

When to Cite in Your Journal

Thomas N. Davidson

Indiana Wesleyan University

October 16, 2010

I have read and understand the plagiarism policy as outlined in the syllabus and the sections in the Student Bulletin relating to the IWU Honesty/Cheating Policy. By affixing this statement to the title page of my paper, I certify that I have not cheated or plagiarized in the process of completing this assignment. If it is found that cheating and/or plagiarism did take place in the writing of this paper, I understand the possible consequences of the act/s, which could include expulsion from Indiana Wesleyan University.

When to Cite in Your Journal

Thank you so much for the excellent job you are doing in the discussion forums and the effort that you are putting into your journals. Keep in mind that your journal is a written assignment like any other written assignment. Follow the instructions in the Student Guide (SG) and your facilitator's instructions. Your journal should have a title page in APA 6th Edition format with the statement of academic honesty found in the SG. The journal itself should be formatted in the APA style. Resist the temptation to jazz up your journal with colors and fancy fonts. If you use information that is not "common knowledge" in your journal you need to cite the source of the information in the narrative and list the reference on the reference page in APA format. Of course, your own opinions and ideas need not be cited (Harris, 2008).

There really is no objective criterion for what is common knowledge. If in doubt, cite! If a student should write that the sun rises in the east and sets in the west, I would consider that common knowledge and no citation would be needed. However, if a student wrote that all 50 states have child restraint laws, I would not consider that common knowledge. When putting down a fact, idea, or piece of information, ask yourself: "How do I know this?" It is a fair question and one that your facilitator might ask if you don't cite the source of the information.

You are doing sophisticated college work. Citing sources helps to maintain your level of quality, accuracy, and your own academic credibility. Many times over the years as a criminal justice studies facilitator, I have read un-cited statements in students' papers which were simply inaccurate, misleading, and untrue. I commonly read student journals that have misinformation about high profile criminal cases, state and federal laws, et cetera whereby the student has made a statement of fact with no reference to back it up. While the student may have believed the

statement to be true, if he or she had taken the time to research it, he or she could have avoided the error and would not have perpetuated the spurious belief.

Generally, there are four principles to when to cite: 1) Quotation; 2) Paraphrase of someone else's words; 3) Summary of someone else's thoughts, work, or ideas; and 4) Facts, Information, and Data (General format, 2010).

Here is a web address for an article sponsored by Princeton University that offers some valuable information regarding when to cite: <http://www.princeton.edu/pr/pub/integrity/08/intro/>.

Below is an example of how to list textbooks on the reference page:

Adler, F., Mueller, G. O. W., & Laufer, W. S. (2010). *Criminology* (7th ed.). New York, NY: McGraw-Hill.

Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

Siegel, L. G., & Welsh, B. C. (2009). *Juvenile delinquency: Theory, practice, and law* (10th ed.). Belmont, CA: Wadsworth.

Citing within the Text: Page numbers of your source are not required to be cited unless you are quoting; but they may be included when you paraphrase. Below are two examples of how to cite within the text when you paraphrase:

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Below are examples of how to cite within the text when you have a short quote:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

Long Quotations: Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark (General format, 2010). Example:

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

References

- Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>
- Harris, M., (2008). *Prentice Hall reference guide*(3rd custom ed.). Upper Saddle River, NJ: Pearson.