

APUSH

Guidelines on the use of citations

Whenever you quote directly from any source or borrow anything that is not public knowledge and put it in your own words, you need to cite the source (tell me where you found it). Every time. Two examples in a paragraph means two citations, and ten examples means ten citations. No citations in a paragraph means everything in the paragraph is your own analysis.

This is not an optional feature of your assignment. It is a requirement, and papers not fulfilling it will receive a failing grade. Late papers will be penalized one third grade per day INCLUDING weekends.

Here are the basics.

1. When you quote (copy the exact words) out of a source, you use quotation marks and cite the source in an endnote on a separate page at the end of your paper (see below):

“The universal desire for social advancement gave American life an aspect of almost frenetic motion and activity...”¹

2. When you take something from a source and put it in your own words, you don't need quotation marks but you still need the citation:

With so many people trying so hard to rise in status, American society was intensely active and competitive.²

The two citations look exactly the same: they both say that you found this fact on page 14 of Foner's book. The difference is that the first example is in Foner's words and the second is in your own words. Either way, you need a citation. And either way you have to make sure to restate the details about the source in your bibliography (on the very last page, in alphabetical order by author's last name), like so:

Foner, Eric. *Free Soil, Free Labor, Free Men: The Ideology of the Republican Party Before the Civil War*. New York: Oxford University Press, 1995.

For further details and examples, consult the Menlo Library website:

http://www.menloschool.org/intranet/library_citations.asp

Confusing? Maybe at first.

Totally incomprehensible? Not if you put your mind to it, study the examples, and ask questions.

Most important rule of thumb? Be clear and consistent.

[over]

1. Eric Foner, *Free Soil, Free Labor, Free Men: The Ideology of the Republican Party Before the Civil War* (New York: Oxford University Press, 1995), 14.

2. Eric Foner, *Free Soil, Free Labor, Free Men: The Ideology of the Republican Party Before the Civil War* (New York: Oxford University Press, 1995), 14.

APUSH: When and why to use citations

The requirements for formatting your notes and bibliography are the same as for your “Go Green” research project last fall.

At least as important as the details of citations is knowing when and why you need to use them in the first place. The answer is: anytime you use information or ideas that are not your own. If you don't say where you are borrowing these from, then you're pretending they are your own – which is called plagiarism and can land you in some seriously hot water.

On the other hand, you don't want to have a citation after every sentence. So what's the trick? For one thing, your own ideas, the ideas you get from class, and general background knowledge are all things you do not have to cite. You do have to cite what you found in someone else's writing, whether you quote it directly or put it in your own words [see flow chart].

Your writing will usually flow better if you use your own words instead of quoting. Too many direct quotes can cause your own voice to get lost in the crowd. When someone else's words are especially powerful or expressive, quote them. Otherwise, take the time to put them in your own words and cite the source.

If you leave out a word or phrase in the middle of a quote, indicate this with “...” Don't quote anything that takes up more than four lines on your page.

A little common sense:

If you have a citation after every sentence, then you aren't writing an essay, you're writing a book report. Bad idea. If you have two citations per page, then you may be making an interesting argument but you're not offering much evidence to back it up. Also a bad idea. Most of your citations will come in the body of your paper, not the introduction or conclusion. When you make a point, give me an example to back it up. When you give an example, give me a citation that tells me where you found it. It's that simple.

And remember:

1. Don't cite the Brinkley textbook or any encyclopedia. These are not research sources.
2. In your bibliography (separate page at the end of your paper), separate your sources into primary and secondary. Each list should be alphabetized by the author's last name. If you don't know the author of a source, refer to the Library website.
3. It is a requirement of the assignment that you hand in, along with your paper itself, copies or print-outs of all the sources you used. I will keep them until I return your paper.
4. Include a title page with a title, your name, and the date. Proforead your paper and number the pages.