

Citations Required



Did you know that quotations, paraphrases, and summaries *all* require crediting the original source? That's right: each type must be accompanied by an in-text citation and corresponding full entry on the works cited or references page.

Type of Words	Should You Cite?
Quote	Yes
Paraphrase	Yes
Summary	Yes
Your own	No

Remember to clearly attribute every source every time (through a parenthetical citation, narrative citation, and/or signal phrase) to avoid accidental plagiarism!

For more information on citations, please see the cheat sheets for MLA in-text citations, MLA works cited page, APA in-text citations, and APA references page.

Common Mistakes

Overusing Quotes:

It is easy to become overly reliant on quotes in an essay. While direct quotations do serve a purpose, they are most effective when used sparingly; this means limiting the number and length of quotes. The vast majority of words should be your own!

Underusing Paraphrase or Summary:

If you want to reference a source but the original wording is not particularly unique or powerful, try paraphrasing or summarizing instead of directly quoting plain language. Ideally, most essays should have a healthy mix of quoting, paraphrasing, and summarizing.

Dropping Quotes:

One common mistake is dropping a quotation into the paper as if the words fell from the sky. Dropped quotes stand alone and lack introduction and/or context.

↳ People still use social media even though they know the risks. “The idea of a potential future reward keeps the machines in use.”

Rem alone as a full sentence. Try to preface quotes with a comma, colon, or em dash—or work the quote directly into the fabric of the sentence.

Quoting Paraphrasing Summarizing



Quoting

Quoting is “copy and pasting” directly from the source material. It preserves the original language and delivery of the message. It is best saved for instances when the original words are eloquent, technical, or significant in some way.

Original Source Material:

Overuse of social media is much more problematic in children because their developing brain is more malleable. By the time we reach adolescence, our reward system begins to be more activated and develop faster. Not so for our self-control, though; this system isn't fully developed until the age of 21.

Example of Quotation:

Ricci argues that social media addiction is “much more problematic in children” due to their underdeveloped brains and lack of self control system, which “isn't fully developed until the age of 21.”

Ricci, Jeanne. “The Growing Case for Social Media Addiction.” California State University, 28 June 2018, [www.calstate.edu/csusystem/news/Pages/Social Media Addiction.aspx](http://www.calstate.edu/csusystem/news/Pages/Social%20Media%20Addiction.aspx).

Paraphrasing

Paraphrasing is explaining the source material in your own words. It is used when you want to convey the same meaning, but the original language and delivery don't need to be preserved. It is typically similar in length to the source material.

Original Source Material:

Overuse of social media is much more problematic in children because their developing brain is more malleable. By the time we reach adolescence, our reward system begins to be more activated and develop faster. Not so for our self-control, though; this system isn't fully developed until the age of 21.

Example of Paraphrasing:

Social media addiction is especially harmful for kids since their underdeveloped brains are more susceptible to external influence. By the onset of puberty, reward systems are functioning and maturing quickly, but self-control systems are not completely matured until 21 years old.

Summarizing

Summarizing is condensing the source material using your own words. It is used to provide a general overview. It focuses on the main idea and does not include many details. It is typically much shorter in length than the source material.

Original Source Material:

Overuse of social media is much more problematic in children because their developing brain is more malleable. By the time we reach adolescence, our reward system begins to be more activated and develop faster. Not so for our self-control, though; this system isn't fully developed until the age of 21.

Example of Summarizing:

Ricci argues that social media addiction is particularly harmful for children's easily influenced brains.

NOTE: full in-text citations have been omitted from this brochure in order to accommodate both MLA and APA styles.