

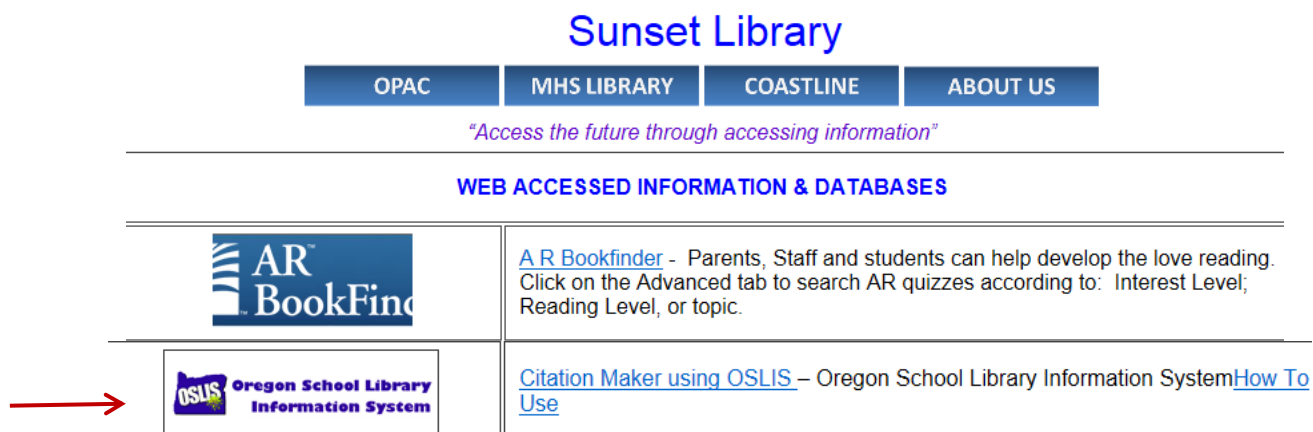
What is a Citation?

A citation is a written entry that tells readers that certain materials you used to create a paper, power point, or other work, came from another place. In other words, you did not create the information; you gathered it. In most cases, it is okay to use someone else’s words, ideas, or art work as long as you give credit to that person.

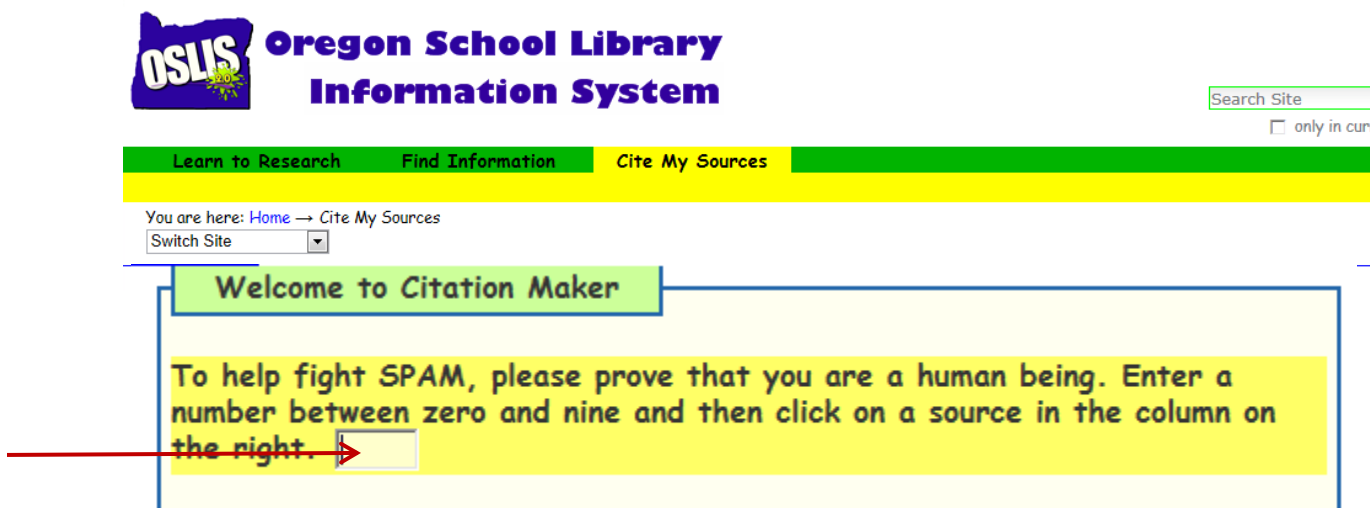
What should I know about a Citation?

