

## **CUSTOMARY WAYS TO CITE MATERIAL IN THE TEXT**

### **Short word-for-word quotes**

In the text, use quotation marks (“...”) to cite word for word from other sources. Follow the quotation with the proper citation. The cited material must be included in the references.

### **Long word-for-word quotes (four lines or longer)**

If quoting more than 4 lines, do not use quotation marks; block (indent) the quotation instead. Follow quotation with the proper citation. Include the cited material in the references. The usual presentation for a blocked quote is the use of a paragraph indentation, single spacing, and the point size of the text.

### **Paraphrases**

If paraphrasing, do not use quotation marks. Do include the proper citation. Include the cited material in the references.

### **Altered figures**

If you redraw/alter a figure, you must include a citation to the original work. (Adapted from...) Include the cited material in the references. Be sure to consider the copyright implications and conduct a Fair Use Analysis.

### **Citation format examples**

Your style guide is the best source to determine your citation format. Author-date citations in the text must agree exactly, in both name and date, with the corresponding information in the reference list, and there must be an entry in the reference section for every text citation. With a numbered reference list, correct citation number correspondence is needed. Each reference is entered only once in the reference list, although it may be cited more than once in the text. Some of the common formats are:

(Rogers, 1999) or (Rogers 1999) – used if author’s name is not part of sentence

Rogers (1999) compared... - used if author’s name is part of the sentence

[1] [2] [3] or <sup>1</sup><sup>2</sup><sup>3</sup> – used with a numbered reference section

(Rogers 242) – Page number given, no date

Use your style guide for gathering information on how the text citations are written.