phrase “high heroic terms” without properly quoting and acknowledging its source, the writer would have plagiarized.

Text example 3

paraphrasing the text while maintaining the basic paragraph and sentence structure:

Almost all of Shakespeare’s Hamlet can be understood as a play about acting and the theater. For example, in Act 1, Hamlet pretends to be insane in order to make sure his enemies do not discover his mission to revenge his father’s murder. The theme is even more obvious when Hamlet compares the pictures of his mother’s two husbands to show her what a bad choice she has made, using their images to reveal the truth. Also, when he jumps into Ophelia’s grave, hurling his challenge to Laertes, Hamlet demonstrates the foolishness of exaggerated expressions of emotion.

Comment for example 3

Almost nothing of Kernan’s original language remains in this rewritten paragraph. However, the key idea, the choice and order of the examples, and even the basic structure of the original sentences are all taken from the source. This is another clear example of plagiarism. When paraphrasing, it’s absolutely necessary (1) to use your own words and structure, and (2) to place a citation at the end of the paraphrase to acknowledge that the content is not original.

Excerpted from “Academic Integrity at Princeton” © Princeton University. Reprinted with permission.

And finally, a bit of advice from the Department of Chemistry at the University of Kentucky: “Do not be fooled into thinking that you can copy sentences from textbooks or journal articles and get away with it. The shift in your writing style is usually quite obvious as is the case with which you suddenly start discussing unfamiliar terms or concepts. Your instructors know far more about the subject material than you do and are quite familiar with the common sources of information on each subject.”

Citation of Sources

at Choate Rosemary Hall

Academic integrity is a central component of Choate Rosemary Hall values and is critical to the intellectual development of students, whose work should always reflect their own efforts to learn and grow as independent thinkers. As a result, it is essential for students to learn how to produce work that reflects their own ideas while also giving proper credit to those whose scholarship contributed to their work. Citations and referencing of sources are important components of any academic research and writing. Correct citation of sources is critical in order to avoid academic misconduct and plagiarism, and familiarity with different styles of citation is an expectation of colleges.

A citation is required in several cases:

• when a student uses a quotation from a source;
• when a student paraphrases or summarizes a source; and
• when a student uses specific factual information that is not common knowledge.

Be sure to check with your teacher on the application of the “common knowledge” exception.

Two Citation Methods

This brief style guide presents two basic forms of citation and referencing that you may be asked to use at Choate Rosemary Hall: footnote/endnote citation and in-text parenthetical citation. Your teacher will specify which reference format is to be used for a given research project and will articulate any additional instructions beyond those described below.

The two methods have several features in common:

• Both require that each sentence or portion thereof attribute the source; there is no mechanism for attributing an entire paragraph to a work unless it is a quotation.
• Both require that all quotations be cited; those longer than four lines should be set apart from the text, single-spaced and indented from the left end of the text.

• Both include a full list of references at the end of the work organized alphabetically by the author's last name and then arranged by year of publication.
  – In the footnote/endnote style (Method I) this is called the “Bibliography” and it may include materials that were consulted but not specifically cited.
  – In the in-text parenthetical style (Method II) the list of references is called “Works Cited” and, as the name implies, lists only those sources referenced in the body of the work.

Method I

Method I’s formatting is based upon Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations; 7th Edition* located in the Reference section of the Choate Rosemary Hall Library. This method of formatting is often referred to as the Turabian style. All specific examples below are drawn from Kate Turabian’s manual. Commonly accepted styles of footnotes and endnotes that students might encounter after leaving Choate include Oxford, the *MLA Handbook for Writers*, and others.

This method is most commonly required in History, Philosophy, Religion and Social Science courses.

Footnotes/Endnotes

A commonly-used method for citing sources employs either footnotes or endnotes. In this style, numbered references appear within the text at the end of the sentence, to direct the reader to a footnote (located at the bottom of the page on which the citation number is given) or an endnote (located at the end of the paper/manuscript). The number of the reference should appear at the end of a long quotation that has been set off from the text. Footnotes and endnotes should include the page number(s) whenever possible, to indicate the specific location of the information being cited.

A writer should offer a full citation in the first instance of a source in an essay. In subsequent citations, the writer may abbreviate the reference by providing the author's last name, an abbreviated title, and the page number. (Example: Smith, *Wild Horses*, 25). In cases where a source is referenced in consecutive citations, the writer may use the term “Ibid.” and the page number to indicate that this source has been cited in the footnote/endnote immediately preceding it (Example: Ibid., 76). (Ibid. is the Latin abbreviation for *ibidem*, “in the same place.”) If the citation is from the same source and same page, the writer may simply note “Ibid.” (See p. 16.)

