

Writing & Citation Guide

Written by Administrator

Wednesday, 04 February 2009 15:52 - Last Updated Tuesday, 05 March 2013 20:32

- [Why Citing is Important](#)
- [What Needs to be Cited](#)
- [Which Citation Style to Use](#)
- [MLA](#)
- [APA](#)
- [Chicago](#)

- [Citation Tools](#)
- [Writing Guides](#)

Why Citing is Important

Citation is an important part of the research process because ...

1. It allows others to identify and locate the materials used in your work. Many readers rely on citations and footnotes to identify other relevant literature on a topic.
2. It demonstrates the depth of your research showing that you have read and engaged the relevant literature on your topic. This indicates that you have an informed understanding of your subject and enhances the credibility of your findings.
3. It allows you to give proper credit for the ideas of others and avoid plagiarism. Plagiarism refers to the process of copying the work of others and submitting it as one's own. Plagiarism is a violation of the College of Staten Island's [Academic Integrity](#) policy. For further information on plagiarism and tips on how to avoid it, check out Baruch College's [Plagiarism Tutorial](#)

[return to top](#)

What Needs to be Cited

Whenever you quote, paraphrase, summarize, or otherwise refer to the work of another, you must cite the source using either a parenthetical citation, footnote, or endnote. In addition, a

Writing & Citation Guide

Written by Administrator

Wednesday, 04 February 2009 15:52 - Last Updated Tuesday, 05 March 2013 20:32

bibliography or list of works cited, is almost always placed at the end of your paper.

Parenthetical citations (also referred to as "in-text citations") are abbreviated citations that direct readers to the full bibliographic citations listed in your works cited. In most cases, parenthetical citations include the author's last name and the page number for the information cited.

Footnotes and endnotes contain full bibliographic citations for the first time a source is cited and abbreviated citations (author's last name and page number) for each successive citation. The primary difference between footnotes and endnotes is that footnotes are placed numerically at the foot of the same page where the references are made, while endnotes are placed numerically at the end of the essay on a separate page entitled Endnotes or Notes.

The precise format of your citations depends on which citation style you use.

[return to top](#)

Which Citation Style to Use

Different academic disciplines use different citation styles. The three most popular citation styles are MLA, APA, and Chicago. It is always best to ask your professor which citation style they prefer, but as a general rule these styles are used as follows:

[MLA](#) Art, Literature, and the Humanities
[APA](#) Psychology and the Social Sciences
[Chicago](#) History, Humanities, and the Sciences

Writing & Citation Guide

Written by Administrator

Wednesday, 04 February 2009 15:52 - Last Updated Tuesday, 05 March 2013 20:32

MLA

[MLA Style Guide: Quick Reference](#)[■]

Description: Quick reference guide to the MLA style offering examples of common citations.

[MLA Handbook for Writers of Research Papers](#)[■]

Location: 1st FI Reference LB2369.G53 2009

Description: The authoritative source for MLA citation style and writing guidelines; most com

APA

[APA Style Guide: Quick Reference](#)[■]

Description: Quick reference guide to the APA style offering examples of common citations.

[Publication Manual of the American Psychological Association](#)[■]

Location: 1st FI Reference BF76.7.P83 2010

Description: The authoritative source for APA citation style and writing guidelines for the Soc

Chicago

[Chicago Style Guide: Quick Reference](#)[■]

Description: Quick reference guide to the Chicago style offering examples of common citations.

[Chicago Manual of Style Online](#)[■]

Description: Electronic edition of the Chicago Manual of Style.

[Chicago Manual of Style](#)[■]

Location: 1st FI Reference Z253.U69 2010

Description: The authoritative source for Chicago citation style and writing guidelines used in

[return to top](#)

Citation Tools

Citation tools, or bibliographic citation managers, allow you to collect and store citations for books and articles found in library catalogs and databases. Some citation tools can be integrated with word processing applications (like Microsoft Word) to automatically generate in-text citations and bibliographies in whatever citation format you specify. Citation tools help you better manage your research sources and save you a lot of time when writing your papers.

