



ISA High School Citations Guide

- You are expected to cite any information, idea, image or other work that you took and used in a piece of your own work.
- You are expected to cite both direct quotations and any information that you have paraphrased.
- You are expected to cite using MLA style (version 8).
- If you're not sure about any part of your citations, please check with your teacher or ask the librarian.

Why Do I Cite?

If you don't cite the source of an image or information, you are claiming that you created it yourself. This is plagiarism, which is unethical and against school rules. Make sure you are being academically honest and show yourself to be a good researcher by citing the sources of your information.

What Do I Need To Cite?

You need to cite **any** information, idea, or other work that you took from somewhere else and used in a piece of your work. This might be for a written piece of your work, a presentation, a piece of art or a performance. For example;

- A direct quotation
- A statistic
- A piece of information that you've put into your own words
- An image or photo
- An audio clip
- A video

Where Do I Cite It?

- Within your piece of work, where you have used a piece of information or direct quotation in your work, you put a short **parenthetical citation** to it at the end of the sentence, such as **(Crimp 27)**.
- At the end of your piece of work, you list all your sources **in full**. This should be in MLA 8 style, in a list titled **Works Cited**.

Parenthetical References

- In a written piece of work, you should use a parenthetical citation immediately after;
 - A direct quotation
 - A piece of information which you have paraphrased in your own words
 - An image, photo, audioclip, video, or any source directly used
- A parenthetical reference provides the information to identify your source so that the reader can see which entry in your Works Cited list it comes from.
- Normally, a parenthetical reference includes the last name of the author, and the page number within that source where your quotation/information comes from (**Carmichael 45**).
- If your information comes from a website, or something else with no page numbers, just put the author's last name (**Cruz**).
- If your information comes from a source with no author, identify it by the title instead ("**ISA High School Citations Guide**") . Use *italic formatting* or "Quotation marks" if this is how the title appears in your Works Cited list.

Works Cited List

- A Works Cited list is a detailed list of all the sources you have used and cited in your work.
- For an MLA citation, the information for any source goes in this order. Depending on the type of source, you may not need to include the parts in *italic*.

Author. Title of Source. Title of Container, Other contributors, Version, Number, Publisher, Publication Date, Location.

- The "container" is the name of the larger source within which yours is located. Only some sources have containers. For example, if a **journal article** is the source, the **Journal Title** is the container. If a **webpage** is the source, the **Website Title** is the container. Your source may even have more than one container; an **online journal article** exists inside an **online journal** inside a **database**, and all need to be included in your source!
- We strongly recommend that you use the online tool **Easybib** to create your Works Cited list. Go to www.easybib.com and set up an online account, so that you can save your Works Cited list as you go.
- When using Easybib, if there is any information that you can't find (eg. there's no author), leave that part blank.

Citing Websites

Author last name, Author first name. "Title of Webpage." *Title of Website*, Date published, url.

For any websites you want to add to your Works Cited, copy and paste the URL, and Easybib will find most of the information for you.

- You still need to check if you can find any other pieces of information about the URL. Easybib will often miss an author or date published even when this is visible on the webpage.
- Check the formatting of all the information. The title of the "Webpage" should be in quotation marks, whilst the title of the *Website* should be in italics. Check the punctuation and capitalisation is correct.
- You also need to include the publisher of a website if this name is different to the Title of Website.
- You need to include the full URL of the website.

Example

The image shows a screenshot of a web browser displaying a Guardian article. Several elements are highlighted with green boxes and arrows pointing to them:

- URL:** The address bar shows the full URL: <http://www.theguardian.com/travel/2014/jun/02/rabbit-island-okunoshima-japan-holiday-resort-bunnies>
- Title of Webpage (source):** The article title, "Rabbit Island: a Japanese holiday resort for bunnies", is circled in green.
- Title of Website (container):** The Guardian logo is circled in green.
- Author's Name:** The author's name, "Will Coldwell", is circled in green.
- Date Published:** The date, "Monday 2 June 2014 12.40 BST", is circled in green.

Works Cited

Coldwell, Will. "Rabbit Island: A Japanese Holiday Resort for Bunnies." *The Guardian*, 2 June 2014, www.theguardian.com/travel/2014/jun/02/rabbit-island-okunoshima-japan-holiday-resort-bunnies .

