Citation Examples

The following has citations examples that include:
Direct quotation (“       .”)
Indirect quotation (reporting the speech or writing of another)
Using ellipses ( ....)
Using brackets ( [    ] )
In text citation (including the quote in your writing)
Extended text citation (including a large amount of another’s words in your writing)
Out of text citation (also referred to as referencing)

Guidelines for Selecting a Quotation

Before you decide to use a quotation, ask yourself this question: “Why am I quoting this passage?” If your answer is one of the following statements, then include the quotation in your essay:
1. Because I need to verify the facts I’m stating
2. Because I need it to introduce a concept I will comment on
3. Because I need to prove the point I just made. (Spack 1998, p317)

Guidelines for Incorporating Quotations

When including quotations, you can use one or more of these strategies:
1. Introduce or in some way lead into the quotation so that readers know whose words are being quoted or can understand why the quotation is important.
2. Comment on the quotation after you have included it so that readers understand its connection to other points made in the paper.
3. Insert ellipses (spaced periods…) if you delete any words from the original quotation.
4. Use brackets [ ] to add words or to substitute words for those in the original quotation. (Spack, 1998, p 318)

Many English as a Second Language students find citing another’s words challenging. They may not understand that, “If you don’t cite the words of an author, you will be charged with plagiarism which will result in a zero grade for the paper, likely a fail grade for the course, and possibly an expulsion from the university.” (Bourassa, 2009). Bourassa (2009) said that because it is required in academic writing, students need to understand that all words and ideas they gain from another source must be given credit. She referred to Reid (2000) who writes that, “…student writers should cite a source for any information they did not know before they began their research.” Another difficulty lies in understanding how to cite. There are different ways to cite sources and students
need to become familiar with the rules and formats of each. The rules include where to put punctuation, how to use ellipses and of course whether the sources is in the text or on a separate page. As well, grammar is important when a citation is to be included and sometimes students forget about it. Two examples of this are:

Ellipses (spaced periods) can be helpful if you want to delete some words from the middle of a quotation, as long as you don’t change the author’s intended meaning. Use four spaced periods (……) if the words omitted include a period at the end of a sentence. Otherwise use three spaced periods (…) .There are primarily two reasons to use ellipsis:
1. Delete words to make a quotation fit logically into your own sentence.
2. Delete words form a quotation to make the quotation shorter or to select the part of the quotation that comes right to the point you want to emphasize.
   (Spack, 1998, p320)

“…if the direct quote to be used is grammatically structured so that it doesn’t fit with the rest of the sentence or paragraph, then [use ] using brackets to indicate that the word or words in the brackets are yours.” (Spack, 1998) Note in the previous sentence that the original word was using, but it does not work grammatically, so it was changed and indicated in the brackets.

To summarize, you need to cite all borrowed words and ideas. Below you will find an example of a reference section that shows that these words are not all mine, and that I included more of the authors’ ideas than what I cited in the text. It also gives the complete information of the texts that you can find the quotes and ideas in.

References:
