

CITATIONS FOR DUMMIES

Of course, you are not dummies or even the least bit impaired. But perhaps citations are just not part of your genius knowledge base at the time. Not to worry, below is the key to citing happiness. You will want to learn these basic tenets so well that they are second nature to you. Why? So you don't look mean and dumb. When you don't know when to cite, you end up plagiarizing which is just a big word for stealing and that's mean. And when you plagiarize, you also get an "F" and people think, "Dude, that kid is one dumb bunny." Let's avoid that, shall we?

SO WHEN SHOULD I USE CITATIONS?

1. **DIRECT QUOTATIONS:** Well, duh. If you use someone's exact words, put them in quotes and use a citation.
2. Also, if you take **SOMEONE'S ORIGINAL IDEA** and put it into your own words, it's still his/her original idea. That person must receive credit in the form of a citation.
3. So basically, **anything you SUMMARIZE OR PARAPHRASE** from a source that isn't common knowledge gets cited.
4. **STATISTICS** and other **SPECIFIC FACTS**.
5. **VISUALS** such as cartoons, graphs, or diagrams.

Wow, so when do I not have to use citations? When you are giving information that is common knowledge—George Washington was the first president of the United States or the first ten amendments to the Constitution are called the Bill of rights or the Boston Tea Party was a protest against British taxes on the colonists.

UM, HOW DO I USE CITATIONS?

Because you will be including all the works you cite in your bibliography or works cited page, internal citations are brief, but follow a specific format.

1. Indicate the author's name and the page number you found that bit of information on.
Example: New York's archbishop, Edward Sandys, made sure each of his sons would prosper. (Folsam, 8)
2. What if there is **no author**? Use the title of the article or book in parentheses. Articles, including web articles, go in quotation marks, book titles are italicized.
Example: Tennessee was not the only place evolution was being challenged; Oklahoma had a law forbidding such teaching on the books in 1923. ("Scopes Trial")
3. What if there is **no page number**? Don't make one up and don't use the page numbers from the bottom of a printout from the web. (Different computers will print out pages in different ways.) Just leave out that part of the citation. Example: During the trial some children were instructed not to leave their homes. (Alers)