Most computer software programs have features that will automatically insert citations for you. For example, Microsoft Word 2007 has this feature under the “References” tab. Each citation is to have its own specific number, even if it refers to a source(s) referenced earlier in the work; as software programs such as Word do this automatically, you should use this feature whenever it is available to you.

Bibliographical Citations

When using the footnote/endnote format, a full bibliography is required in a separate section at the end of the paper/manuscript unless otherwise instructed by your teacher. For a bibliography, any source cited in a footnote or endnote must be included in the bibliography, but other materials that were consulted though not actually cited in the text of your work must also be included.

The format for bibliographic citations is different from that for footnotes/endnotes, as you will see in the examples that follow. A bibliography should be organized alphabetically by the author's last name. Unlike in footnotes/endnotes, citations are not numbered in a bibliography, nor are page numbers included.
General Guidelines:
F:   Refers to the proper formatting for Footnotes and Endnotes.

B:   Refers to the proper formatting for Bibliographic entries.

Examples for other types of sources not listed below can be found in Kate Turabian's manual (Manual for Writers of Research Papers, Theses, and Dissertations; 7th Edition) or at the Turabian Quick Guide located at http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html.

Note: Talk with your teacher if you'd like to cite a type of source for which no example is provided or if you have questions about the information provided here.

Book: single author:
F:   Note Number. Author's First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher's Name, Date of Publication), Pages referenced.


B:   Author's Last Name, Author's First Name. Title of Book: Subtitles of Book. Place of Publication: Publisher's Name, Date of Publication.


Book: two authors:


Book: published electronically:


An Anthology:


Reference Works

Note: “s. v.” (short for sub verbo) should precede the “Title” of the entry.


Websites (this format includes images found on-line):

Note: It is never acceptable simply to provide the web address; you must provide all information on the website, including the date accessed. If the author’s name is included, you must provide that as well. If the site does not have a title then use a descriptive phrase (e.g. “1995 photo gallery”).

Online Databases:


Journal Article Online:


Journal/Magazine Articles in Print:


Newspaper Articles:


Weblog – entry posted by author of the site:

Weblog – entry posted by someone other than the author:


Online Multimedia Files (including podcasts):

Note: Multimedia file citations must include the time stamp where the cited materials appear in the file.


Interviews and Personal Communications:

F: 15. Maxine Greene, e-mail message to author, September 29, 2005.

B: Greene, Maxine. E-mail message. September 29, 2005.


Format for Additional Note References

Again, it is important to note that, even when citing a previously-referenced source, each footnote or endnote citation is assigned its own separate number, so your citations must be in numeric order. Once a work has been cited in complete form, later references to it are shortened. For this, either short titles or “Ibid.” should be used as indicated below.

Use this form after the first full reference when there are no intervening references and the page number is the same as in the previous reference:

2. Ibid.

Use this form when there are no intervening references and the reference is to a different page in the same work:

3. Ibid., 68.

Use this form when there are intervening references between the first full reference and this one:


Use this form when there are two or more sources by the same author (the book and/or article titles may be shortened):


Other considerations

Quotations

When including short quotations, the citation should always be placed at the end of the sentence, immediately after the quotation marks. If a quotation is used within a sentence but does not complete it, the citation should still be placed at the end of the sentence containing the quotation. Example:

Although not well known in the United States, author Glenn Duncan's book *Death of an Ordinary Man* was hailed by *The Guardian* as being “wonderful, extraordinarily dark, and yes, important,” and it was also praised very highly by the poet Billy Collins.\(^1\)

On a longer quotation, the quotation must be off set from the rest of the text by re-setting each margin, and the citation follows the final punctuation of the quotation. No quotation marks are required for this type of off set quotation. Example:

Glen Duncan's latest novel, *Death of an Ordinary Man*, the tale of Nathan Clark and his search for peace, is

\[\ldots\text{really about how the vast, craggy landscape of family life is as scary and as thrilling as ascending Everest or traveling to the moon, and about the fact that love really can transcend death, even for agnostics. There's nothing ordinary, in the end, about the heroic and majestically sad Nathan Clark -- or about the book that contains him.}^2\]

The questions posed by the book, which are not about death, but rather about life and humanity, about searching for truth, are deftly handled by Duncan who employs a lush, yet sparse, use of language that enables those questions - and their answers - to reveal themselves.