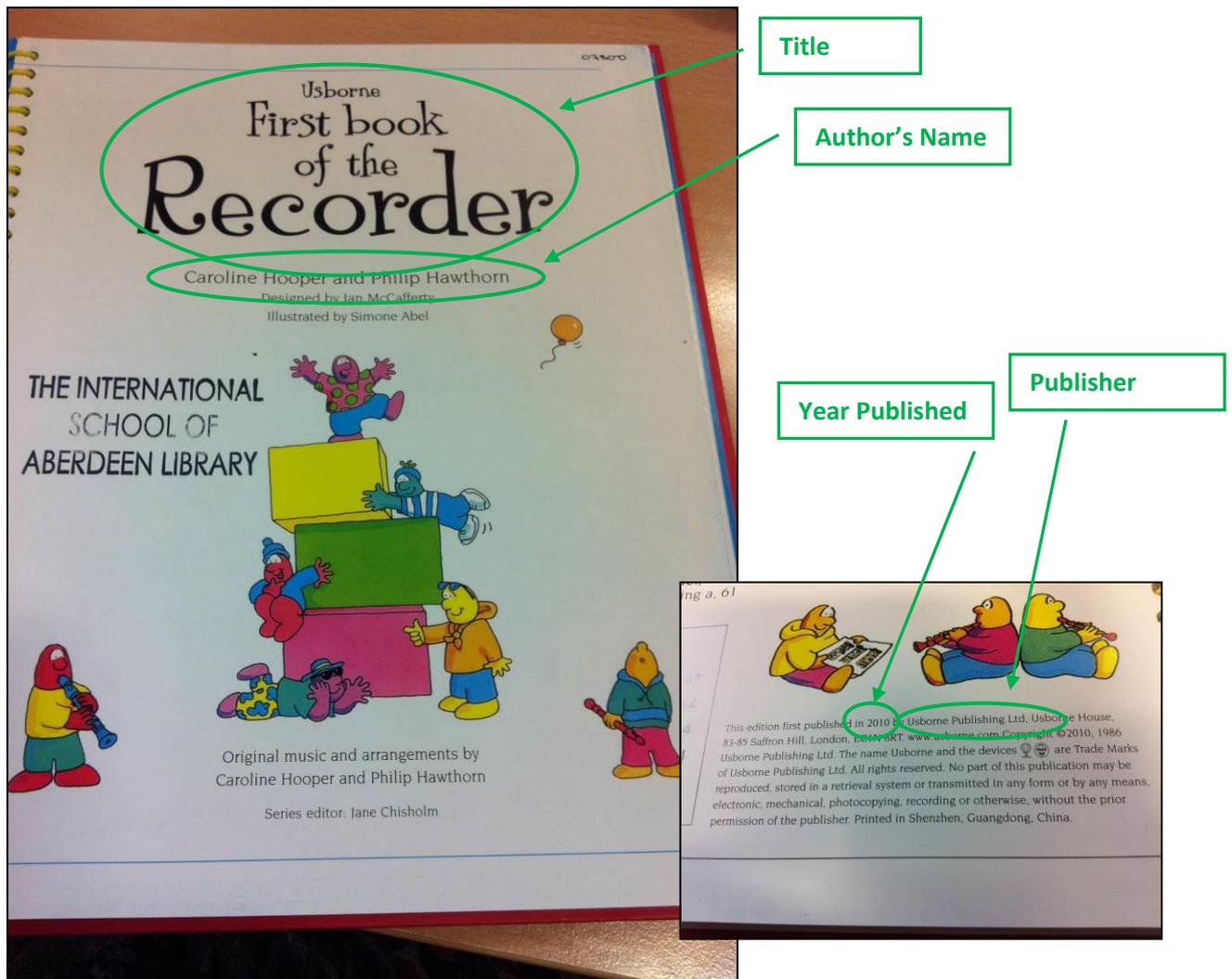
Citing Books

Author last name, author first name. *Title*. Publisher, Year Published.

For any books you want to add to your Works Cited, select the “Books” tab in Easybib and either type in the title, or the ISBN code on the back of the book.

- Select the entry which has the same publisher and date as your book.
- You can check the publisher of your book on the back of its title page.
- Make sure that the *Title* of the book is in italics, and that your punctuation and capitalisation is correct.

