Cheat Sheet

Citations

A quick guide to doing citations for academic research and projects

Why do I need to cite?

- To credit the works that you have consulted

- Show evidence of the extent and depth of your research

- Validate and increase credibility of your arguments

- Help readers trace the origin of ideas and locate the works

In addition, citations are important in helping you avoid charges of *plagiarism*.

There are in-text citations, where you put in the citations directly in your text.

For example,

Smith (2005) found that "many students regard copying small amount of work without citing as a trivial matter" (p.29).

Citations placed at the end of the text are referred to as a 'References', or 'Works Cited' page – where you list down the collated sources that you have used.

Plagiarism:
Plagiarism is an act of academic dishonesty. The Cambridge University (2011) defines it as "submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement".

When do I need to cite?

• When you use an idea from an author

• When using direct quotations or definitions from another work

• When using illustrations, tables and statistics from other sources

• When describing a particular theory or model

• When paraphrasing another person's work and writing something that is not of common knowledge

* *Note that this list is not exhaustive. You can consult handbooks for academic research listed at the end for further details on when to cite.*

source
Look at its origins.
Is it trustworthy?

understand
Know what you're reading.
Search for clarity.

research
Dig deeper. Go beyond
the initial source.

evaluate
Find the balance.
Exercise fair judgement.

s.u.r.e.
Source · Understand · Research · Evaluate

What are the components involved in a reference citation?

- **Author**
- **Title of work**
- **Year of Publication**
- **Publisher**
- **Place of Publishing**
- **Page Number (if relevant)**

The above consists of the key aspects of information that you will need to include to form a proper book citation. The order where you arrange these components will differ according to the style of citation.

Here is an example of an APA citation:

Author
Year of publication

Tan, Y.S. **(2009)** *Clean, green and blue: Singapore's journey towards environmental and water sustainability*, Singapore: ISEAS Pub

Title
Place of Publishing
Publisher

Is there a standardised way of citing?

A range of different referencing styles exists. Different disciplines and institutions may adopt a different form of citation. However, the way of citing is fixed within each style of citation.

This cheatsheet highlights the 3 most common styles of citation – **MLA**, **APA** and **Chicago** style.

	MLA	APA	CMS
Overview	The **Modern Language Association of America (MLA)** is mostly used in Humanities subjects such as Literature.	The **America Psychological Association (APA)** is preferred in most Social Sciences courses, including Psychology.	The **Chicago Manual of Style (CMS)** tends to be preferred by History majors.
Citing Books	McFadzean, Lesley. *Earth in Peril*, New York: PowerKids Press, 2013	McFadzean, L. (2013) *The environment: Earth in Peril*, New York: PowerKids Press	McFadzean, Lesley *The environment: Earth in Peril*, New York: PowerKids Press, 2013
Citing a chapter in an anthology	Rudasill, Lynne. 'The Warning Voice – NGOs and Information.' *Changing Roles of NGOs in the Creation, Storage, and Dissemination of Information in Developing Countries.* Ed. Steve W. Witt, Munchen: IFLA Publications, 2006. 9-22.	Rudasill, L. (2006). The Warning Voice – NGOs and Information. In Steve W. Witt. *Changing Roles of NGOs in the Creation, Storage, and Dissemination of Information in Developing Countries* (pp. 9-22) Munchen: IFLA Publications	Rudasill, Lynne. 'The Warning Voice – NGOs and Information.' In *Changing Roles of NGOs in the Creation, Storage, and Dissemination of Information in Developing Countries*, edited by Steve W. Witt, 9-22, Munchen: IFLA Publications, 2006.
Citing Journals	Higham, Charles et al. 'The origins of the Bronze Age of Southeast Asia', *Journal of World Prehistory*, 24: 4 (2011), pp. 227-274	Higham, C. et al. (2011) The origins of the Bronze Age of Southeast Asia, *Journal of World Prehistory* (24:4), 227-274	Higham, Charles. et al. 'The origins of the Bronze Age of Southeast Asia', *Journal of World Prehistory* 24.4 (2011): 227-274
Newspaper Articles	Yeo, Sam Jo. 'Flash floods hit western Singapore' *Straits Times*, 5 November 2013, A14.	Yeo, S.J (2013, 5 November). 'Flash floods hit western Singapore' *Straits Times*, p.A14	Yeo, Sam Jo. 'Flash floods hit western Singapore' Straits Times, November 2013.
Online Website	'10 Facts about Water Scarcity' *World Health Organization*. WHO, 2009. Web. 5 Nov 2013.	10 Facts about Water Scarcity (2009) *World Health Organization* Retrieved from http://www.who.int/features/factfiles/water/en/ on 5 Nov 2013	'10 Facts about Water Scarcity.' *World Health Organization* http://www.who.int/features/factfiles/water/en/

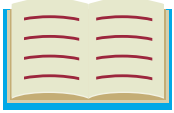**s**ource Look at its origins. Is it trustworthy?

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Step 1:
Take note of which style of citation is preferred by your teacher or school.

Step 2:
Search for materials related to citations using keywords such as 'citation'. If you are looking for a specific style of citing, type in the particular style such as 'APA citation'.

Print Materials in the Library
Tip: You can locate most of the materials on citation at the library section with the call number series of 800.

General Citation Books

- Pears, R. and Shields, G. (2010) *Cite them right : the essential referencing guide*, Basingstoke: Palgrave Macmillan (Call No.: 808.027 PEA)

- Neville, C. (2010) *The complete guide to referencing and avoiding plagiarism*, Maidenhead: Open University Press (Call No.: English 808.027 NEV)

APA

- American Psychological Association (2010) *Publication manual of the American Psychological Association* Washington, DC : American Psychological Association (Call No.: 808.06615 PUB)

MLA

- Heath, M. (2010) *MLA made easy: citation basics for beginners*, Santa Barbara: Libraries Unlimited (Call No.: 808.027 HEA)

  Modern Language Association of America (2009) *MLA handbook for writers of research papers*, New York : Modern Language Association of America, 2009. (Call No.: 808.027 MLA)

Chicago

- Turabian, K. et al (2013) *A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers*, Chicago : University of Chicago Press (Call No.: 808.066378 TUR)

Online Sources

General Citation Sources

Research and Citation Resources (2013) *Purdue Online Writing Lab*, Retrieved from: https://owl.english.purdue.edu/owl/resource/949/01/ on 5 Nov 2013

Citing your sources (2013) *University of California Berkeley Library*, Retrieved from: http://www.lib.berkeley.edu/instruct/guides/citations.html on 5 Nov 2013

University-wide statement on plagiarism (2011), *University of Cambridge*, Retrieved from: http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html on 5 Nov 2013

Step 3:
Familiarise yourself with the methods and apply the steps to doing a proper citation.

You can stand on the shoulders of giants but you must give them credit by citing their works!

fb.com/sgsure
sure.nl.sg

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