Citation Guide

1. What is Citation?

- It is a system for telling the reader when words, ideas, or information in your paper come from outside sources (for example, books, articles, websites, or interviews.)
- It tells the reader all of the information about that source—Author, Title, Date, Publication Information—so they can find your source themselves.

2. Why do we cite?

If you use a source in your paper, you must cite it.

Citation:
- Gives your source credit for their words and ideas.
- Tells the reader the location of the words or ideas you are citing, if they want to look it up
- Makes your paper more trustworthy by referencing outside sources—it shows you’re not just making it up.

3. When do we cite?

<table>
<thead>
<tr>
<th>If text is</th>
<th>If text is</th>
<th>If text is</th>
</tr>
</thead>
<tbody>
<tr>
<td>All your words and</td>
<td>All your words but</td>
<td>All Source's words and</td>
</tr>
<tr>
<td>All your ideas</td>
<td>The SOURCE'S ideas</td>
<td>All Source's ideas</td>
</tr>
<tr>
<td>Then</td>
<td>It's a Paraphrase</td>
<td>It's a Quote</td>
</tr>
<tr>
<td>No citation needed because</td>
<td>Citation Needed!</td>
<td>Citation Needed!</td>
</tr>
<tr>
<td>No ideas borrowed</td>
<td>Because</td>
<td>Because</td>
</tr>
<tr>
<td>No “quote marks”</td>
<td>Ideas borrowed</td>
<td>Ideas Borrowed</td>
</tr>
<tr>
<td>because</td>
<td>No “quote marks”</td>
<td>“Quote Marks” Needed</td>
</tr>
<tr>
<td>No words borrowed</td>
<td>Because</td>
<td>Needed</td>
</tr>
<tr>
<td></td>
<td>No words borrowed</td>
<td>Because words Borrowed</td>
</tr>
<tr>
<td></td>
<td>Be careful! See our tip sheet on Paraphrasing.</td>
<td>See our Tip sheet on Quoting.</td>
</tr>
</tbody>
</table>
4. How do we cite?

The B.A.C. uses Chicago Style Citation, which must have both footnotes in the text and a bibliography at the end. Here is a sample paper showing both, and several different kinds of sources you might encounter. Notice that footnote style and bibliography style are NOT the same.

Sample Essay:

Elisabeth Price
Learning Resource Center

Reviving the Wrong History: An Analysis of the Interior of the Old North Church

According to the Old North Church’s website, over five-hundred thousand tourists visit the church each year, hoping to connect with a place that has become a symbol of America’s revolutionary spirit and freedom. However, the main reason for the church’s fame, the steeple where two lanterns hung during Paul Revere’s ride, is inaccessible to the general public. This means that the focus of the average visitor is directed away from the steeple and toward the interior of the church building. This poses a unique problem for both visitors and tour guides at the site, because the Old North’s interior doesn’t have much to do with the events of April 18th, 1775. In fact, because of the changes made to the church’s interior in 1912 in the name of historical revival, the interior gives an inaccurate portrayal of the church’s worship style and the worldviews of its congregation members during the Revolutionary War, creating a misleading portrait of the church’s role in American history.

The most striking feature of the church’s inside is its stark simplicity: plain, white walls; hard, narrow benches in the high-walled box pews; and clear-paned windows. This white-washed, plain style means that visitors often mistake the Old North for an example of an 18th-century Puritan church, or meeting house. Puritans are known primarily for their scorn of decorative church styles and their desire for a simpler form of worship. As Cotton Mather, one of the most famous Puritan ministers said, “We have a modest and handsome house for the worship of God,


This footnote is for a website. The author’s name would be first listed Firstname Lastname, but since we don’t know the author, we skip to the “title,” then the Website name, date accessed, and web address.
not set off with gaudy, pompous, theatrical fineries, but suited unto the simplicity of Christian worship.”

In fact, the Old North is so quintessentially similar to the Puritan meeting houses of the Revolutionary period that it was even referenced in Ezra Hoyt Byington’s book *The Puritan in England and New England*, as a “one of the oldest examples” of American meeting house styles.

However, the Old North was never a Congregationalist church. It was originally constructed as an Anglican church, with a comparably colorful and ornate interior. One of the most comprehensive descriptions of this early interior is written by Suzanne Foley in her 1961 article in *Bulletin of the Society for the Preservation of New England Antiquities*. She notes, in painstaking detail, the exact dates of the colorful “embellishments” added to the interior of the early church, some of which include: “a large green ‘cheney’ curtain trimmed with scarlet and white lace was hung in the east window in September 1726”, an “altarpiece was painted with cherubs and festoons in December 1727”, and in 1736-1737 “the west gallery was extended by an organ loft, which was decorated with a frieze of cutwork panels.”

Curtains, cherubs, organs, and cutwork panels were all adornments that would have offended the sensibilities of Boston Puritans, who had so stripped down their worship from Anglican practices that they shunned not only visual decorations, but instrumental music as well.

---


Bibliography


**Formats for Other Types of Sources:**

**Book with Two or More Authors**

*Note Format:*


*Bibliographic Format:*


**Book with Editor or Translator**

*Note Format:*


*Bibliographic Format:*


**Essay or Chapter from a Book**

*Note Format:*


*Bibliographic Format:*

E-Book, Kindle or Accessed Online

Note Format:

Bibliographic Format:

Journal from an Online Database (Or with a Digital Object Identifier)

Note Format:

Bibliographic Format:
doi:10.1086/599247.

Newspaper Article, Print or Online

Note Format:

Bibliographic Format:

YouTube Video

Note Format:

Bibliographic Format:
Music, Television Show, or Film

Note Format:
4 *Friends*, episode no. 153, first broadcast 16 November 2000 by NBC, directed by David Schwimmer and written by Scott Silveri.

Bibliographic Format:

Interview (Unpublished)

Note Format:

Bibliographic Format:


For research assistance, see the Learning Resource Center tip sheets on Quoting, Paraphrasing, Citing Illustrations, and Annotated Bibliographies.