There is a specific format for creating a citation. Each style of citation has its own format. Most students use the MLA (Modern Language Association) format. It is the most well-known.

The OSLIS Citation Maker program is available on the Sunset Library web page. To open the program: Click on: [Citation Maker using OSLIS](#)



The OSLIS Citation Maker looks like the sample below. The information in yellow that begins with the words: **To help fight SPAM**. . . requires that you put a number between zero to nine in the box.



Entering the number will cause the **Source Type** window to pop up on the right side of your screen (an example is on page 2). At this point, you will make a selection.

(The directions below are from the OSLIS Citation Maker Web Site) Follow these directions when you create your citations (the information is on page 3). [Be sure to use the SORT ALL option and copy and paste all the citations you create into a word document. Save the document.](#)

Here are specific instructions about how to use Citation Maker.

1. Click on the resource you want to cite from the yellow Source Type box.
2. Complete the template form with information from your source. Only fill in the boxes that apply with information that is available to you.
3. When you are done filling out the form, click "**Create Citation Below.**" Your citations will appear below the template in the dotted box.
4. Continue this process for each of your sources. You may enter multiple citations without losing the previous ones.
5. When you have entered all of your citations, sort them into the required alphabetical order by clicking on "**Sort All.**" If a citation begins with quotation marks, manually move that citation from the beginning of the list to its proper alphabetical spot.
6. After sorting, click "**Copy All.**" Then copy and paste the citations into a word processing document that you print or save.
7. Once you paste your list into your own document, correct these things as necessary:
 - Double space the list, both between citations and within them.
 - When a citation has more than one line, use a hanging indent. To do this, indent the second line and every line thereafter, to the right five spaces.
 - Alphabetize the entire list by the first word of each citation. This may be the author's last name or the first word in a title.
 - Capitalize titles as follows:
 - MLA -- Capitalize the first word and all words in the title with the exception of *the, at, to, in, a,* etc.
 - APA -- Capitalize the first word, the first word after a colon or dash, and proper nouns.

Source Type

Book:

- Author
 - 1 author
 - No author
 - 2 authors
 - 3 or more authors
- Editor
 - 1 editor
 - 2 editors
 - 3 or more editors

Encyclopedia, Magazine & Newspaper:

- Encyclopedia/Reference Work
- Magazine
- Newspaper

Online Databases:

- Encyclopedia/Reference Work
- Magazine Article
- Newspaper Article

Internet:

- Website
- Encyclopedia Article
- Magazine Article
- Newspaper Article
- Image
- Sound
- Video
- E-mail

Required Assignment: Using Citation Maker

1. Fill out a citation using citation maker for a book with [one author](#). Use the following information:

Author: **Don Trembath**
Title: **Rooster**
Edition: (not available)
Place of Publication: **Custer**, (city)
State: **WA**
Publisher: **Orca Books Publishers**
Date of Publication: **2005**



2. Fill out a citation using citation maker for a book with an [editor](#). Use the following information:

Editor: **Kelly Knauer**
Title: **Time 100: Leaders & Revolutionaries; Artists & Entertainers**
Edition: (not available)
Place of Publication: **Des Moines**, (city)
State: **IA**
Publisher: **TIME Books**
Date of Publication: **1998**