Example



Works cited

Hooper, Caroline, and Philip Hawthorn. *Usborne first book of the recorder*. Usborne, 2010.

Magazines and Journals

Author last name, Author first name. "Title of Article." *Title of Magazine*, Number, Year, Page number(s).

- In Easybib select the "Journals tab".
- If articles are found in an online database, formatting is slightly different. Once you have identified your journal, Easybib has 3 tabs for you to choose from (In Print, Online and Online Database), so that you can get the correct formatting.
- The title of the "Article" should be in quotation marks, and the title of the *Magazine* in italics. Check all your punctuation and capitalisation as well.

Example

The image shows two parts of a magazine. On the left is the cover of 'Biological Sciences review' from April 2013, Volume 25, Number 4. The cover features a close-up of a dog's nose and the headline 'Sniffing out cancer: Using dogs to detect disease'. On the right is a page from the magazine's table of contents, listing various articles with their page numbers and authors. Green callout boxes with arrows point to specific elements: 'Title of Magazine (container)' points to the magazine title; 'Year published, Volume and Issue Number' points to the date and volume information; 'Title of Article (source)' points to the article title 'Unlocking the potential of adult stem cells'; 'Author' points to the author's name 'Matthew Dalby'; and 'Page Numbers' points to the page range '22-25'.

Works Cited

Dalby, Matthew. "Unlocking the Potential of Adult Stem Cells." *Biological Sciences Review*, vol. 25, no. 4, 2013, pp. 22-25.

Digital Image

Author last name, Author first name. "Title" or Description. *Website Title*, Date published, url.

It's very important that you cite any images you use.

- For online images you have copied and pasted, go to easybib.com and select Digital Image.
- If the image has an "Official Title", this goes in quotation marks. Otherwise, just give a brief description.
- The *Website Title* should be in italics, and check all capitalisation/punctuation as usual.

Example

The screenshot shows a Flickr photo page. A green box labeled "URL" points to the address bar containing the URL: <https://www.flickr.com/photos/75571860@N06/8708427006/>. A green box labeled "Website Title (container)" points to the "flickr" logo in the top left corner. A green box labeled "Date Published" points to the text "Taken on May 2, 2013" in the photo's metadata. A green box labeled "Author" points to the author's name "Elena Shumilova" in the metadata. The photo itself shows a young child sitting on the floor with two rabbits in a room with a window.

Works Cited

Shumilova, Elena. Child with two rabbits. *Flickr*, 2 May 2013,
<https://www.flickr.com/photos/75571860@N06/8708427006/>.

Putting your Works Cited list together

- List all your entries together in alphabetical order (Easybib will put them in this order for you automatically). List images separately at the end.
- Double-check that each resource you cite within your work is listed in your Works Cited, with sufficient information.
- For MLA style, use double spacing for your Works Cited, and use a hanging indent of 0.5 inches (1.27cm) for each new source. You can set this up in MS Word by clicking on Paragraph - Line Spacing Options.
- Your list should be titled "Works Cited", and this should be centred with no extra formatting
- For more information, ask your teacher, your librarian (in the library or via library@isa.aberdeen.sch.uk) or explore the Easybib.com site further.

Example

This is a hanging indent.

Works Cited

Coldwell, Will. "Rabbit Island: A Japanese Holiday Resort for Bunnies." *The Guardian*, 2 June 2014, www.theguardian.com/travel/2014/jun/02/rabbit-island-okunoshima-japan-holiday-resort-bunnies .695166

Dalby, Matthew. "Unlocking the Potential of Adult Stem Cells." *Biological Sciences Review*, vol. 25, no. 4, 2013, pp. 22-25.

Hooper, Caroline and Philip Hawthorn. *Usborne first book of the recorder*. Usborne, 2010.

Images Used

Shumilova, Elena. Child with two rabbits. *Flickr*, 2 May 2013, www.flickr.com/photos/75571860@N06/9396003202/ .

Visual Arts - Special Subject Advice

This is the trickiest subject to do citation for! You need to cite all the images you have used in your work. You cite these the same as everything else, with a parenthetical citation next to the image, and put complete information in your Works Cited list

Parenthetical Citations

- Underneath the image, do a citation as you would for anything else, with the artist's last name (**Van Gogh**).
- If you took the image from a book, include the page number as well (**Van Gogh 76**)
- If you are using more than one image by the same artist, include the next piece of information from your Works Cited entry (usually the name of the artwork) (**Van Gogh "Café Terrace At Night" 76**).

