CITING SOURCES IN MLA, APA, AND CMOS

Dean of Students Office
Collin College
What is Plagiarism?

According to the Collin College Student Code of Conduct:

“Plagiarism includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author’s words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.”
Intentional Plagiarism

Examples of blatant academic dishonesty, which is an attempt to deceive, include:

- submitting part or whole material from the Internet as if it were your work;
- material from a source with no attempt at using quotation marks and/or citing the source;
- paraphrasing material from a source with no attempt at citing the source;
Intentional Plagiarism

Examples of blatant academic dishonesty, which is as an attempt to deceive, include:

▪ misattributing sources or misrepresenting sources used/not used; and

▪ recycling material from previous classes;

▪ simultaneously using material from another class without the permission of both instructors involved;
Intentional Plagiarism

Other examples of intentional plagiarism are:

- buying and using papers and other materials from the Internet;
- using other people's coursework and submitting them as your own; and
- letting others write part or all of a paper.
Unintentional Plagiarism

Examples of unintentional plagiarism, which is defined as *sloppiness* and *forgetfulness* when using sources, include:

- word-for-word copying from a source without the use of quotation marks;
- failure to cite all quoted material from a presented source in the body of the essay or assignment;
- failure to provide work citations/references for all sources used in the essay or assignment;
Unintentional Plagiarism

Other examples of unintentional plagiarism include:

- patchwork plagiarism;
- paraphrase without citing or with incomplete citation; and
- improperly paraphrasing
HOW TO AVOID PLAGIARIZING
The Best Way to Avoid Plagiarizing

The best way to avoid plagiarism is to **acknowledge your sources**. Whenever you insert any information you obtained from others into your essays or assignments, you **must** indicate where that information came from.

There are three common documentation styles you can use to acknowledge (cite) your sources:

- MLA (Modern Language Association)
- APA (American Psychological Association)
- CMOS (Chicago Manual of Style)
What is MLA Style?

MLA stands for the **Modern Language Association**, which is the organization responsible for creating and setting the standards for how an essay should be prepared.

Many disciplines in the humanities (e.g., English, humanities, philosophy, etc.) use MLA Style as a guide for written documents.
MLA

Why Should You Use MLA Style?

MLA Style provides guidelines for how you should use other people’s work and ideas when you write an essay or prepare written work.

MLA Style instructs you on how to distinguish between your words and scholarly sources and cite the scholarly sources you use appropriately.
What is APA Style?

APA stands for the American Psychological Association, which is the organization responsible for creating and setting the standards for how an essay should be prepared.

Many disciplines in the social and behavioral sciences (e.g., psychology, social work, sociology, etc.) use APA Style as a guide for written documents.
Why Should You Use APA Style?

APA Style provides guidelines for how you should use other people’s work and ideas when you write an essay or prepare written work.

APA Style instructs you on how to distinguish between your words and scholarly sources and cite the scholarly sources you use appropriately.
CMOS

What is Chicago Style?

Chicago Style, officially termed, Chicago Manual of Style, is the system of documentation used for research, citations, and formatting in certain disciplines (e.g., government, history, etc.).

Chicago Style requires writers to use footnotes and endnotes when referencing information taken from sources, and provides writers with safeguards to avoid plagiarizing by properly crediting those sources.
CMOS

Why Should You Use Chicago Style?

Chicago Style provides guidelines as to how you should use other people’s work and ideas when you write an essay or prepare written work.

Chicago Style instructs you on how to distinguish between your words and scholarly sources and cite the scholarly sources you use appropriately.
QUOTING AND CITING SOURCES IN MLA, APA, AND CMOS
Direct Quotes

This method is used when you want to quote a source word-for-word (exact phrasing). You will want to use direct quotations when you not only want to comment on what the source says but also how the author says it.

You also use direct quotations when the original phrasing is so unique that it cannot be effectively paraphrased.

Direct quotations are the best way to integrate information you received from a source because it leaves little chance for misrepresentation.
Example of Direct Quote in MLA Format

The author explains, “The key to achieving continued academic success for college students is providing them gateway courses in their first semester of college that will introduce them to the rigorous standards of higher education coursework” (Howard 125).

