

Citing Sources

References help a reader when gathering and evaluating resources; in addition, references, or citations, are also important for incorporating research into your work in an ethical manner.

What to Cite

References point to the resources that helped shape your work - *the words, ideas, pictures, opinions, data and even methodologies of others*. To incorporate sources properly, one needs to keep track of the facts and expert opinions gathered during the research process, and then use both in-text-citations and bibliographic citations to alert readers where they can find the resource for themselves.

In-Text Citation

Below we have a paraphrased a source and an example of the in-text citation

Mayor Giuliani's work on immigrant rights-to-services ultimately had an impact at the National level, because the National Conference of Mayors adopted the strategies that came out of the 1997 immigration conference that Giuliani hosted in New York City (**Shaw 19**).

Bibliography/Works Cited

The in-text citation above would alert the reader that you got this information from someone named Shaw. To find out more about Giuliani's role in policies for services to immigrants -- or at least Shaw's "take" on Giuliani's role -- the reader can look in the Bibliography or Works Cited under "Shaw" and find enough information to be able to locate Shaw's work for themselves. In our example, the reader would find a bibliographic entry like this one (which is in APA format):

Shaw, K. (1998). Citizenship services in New York City. *Migration World Magazine*, 26(4), 19-22. Retrieved August 1, 2006, from Research Library database. (Document ID: 32822183).

When not to Cite: As a general rule, you do not need to cite what is called "common knowledge," that is, information that can be found in numerous places and is likely to be known by many people.

COMMON Knowledge

- 1) The statue of Liberty is in NY harbor
- 2) New York is a multicultural City
- 3) Rudolph Giuliani was mayor of New York City for two terms

NOT COMMON Knowledge

- 1) The Statue of Liberty's index finger is 8 feet long
- 2) 6.3% of Brooklyn's population is Asian
- 3) James Duane was the first Mayor of the City of New York (1784-1789) after its evacuation by British forces.

The bottom list would need citations. If you're not sure whether information you want to include is common knowledge, find a source for the information and cite that, for example, look in an almanac, encyclopedia or some other general reference source.

Different Resources and Styles

There are many types of research-quality resources that you may want to incorporate into your work: Books, articles, web-sites, e-mails, lectures, letters, diaries, music and artwork. Each of these have to be cited, and they are cited in slightly different ways, but the central goals remain the same: crediting the source (author/creator), and giving the audience enough information (title, publisher, city) so that they can find the source.

APA and MLA are two of the most popular citation styles, but styles of citing information can vary according to the field of study. Check with your professor to see whether he/she has a preferred citation style. When in doubt, your professor, a reference librarian and RefWorks software can all help you in your effort to cite sources properly.