

## HOW TO CITE SOURCES

A source **must** be cited for every:

- a. direct quote,
- b. claim made about other people's views,
- c. close paraphrase, or
- d. statistic.

The way to cite the source is to provide the author's last name, the year of publication, and the page number(s). The information is reported in parentheses after each quote, claim, paraphrase or statistic (or series of statistics). In conjunction with the reference list, this allows readers to verify the quote, claim, or statistic. If the reader is unable to verify these things because you omit citations or do not report them correctly, your entire paper will be viewed with suspicion.

The style of citation presented here is the described in more detail in Turabian, chapter 18. Note that with this style, footnotes or endnotes should be reserved for substantive asides and digressions.

### Examples:

#### 1. A short direct quotation:

Those who strive to accumulate wealth beyond what is required to meet their needs "are intent upon living only, and not upon living well" (Aristotle 1943, 70).

#### 2. A longer direct quotation:

Longer quotations should be indented and single spaced, as was done below:

The statesman, who should attempt to direct private people in what manner they ought to employ their capitals, would not only load himself with a most unnecessary attention, but assume an authority which could only safely be trusted, not only to no single person, but to no council or senate whatever, and which would nowhere be so dangerous as in the hands of a man who had folly and presumption enough to fancy himself fit to exercise it (Smith 1976b, 456).

#### 3. A longer direct quotation which was in a footnote in the original source:

The existence...of a metaphysical statement in any research paradigm is not a psychological quirk of the

researcher. Metaphysical statements are necessary because we cannot simultaneously explain everything. There must be some exogenous variables or some assumptions...in every explanation whether it is scientific or not (Boland 1981, 1035n).

4. A claim made about the views of others:

A common complaint about the Taoists from an economic perspective is that they do not support material economic progress (Hu 1988, 208-11).

The next example shows that if the author's name is made clear in the text of the paper, it does not need to be repeated inside the brackets:

Although Barro does not refer to Ricardo as the originator of the inquiry into whether public debt is equivalent to taxation, both Buchanan (1976, 337) and O'Driscoll (1977, 207) credit Ricardo with being the first to address the equivalence issue.

5. A close paraphrase:

If a nation devotes most of its income to saving and investing, it will eventually have a high level of income (Mankiw, 1997, 91).

6. Statistics:

The consumer price index in January of 1967 was 32.9, but by January of 1977 had increased 78% to 58.5 (Bureau of Labor Statistics 1998, 3).

### Internet Sources

The protocol for citing web sources is evolving with the medium. One obvious problem arises because page numbers on the internet are often non-existent. Consequently, one should report paragraph numbers instead of page numbers for these sources.

Example: (Mabry and Sharplin 1986, para. 4)

Internet sources are especially tricky because in general there are absolutely no controls over them. Almost anyone can create a web-site and say anything they want. Hence, use these sources with great caution. Use information only from well-known institutions or people. *Ceteris paribus*, use print sources whenever possible.

**A note about the importance of correct citations:**

The following is from *UNI's Academic Ethics Policies* published in the university catalog (Page 43):

It is not acceptable for the work or ideas of another scholar to be presented as a student's own or to be utilized in a paper or project without proper citation. To avoid any appearance of plagiarism or accidental plagiarism, it is important that all students become fully cognizant of the citation procedures utilized in their own discipline and in the classes which they take. The plea of ignorance regarding citation procedures or of carelessness in citation is not a compelling defense against allegations of plagiarism. A college student, by the fact that he or she holds that status, is expected to understand the distinction between proper scholarly use of others' work and plagiarism.

A student who is found to have improperly used others' work must expect to be penalized for such action--even if the argument is made that the action was taken with innocent intention--and the student's instructor will normally judge such work "unacceptable." But it should be noted that the assignment of a low or failing grade for unacceptable work is not in itself a disciplinary action--even if the assignment of such a grade results in the student's receiving a lower grade in the course--including "F"--than he or she would otherwise achieve. Such a response by an instructor is part of the normal grading process; if a student feels that he or she has grounds to protest a grade received through this process, the student has access to the academic grievance procedure which the University has developed to deal with all student academic grievances.

On the other hand, cheating and plagiarism are issues which can affect a student's status at the University in more serious ways. As an educational institution, the University maintains standards of ethical academic behavior, and recognizes its responsibility to enforce these standards.