*Don’t forget to place quotation marks at the beginning of the direct quote and after the last word on the direct quote.*
Additional Components Needed

Direct quotations must have the following components:

- A signal phrase
- the directly quoted information from the source
- the in-text citation

If any of these key components is missing, the sentence or passage could be considered plagiarized.
The First Component: The Signal Phrase

Examples of signal phrases:

- According to the author
- The critic states
- The *New York Times* article points out
- The researchers suggest
- One author articulate
- [Insert author’s name] explains
The Second Component: Directly Quoted Information

- The information from the source that is being used will either be in quotation marks if it is being quoted word-for-word.

- For a direct quote, incorporate the exact wording from the source and enclose the direct wording with quotation marks.
The Third Component: The In-Text Citation

The in-text citation always appears in parentheses at the end of the sentence or passage, and it indicates on what page(s) the information can be found.

Example in MLA format: (Smith 34)
Example in APA format: (Smith, 2015, p.34)

Note: If you stated that author’s name in the signal phrase, it is not necessary to place the author’s last name in the in-text citation.
The author explains, “The key to achieving continued academic success for college students is providing them gateway courses in their first semester of college that will introduce them to the rigorous standards of higher education coursework” (Howard 125).

*Don’t forget to place quotation marks at the beginning of the direct quote and after the last word on the direct quote.*
Example of Direct Quote in APA Format

The author explains, “The key to achieving continued academic success for college students is providing them gateway courses in their first semester of college that will introduce them to the rigorous standards of higher education coursework” (Howard, 2005, p. 125).

*Don’t forget to place quotation marks at the beginning of the direct quote and after the last word on the direct quote.
Direct Quotes in CMOS

Directly quoting sources in Chicago Style is similar to directly quoting sources in MLA and APA.

However, the difference is the citation system Chicago Style uses. This system of citing comes in two methods: (1) notes and bibliography and (2) author-date.

- The **notes and bibliography** method is primarily for the humanities, such as arts, literature, and history courses.

- The **author-date** method is primarily for the sciences and social sciences.
Direct Quotes in CMOS

As you cite each direct quote in Chicago Style, you must provide a superscript number at the end of the direct quote. The superscript number will correspond to the note placed at the bottom of the page on which the source is referenced.

Rollo explains, “When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging.” ¹

¹ Superscript Number
Notes will be typed at the bottom of the page to correspond to source(s) referenced on that particular page. Notes must correspond with their superscript number and will provide more information about the source. When you first cite a source, you must provide the full reference information of the source in the note.

Direct Quotes in CMOS

If you cite the same source later in your essay, you will provide a condensed form of the note, which will list the author’s last name, a shortened version of the title of the source, and the page(s) cited.

3 Rollo, *Campus Crisis*, 27.
What information should these notes contain? The answer to this question is, basically, the same information that goes in the bibliography. To illustrate, the following example is a quote that needs to be cited: regarding a revolt in England during the Wars of the Roses, the author notes, "But the bloodshed and looting proved the rebels’ undoing."\(^2\) Pay attention to the corresponding number 2 footnote. Notice, this source is a book written by one author. The author’s name is presented as first name, then last; however, on the bibliography page, this source is cited as last name, first name. Take a look at the bibliography page to see the subtle differences.

Here is another interesting fact about Chicago Style footnotes: the second time a writer uses the same source in succession, the abbreviation "Ibid." can be used in the footnote to note it is from the same source. For example, Castor, the writer of the previous quote, claims, "York’s situation was now extremely perilous."\(^3\) Note if the page number for this new citation is the same as for the previous citation, simply writing "Ibid." (with no page number) will suffice. If the writer is using the same source a second time and it is not in succession, then a shortened form of


\(^3\) Ibid., 148.
PARAPHRASING SOURCES
Paraphrasing Sources

This method is used when you want to cite an idea from your source but do not need the exact words that the source used. When paraphrasing, you are accurately putting the idea of your source into your own words.

You should not use any of the original wording (unless directly quoted with correct punctuation marks).

