

GUIDE TO CITING AND ACKNOWLEDGING

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I. RULES

Acknowledging your sources is important for a number of reasons.

- You want to allow your reader to look further into the arguments and issues you present.
- You want to demonstrate that you do not make up facts or important theoretical contributions (therefore: acknowledging your sources strengthens your paper).
- You want to be honest about what you have learned from others.

You **MUST** cite your sources in ALL of the following three scenarios:

(1) When you use a direct quotation (i.e., when you use the exact words you find in a source). In this case you **MUST put quotation marks (“...”)** around the quotation to mark its beginning and end and provide a reference to the original source with the exact page(s) where the quote can be found.

(2) When you summarize a particular argument or exposition of facts from a reading (see point 2 below).

(3) When you refer to specific, non-common-knowledge/sense facts, arguments, or ways of reasoning that you have picked up from a particular source.

THEREFORE:

(1) ABSOLUTELY NEVER use the exact words of others without putting quotation marks (“...”) around them AND providing a specific reference, including page number(s). Note:

- This rule applies as much to phrases of a few words as to whole sentences and paragraphs.
- Switching sentences around, saying “grow” instead of “increase”, and the like, does NOT mean that you are using your own words! **NEVER write by way of such “almost quotations” and switched-up sentences. This is NOT LEGITIMATE WRITING.**
- NOTE: Even when you handle quotes appropriately, you should never quote long sections (typically more than a sentence or two) or quote constantly. Excessive quoting means that you are trying to get others to speak for you and avoid having to put arguments together yourself in your own words. This is neither effective nor showing any understanding of the material you are working with: don’t do it. A 5-page paper should typically not contain more than perhaps three short quotes. Not using any direct quotes is perfectly fine. Work with your sources by referencing them and casting their arguments in your own words. (Exception: if you work very closely with a text in order to analyze its ways of putting things you will and should quote more frequently. In this scenario the quotes show your reader your “primary” material that you will then be analyzing.)

(2) Do not paraphrase the arguments or narratives of others for long sections.

- Paraphrasing means substituting your own words for those of somebody else, but following very closely, line-by-line and step-by-step, her/his line of argument.
- Of course you should make use of what you have learned from your readings, and, depending on the assignment, shorter or longer analytical summaries of readings will often be called for. However, there is a difference between analytical summaries and blindly paraphrasing (following line-by-line, step-by-step) an exposition you find in a text. An analytical summary requires you to understand points and arguments (typically developed over the span of at least a few paragraphs) and then write about them in your own words. To do this well, do not work on the level of individual sentences that you would then try to phrase “differently.” Work on the level of arguments/points, understand them, and write about them while maintaining a DISTANCE between your writing and the text you are working with.
- A simple rule: do not have the text you are drawing on open next to you when you write. This will force you to establish the required analytical distance between your own and the text’s exposition.

(3) Do not fail to reference the source of specific, non-common-knowledge/sense facts, arguments, or ways of reasoning that you use in your work. A simple rule: if you go to a text to look up a fact or argument, provide a reference.

II. METHOD: HOW TO CITE

As you can see from the readings you do for your classes, there are different ways of referencing sources. The two main formats are:

(1) parenthetical citation with a list of sources cited at the end of the paper (“**in-text**” or “**author-date**” format);

(2) full citation footnote (or endnote) format.

The most common format in the social sciences is the first, author-date format. It will be acceptable to many of your professors, but ALWAYS check with your professor at the beginning of the semester which format(s) will be acceptable. The sections below explain the basics of both formats.

NOTE: within each format, there are slight variations in style: sometimes you will, for instance, find the place of publication and publisher in brackets, sometimes you will not. Follow the style set out in this handout. It follows the Chicago Manual of Style. For a more detailed summary of this style, click on “author-date” at http://www.chicagomanualofstyle.org/tools_citationguide.html; you can access the full style guide at <http://library.concordia.ca/help/howto/citations.html> where you can also find other styles explained.

