

# IN TEXT CITATIONS & REFERENCING

YOUR CHEAT SHEET TO IN-TEXT CITATIONS & REFERENCING

NICOLE MYERS B.ENG ASM-CE

# OVERVIEW:

STEP 1: REFERENCES – COMPLETE SOURCES

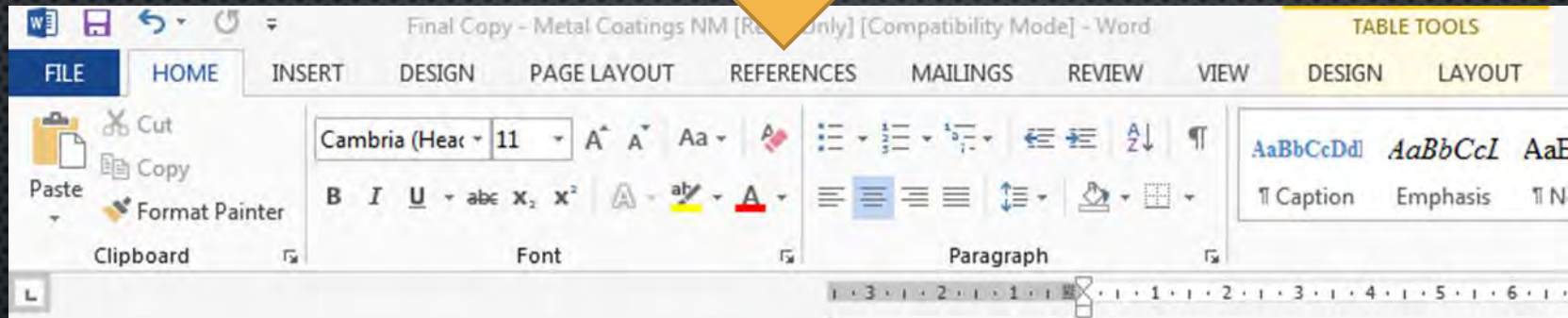
STEP 2: ADD YOUR SOURCES

STEP 3: IN-TEXT CITATIONS

STEP 4: REFERENCE PAGE



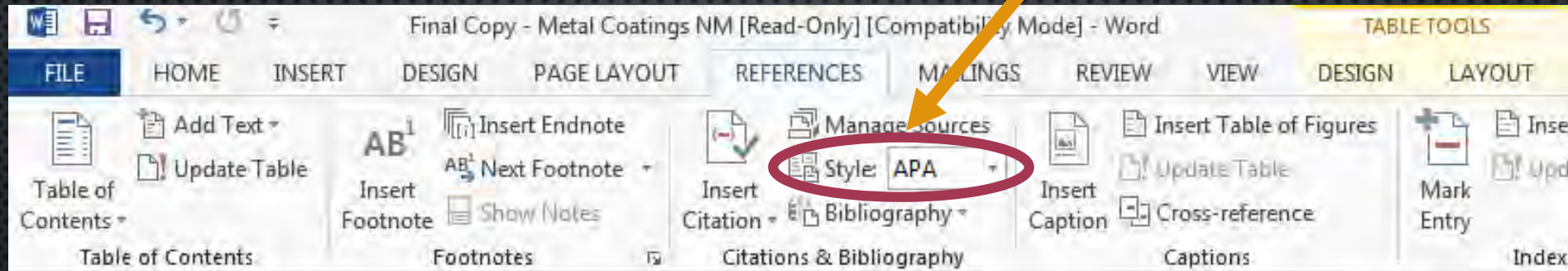
# STEP 1: REFERENCES



# STEP 1: REFERENCES

Choose 1 STYLE:

- IEEE
- APA
- MLA



# STEP 2: ADD SOURCES

The image shows the Microsoft Word interface with the REFERENCES ribbon selected. The 'Manage Sources' button is circled in red. Below the ribbon, the Source Manager dialog box is open. It features a search field, a 'Sort by Author' dropdown, and two lists: 'Sources available in: Master List' (containing 'Myers, Nicole: Test') and 'Current List' (containing several sources with checkmarks). A yellow arrow points to the 'New...' button between the lists. A legend at the bottom right of the dialog indicates that a checkmark represents a 'cited source' and a question mark represents a 'placeholder source'. The 'Preview (APA)' section at the bottom shows the citation and bibliography entry for the selected source.

