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Citing Resources

A citation is a formal reference to a published or unpublished source that you consulted and obtained information from while writing your research paper. The way in which you document your sources depends on the writing style manual your professor wants you to use for the class [e.g., APA, MLA, Chicago, Turabian, etc.]. Note that some disciplines have their own citation method [e.g., law]

Citing a source means that you show, within the body of your text, that you took words, ideas, figures, images, etc. from another place.

Citations are a short way to uniquely identify a published work (e.g. book, article, chapter, web site). They are found in bibliographies and reference lists and are also collected in article and book databases.

Citations consist of standard elements, and contain all the information necessary to identify and track down publications, including:

- (i) author name(s)
- (ii) titles of books, articles, and journals
- (iii) date of publication
- (iv) page numbers
- (v) volume and issue numbers (for articles)

Citations may look different, depending on what is being cited and which style was used to create them. Choose an appropriate style guide for your needs. Here is an example of an article citation using four different citation styles. Notice the common elements as mentioned above:

Author – Tapan Jyoti Banerjee

Article Title – Civil Society and Democracy

Source Title – Sociology, Philosophy

Volume and issue - Vol III, issue 06

Publication Date – 15 October, 2014

Page numbers – 121-124



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You **must** cite:

- (i) Facts, figures, ideas, or other information that is not common knowledge
- (ii) Ideas, words, theories, or exact language that another person used in other publications
that must be cited include: books, book chapters, articles, web pages, theses, etc.
- (iii) Another person's exact words should be quoted and cited to show proper credit
When in doubt, be safe and cite your source!

The Importance of Citing sources in Academic Writing

Citing sources is an important part of academic writing. Whenever you use information or ideas from a source (such as a book, article, or web page), you have to include a citation that gives credit to the original author.

There are many different citation styles with different rules for formatting citations. The most common citation styles are APA and MLA.

The free Scribbr Citation Generator is the quickest way to cite sources in these styles. Simply enter the URL, DOI or title, and we'll find the necessary details.

***** When do we need Citation?**

Citations are required in all types of academic texts (such as essays, research papers, and dissertations). Every time you draw on ideas, summarize information, mention arguments, or give examples that you found in a source, you need to cite it.

To refer to a source, you may quote or paraphrase the original text:

- (i) To quote a source, copy a short piece of text word for word and put it inside quotation marks.
- (ii) To paraphrase a source, put the text into your own words. It's important that the paraphrase is not too close to the original wording.

Whether you quote or paraphrase, you must always include a citation in order to avoid plagiarism. Citing also allows your reader to find the original source for themselves, which makes your writing more credible.

SEM –IV (General), Paper-DSC1DT : Citing Resources...Phasae-I



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As well as citing scholarly sources like books and journal articles, don't forget to cite any other sources that you use for ideas, examples, or evidence. That includes things like websites, YouTube videos, dictionaries, lectures, and social media posts.

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