

Reference/Citation Workshop
Presented By Bonnie Cooper, Graduate School Editor
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Always give proper credit where it is due: The following information is taken directly from Section 2 of *Guidelines for the Preparation of Dissertations, Theses, and Papers*:

2. Academic Honesty and Originality in Dissertations, Theses, and Papers

The disquisition must respect the intellectual rights of others. Statements (three or more words) taken verbatim from other publications must be appropriately cited as quotations. Ideas, summaries, paraphrased material, and other information taken from the literature must be correctly referenced as required by your discipline. (The Graduate School, 2007, para. 2)

There are a variety of style manuals that you may use (i.e., APA, MLA, or Chicago) to format your documents and cite your sources. Be consistent with all in-text citations in your document. Be consistent with all reference entries in your document. The reference section at the end of this handout follows the American Psychological Association (APA) style manual (APA, 2001).

When is a citation needed?

1. If the information is common knowledge that most people, in general (not most people in your discipline), know (i.e., George Washington was the first president of the United States.), a citation is not needed.
2. If specific information about George Washington is given, a citation would be needed.
3. A page number is typically included with all direct quotations (three or more words taken verbatim from a source). Some style manuals also require page numbers to be given with paraphrases.
4. "Documenting where the information came from enhances the overall content, credibility, and usefulness of a scholarly work" (Cooper, 1999, p. B11).

Give complete citation information for entries in your reference section. Your entries should have enough information that readers can locate all sources. All like entries should have the same, consistent format so that readers can easily identify the source type (i.e., book, journal article, or web).

1. Books should list author, year, title, publisher, and publisher's location. If the book is a second or subsequent edition, that information is also needed.
2. The information needed for journal articles will vary depending on discipline/style manual.
 - a. Some scientific styles only list author, journal name, volume and issue numbers, and page numbers.
 - b. Other style manuals require author, article title, journal name, volume and issue numbers, and page numbers.
3. Web citations should include the author (if given), title (Give both subpage and main page titles, if necessary.), dates written (Use "n.d." or "no date" if the written/updated

date is not given.) and accessed (both dates as complete as possible), and the web address.

4. Conference proceeding entries typically list the author(s), paper title, conference name, conference date and location, and the paper's page numbers in the printed proceedings (if applicable).
5. Whether personal communications (i.e., interviews or email) are listed in the reference section depends on the style manual being used.
 - a. APA does not list this information in the reference section since it is not retrievable. (APA requires a more in-depth in-text citation for this type of source since it is not listed in the reference section.)
 - b. If your style manual requires this information in the references, give the person's name, date of communication, and type of communication.

Not citing sources properly has consequences.

1. NDSU explains the consequences in its *Policy Manual* (North Dakota State University, 2007).
2. In the policy, see Section 335: Code of Academic Responsibility and Conduct ("Section 335," 2007).

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Cooper, B. (1999, March 12). The importance of bibliographies [Letter to the editor]. *The Chronicle of Higher Education*, 45(27), B11.

The Graduate School. (2007, March). *Guidelines for the preparation of dissertations, theses, and papers*. Retrieved January 11, 2008, from The Graduate School at NDSU Web site: <http://www.ndsu.edu/gradschool/dissertation/guidelines.shtml#Academic>

North Dakota State University. (2007, November 1). *NDSU policy manual*. Retrieved January 11, 2008, from NDSU Web site: <http://www.ndsu.nodak.edu/policy/index.html>

Section 335: Code of Academic Responsibility and Conduct. (2007, March). *NDSU policy manual*. Retrieved January 11, 2008, from NDSU Web site: <http://www.ndsu.nodak.edu/policy/335.htm>