**Source Manager**

Search:  Sort by Author

Sources available in: Master List

Myers, Nicole: Test

**Current List**

- Metokote Corporation; Powder Coating Process Specifics**
- Government of Newfoundland; Public Tender Act (1984)
- Memorial University of Newfoundland; Technical Services
- Association, American Galvanizers; Hot Dipped Galvanizing for Corros
- Burakowski, Tadeusz, Wierzchon, Tadeusz; Surface Engineering of Me
- Pawlowski, Lech; The Science and engineering of Thermal Spray Coati
- Wicks, Zeno W, Jones, Frank N, Pappas, S Peter, Wicks, Douglas A; Or

cited source  
 placeholder source

Preview (APA):

Citation: (Metokote Corporation, n.d.)

Bibliography Entry:  
Metokote Corporation. (n.d.). *Powder Coating Process Specifics*. Retrieved from <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>

# STEP 2: ADD SOURCES

Source Manager

Search:  Sort by Author:

Sources available Master List

Myers, Nicole; Te

Preview (APA):

Citation: (Metokote Corporation. (n.d.). Powder Coating Process Specifics. Retrieved from <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>

Bibliography Entry

Metokote Corporation. (n.d.). Powder Coating Process Specifics. Retrieved from <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>

Close

Create Source

Type of Source: **Web site** ← CHOOSE TYPE OF SOURCE

Bibliography Fields for APA

Author:  Edit

Corporate Author:

Name of Web Page:

Name of Web Site:  COMPLETE DETAILS

Year:

Month:

Day:

URL:

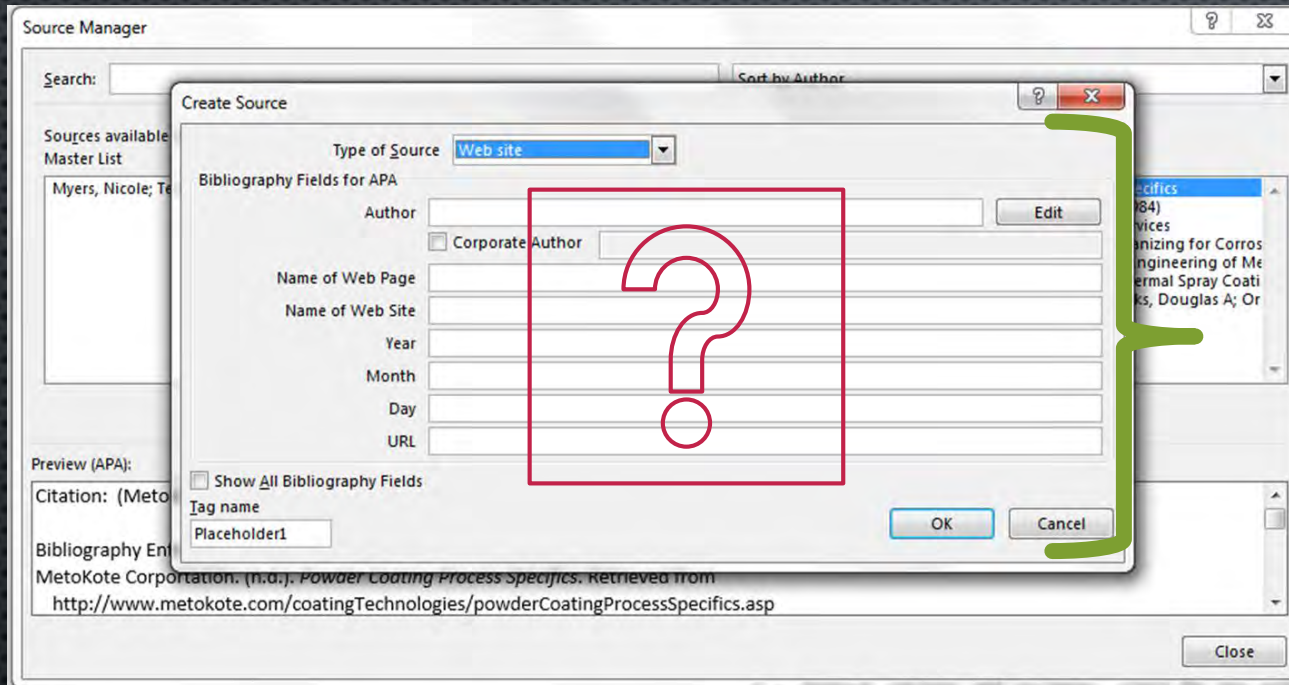
Show All Bibliography Fields

Tag name:

Placeholder1:

OK Cancel

# STEP 2: ADD SOURCES



DON'T KNOW  
WHERE TO FIND  
ALL THIS INFO??

