

Citation Guide Infographic

Why to Cite

You cite to credit ideas to their authors and to guide your reader to the source. The parts of the citation required are those that everyone could *access* and would *need* to locate the author's work.

When to Cite

Whenever you directly quote, paraphrase, or depend on someone else's ideas or words, add a footnote.

If your whole paragraph relies on one source, indicate that in the topic sentence and insert the footnote at the end of that sentence (not in every sentence in the paragraph). In that note, include all pages you're referencing from the source.

If you're citing the Bible, use inline citations for Book chapter:verse (Gen 1:1). For the Qur'an, cite (surah:aya). The first time one of these follows a direct quotation of the translation, insert a footnote for the version you're using.

Use the insert option in Word, Pages or Google Docs to keep the Arabic numeral footnote references in sequence automatically. No footnote number is ever used twice; each citation, even of the same source, gets its own number.

What's a Container?

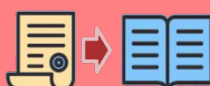
A container is generally something that holds a source. Here are examples with the containers italicized.



Articles are in *journals*



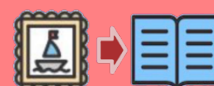
Songs are on *albums*



Essays are in *edited books*



Posts are on *blogs*



Pictures are on *the web*

When you search for sources, be sure to identify which type of source and container you've got.

Footnotes and bibliographic entries are formatted a bit differently for each type of source and container.

Citing with No Container

Not every source has a container! Plenty of sources can be cited on their own.

When citing a source without a container, use the format to the right. Notice these features:

- the size of notes is smaller than the body font,
- the indentation of notes and bibliographic entries is different,
- you need to add the page or page range you're citing to the note, and
- commas separate parts of a note, but periods separate parts of the bibliographic entry.

Footnote

¹ Author's First name Last name, *Title of Book or Source* (Series Name and number; City, State: Publisher, Year) page(s) you're citing.

Bibliographic Entry

Author's Last name, First name. *Title of Book or Source*, Series Name and number. City, State: Publisher, Year.

The state is only needed if the city is smaller and less well-known. Spell out the state. Use a hanging ½-inch indent

Here is an example of a bibliographic citation for an entire book, found in print



Godwired book, no container

Rachel Wagner. *Godwired: Religion, Ritual and Virtual Reality*, Media, Religion and Culture. New York: Routledge, 2012.

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Citing with One Container



Container titles are placed in *italics*, while the essay, article, blogpost or song is placed in “quotes.”

Here are two common examples of citations with one container. The first is for an article in a journal, and the second is for a chapter in an edited volume (if you’re citing a chapter in a book by a single author, just cite the book; see the “No Container” section above).

Put “In” before the book title but NOT before a journal title.

Alderman, Isaac M. and Christina L. Alderman. “Graphically Depicted: Biblical Texts in Comic Form.” *Arts* 22:4 (2011) 22-36.

Loughlin, Gerald. “Postmodern Scripture.” In *Christian Theologies of Scripture: A Comparative Introduction* (ed. Justin S. Holcomb; New York: New York University Press, 2006) 300-322.

Citing with Two Containers



An “article,”
in a *journal*,
found *online*



A “song,”
on an *album*,
from a *music streaming service*



An “episode,”
in a *TV series*,
on an *entertainment website*

There are times when a source has more than one container. Here are examples of sources with two containers. Each source is in “quotes”; each container is *italicized*.

When a source has more than one container, the additional container’s information is at the end of the citation.

In general, databases in our library don’t count as a second container, because not everybody who might read your paper has access to them (our library has licenses that limit use to SCU students, faculty and staff). So don’t include the databases in which you found a reference or a pdf article.

Journal article found online

Author’s Last name, First name. “Title of source.” *Title of Journal* volume:issue (year) pages. Online, *Website Name*, url, accessed [your access date].

Book chapter found online

Author’s Last name, First name. “Title of source.” In *Title of Book* (editor[s]; Series Title and number; City: Publisher, year) pages. Online, *Website Name*, url, accessed [your access date].

Here is an example of the Alderman and Alderman article in the *Arts* journal, from the prior example, but this version was found on the website *Academia.edu*.



Alderman, Isaac M. and Christina L. Alderman. “Graphically Depicted: Biblical Texts in Comic Form.” *Arts* 22:4 (2011) 22-36. Online, *Academia.edu*, http://www.academia.edu/1499853/Graphically_Depicted_Biblical_texts_in_comic_form, accessed [your access date].

You can break urls after any slash or search character (?,+,-) using a soft return (shift + return). This keeps your hanging indent set for the whole paragraph.