Works Cited List

- Go to Easybib.com, click "All 59 Options" and select the most appropriate option for that image. It might be **Painting/Artwork**, **Digital Image**, or **Photograph**.
- If it then gives you a new set of tabs (eg. Seen, In Print, Web), select the most relevant one.
- Put in as much information as you have, and Easybib will format it for you.
- If you have any extra information, put this in [square brackets] at the end.
- IB students – make sure you include the medium and the size of the work somewhere.

Here are some examples;

Painting/Artwork – image found online.

Artist. "Title". *Name of Website*, Date created, Gallery, City of Gallery, <URL>. [Any extra information, eg. medium and size].

Van Gogh, Vincent. "Sunflowers". *National Gallery Online*, 1888, National Gallery, London, www.nationalgallery.org.uk . [Oil on canvas, 92.1 x 73 cm, Dutch artist].

Painting/Artwork – postcard

Artist. *Title*. Publisher, Year created, Collection/Museum, City of location. [Any extra information].

Crimp, Josie. *Rabbits and Sunflowers*. British Museum Postcards, 2012, British Museum, London. [Watercolour, 50 x 50 cm, English artist].

Painting/Artwork - Sculpture that you found on the street

Artist if known. *Title, or otherwise a description*. Year if known. Medium, size. Collection/Museum, Location [Any extra information].

Statue of Man Holding Briefcase. 2002, Union Street, London. [3 metres tall. Own photograph].

Visual Arts Journal - Citations

- When you are using images in your Visual Arts Journal, it makes more sense to have the complete citation next to each image.
- Don't use parenthetical citations, and don't use a page at the end to do your Works Cited list
- Instead, use Easybib to create a complete citation for each image (following the same instructions as above), and put this right next to the image. You could handwrite it in, or you could print it out and staple it, or you could add it using a post-it.
- Make sure to include as much information as possible. The IB specifies that you always need to include;
 - The name of the artist
 - The title of the work
 - The date of completion
 - The media/medium
 - The size of the work
 - The current location or owner of the work
 - If an online image, the base URL of the website you sourced it from

Foreign Languages - Special Subject Advice

If you are writing your work in a different language, your citations should also be in that language where possible.

- Ensure that as many of your resources as possible are in the language that you are writing your essay in.
- Do not translate any quotations – present them in the language in which you have accessed them.
- In your Works Cited list, do not translate titles/publishers – keep them in the original language.
- Double check your list of Works Cited to make sure any unusual symbols (eg. accents, tildas) appear correctly.

Music – Special Subject Advice

Use the heading “Works Cited” as normal, but it may be clearer to divide it up into three sub-sections:

- **Bibliography** – put here any books, scores, and websites
- **Discography** – put here any sound recordings you’ve cited, whether from CD or online
- **Images used** – put here a citation of any images you’ve used.

How to Cite Music Scores

- Use a parenthetical citation as normal within your work, using the name of the composer.
- In your Works Cited list, if you are referring to the entire work, cite as you would a normal book.
- If you are referring to one song or section within a score, use the “Chapter/Anthology” option in Easybib. It will look something like this.

One song/section of a music score

Composer. “Title of song/section.” *Title of book/whole score*, Publisher, Year published, Pages where song is found. [Any extra information].

Walter, Kent. “ISA in Springtime.” *Songs of School*, Penguin, 2016, pp. 53–56. [Music score].

How to Cite Soundtracks

- Use a parenthetical citation as normal within your work, using the name of the composer.
- Avoid using any recordings where you cannot provide exact information about both the composer and the performer(s).
- In Easybib, use one of the tabs “Musical recording”, “Performance” or “Broadcast”.
- Add the composer as the “Writer”, and add all key performers you can identify.

F.A.Q.

What's the difference between a Bibliography and a Works Cited list?

- A bibliography is a list of all the sources you read when researching for your assignment.
- A Works Cited list is just a list of the sources that you have actually used and cited in your essay.
- MLA style requires a Works Cited list. If you also want to include sources that you have not cited, give it the heading Works Cited/Bibliography instead.