<http://umb.libanswers.com/faq/146437>



# STEP 2: ADD SOURCES

LIST OF SOURCES

The screenshot shows the 'Source Manager' application window. At the top, there is a search bar and a 'Sort by Author' dropdown menu. Below this, the 'Sources available in: Master List' section contains a list with one entry: 'Myers, Nicole; Test'. To the right of this list are buttons for '<- Copy', 'DELETE', 'Edit...', and 'New...'. The 'Current List' section on the right contains a list of sources, with the first one selected: 'Metokote Corporation; Powder Coating Process Specifics'. Below this list are checkboxes for 'cited source' and 'placeholder source'. At the bottom, the 'Preview (APA):' section shows the citation: 'Citation: (Metokote Corporation, n.d.)' and 'Bibliography Entry: Metokote Corporation. (n.d.). Powder Coating Process Specifics. Retrieved from http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp'. A green arrow points from the text 'LIST OF SOURCES' to the 'Current List' section. A red arrow points from the text 'HOW THEY WILL APPEAR IN YOUR REFERENCE PAGE' to the 'Bibliography Entry' section.

Source Manager

Search:  Sort by Author

Sources available in: Master List

Myers, Nicole; Test

<- Copy  
DELETE  
Edit...  
New...

Current List

- ✓ Metokote Corporation; Powder Coating Process Specifics
- ✓ Government of Newfoundland; Public Tender Act (1984) Memorial University of Newfoundland; Technical Services
- ✓ Association, American Galvanizers; Hot Dipped Galvanizing for Corros
- ✓ Burakowski, Tadeusz, Wierzchon, Tadeusz; Surface Engineering of Me
- ✓ Pawlowski, Lech; The Science and engineering of Thermal Spray Coati
- ✓ Wicks, Zeno W, Jones, Frank N, Pappas, S Peter, Wicks, Douglas A; Or

✓ cited source  
? placeholder source

Preview (APA):

Citation: (Metokote Corporation, n.d.)

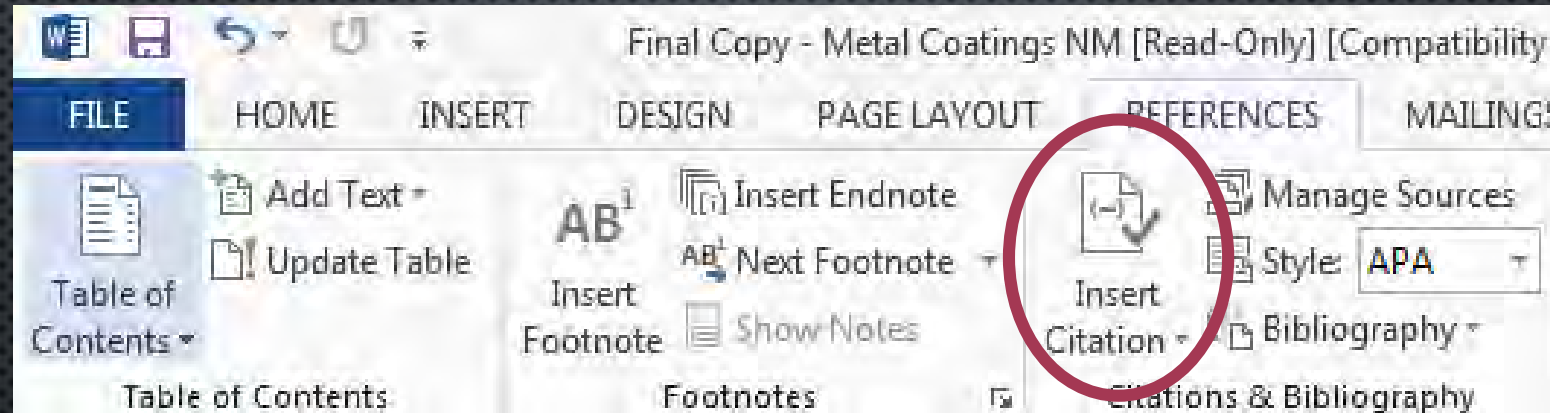
Bibliography Entry:  
Metokote Corporation. (n.d.). Powder Coating Process Specifics. Retrieved from  
<http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>

Close

HOW THEY WILL APPEAR IN  
YOUR REFERENCE PAGE



# STEP 3: IN-TEXT CITATIONS



# STEP 3: IN-TEXT CITATIONS

## 4.0 Galvanizing

Galvanizing is a branch of electroplating that is most commonly used in corrosion protection and the coating of metals. The coating, in simplistic terms, sacrifices itself and reacts with the oxygen instead of the metal it is coating. Electroplating is the process where a metal coating is applied by electrolysis using an external source of electric current while the object being coated is grounded. A more basic method is paint galvanizing where the metallic layer is applied as a paint spray or with a roller or brush. Some other methods include, chemical reactions, whereby the coating is applied by result of a chemical reaction, and exchange, where the less noble metal displaces the nobler metal from the solution (Burakowski & Wierzchon, 1999).

TADA!

