Nailing Your Citations

Sue Hawthorne

sjhawtho@nps.ed • 656-2159

Spring 2014

Graduate Writing Center
Naval Postgraduate School
Citations
—in academic writing

• Document previous results

• Lend credibility to your hypothesis

• Support your statements

• Provide basis for further analysis
Citing in Text

• Use most in Introduction, Literature Review, Methods, and Conclusions sections
  – Credit authors whose work pointed the way
  – Show where their work ends and yours begins

• Err on the side of completeness
  – Cite each borrowed idea or statement

• Mix it up:
  – Cite at start, middle, and end of sentences
  – Alternate built-in citations with parenthetical
Using the apparatus devised by Abel, Baker, and Charlie in 2000, equal parts of oil and vinegar were combined and shaken (see Figure 1). The oil and vinegar did not mix, separating into two distinct layers as previously reported (Abel et al., 2000). The amounts were then adjusted to 3 parts oil and 1 part vinegar which, as suggested by Dove in 2010, attained a longer-lasting but still impermanent admixture. Dove and Edwards (2012) noted that no matter how vigorously or how long the mixture was shaken, the elements did not remain mixed once the agitation was stopped. In the current experiment, the whites of 5 eggs then were added to the 3:1 mixture and the shaking interval was continued for 30 minutes. A creamy spreadable solid resulted (see Figure 2). It is hypothesized that the egg whites acted as a binding agent, allowing the complete emulsification of the oil and vinegar. This author has named the resulting substance mayonnaise.
Your Contribution

• Researched, summarized and credited results of previous studies; replicated their findings

• Hypothesized and tested agent to keep oil and vinegar mixed

• Discovered and named a new food product

• Provided basis for follow-on research and fostered innovation
  • Lemon Juice
  • Ketchup
  • Pickle Relish
Your Legacy

Your Name Here, 2013

Inventor of Salad Dressing
Ancient Code of Honor

• Plagiarism from Latin word for “kidnap”
• “Steal and use” words or ideas as one’s own
• Moral rather than a legal term
• Penalties range from public shaming to expulsion or loss of employment

No statute of limitations
First Copyright Laws

• Response to advent of printing press
• First Copyright laws in England in 1700s
  – “Right to control copying of one’s words”
  – Maps, books and charts

• U.S. Constitution (1787) Congress has copyright enforcement power
• U.S. Copyright Act enacted in 1790

Benjamin Franklin (1706–1790)
Printer, inventor, U.S. Diplomat, politician
Likely both victim and practitioner of copyright infringement
U.S. Copyright Today

• Covers all intellectual property, all media
• Protects automatically from day of publication
• Spans lifetime of author + 50 years
• Awards monetary damages to author if financial loss through “copyright infringement” proved in court
• Excludes works produced for the U.S. government by officers and employees, i.e., NPS students
Academic Integrity

• You shall give credit/you shall get credit

• No other may copyright your words or ideas

• Plagiarists get caught; get punished

Proper use of citations and referencing is the key to demonstrating academic integrity
Citation Styles

Recognized and *recognizable* conventions used in academic writing to:

- **Standardize citations (markers)**
  - Occur in main text or in footnotes
  - Signal the reader wherever text is quoted or paraphrased from another source

- **Provide complete list of references (cited sources)**
  - Allow the reader to locate cited publications
  - Cue publication type through formatting
  - Show the quality and balance of your research
The Choice is Yours

• **Style of choice often same used by publications in author’s given field**

• **Most popular styles at NPS are:**
  – Chicago (two systems)
    • Notes and Bibliography
    • Author-Date
  – APA
  – IEEE
  – AMS
Chicago

• Appropriate for most publication types

• Highly detailed, but best documented style in use today

• Two Chicago style systems:
  – Author-Date uses parenthetical citations (Doe 2011)
  – Notes and Bibliography

1. The familiar footnoted style.

• NPS Thesis Office uses Chicago Manual of Style as final arbiter of style questions
APA

• Used for Humanities, Behavioral and Social Sciences

• Well documented in *American Psychological Association Manual*

• Parenthetical citations *(Doe & Roe, 2012)*

• Sentence style capitalization requirement for titles not supported by some reference software
IEEE

- Standard style used in scientific publications
- Citations given in numerical order [1], [2], [3]
- Unlike Chicago and APA, documentation limited to style-sheet format
- No “IEEE Manual of Style” has yet been published
 AMS

- Used by NPS Meteorology and Oceanography departments
- Parenthetical citations resemble Chicago Author-Date (Doe 2011)
- Documentation only in style-sheet format
- Not supported by Word Citation Manager


The Mental Health Systems Act (42 U.S.C. § 9401 (1988)) provided federal funding for mental-health programs. (Chicago A-D)*


*Papers sourcing only a handful of legal materials may limit citations to the text; no corresponding entry in the references is needed. For clarity in papers with many legal sources, cite the material in footnotes using the Chicago N B format; no references entry is needed.

