description
American Psychological Association	<i>Publication Manual of the American Psychological Association</i> (2001)	Nursing Ref. Desk, Mullen Ref. Desk, Writing Center	BF 76.7 .P83 2002	The complete and authoritative publication manual of the APA.
	<i>Mastering APA style : student's workbook and training guide</i> (2002)	Mullen Ref. Stacks, Writing Center	BF76.8 .G452 2002	Helpful instruction for using APA style.
	<i>The world's easiest guide to using the APA : a user-friendly manual for formatting research papers</i> (1998)	Mullen Ref. Stacks, Writing Center	BF76.8 .G45 2002	Help with paper format and citation rules.
	<i>The psychology student writer's manual</i> (2002)	Mullen Ref. Stacks, Writing Center	BF76.7 .P76 2002	Paper writing guide for psych students.
Modern Language Association	<i>MLA style manual and guide to scholarly publishing</i> (1998)	Mullen Ref., Writing Center	PN147 .G444 1998	Complete and authoritative publication manual of the MLA.
	<i>MLA handbook for writers of research papers</i> (2003)	Mullen Ref., Writing Center	LB2369 .G53 2003	Help for research writing.
Turabian	<i>A manual for writers of term papers, theses, and dissertations</i> (2007)	Mullen Ref., Writing Center (Older versions elsewhere)	LB2369 .T8 2007	

Online Resources for Citing Sources

For easy-to-use online resources, visit the Writing Center's website at:

<http://english.cua.edu/wc/>

More questions about citing sources? Ask your professor or contact:

The Writing Center
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78caughron@cua.edu (Megan Caughron, director)