## STEP 3: IN-TEXT CITATIONS

REMEMBER!!

ANY PARAPHRASED  
INFORMATION (I.E. NOT  
YOUR OWN IDEAS) **MUST** BE  
PROPERLY REFERENCED

## STEP 3: IN-TEXT CITATIONS



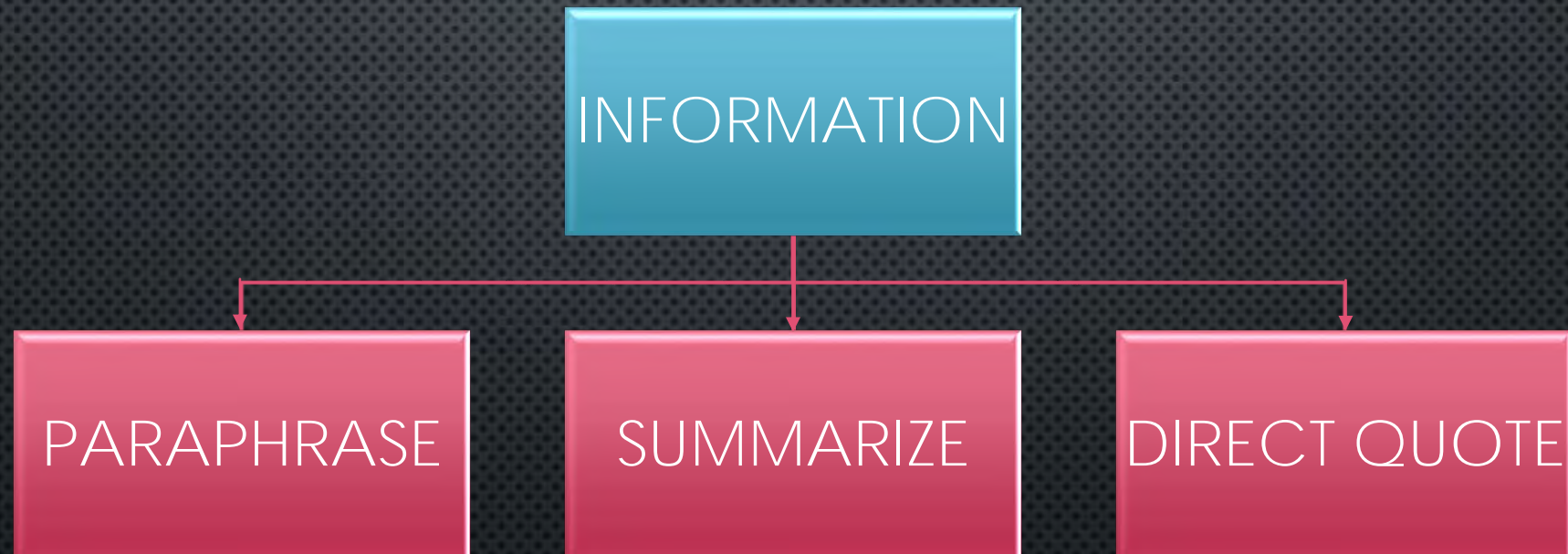
THIS DOES NOT LOOK GOOD  
TO POTENTIAL EMPLOYERS

Plagiarism is an Academic Offense!

If found guilty of plagiarism,  
WT grade could be FAIL and your  
transcript could read:

*“On probation at the university for  
academic misconduct”*

# STEP 3: IN-TEXT CITATIONS



# STEP 3: IN-TEXT CITATIONS

## WHEN DO I PARAPHRASE INFORMATION?

- USED FREQUENTLY
- WHEN YOU WANT TO INCLUDE SPECIFIC DETAILS OF A TEXT YOU'VE READ INTO YOUR OWN WORK
- WHEN THE INFO CAN BE WRITTEN USING YOUR OWN WORDS WITHOUT CHANGING THE MEANING OF THE TEXT
- CUTTING AND PASTING TEXT AND ADDING A CITATION IS PLAGIARISM
- PARAPHRASING STILL REQUIRES AN IN-TEXT CITATION

# STEP 3: IN-TEXT CITATIONS

## WHEN DO I SUMMARIZE INFORMATION?

- USED FREQUENTLY
- WHEN YOU WANT TO INCLUDE OVERALL MESSAGE/FINDINGS OF A TEXT BUT USING LESS DETAIL THAN WHEN PARAPHRASING
- SUMMARIZED INFORMATION STILL REQUIRES AN IN-TEXT CITATION

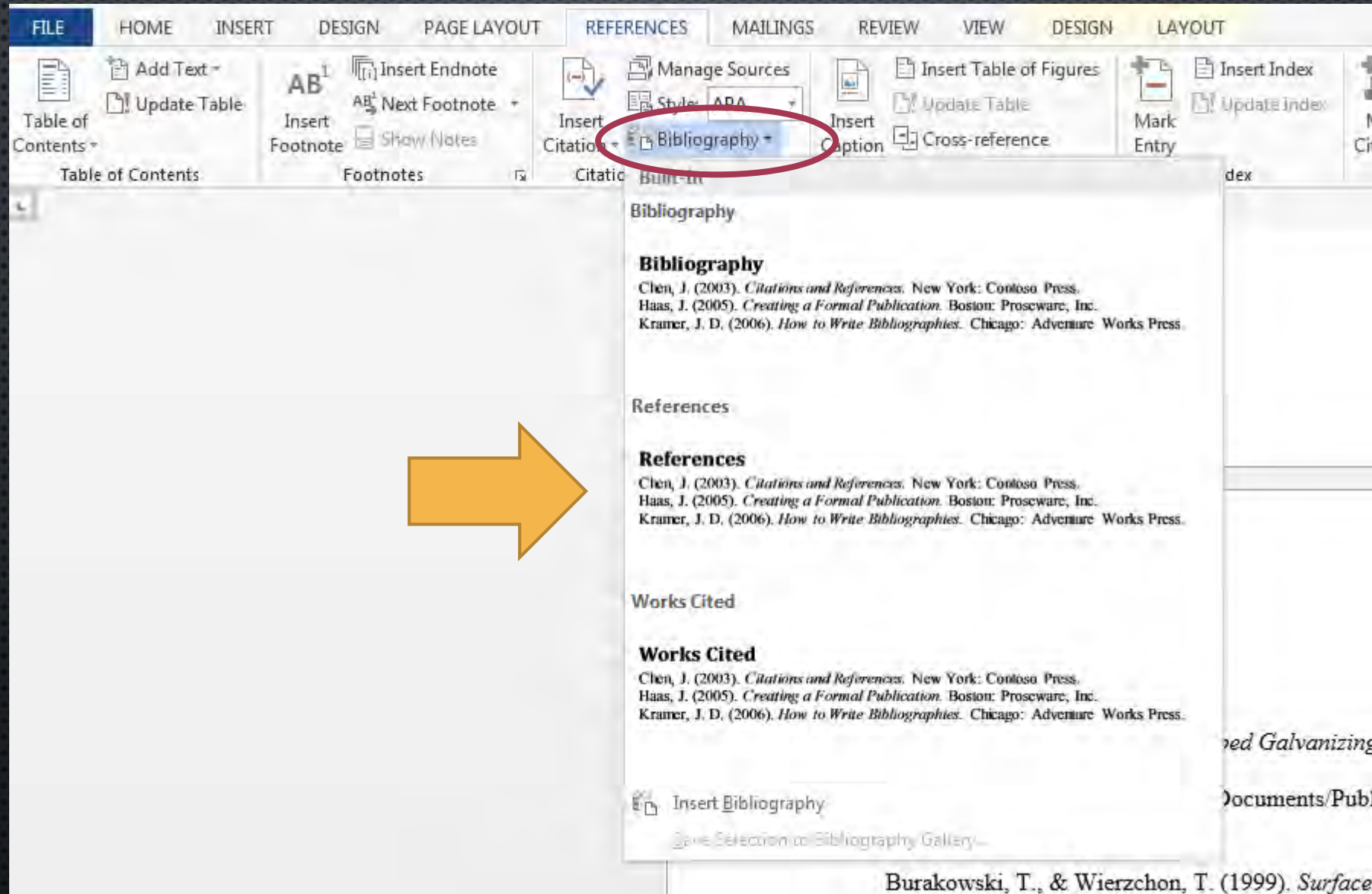
# STEP 3: IN-TEXT CITATIONS

## WHEN DO I USE DIRECT QUOTES??

- USED SPARINGLY!
- USED WHEN INFO CANNOT BE WRITTEN IN YOUR OWN WORDS AND STILL KEEP THE SAME MEANING
- EXAMPLE: FAMOUS QUOTES
  - “*WE CANNOT SOLVE OUR PROBLEMS WITH THE SAME THINKING WE USED WHEN WE CREATED THEM*” [1].
- REQUIRES AN IN-TEXT CITATION



# STEP 4: REFERENCE PAGE



The screenshot shows the Microsoft Word interface with the REFERENCES ribbon selected. The 'Bibliography' button in the 'Citations' group is circled in red. A yellow arrow points from the left towards the 'Bibliography' gallery preview, which displays three styles: Bibliography, References, and Works Cited. Each style shows a list of sample references.

**Bibliography**

- Chen, J. (2003). *Citations and References*. New York: Contoso Press.
- Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
- Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**References**

- Chen, J. (2003). *Citations and References*. New York: Contoso Press.
- Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
- Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**Works Cited**

- Chen, J. (2003). *Citations and References*. New York: Contoso Press.
- Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
- Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

Insert Bibliography

Some Selections in Bibliography Gallery

Burakowski, T., & Wierzchon, T. (1999). *Surface*

# STEP 4: REFERENCE PAGE

## References

**TADA!**

Association, A. G. (n.d.). *Hot Dipped Galvanizing for Corrosion Protection*. Retrieved from <http://www.galvanizedrebar.com/Documents/Publication/Specifiers%20Guide%20To%20Rebar%200504.pdf>

Burakowski, T., & Wierzchon, T. (1999). *Surface Engineering of Metals Principals, Equipment, Technologies*. Boca Raton, Florida: CRC Press LLC.

Government of Newfoundland. (1984). *Public Tender Act*. (Q. P. Earl G. Tucker, Editor) Retrieved from <http://www.assembly.nl.ca/legislation/sr/statutes/p45.htm>

Memorial University of Newfoundland. (n.d.). *Technical Services* . Retrieved from <http://www.mun.ca/ts/index.php>

Metokote Corporation. (n.d.). *Powder Coating Process Specifics*. Retrieved from <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>

Pawlowski, L. (2008). *The Science and engineering of Thermal Spray Coatings Second Edition*. Chichester, West Sussex, England: John Wiley & Sons Inc.

Wicks, Z. W., Jones, F. N., Pappas, S. P., & Wicks, D. A. (2007). *Organic Coatings Science and Technology Third Edition*. Hoboken, New Jersey: John Wiley & Sons Inc.

# STEP 4: REFERENCE PAGE

PRO TIP:

! Update Citations and Bibliography

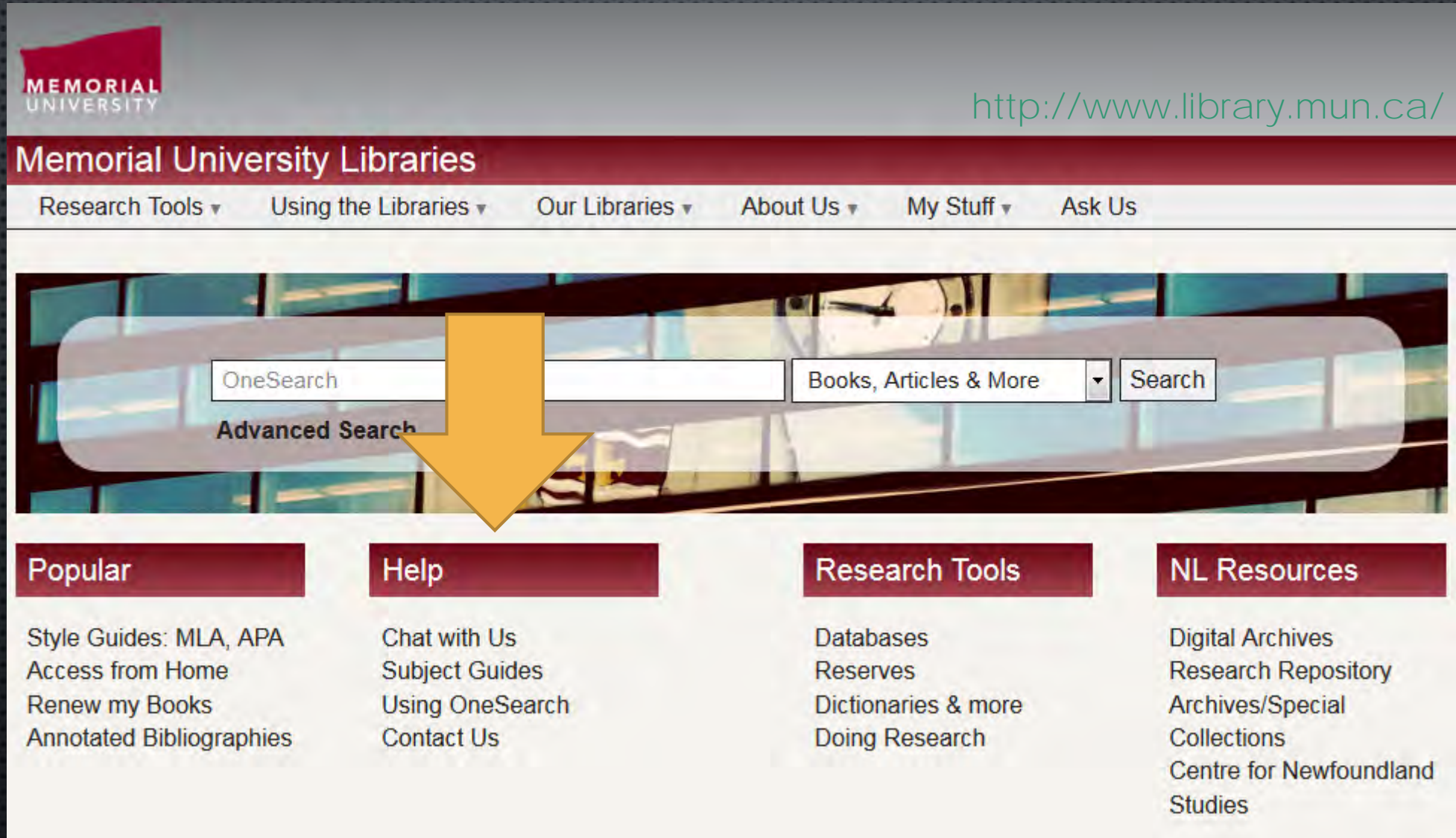
## References

- Association, A. G. (n.d.). *Hot Dipped Galvanizing for Corrosion Protection*. Retrieved from <http://www.galvanizedrebar.com/Documents/Publication/Specifiers%20Guide%20To%20Rebar%200504.pdf>
- Burakowski, T., & Wierzchon, T. (1999). *Surface Engineering of Metals Principals, Equipment, Technologies*. Boca Raton, Florida: CRC Press LLC.
- Government of Newfoundland. (1984). *Public Tender Act*. (Q. P. Earl G. Tucker, Editor) Retrieved from <http://www.assembly.nl.ca/legislation/sr/statutes/p45.htm>
- Memorial University of Newfoundland. (n.d.). *Technical Services* . Retrieved from <http://www.mun.ca/ts/index.php>
- Metokote Corporation. (n.d.). *Powder Coating Process Specifics*. Retrieved from <http://www.metokote.com/coatingTechnologies/powderCoatingProcessSpecifics.asp>
- Pawlowski, L. (2008). *The Science and engineering of Thermal Spray Coatings Second Edition*. Chichester, West Sussex, England: John Wiley & Sons Inc.
- Wicks, Z. W., Jones, F. N., Pappas, S. P., & Wicks, D. A. (2007). *Organic Coatings Science and Technology Third Edition*. Hoboken, New Jersey: John Wiley & Sons Inc.

MAKE SURE TO UPDATE  
YOUR REF. PAGE IF YOU  
MAKE ANY CHANGES



# BONUS TIPS: ASK A LIBRARIAN



MEMORIAL UNIVERSITY

<http://www.library.mun.ca/>

## Memorial University Libraries

Research Tools ▾ Using the Libraries ▾ Our Libraries ▾ About Us ▾ My Stuff ▾ Ask Us

OneSearch Books, Articles & More ▾ Search

Advanced Search

**Popular**

- Style Guides: MLA, APA
- Access from Home
- Renew my Books
- Annotated Bibliographies

**Help**

- Chat with Us
- Subject Guides
- Using OneSearch
- Contact Us

**Research Tools**

- Databases
- Reserves
- Dictionaries & more
- Doing Research

**NL Resources**

- Digital Archives
- Research Repository
- Archives/Special Collections
- Centre for Newfoundland Studies

# BONUS TIPS: ASK A LIBRARIAN

**Memorial University Libraries**

Research Tools ▾ Using the Libraries ▾ Our Libraries ▾ About Us ▾ My Stuff ▾ Ask Us

MUN Libraries — Ask Us

## Ask Us!


Got a question? We've got answers!


*Should I write numbers out?*


*How do I reference a conversation?*


*How do I reference \_\_\_\_\_?*


**chat** LIVE SUPPORT **offline**

 [Chat with us](#)


 [Email us](#)

 [Ask a Newfoundland question](#)

 [Book an appointment for research help](#)

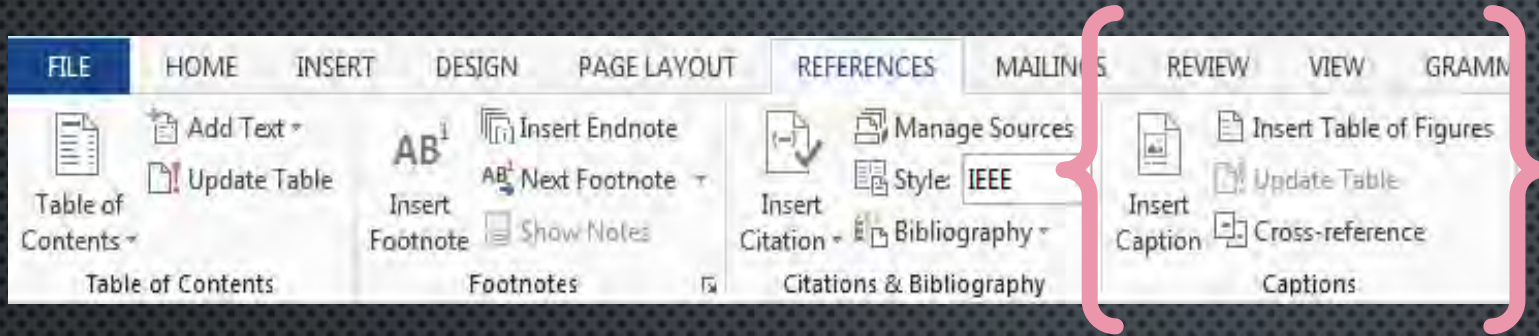
 **Call us**

- QEII 864-7427
- HSL 864-3378
- MI 778-0615
- Grenfell 637-6236
- Education 864-7466
- Music 864-4471
- CNS 864-7475

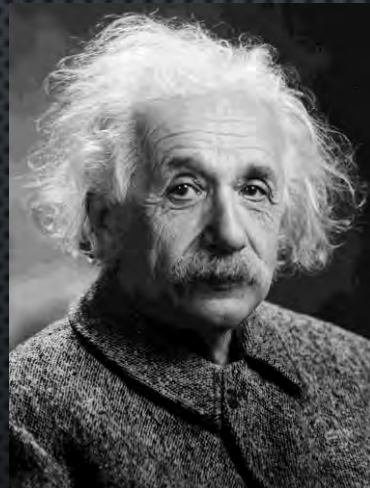
 **Visit Us**

- QEII Hours
- HSL Hours
- MI Hours
- Grenfell Hours
- Education Hours
- Music Hours
- CNS Hours

# BONUS TIPS: FIGURES



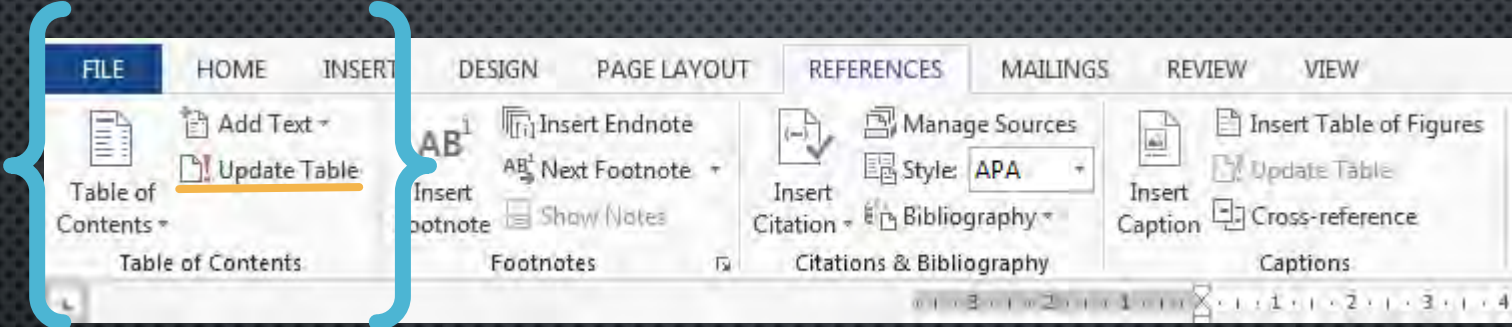
YOU CAN USE WORD TO  
INSERT CAPTIONS AND  
COMPLETE YOUR TABLE  
OF FIGURES!



FIGURES MUST  
BE PROPERLY  
REFERENCED

FIGURE 1: ALBERT ENSTEIN [1].

# BONUS TIPS: TABLE OF CONTENTS



YOU CAN ALSO USE  
WORD TO INSERT AN  
AUTO TABLE OF CONTENTS

# TAKE AWAY:

- REFERENCING: NOT HARD
- IN-TEXT CITATIONS: REQUIRED IN WORK TERM REPORTS
- RESOURCES: AVAILABLE TO YOU – USE THEM
- ENGINEERS: DO NEED TO KNOW HOW TO WRITE

IF YOU HAVE QUESTIONS?! ASK THEM!



## STUDENT RESOURCES:

- <http://www.engr.mun.ca/~techcomm/>
- [www.mun.ca/library](http://www.mun.ca/library)
- Sonya Rideout [sonyar@mun.ca](mailto:sonyar@mun.ca)
- [https://www.mun.ca/coop/programs/engineering/pd\\_engineering.php](https://www.mun.ca/coop/programs/engineering/pd_engineering.php)