This workshop focuses on Citing in academic writing, why it’s done, choosing and using a citation style, and the importance of doing it accurately in your papers and thesis. Before we delve into individual citation styles, let us explore a little background. (Slide 2)

Proper use of citations in academic writing clearly draws the line between the ideas and words of others and yours as an author. This works both ways. Your work vouches for Someone’s; Someone’s work vouches for yours. Carefully researched examples can support your statements’ validity. Your interpretation may then lead to further analysis. This is the recognized academic equivalent of saying “I find this to be true—but don’t just take my word for it.” Even if you’re just doing follow-on research, if you have shown Someone’s experiment to be replicable, this is a contribution to the literature. (Slide 3)

Citation styles are formalized systems for placing markers in the text. Like place cards at a dinner table, citations honor the guests you’ve invited into your paper. When you as an author report new findings, academic integrity demands acknowledging the previous researchers whose contributions have pointed the way for you. Even if an entire paragraph of your text is drawn from one source, you must say so in the first sentence and then cite again at the end. This is the minimum. Citing once at the end of a paragraph won’t do. I advise erring on the side of completeness, even if that occasionally means citing in every sentence. There are techniques to varying citation placement to allow the text to flow smoothly. (Slide 4)
Please take a moment to read this example silently. It’s entirely fictitious, and somewhat tongue-in-cheek, but is a model of effective use of citations. Pretend it’s yours.

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 report has credibility because it uses a well-documented citation style (APA). Your use of citations also clearly indicates which portion of the report is original to you, in purple. Here, you, as the author, have done more than cite and replicate the findings of others: you have made a scientific breakthrough (shown in red)!

(Slide 5)
Acceptance of your discovery, however, only comes as other researchers are able to replicate and build on your findings. But, by being the first to publish these results, you have the right—and others have the responsibility—to link your name to your discovery. Although in time it will fall to others to add in the lemon juice, ketchup, and pickle relish… (Slide 6)

It is your reward to be honored, ultimately, as the inventor of salad dressing. (Slide 7)

This code of honor has persisted since ancient times. It still is the strongest deterrent to plagiarism. Did you know that plagiarism is derived from the Latin word for “kidnap”? That is how strongly society scorns taking credit for another’s ideas or words. The academic community uses self-enforcement. The punishment for plagiarism can vary from public shaming to expulsion or loss of employment. It has happened here at NPS, and past plagiarism is catching up to public figures all the time. Try Googling “recent plagiarism cases” for some compelling reading! (Slide 8)

Copyright protection has attained the force of law only relatively recently. And not surprisingly, the need was driven by technology. Copyright laws started in England when the advent of printing presses enabled the mass reproduction and sale of books without the author’s knowledge or permission. “Copyright” literally gives the right to control copying. The concept traveled across the Atlantic and gained momentum. The U.S. Constitution gave Congress federal copyright enforcement power—and, in 1790, the first U.S. Copyright Act was enacted. Interestingly, one of the signers of the constitution, Benjamin Franklin, was an author owned
printing presses. By today’s standards, he likely was both a victim and a practitioner of copyright infringement. (Slide 9)

Since then, copyright protection has been enlarged from maps, books, and charts to include all intellectual property and all forms of media. The term of protection has been expanded from a maximum of 28 years to the life of the author plus 50 years. The U.S. Copyright Office confers protection automatically on publication, usually the date the material is first made public. It is no longer necessary to apply for a copyright. Typically, any material a citizen produces, on which is put the name and a date, is automatically copyrighted. This is not the case for NPS students, however: Works produced for the U.S. government by its officers and employees are not subject to copyright. (Slide 10)

Rest assured that while you can’t sell the information in your thesis, neither can anyone else. The honor system decrees anyone who uses your ideas without citing you as the source is guilty of plagiarism. Plagiarism remains a constant pitfall for you as you conduct your own research, however. Again, it is technology that can lead the unwary astray. The Internet gives effortless access, website material may have been posted without permission, and cut and paste leaves no trace. (Slide 11)

Advances in publishing technology and the legal requirement to give organized acknowledgment of sourced material gave rise to formalized citation styles. Citation styles spell out placement of markers within text to cue the
reader to quotes or paraphrases from sources. Each citation style also details how reference lists should be presented. Incidentally, although the Thesis Office focuses mainly on completeness and formatting, your advisors can actually judge the thoroughness and quality of your research based on the references you’ve used. (Slide 12)

**Choice of citation style** may be based on your subject matter. Publications in your field might use a certain style. Perhaps your department mandates a style. Otherwise, the choice is yours. Although there are other well-recognized styles that may apply to publications in your field, the most popular at NPS, listed in their order of popularity, are Chicago, APA, IEEE, and AMS. (Slide 13)

**The premiere citation style** is from the University of Chicago Press, established in 1891. In what was likely an act of desperation against messy hand-written book manuscripts, the staff started with a short list of rules for university authors. This grew into the current 16th edition of the *Chicago Manual of Style*. The Chicago style actually has two separate systems for citations and referencing, the Notes-Bibliography style and the Author-Date system. Appropriate for almost any application, Chicago is the system used in the humanities, the arts, and literature. We in the Thesis Office default to Chicago rules, no matter what citation style is used, if the other style’s manual does not answer a given question. (Slide 14)

**The American Psychological Association Manual** also started small, growing from a few pages published in 1929.
The APA style has retained its scientific journal emphasis, particularly in the social sciences. (Slide 15)

**The third most often-used citation style** at NPS is that of the Institute of Electrical and Electronics Engineers or IEEE. Although the professional association has been around since 1884, the IEEE guidelines have remained as the other two styles began—just a brief in-house style sheet for IEEE publications. Although IEEE style is the standard in scientific publications—and the style sheet is freely shared—there is no published manual in book form. (Slide 16)

**AMS style** is used by NPS Meteorology and Oceanography departments. American Meteorological Society established in 1919. It also is in style sheet format only. (Slide 17)

All styles have one goal in common: **To fully credit cited material so that the reader can follow the reference back to the original source.** Look at the Book references on the screen. The same book is given in each of the styles just described. There are subtle differences in placement, punctuation, and capitalization, but these styles have one vital thing in common: All the information is there! It’s all correct! The following slides demonstrate journal, thesis, statute, database, and personal communication formats. (Slides 18, 19, 20, 21, 22, 23)

**The decision to use one citation style or another** can come later, once your research is well along and you are ready to start writing. The key to citing successfully is keeping good records throughout your research process. The suggestions here may not be complete, but, with your own good intentions, they go a long way.
1. **Use a system.** If you can’t quickly articulate what your system is, you don’t have one. That system must be foolproof in managing direct quotes, paraphrasing, your thoughts and those of the author. Also it must secure all the information needed to specify the permanent location of sources. (Slide 24)

2. **Use the system faithfully along the way.** If you find yourself trying to retrace your steps, your accuracy will suffer. (Slide 25)

3. **Trace sources back to the print edition whenever possible.** (Slide 26)

4. **When in doubt, cite the source.** Err on the side of caution, assuming that the world maintains a low bar for plagiarism. (Slide 27)

5. **Have realistic expectations of citation software.** Strive for accuracy as you input. (Slide 28)

6. **When in doubt, cite the source.** Err on the side of caution, assuming that the world maintains a low bar for plagiarism. (Slide 26)
Frequently Asked Questions

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](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](http://libguides.nps.edu/content.php?pid=125051&sid=2043154)

Q. Should I buy a citation manual?
A. The [http://libguides.nps.edu/citation](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.

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.

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](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.

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