While you must pay attention to stylistic details and consistently use one style throughout a paper, the most essential point to take away from this guide is that you **MUST make sure that your references fulfill their basic purpose: this is to allow your reader to trace your sources.** Specifically, you therefore must watch out for the **following essentials:**

- When you indicate the source of a direct quotation, there must be a specific page number that allows your reader to trace the quotation.
- You must make clear who the author of the text you reference is (watch out for this when you reference a chapter from a book edited by somebody other than the author of the chapter you cite: always cite the author of the chapter).
- The most important information to ensure that your source is traceable is (see below for examples):
 - (1) in the case of a book: the author(s), year of publication, title, place of publication and publisher;
 - (2) in the case of a journal article: the author(s), year of publication, title of the article, title and volume of the journal that the article can be found in, page range of the article;
 - (3) in the case of a chapter in an edited book, i.e., a collection of chapters with different authors (where the book may therefore be edited by somebody other than the author of the chapter you refer to): author(s) of the chapter, title of the chapter, title of the book, editor(s) of the book, page range of the chapter, date of publication, place of publication and publisher.
- It must be clear what kind of publication we are dealing with (article, book, chapter in a book). Certain stylistic conventions are useful to make this clear. The most important stylistic convention is that book and journal titles are italicized (in some other styles: underlined), but chapter and article titles are put in quotation marks.

1. FORMAT I: PARENTHETICAL CITATION WITH A LIST OF FULL REFERENCES

1.1. HOW TO REFERENCE DIRECT QUOTATIONS

WHAT HAPPENS IN THE TEXT

Always put quotation marks around the quotation. Reference the author, date, and specific page number(s) where the quote can be found in a bracket immediately following the quotation.

There is an argument that “African democracy is unique in that it reflects the socio-cultural realities of Africa” (Ake 1993, 242).

NOTE: when using quotations, if you change ANYTHING from the original text you must indicate this (this also means you need to quote PRECISELY). This issue arises in two common scenarios:

- You want to leave out a few words from the middle of the quote. This requires that you indicate that you left out something. You do this by inserting a square bracket with three dots where you cut. (Example: The author says that “in many other countries [...] things are different.”)
- You insert a quote in the middle of your sentence, but to make your sentence grammatical, you have to change something in the quote, for instance the verb tense or a personal pronoun. You indicate this by putting what you change in square brackets. (Example: According to the Guide to Citing, if I change something in a quote I have to “indicate this by putting what [I] change in square brackets.”)

WHAT HAPPENS IN THE LIST OF SOURCES CITED AT THE END OF THE TEXT

In-text citations go with a list of all sources cited, giving the full citation, at the end of your paper (entitle this list “References” or “Sources Cited”). Sources are listed in alphabetical order by the last name of the author. There are different formats for the full citation in the reference section depending on the type of source you cite. Follow the below examples (pay attention to sequence and formatting, such as quotation marks, italicization, capitalization, and punctuation; note: journal titles and book titles are italicized, but article and chapter titles are in quotation marks).

Journal article:

Ake, Claude. 1993. “The Unique Case of African Democracy.” *International Affairs* 69: 239-244.

Book:

Schaffer, Frederic. 1998. *Democracy in Translation: Understanding Politics in an Unfamiliar Culture*. Ithaca: Cornell University Press.

Chapter in a book: if the book’s editor(s) is (are) not the same as the chapter’s author(s), reference the *chapter’s* (not the book’s) author in the text. The full citation at the end of the text takes the following format:

Brady, Henry. 2004. “Data-Set Observations versus Causal Process Observations: The 2000 U.S. Presidential Election.” In *Rethinking Social Inquiry: Diverse Tools, Shared Standards*, edited by Henry Brady and David Collier, 267-271. Lanham: Rowman & Littlefield Publishers.

1.2. HOW TO REFERENCE SOURCES WHEN YOU DO NOT USE A DIRECT QUOTATION

WHAT HAPPENS IN THE TEXT

Follow the same format as for direct quotations, except that a specific page number may be omitted if you refer to a text in very general terms; note, though, that when you reference a specific argument, such as in the last example below, you must again reference specific pages. (NOTE: in all of the below examples, references always point to the author and the year; this allows your reader to go to your list of references at the end of your text and find the source.)

One could also make an argument that stresses the uniqueness of African democracy (Ake 1993).

Ake (1993) argues that African democracy is unique.

In making the argument that African democracy is unique, Claude Ake (1993, 242) points to the special socio-cultural conditions prevailing on the continent.

WHAT HAPPENS AT THE END OF THE TEXT

A list of references at the end of your paper is necessary, and it takes the same format as outlined under 1.1.

SOME SPECIAL CASES

- When you refer to an author by name in your text, you do not have to repeat it in your parenthetical citation. Place the bracket with the date and, if applicable, page(s) directly behind the author's name (see the last two examples under 1.2.).
- If you work with two or more texts by the same author and they have the same year of publication, you must distinguish between these texts in your parenthetical citation. You do so by adding letters (a, b, c, etc.) behind the date of publication. So one text will be Smith (2009a) and the next will be Smith (2009b). Make sure that what you do in your text matches what you do in your list of sources, i.e., identify Smith (2009a) as such in your list of references. In your list, Smith (2009a) goes before Smith (2009b).
- References to web-sources are difficult to handle because it is often impossible to identify an author or a publication date. TRY to get as close as possible to providing all the information that is typically needed to make a source traceable (see above). If you cannot identify an author, you may often be able to identify an institution on whose site the text you want to cite appears: use the name of the institution. Instead of place of publication and the publisher, cite the full URL (the information that appears in your browser). Because things on the net change all the time, provide the date when you last accessed the text you refer to, unless it is clear when it was last updated or modified.

