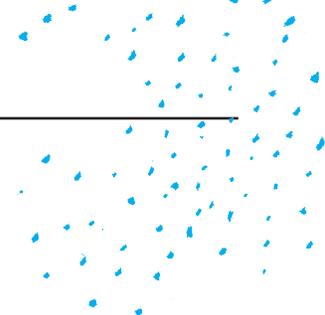


---

# A QUICK OVERVIEW OF CITATIONS



A citation is a quotation from or reference to a book, paper, or author.

Whenever you include information in a paper that is from an existing source, you need to be sure to make a citation. You must be careful to do so or else your use of that information could be considered plagiarism. Beyond that, you want to be able to give the reader proof that the information you have is true by allowing them to find the exact source of it themselves to be able to confirm it.

## WHAT TO INCLUDE IN A CITATION

The citation includes all of the relevant information from the source, such as the author, title, publisher, and so on. At MCAD we use the Chicago Manual of style, which means we use footnotes (which are found at the end of a page) and a bibliography (which is found at the end of the document).

One online resource that works well for creating a citation is

<http://www.citationmachine.net/>.

Another resource with great visuals is

<http://www.easybib.com/guides/citation-guides/chicago-turabian/>.

For a comprehensive overview, you can view

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) or

<https://owl.english.purdue.edu/owl/resource/717/01/>.

Now that you have the citation, you must add it to the paper. Once you have your information in your paper, you simply add a footnote that has your citation. You can find the footnote feature in Microsoft Word under both *Insert* and *References* at the top of the screen.

## EXAMPLE OF A CITATION

For my example, I am using the first line from the book *The Great Gatsby*.

The first line in the book reads, “In my younger and more vulnerable years my father gave me some advice that I’ve been turning over in my mind ever since.”<sup>1</sup>

Notice the footnote at the end of this page. It is important to note that footnotes and bibliographies use different formats for the same citation, so be sure to double check that you have cited correctly in both places.