

## Citation Guidelines

It is important to give credit to the creator or author when you borrow their ideas or words to use in your own work, even if you do not repeat their words exactly. Even if you use different words to restate what the author says, you have to **cite** from where you got the information. This is called **paraphrasing**. Different **disciplines** have developed their own way of citing.

Many universities have developed guidelines to help students cite properly in their assignments. They are also useful if you are writing a book or other work and you borrow ideas from someone else's work. Here are some examples of guidelines.

### University of Toronto – Standard Documentation Formats

<http://www.utoronto.ca/writing/document.html>

- This document briefly describes 4 different systems that are used to cite items when you refer to them in your assignments or other works. This web document has its own Fair-use policy, which explains how it can be used.

### Long Island University – Citation Style for Research Papers

<http://www.liu.edu/cwis/cwp/library/workshop/citation.htm>

- This website provides examples of 5 different citation styles, as well as information about preventing and avoiding plagiarism.

Each of these systems also has their own websites and publications to explain to the public how they work. The websites usually just have some information about how to cite electronic resources, but the organizations also publish books that explain the rest of the guidelines. The websites of the four citation styles are below.

## Endnotes of Footnotes

- <http://www.chicagomanualofstyle.org>
  - This citation style is used by the humanities.
  - There are 2 books that are published:
    - The *Chicago Manual of Style*
    - Turabian's *Manual for Writers*

### **Modern Language Association (MLA)**

- [http://www.mla.org/style\\_faq](http://www.mla.org/style_faq)
  - This citation style is used by the humanities.
  - The book that they publish is titled the *MLA Handbook for Writers of Research Papers*.

### **American Psychology Association (APA)**

- <http://www.apastyle.org>
  - This citation style is used by the social and behavioural sciences.
  - The book that they publish is titled *The Publication Manual of the American Psychological Association*.

### **Numbered Notes**

- [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)
  - This citation style is used by the sciences.
  - The above website contains a detailed guide for the medical field.