To avoid plagiarism when paraphrasing, consider the following suggestions:

- Change the order of the information presented from the original passage.
- Use a thesaurus or dictionary to ensure that you do not use the same words from the original quote.
- Rephrase material and difficult information into uncomplicated sentences.
- Place quotation marks around quoted phrases and material if you keep complex terms and phrases from the original passage.
Example of a Paraphrase in MLA Format

Original Passage: “According to Rollo, “When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging” (16).

The critic maintains that colleges and universities help their students through guidance and partnerships to institute an atmosphere of togetherness and support over time by ensuring that students preserve traditions when it comes to school traditions (Rollo 16).
Example of a Paraphrase in APA Format

Original Passage: “According to Rollo (2014), “When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging” (16).

The critic maintains that colleges and universities help their students through guidance and partnerships to institute an atmosphere of togetherness and support over time by ensuring that students preserve traditions when it comes to school traditions (Rollo, 2014, p.16).
Example of a Paraphrase in CMOS Format

Original Passage:
“But it does have significance for 2008, when there will be no incumbent in the race and a high probability that the sitting vice president will not run. Therefore, the field of presidential candidates is likely to be constituted of individuals who are largely unknown to the public. If young Americans learn about these candidates via Jon Stewart, it is possible that unfavorable perceptions of both parties' nominees could form.”

Baumgartner and Morris suggest that their findings could have implications for the 2008 presidential election, in which the field of candidates will not include an incumbent and the candidates may be lesser known to the general public. Young voters who are exposed to these unfamiliar candidates through watching The Daily Show may end up with negative impressions of them.⁴
WORKS CITED PAGES
REFERENCE PAGES &
BIBLIOGRAPHY PAGES
The Works Cited/Reference/Bibliography Page

Finally, you must acknowledge the information you obtained from your source or sources by providing a list with the full publication information for each source.

In MLA style, this list of sources is called a works cited page. Refer to the most current MLA handbook to create the works cited page for the specific sources you used in your essay or assignment.

In APA style, this list of sources is called a reference page. Refer to the most current APA handbook to create the reference page for the specific sources you used in your essay or assignment.

In CMOS style, this list of sources is called a bibliography page. Refer to the most current APA handbook to create the reference page for the specific sources you used in your essay or assignment.
Works Cited

Denison, Jim. “4 Truths to Remember as ‘CoverGirl’ Goes Off Transgender Deep End.”


Fisher, Luchina. “5 Things to Know About James Charles, the First Male Ambassador for CoverGirl.” *ABC News*, 1 Nov 2016,

References


Bibliography


Work Citation/Reference Generators

- EasyBib.com
- BibMe.org
- KnightCite
- Citationmachine.net
- Citethisforme.com
- Citationproducer.com
Citation Resources and Research Style Manuals

American Psychological Association (APA) Style
American Psychological Association, Sixth Edition (July 2009)
http://apastyle.apa.org/

Modern Language Association (MLA) Style
www.mla.org/style

Chicago Manual of Style (CMOS)
http://www.chicagomanualofstyle.org/

Purdue University Online Writing Lab (OWL)
Examples of how to conduct research, write papers, and properly cite
http://owl.english.purdue.edu/owl/
Collin College Resources

**Center for Academic Assistance**
McKinney Campus: 972.548.6505, Room A-104
[www.collin.edu/studentresources/caa/index.html](http://www.collin.edu/studentresources/caa/index.html)

**Library**
McKinney Campus: 972.548.6860, L Building
Frisco Campus: 972.377.1560, L Building
Plano Campus: 972.881.5860, L Building
[www.collin.edu/library/](http://www.collin.edu/library/)

**Writing Centers**
McKinney Campus: 972.548.6857, Room A-104
Frisco Campus: 972.377.1576, Room LH-141
Plano Campus: 972.881.5834, Room D-203
[www.collin.edu/studentresources/writingcenter/](http://www.collin.edu/studentresources/writingcenter/)
Reminders and Warnings

- Most cases of plagiarism happen unintentionally.
- No excuses regardless of intentional or unintentional plagiarism.
- Secure your work.
- Don’t share your work.
- Make sure you submit the FINAL draft of your assignment. Submitting a rough draft by accident is no excuse!
- Be careful about using online editing services.
- Online plagiarism checkers are not 100% effective.
Contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.