

(Faigley, *The Penguin Handbook*, Worksheet 26)

Worksheet 26

Name _____

Class _____ Date _____

Documenting Sources

Sometimes documenting sources can seem like a waste of your valuable research and writing time. However, it's important to your credibility to be able to provide complete and accurate information for all your sources. If you follow the five steps below, you'll be able to cite your sources correctly no matter what citation style you use.

1. Determine which documentation style to use.
 - Usually your instructor will include this information as part of the assignment. If not, ask.
 - Documentation styles differ by discipline, so you may need to use different styles in different classes.
2. Determine all the types of sources you are using:
 - Books, scholarly, journals, popular magazines, or newspapers, databases, and online sources are all cited differently, with different information included in the citations.
 - Group or list your sources according to type, and look up the information you need from each of your sources.
 - You can use Writing and Researching Worksheets 27-30 to help you collect the necessary information from each source.
3. Determine when you need to cite each source in the body of your paper, and mark each spot:
 - All words taken directly from a source must be enclosed in quotation marks. Quotes are always cited with the author's name (or article title) and a page number or numbers; how to do this depends on the citation style you are using.
 - Summaries and paraphrases also require name and page number citations (see each citation style to find out what to do when there is no page number, as in a Web source).
 - Facts that aren't common knowledge to your audience should be cited as well—provide the name and page number of the source where you found the fact.
4. Determine how to cite each source in the body of your paper, and supply the information where it is needed:
 - If you have mentioned the source by name in your text, you usually won't need to provide the name in the parenthetical citation. You will still need to provide a page number if there is one.
 - The guides in Chapters 23-26 explain what information is needed in parenthetical citations for each citation style.
5. Determine how to cite all your sources at the end of your paper.
 - Each major citation style has a different method of arranging sources at the end of the paper. See Chapters 23-26 for specific details.
 - Format your references list carefully, following the guidelines to make sure you supply all the information you need, in the correct order.