Your parenthetical citation might read:

President Obama recently went public with his objections (BBC, 2010).

Your full citation in your reference list at the end of your paper might read:

BBC. 2010. "US President Obama condemns plans to burn the Koran." Updated September 9.
<http://www.bbc.co.uk/news/world-us-canada-11243711>.

Assuming that an update date is not provided, the reference would read:

BBC. 2010. "US President Obama condemns plans to burn the Koran." Accessed September 9, 2010.
<http://www.bbc.co.uk/news/world-us-canada-11243711>.

Often, it is useful to simply identify web-sources more closely in your text, especially if your parenthetical citation would not do a good job in this regard; this might read:

Under the headline "US President Obama condemns plans to burn the Koran," the BBC reported on September 9, 2010, that the President had gone public with his objections.

2. FORMAT 2: FULL CITATION IN FOOTNOTES OR ENDNOTES

This format is often preferred in the humanities (e.g. history). It can also be more elegant if you are working with many non-standard sources (e.g. archival documents, newspapers, web-sources). With this format, you insert a footnote or endnote into your text where the author-date bracket would appear if you used parenthetical style. In your footnote or endnote, you make the source fully traceable by providing all the information that you would supply in the reference section of a paper for which you use parenthetical citations (as explained above). A few special issues that arise with this format:

- You might have to indicate specific page numbers (if you give a source for a quotation or if you want to reference a particular page). In such cases, the information you provide in your footnote is a little different from what you would provide in a list of sources: it gives specific page numbers for the quote, not a range of pages for the entire article or chapter in an edited volume.
- Where does the superscript number indicating a note go in the text? With direct quotations, right AFTER the closing quotation mark. In most other cases, at the end of the sentence, AFTER the period. If what you say in part of a sentence requires a reference, and you then move on to say

something else in the rest of the sentence, the note should go right after the part of the sentence to which it belongs (often: right after a comma; see the second example below).

- If a note referencing a source IMMEDIATELY and in the same paragraph follows another that references the SAME work, the second (and additional) citation should be abbreviated: you should use “ibid.” – meaning “in the same [i.e., the one I just referenced] place” – instead of giving the full citation again. (See note 3 below.)
- If you reference the same work a second (third...) time, but you have references to other works in-between the two references, you should also abbreviate the second reference, but you CANNOT use “ibid.” (because this refers the reader to the *immediately* preceding note): instead of the full reference, you just give the last name of the author, a shortened title, and the page number(s) you are referring to. (See note 5 below.)

Look at the examples below for a sense of what this citation style looks like. NOTE: stylistic conventions (sequence, punctuation) of this format differ from the parenthetical format, and the style in the footnote differs from what you would do in a bibliography (not shown here) at the end of a paper. Follow the examples below.

EXAMPLES (with the footnotes at the bottom of the page):

There is an argument that “African democracy is unique in that it reflects the socio-cultural realities of Africa.”¹

(NOTE: because this is a reference to for a quotation, in this case the footnote does not give the full page-range of the article, but only the particular page where one can find the quote; otherwise the quote would not be traceable.)

Studies have explored indigenous understandings of democracy in Africa,² but this paper will look at Asian contexts. Although the context differs, the paper will nonetheless draw on the theoretical insights Schaffer develops in his study of Senegal.³ To now talk about something else entirely, it can be noted that Human Rights Watch has published a list of ten lessons learned from the Rwandan genocide.⁴ Returning now to the early discussion of democracy in Africa, Schaffer’s interpretation of the place of authority in Senegalese understandings of democracy offers several insights that are relevant to this paper’s discussion.⁵

¹ Claude Ake, “The Unique Case of African Democracy,” *International Affairs* 69 (April 1993): 242.

² Frederic Schaffer, *Democracy in Translation: Understanding Politics in an Unfamiliar Culture* (Ithaca: Cornell University Press, 1998).

³ Ibid.

⁴ “Rwanda: Lessons Learned,” Human Rights Watch, last modified March 29, 2004.

<http://hrw.org/english/docs/2004/03/29/rwanda8308.htm>.

⁵ Schaffer, *Democracy in Translation*, 39-44.