[RefWorks](#)

Web-based bibliographic citation manager that allows researchers to create their own personal database of research references by importing records from library catalogs and online databases. Researchers can organize, store, and access their references from their online RefWorks account as well as automatically generate formatted citations and bibliographies in any style. This is a CSI Library subscription resource. For college login information, contact the Library Reference Desk (718.982.4010) or Naomi Gold (718.982.4097).

[EndNote Web](#)

Web-based bibliographic citation manager available through [Web of Knowledge](#) that allows researchers to store and organize references imported from databases and automatically generate formatted bibliographies. Registration is required. If you already have a Web of Knowledge account, you can use the same login to access EndNote Web.

[Zotero](#)

A free, easy-to-use Firefox extension to help you collect, manage, and cite your research sources. Zotero offers an easy way to collect, tag, and share citations simply by clicking a button in your web browser.

Writing & Citation Guide

Written by Administrator

Wednesday, 04 February 2009 15:52 - Last Updated Tuesday, 05 March 2013 20:32

[KnightCite](#)

KnightCite is a free online citation generator. Simply enter information about the item you want to cite (author, title, publisher, etc.) and KnightCite will automatically generate a properly formatted citation in the style you choose (MLA, APA, or Chicago). Registered users can save and order lists of citations for a bibliography and export them into a Microsoft Word document.

[Citation Machine](#)

Citation Machine is free online citation generator. Users can enter information about the source they need to cite (author, title, publisher, etc.) and Citation Machine will automatically generate standard bibliographic and in-text citations in the style of their choice (MLA, APA, Turabian, or Chicago).

[return to top](#)

Writing Guides

For more information about conducting research, writing and formatting papers, citing sources, and creating bibliographies, please consult the following writing guides:

[A Writer's Reference](#)

Location: 1st Fl Reserves PE1408.H2778 2007

Description: Handbook for writing college papers and citing sources in APA, MLA, or Chicago style.

[Cite Right: A Quick Guide to Citation Styles](#)

Location: 1st Fl Reference PN171.F56L55 2006

Description: Offers guidance on how to cite sources and avoid plagiarism; covers all different citation styles (Chicago, MLA, APA, CSE, AMA, ACS, etc.) with examples drawn from a range of sources crossing all disciplines.

[Craft of Research](#)

Location: 1st Fl Reference Q180.55.M4 B66 1995

Description: Guide for planning, carrying out, and reporting on research for any field and at any level. Demonstrates how to choose a topic, plan and organize research, and draft and revise a

Writing & Citation Guide

Written by Administrator

Wednesday, 04 February 2009 15:52 - Last Updated Tuesday, 05 March 2013 20:32

report.

[Handbook of Technical Writing](#)

Location: 1st FI Reference T11.B78 1997

Description: Guide to research, writing, and documentation in the sciences with abundant examples and sample documents.

[Pocket Style Manual](#)

Location: 1st FI Reference Desk PE1408.H26 2004

Description: Concise pocket guide for writing college papers and citing sources in APA, MLA, or Chicago style.

[Purdue's Online Writing Lab \[OWL\] for APA](#)

Location: Online

Description: An electronic reference source created by Purdue University for citing sources in APA format.

[Purdue's Online Writing Lab \[OWL\] for Chicago](#)

Location: Online

Description: An electronic reference source created by Purdue University for citing sources in Chicago format.

[Purdue's Online Writing Lab \[OWL\] for MLA](#)

Location: Online

Description: An electronic reference source created by Purdue University for citing sources in MLA format.

[Science and Technical Writing: A Manual of Style](#)

Location: 1st FI Reference T11.S378 2001

Description: Offers instruction on how to write and publish scientific papers, including paragraphing, grammar, punctuation and spelling as well as how to present numbers, mathematical symbols and scientific notation.

Writing & Citation Guide

Written by Administrator

Wednesday, 04 February 2009 15:52 - Last Updated Tuesday, 05 March 2013 20:32

Scientific Writing: A Reader and Writer's Guide

Location: 1st Fl Reference T11.L455 2007

Description: Step-by-step guide to writing scientific research papers as well as useful tips for keeping readers engaged.

Work of Writing: Insights and Strategies for Academics and Professionals

Location: 1st Fl Reference PE1404.R356 2001

Description: Offers instruction on producing lively and engaging academic writing; deals with the complex issues of purpose, audience, genre, and voice as opposed to technical details of structure and format.

[return to top](#)