Ten Rules for Citing Sources

1. When you write, acknowledge all material derived from sources other than your own knowledge and experience so that you leave a citation-trail of source information for the benefit of target readers, yourself, and other researchers.

2. You should acknowledge each source in two ways: citing it in the text of your paper (in parentheses or in a note [footnote or endnote], as appropriate) and listing it on your bibliography page (or works cited page) at the end of your research paper.

3. You should include enough information in each parenthetical or footnote citation to enable your target readers to locate the full citation on your bibliography or works cited page.

4. You may quote source material exactly or summarize or paraphrase a source. If you quote a source, be sure to include quotation marks and a page reference. If you summarize or paraphrase another writer, then be sure to write your own words and phrases. As a matter of good style, writers frame quotations, summaries, and paragraphs by introducing, integrating, and interpreting the source.

5. You should reserve direct quotation for words or sentences that you want to preserve (because the wording is exact, forceful, stylish, or clear) or that is from a highly respected source (someone whose words will lend weight to your writing).

6. Any source may be cited, even a telephone conversation, class lecture, handout, etc.

7. Identify the documentation style you need to use (i.e., Turabian/Chicago style, MLA, or APA style), and use it consistently throughout your research paper.

8. Include the exact information that is provided with the source, even if an electronic or older source does not provide all the information you need to document it fully.

9. When in doubt about how to cite a source, you should consult a writer’s handbook or style guide (such as Turabian, *A Manual for Writers*, 8th edition) or consult your local Writing Center, which will not only have handbooks and style manuals but also consultants available to help you figure out how best to cite a source.

10. When in doubt about whether to cite a source, do it!