3. Fill out a citation using citation maker for a [magazine article](#). Use the following information:

Name of Author: **Barb Crabbe, DVM**
Title of Article: **Pain in the neck**
Magazine: **Horse & Rider**
Date of Issue: **September 2012**
Pages: **62-65**

4. Fill out a citation using citation maker for a [newspaper article](#). Use the following information:

Name of Author(s): **Mehmet Oz M.D. and Michael roizen M.D.**
Title of Article: **Put some research into herbal remedies**
Title of Newspaper: **The Register-Guard**
City: **Eugene**
State: **OR**
Date of Issue: **Monday, October 8, 2012**
Edition: (not available)
Pages: **D1**



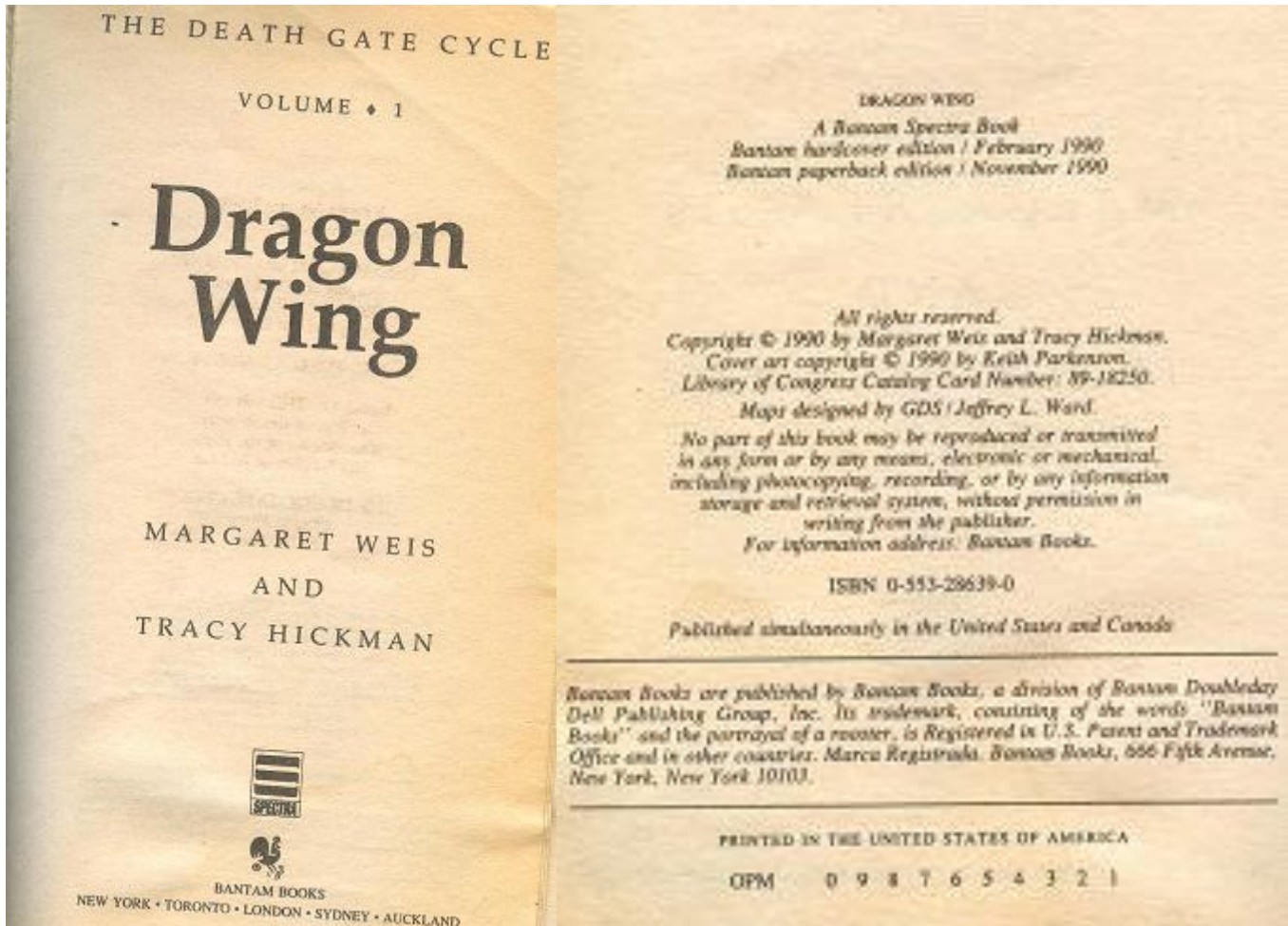
5. Fill out a citation using citation maker for a [website article](#). Use the following information:

