

Research and Citation – II (In-text citations and list of works cited)

When you use information from other sources in your work, it is important to state where you got the information from. And here come in your in-text citations and list of works cited.

In-text citation: when you quote, paraphrase or summarize, you must provide the source of that information. This is known as an in-text citation. It is essential because you can avoid being accused of plagiarism and you make it easier for the reader to find the exact location of the information in the original source. Use the following form when citing outside information in an essay:
Phrase to introduce the source + quote/paraphrase/summary + (page number)
E.g. According to Environment Watch, we are exposed to various kinds of toxic substances (41).

Citing sources in the essay text

You may find it difficult to judge whether the information you have taken requires an in-text citation or not. Citation is required when using a quotation, a paraphrase, a summary or information that is not widely known, like specific numbers, maps, graphs, etc. Citation is not required if the ideas, opinions and interpretations are your own or if the information is common knowledge. (A piece of information can be considered common knowledge if it is an established fact, that is, the same information can be easily found in many sources and its validity, accuracy and authenticity is accepted by a majority of people).

Works cited: a works cited page is an alphabetically ordered list of all the sources you have cited in your essay. You attach it to the end of your essay as a separate page, and it should provide complete information on where each source can be found. The works cited shows the reader how much research you have done and helps him to find the original source easily and gain additional information if interested. Entries on a works cited page follow various patterns according to the type of source listed. Here are some examples:

- Book:
Author's surname, given name. Book title. City where published:
publisher. Year of publication.
Eg. Wilson, Edward O. The Future of Life. New York: Alfred A. Knopf.
2002.

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- An article in a periodical
Author's surname, given name. "Article title." Periodical name date of publication: pages.
Eg. Ott, Robert. "Everyday exposure to Toxic Pollutants." Scientific American Feb. 1998: 41 - 43.
- A newspaper article (electronically retrieved)
Author's surname, given name. "Article title." Newspaper name date of publication. Date of access <URL>
Eg. Bowerman, Karen. "Tests Spark Pesticide Concerns." BBC News Online 20 Sept. 2000. Retrieved 7 Mar. 2006 <<http://news.bbc.co.uk/1/hi/health/933141.stm>>.
- Information on a website
Author's surname, given name. "Title of the document." Name of the website. Date of publication. Organisation name. Date of access <URL>
Eg. Marshall, Leon. "Stockpiled Pesticides Harming African People Environment." Nationalgeographic.com. 4 Nov. 2005. National Geographic Society. Retrieved 21 Dec. 2006 <http://news.nationalgeographic.com/news/2005/11/1104_051104_africa_toxins.html>

If the source does not provide all the information required for the works cited list entry, simply cite the information which is available.

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