How do you do your citations if you're using two different sources by the same author?

- You use the next piece of information in your Works Cited list which will differentiate them clearly, as well as using the author's last name.
- If you're using sources by two different authors with the same surname, include their first initial (or first name if necessary) in your parenthetical citation as well to differentiate them, for example **(J. Crimp 54)** and **(C. Crimp 28)**.
- If you are using two sources with exactly the same author, use the title as well to distinguish them. Format this the same way as it appears in your works cited list - Book titles will be in italics, and journal articles in quotation marks. As an example, **(Crimp *Famous librarians* 26)** and **(Crimp "A history of libraries" 45)**.

How do you do citations for a website that doesn't have an author?

If you are using a source that doesn't have an author, when you cite it you use the next available piece of information - this will usually be the title of the webpage. As it's a webpage, you won't have a page number, so it will look something like this **("Libraries around the world")**.

If you're quoting something said by one person that you've read in a book by a different person, which name do you put in the citation?

- If it's possible, find the original source the quotation came from, and cite that instead.
- Otherwise, find a way to include the author of the quotation within your work, and then cite it as (qtd. in Source Author 24) – qtd. stands for quoted. For example, **Crimp argues that high quality citation will "help students to get better grades" (qtd. in Ordonez 26)**.

How do you cite a source with two or more authors?

If it is up to three authors, you list them all in the citation (**Carmichael, Crimp and Hollis 44**). If it is more than three, you use the first one and the phrase et al., which is a Latin abbreviation for “and others”. (**Carmichael et al. 44**).

In your Works Cited list, you use the first given author with the last name first, but any other authors are the other way round so that it reads more naturally. For example, **Carmichael, Angus, and Josie Crimp. *A History of Citation...***

What do you do if you have no publisher, or no date published?

- If there is no date published, just leave this out. If it is a website, include the date that you accessed it at the end instead [**Accessed 4 Nov 2018**].
- If there is either no author or publisher, just leave this out.
- Easybib should do both of these things automatically.

How do you include a podcast or online video in your Works Cited list?

Go to Easybib.com, click “All 59 Options” and select “**Blog/Podcast**” or “**Digital Film/Video**”. Put in as much information as you have, and Easybib will format it for you. You need to include the URL. It will look something like this;

Author last name, author first name. “Title of source.” *Website name*, Date published, URL.

Garry, Val. “The History of Bicycle Helmets”. *Safety in History*, 2010, www.safetyinhistory.com/bikehelmethistory .

How do you include a personal interview in your Works Cited list?

Go to Easybib.com, click “All 59 Options” and select “**Interview**”. Put in as much information as you have, and Easybib will format it for you. If you are interviewing someone for your research, make sure you record the interview (the voice memo app in a smartphone is the easiest way) so that you can check your facts later. It will look something like this;

Interviewer name and interviewee name last name. “Title of Interview.” Date. [Note to make clear it was an interview].

Crimp, Josie, and Jeff Fletcher. “Discussing the Ethics of Genetic Manipulation.” 4 Apr. 2018. [Personal interview].

How do you include a speech in your Works Cited list?

If you are referring to a speech, the important thing is to reference the original speaker, as well as the author of the resource in which you found the speech (these may or may not be the same person!).

- In Easybib, select the format in which you found the speech (this could be a book, website, film/online video, or performance).
- Fill in the details to create your citation. If the person making the speech is the author of the entire webpage/book/video, put their name as the author; otherwise, put in the named author (for example, if Ordonez had written a webpage which gave quotations from one of Garry's speeches)
- When it comes to your parenthetical citation:
 - If the person making the speech is the main author of the source, you can just use this (Garry), to identify your source.
 - If you have a different named author, you need to include both the speaker and the named author, (Garry, quoted in Ordonez).
- Either in the text of your essay, or in your Works Cited list, make sure that the date of the speech is included. If, for example, you found the speech in a book, the date of the speech will probably not be the same as the year that the book was published!

Where to go for more information

These two websites have a lot more information about MLA style and the best way to do your citations.

- **Purdue** - <https://owl.english.purdue.edu/owl/resource/747/01/>
- **Easybib** – www.easybib.com

Alternatively, speak to your librarian, or email library@isa.aberdeen.sch.uk with your question.