Paraphrasing

Students often paraphrase, or re-word a sentence(s) from a source, as a way of putting information in their own words and/or to avoid using quotations; there is also a tendency to think that by paraphrasing, it is not necessary to provide a citation for that information. This is **not** the case. **Information of any kind that has been obtained from a source, whether it is being quoted directly or paraphrased, must be properly referenced with a citation.**

Method II

**In-text Citations**

Rather than using the footnote/endnote style discussed above, some teachers require an in-text citation style. In-text citations are typically used when knowing the year of publication of the resource is important to understanding the scope of the research (e.g., cutting edge scientific discoveries). In-text citations use a parenthetical format which includes the author's last name and the year of publication (and, for books, the page number) at the end of each sentence or clause to be cited. The parenthetical citation must be within the punctuation of that sentence. **In-text citations must be linked to a “Works Cited” bibliographic format. This will be discussed below.**

This method is most commonly required in Science courses as well as in English courses, when the text being analyzed is cited. If a student wishes to use a resource not covered in the following examples, he or she should consult with the teacher about the appropriate format to use.

**Citation Guidelines**

**One author (book):**

Common juniper is indicative of one of three land use histories in central New England; pastures that have been overgrazed, rock outcrops and nutrient-poor, sandy soils (Wessels 1997, p. 45).

**Two authors (book):**

James Watson, Francis Crick, Maurice Wilkins, Rosalind Franklin, Erwin Chargaff and Linus Pauling were among the many scientists interested in determining the structure of DNA between 1940 and 1953 (Klug & Cummings 2000, p. 297).

**More than two authors (for print and online journal articles):**

Genetic factors play an important role in the etiology and expression of addiction to cocaine (Malison et al. 2006).

**Note:** “et al.” is Latin for “and others.”
Websites with an identified author:
Nine justices of the United States Supreme Court will give interviews for an upcoming television documentary on ABC (Lithwick 2007).

Websites without an identified author:
NOAA’s National Marine Sanctuary Program administers 13 national marine sanctuaries and one marine national monument covering over 150,000 square miles (NOAA 2007).

Multiple references to the same Website (without an identified author):
The BBB is not a structure, per se, but an arrangement of endothelial cells within the vessels which collectively prevent access to the brain tissues (Wikipedia 2009c).

Note: The letter “c” adjacent to the year in the citation above indicates the student has accessed this particular website three times (the letter “b” would indicate access two times, an “e” five times, etc.). The letter in this parenthetical citation is then connected to the same letter in the “Works Cited” references.

Other considerations
Using a common text
When an entire class is using a common text, it is permissible to use only the page number from that text when citing. For example, if the entire class is using the same edition of Biology written by Fields and Thomas, it is permissible to cite only the page number in parentheses at the end of the sentences that require citation. For example:

It is believed that the rainforests hold hundreds of thousands of undiscovered beetle species (p. 178).

Using midsentence citations
Often it is preferable to name an author (or organization) within the sentence you are citing. For example, if you are citing a finding from laboratory research done by Dr. Laurie Martinez, it may be cited as:

Martinez (2006) also found that a single point mutation in FGF was responsible for a rare form of deafness in mice.

Or if you are citing research done by the National Institutes of Health:

The NIH (2008) studied the long term effect of electrical fields on children and found no correlation between cancer and the radiation.

Using abbreviations
As seen in the previous example, organization names can often be long and distracting to the reader if cited parenthetically. Therefore, where appropriate, use an identifiable abbreviation for that organization in the citation. For example, it is better to use “NIMH” in place of “National Institutes of Mental Health” in the citation. In the Works Cited section, the abbreviation should be used immediately followed by the full name of the organization. (See “Works Cited” p. 19.)

Citing web sites
Under no circumstances should one use a URL as an identifier in a parenthetical citation. The name of the author (best) or organization (acceptable if there is no author) should be used. You will use the URL in the “Works Cited” section (p. 19).

In working with electronic materials (like many websites), there are three types of dates that could be used in the citation. Where possible, first use the “Date Published” or “Date Copyrighted.” Secondarily, use the “Date Last Updated.” Finally, when the previous dates are not available, use the “Date Accessed” (the date you visited the source). While you will use one of the dates in the citation, all of the dates that are available should be listed in the reference in the Works Cited section.
Quotations

When citing a short quotation (4 sentences or fewer), include the citation at the end of the quote immediately following the closing quotation marks.