Name of Author: **Zach Cooper**
Title of Work: **The Importance of Sleep for Teenagers**
Title of Overall Website: **Livestrong.com**
Website Publisher/Sponsor: **Livestrong.com**
Date Posted/Published: **July 26, 2011**
Date Accessed: **October 8, 2012**
URL: **<http://www.livestrong.com/article/501566-the-importance-of-sleep-for-teenagers/>**

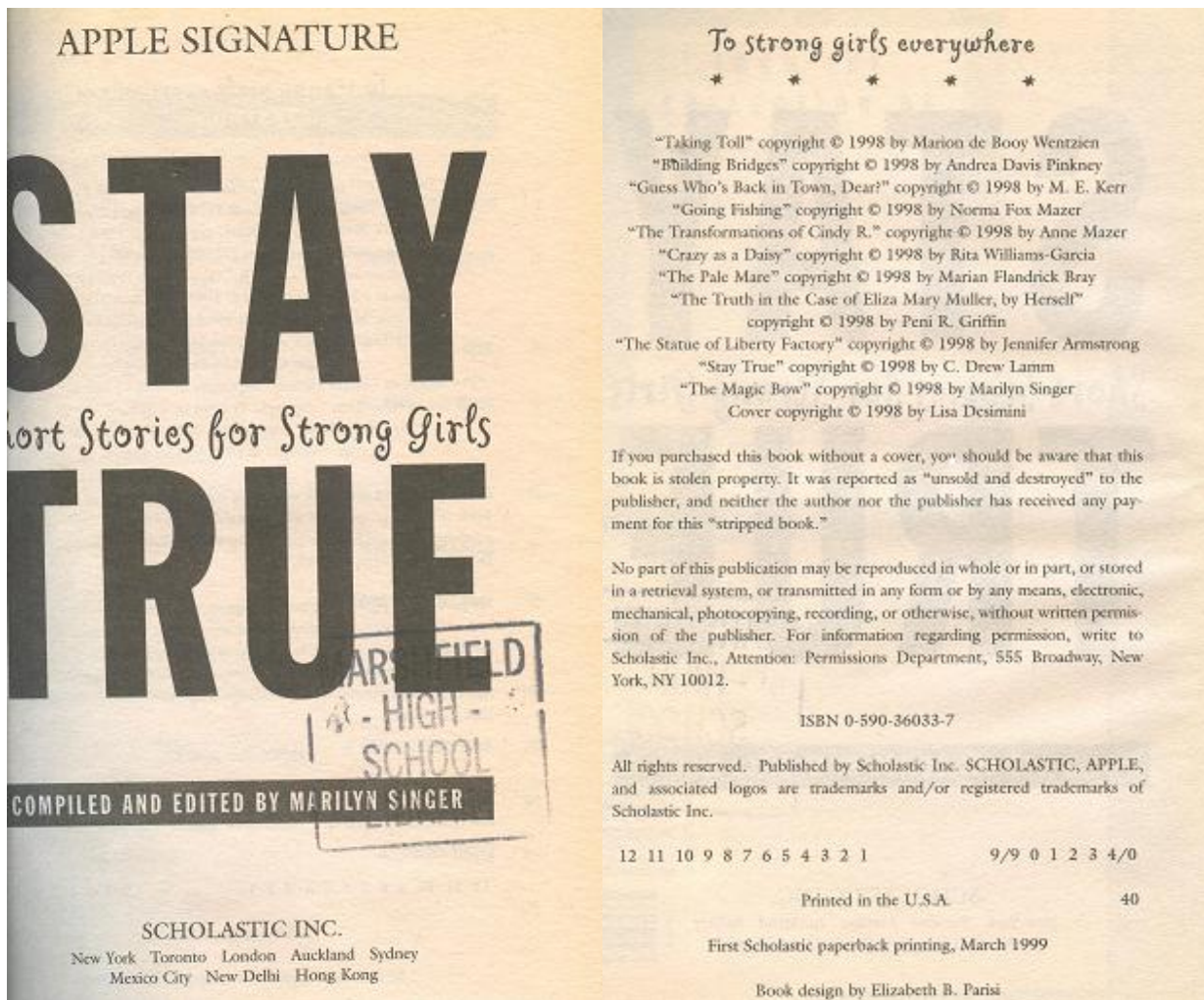
Test Out Your EXPERT Skills

Directions: The tasks on Page 3 only require you to plug in information correctly. The hard part is locating the information from the source. See if you can locate the information from the samples below (Pages 4-6) and make CORRECT CITATIONS using OSLIS Citation Maker. Save your citations to a word doc.

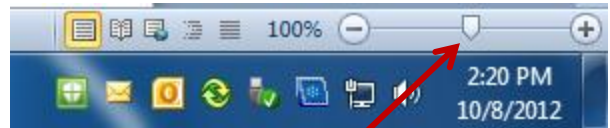
1. Book



2. Book



3. **Magazine** - TIP: If you cannot read the information on this page, increase the size of your computer page by moving the slide arrow to the right (It's on the lower right corner of your computer.)



4. **Web Page** - You may select the web site you want to use to create your citation. Just be sure to include the web address (URL) so an evaluation can be done to see you entered information correctly. The tips below can help you when you are on the web page.

Elements of a Reference Citation of Online Material

If you are citing an electronic version of a book (or book chapter), journal article, ERIC document, dissertation or thesis, use the above tabs to find information on citing those materials. Below is a guide for citing online materials that do not fit the norm of the publication world. For more information, refer to the *Publication Manual of the American Psychological Association*, 6th edition, pp.211-212, 7.09 Unpublished and Informally Published Works.