**Cite legal material in footnotes only; no corresponding List of References entries are necessary.
Styles At A Glance: Databases

NASA/IPAC Extragalactic Database (object name IRAS F00400+4059; accessed October 6, 2009), http://nedwww.ipac.caltech.edu/. (Chicago A-D)

NASA/IPAC Extragalactic Database (object name IRAS F00400+4059; accessed October 6, 2009), http://nedwww.ipac.caltech.edu/. (Chicago N B)


NASA/IPAC Extragalactic Database. Object name IRAS F00400+4059. [Available online: http://nedwww.ipac.caltech.edu/.] (AMS)
Styles at a Glance:
Personal Communications

(Jose D. Cho, pers. comm.) (Chicago A-D)*


(J. D. Cho, personal communication, August 30, 2012) (APA)*


(J. D. Cho, 2012, personal communication) (AMS)*

*In-text citation only; not listed in references
**In footnote only; not listed in references
Research Keys to Successful Citing

1. **Use a system.**
   - Create notations to show direct quotes (Q), paraphrase (P), and your original thoughts (►)
   - Use notecards—they are a tried and true method!
   - Keep electronic “Source Material” files.

*Never cut and paste directly into your master document.*
2. Use the system faithfully.
   - Record complete source information before returning a book or leaving a database
   - Avoid backtracking: Note every source fully, even if you are not sure you will be citing it
Research Keys to Successful Citing, Cont’d

3. Trace sources back to print edition whenever possible.
   – DKL database URLs not available to public
   – Citing and referencing simplified
   – Include DOI (digital object identifier) number for nonprint, electronic sources

Remember: A URL is the vehicle, not the source, for any information you are citing
Research Keys to Successful Citing, Cont’d

4. When in doubt, cite the source.
   - Assume society sets a low bar for plagiarism; set your academic standards high
5. Have realistic expectations of citation software.

- Think of it as a tool (and yourself as the craftsperson)
  - **RefWorks** you compile a reference database for long-term use
  - **Write N Cite** you plug-in to MS Word software to import RefWorks data
  - **Word Citation Manager** you type references into MS Word software

- Strive for accuracy of input
  - Fill in ALL fields (click to Expand dialog boxes)
  - Check your work as you go
  - Expect to make final hand edits to fix software shortcomings
Q. Where can I find the list of citation styles?
A. DKL and the TPO have compiled citation styles recognized by NPS at http://libguides.nps.edu/citation

Q. How do I find the DOI?
A. See DKL website for comprehensive DOI guidance http://libguides.nps.edu/content.php?pid=125051&sid=2043154

Q. Should I buy a citation manual?
A. The http://libguides.nps.edu/citation link includes to citation manuals in addition to the worksheets. Manuals also are available for consultation at the Graduate Writing Center.
FAQs Cont’d

Q. Are page numbers required with in-text citations?

A. Page numbers are required for quotations. If paraphrasing, use good judgment. Format differs from style to style; refer to style sheet for details.

Q. How about in footnotes?

A. Page numbers are required in Chicago N B footnotes, except when no number is available, e.g., newspaper or online publications.

Q. Can citation styles be combined?

A. No. Choose one style and implement it throughout your paper. All styles allow footnotes, if needed for additional information that would interrupt the flow of the main text.
FAQs Cont’d

Q. How can I learn about RefWorks and other citation management software?
A. The DKL offers workshops in RefWorks. See their website for comprehensive citation management tool guidance http://libguides.nps.edu/RefWorks

Q. How do I cite websites?
A. Each citation style offers some guidance. In general, give as much information as possible, including author, article title or section heading, web host, date of original posting, date of most recent update and URL. Better still, trace the source back to the original print edition. Avoid referencing to informal sites, e.g., Wikipedia, that have not been peer-reviewed for accuracy.

Q. Are access dates required for web sources?
A. Access dates for web sources are optional, but should be included for sites such as wikis where the information is likely to change.
FAQs Cont’d

Q. If the document says "Use or disclosure of data requires written authorization," but the data is already online, isn’t it OK just to use it?

A. Write and get permission.

Q. How should I word the request?

A. A sample letter is available on the DKL website http://libguides.nps.edu/content.php?pid=263805&sid=3996561

Q. How do I find out if my department mandates a particular citation style?

A. The TPO maintains a list of mandated styles. Best bet is still to ask your advisor, ed tech or program officer.