Many studies have reported the connection between disease and social class. In his controversial book on genetics, Matt Ridley wrote: “People are very like monkeys. The discovery that monkeys low in the hierarchy get heart disease came soon after the far more startling discovery that British civil servants working in Whitehall also get heart disease in proportion to their lowliness in the bureaucratic pecking order.” (Ridley 1999, p. 155)

This same connection was seen in the work by Scott et al. (1996) where…

On a longer quotation, the quotation must be off set from the rest of the text, and the citation follows the final punctuation of the quotation. No quotation marks are required for this type of off set quotation.

In his explanation of variation and inheritance, Steve Jones (2000) explained the concept of heredity in more humorous terms:

Nature has plenty of instances of use and disuse. Blacksmiths have thicker arms than bank clerks, but migratory birds put both of them in the shade. Some birds double in size before their migratory journeys… Such characters are not themselves passed to the next generation. The young are heirs to an ability to grow large organs, rather than to the structures themselves. Fat parents have fat children, in the main, not because stoutness is in the genes, but because they feed their offspring with a diet like their own. Fat people have fat cats, too, but nobody blames that on DNA. (Jones 2000, p. 103)

So, it is clear to those like Jones, that one cannot inherit certain traits, yet these traits are still…

“Works Cited” References

“Works Cited” has bibliographic information for all of the works cited in the text; works not cited in the text are not included. It should be organized alphabetically by the author’s last name (as identified in the citation) and then arranged by year of publication. The first line of each reference should be flush with the left margin and all subsequent lines in the reference should be indented one inch.

Generic Works Cited Examples

One author (book):

Author’s last name, Initial of author’s given name(s). (Date of Publication) Title of Book. Publisher’s name, Place of Publication.

Two or more authors (book):

Author’s last name, Initial of author’s given name(s), Last name, Initial of author’s given name(s), & Last name, Initial of author’s given name(s). (Date of Publication) Title of Book. Publisher’s name, Place of Publication.

Website with an identified author:

Author’s last name, Initial of author’s given name(s). (Year of Publication or Date Last Updated) Article title. Title of website. Website organization if applicable. (Date Accessed: month day, year.) Generic web address.

Website without an identified author:

Name of website. (Year of Publication or Date Last Updated) Article title. Title of website. Website organization if applicable. (Date Accessed: month day, year.) Generic web address.
Works Cited Examples (based on the in-text citations shown in the Citation guidelines p. 17).


Note: As you can see in the Wikipedia citation above, a letter is included adjacent to the year. This letter is connected to the in-text parenthetical citation and is used when a student has accessed a website like Wikipedia for more than one article. The letter in the parenthetical citation is connected to that same letter in the “Works Cited.”

Appendix

This Appendix is intended to give students a few examples of common errors made when citing sources, both for footnote/endnote and in-text formats, as well as bibliographic styles. It is important that the proper formatting be used for all work submitted. Examples used correspond to the citations explained above; incorrect formatting is presented in red, with the corrected citation below in blue.

Common Errors in Footnotes/Endnotes (Method I)


Note: Differences in punctuation, wording, highlighting (quotation marks, underlining, italics), information omitted.

Common Errors in Bibliographies (Method I)


2. Levine, Daniel. Jane Addams and the Liberal Tradition. (Madison, WI), 1971


Note: In addition to other inaccuracies, the red examples indicate numerical listing and are not cited alphabetically by last name.

Common Errors in In-text Citations (Method II)

Parenthetical citation is within the punctuation of the sentence (except in the case of quotations):

- *Gavia immer* is no longer considered a nationally threatened species; however, many states consider it to be locally threatened. (Wang 2003)
- *Gavia immer* is no longer considered a nationally threatened species; however, many states consider it to be locally threatened (Wang 2003).

Citations must follow all referenced sentences:

- 75 of the 2,360 cases were people who had visited Madagascar within three months of detection of viral infection. In each of these cases, patients had at least eight of the ten symptoms typically associated with the disease. 23 of these patients eventually died from the viral infection (Gupta 2001). Oddly enough, all 23 victims were between the ages of 18-25; what most experts agree is the age band usually most able to fight off serious infections (Gupta 2001).

Proper use of commas:

- There appears to be a clear causal relationship between the deletion of the BFTII gene, downregulation of the associated protein, and the onset of blindness in the mice (Schwarz, 2001).

No date:

- An Eastern Grey Wolf was responsible for killing 13 head of sheep in Vermont over the last six months (Greenpeace).
- An Eastern Grey Wolf was responsible for killing 13 head of sheep in Vermont over the last six months (Greenpeace 2008).

In this situation, the student found the information on a website and the associated article had no publication date. 2008 indicates the date of access.