Author - the author is the person or organization taking credit for the information. If you are not sure who is taking responsibility for the information, look for an About Us link or who is copyrighting the material.

Personal author(s) example: Jane Smith & Michael J. Johnson
Corporate author examples:

- American Heart Association (a non-profit organization)
- National Cancer Institute (a government organization)
- Bristol-Myers Squibb Company (a commercial organization)

Date - Beware: many websites include a current date feature, which dates the page with today's date. **This is not the date upon which the information was written, it is the date you are viewing it. In your citation, you need to include the date the information was written or copyrighted.**

1. Copyright Date - generally found at the bottom of the page; if a date range is given (2007-2010), give only the most current year - 2010.
2. A byline date is sometimes used near the top of the webpage: **May 1, 2004**
3. A date of last update may be found at the top or bottom of the page and looks something like: **Updated: 8:43 a.m. MT May 10, 2009.**
4. If the website has no date associated with it, your citation will reflect this by an (n.d.) where the date should be.

Title - This rule works sometimes, not always - look in the extreme upper, left-hand corner of your web browser page. If you are using Internet Explorer, you should see the symbol for IE, the title of the webpage, and then the words Internet Explorer. Sometimes the title is not here, and you will need to look at the information on the page to find the title.

Retrieval Date - Include a retrieval date only with material that is expected to change over time (such as wikis).

URL - Be careful to get the correct URL (Uniform Resource Locator or web address).

The above information taken from following address: <http://mesacc.libguides.com/content.php?pid=38266&sid=281078>