Teacher Notes: Citing Sources

The word "plagiarism" comes from a Latin word meaning "kidnap." A plagiarist is one who uses another person's creations (photographs, music, words, art, ideas, etc.) without permission or takes credit for someone else's work. In Canada, copyright laws exist to protect people from stealing or using other people's intellectual property.

All sources used in a piece of research, however informal, should be acknowledged using a proper format. There are many different styles for a Resource List or Bibliography. Most differences in style are questions of punctuation or the placement of the date. Teachers may choose to follow the model recommended by their division, school, or library. The most important rule to emphasize is *consistency.*

General Rules:

— The purpose of a resource list is to include sufficient details to allow the reader to locate or retrieve the source easily.
— Sources are placed in alphabetical order by author's last name, or by title if the author is unknown.
— If there are a number of different sources, students may divide them into types: print, Internet, video.
— The most essential elements of citing a source are: author, title, date. Each element is separated by punctuation (usually a comma or a period).
— The publication date is generally placed at the end. In the author-date style, the date is placed in parentheses immediately after the author's name.
— Book titles, encyclopedia titles, and magazine titles are in italics. In a handwritten resource list, they may be underlined.

Recommendations:

— All reference details should be recorded at the time of the first consultation; this avoids problems with relocating the source later on.
— In some cases, all the necessary details are difficult to find, or absent (e.g. websites, printed brochures). In these cases, students should include all the details that will help in retrieving the source.
— Always use the cut-and-paste feature to reproduce a URL (Uniform Resource Locator) or Internet address to avoid errors. Use a separate line for Internet addresses. Students should also note the date they consulted the source, as sites are updated or change frequently. In the case of a very long URL, students should include the home address and specify the links they clicked or the search word they used to reach that page.
— Adding a short annotation to a website address will help students recall what can be found on that website.

Examples
The following examples are included as suggestions only. Emphasize uniformity and simplicity in resource or reference lists.

Book
MLA style
Colombo, John Robert. *Famous Lasting Words: Great Canadian Quotations*. Vancouver, BC: Douglas and McIntyre, 2000.

Or

APA style
Colombo, John Robert (2000). *Famous Lasting Words: Great Canadian Quotations*. Vancouver, BC: Douglas and McIntyre.

CD-ROM:
— "Topic", *CD-ROM Title in italics* [CD-ROM], publisher, date.
— Place the author at the beginning if indicated in the CD-ROM.

"Constitution," *Canadian Encyclopedia* [CD-ROM], Historica, 2003.

Website:
Include the exact page title, the name of the website, and the article date or last update at the bottom of the web page, followed by the URL link on a separate line or in angle brackets, and the date retrieved in square brackets:

Parliament of Canada, About Parliament:
<http://www.parl.gc.ca/common/Aboutparl.asp?Language=E>
[retrieved 26 June 2004].

Prime Minister Paul Martin, Address by the Prime Minister in reply to the Speech from the Throne, February 3, 2004 <http://www.pm.gc.ca/eng/sft-ddt.asp?id=2> [26 June 2004]

Note: Not all style guides require the use of angle brackets, but they are useful to delineate the beginning and end of longer addresses, especially in in-text citations.
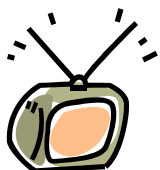
Newspaper Article:
Elliott, L. "Native leaders eyed for key cabinet post," *Winnipeg Free Press*, 16 November 2003.

Video:
Canada, a People's History, Episode 10, Taking the West, CBC, 2001.

Television Show:
Fifth Estate, CBC, 15 April 2004.

Personal Interview:
Smith, John Joseph. World War II veteran, personal interview, 10 November 2003.

In-text Quotations:
Short in-text quotations should be in quotation marks. If the quotation is longer than three or four lines, it should be indented and single-spaced as a block quotation.

All direct quotations must be indicated as such by citing the reference directly in the text. This may be done by a footnote or a parenthetical reference. When citing a source directly in a piece of work, the essential elements are the author's name and date, and the page number if it is from a long published work (John Ralston Saul, 1997, p. 65).

The source should always be cited immediately following the quotation, with the full publication details included in the resource list or bibliography at the end of the paper as follows:

Saul, John Ralston (1997). *Reflections of a Siamese Twin: Canada at the End of the Twentieth Century.* Toronto, ON: Viking, 1997.
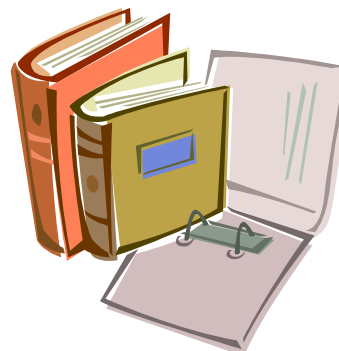
When citing from a website, include the ‹exact website› and date consulted: ‹www.afn.ca/› (retrieved 4 June 2004).

If the author of the statement is known, include this information as well: (Paul Martin, ‹www.pm.gc.ca/eng/sft-ddt.asp?id=2› retrieved 26 June 2004).

The full details are then included in the resource list at the end of the document as follows:
Prime Minister Paul Martin, Address by the Prime Minister in reply to the Speech from the Throne, February 3, 2004 ‹www.pm.gc.ca/eng/sft-ddt.asp?id=2› [retrieved 26 June 2004]

For further information or more details, consult acknowledged university style guides such as the following:
APA (American Psychological Association) Style:
‹http://www.apastyle.org/›
MLA (Modern Language Association) Style, Frequently Asked Questions :
‹http://www.mla.org/style_faq›
MLA Citation Style:
‹http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm›