

# **3. Ability to Use Source Materials**

# **Ability to Use Source Materials**

**In this section you will be tested on your research skills. There are reference questions also. Some of the questions are taken from a passage, while others are stand-alone. You will need to know about:**

# **Ability to Use Source Materials**

**3.1 Use of reference materials**

**3.2 Evaluation of sources**

**3.3 Integration of resource material**

**3.4 Documentation of sources (including, but not limited to, MLA, APA and Chicago manuals of style)**

## **3.1 Use of Reference Materials**

# Use of Reference Materials

Documenting sources is very important in academic writing; let's say, in fact, that it is important in most *all* writing. It is important for four reasons:

- To avoid plagiarism and to be ethical in writing
- To be more convincing and credible when writing

# **Use of Reference Materials**

- **To provide a “dialogue” when writing, a conversation between the writer and the sources used. This reaction and interaction gives the paper more substance and dimension.**
- **To give readers additional resources for further reading on the subject**

# **Use of Reference Materials**

**PALAGIARISM –  
something we all want to  
avoid. We should give  
credit where credit is due.  
If we take someone else's  
idea, we should recognize  
their work as not being  
ours but theirs.**

# Use of Reference Materials

Avoiding plagiarism is the ethical way to approach writing, and learning about how to cite material can save you in the long run. It's best to learn about it now and get in the habit of using it. What is more, it makes your writing look more credible.



# **Use of Reference Materials**

**Documenting sources is important to avoid plagiarism and to be ethical in writing. We must cite our sources and give credit to the person whose idea we are using. This is a courtesy we owe to that person and an obligation we owe to our readers.**

# **Use of Reference Materials**

**Sources should be  
documented especially  
when:**

- Uncommon facts**
- Ideas that are original  
and unique**

# Use of Reference Materials

However, sometimes quotations are so well known that we don't have to cite them, and we may not even know where they came from.

Here is an example:

*Blood is thicker than water.*

The same can be made with general statements:

*Mount Everest is the highest mountain in the world.*

# **Use of Reference Materials**

**Documenting sources is important for writers to convince readers. Backing up what is said by using expert/ external opinion gives more credibility to the paper.**

# **Use of Reference Materials**

**Readers may not be convinced by the author's words alone, and having other sources pointed in the same direction reinforces the veracity of the writer's voice.**

# Use of Reference Materials

Documenting sources is important to provide a “dialogue” when you write. In addition to the multiplicity of voices and diversity of perspectives that the use of external sources provides, you have the opportunity to engage in a conversation with them, which makes your paper more lively than if the paper were only written from your perspective.

# **Use of Reference Materials**

**By responding to what others say by either agreeing or disagreeing with them, by anticipating counterarguments and responding to naysayers, and by using external sources to support your central argument, you can create a very well-structured and clear paper that uses interchange, evidence and reason to convey your point.**

# Use of Reference Materials

Documenting sources is important to give readers additional resources for further perusal on the subject. If they are interested in finding out more about a citation, they only need to look up where it came from. This why it's important to be careful when citing, to not be tokenistic or misrepresentative, but rather whole and accurate when finding support. This takes us to our next section on Evaluating Sources.



# Use of Reference Materials

(On finding sources, remember that a citation should support *your* ideas; you shouldn't just find quotes and write around them as if they were the outline of your paper. This is different, however, from *explaining* your citation, which is very important. This will be covered in Unit 5 on Writing the essay).

## **3.2 Evaluation of Sources**

# Evaluation of Sources

When you write a paper, you want to use reliable, up-to-date sources to support your ideas. This is why you need to closely evaluate the sources you select. Readers will also evaluate what you use, and unless you are careful, their findings may cast doubt on the merit of your paper. Some of the questions they may ask might be:

# Evaluation of Sources

- **Is the content of the source fact or opinion?**
- **Is the coverage of the evidence sufficient and reliable?**
- **Are these primary or secondary sources?**
- **How old are the sources?**
- **How reliable is the source?**
- **Are multiple viewpoints acknowledged?**

# **Evaluation of Sources**

**Some things that you need to be aware of when choosing sources is:**

- Type of source**
- Internet versus print source**
- Objectivity versus subjectivity of source**

# Evaluation of Sources

- **Relevance and range of coverage of source**
- **Credibility of the source and of the author of the source**
- **Date of publication of the source**

# Evaluation of Sources

## Type of Source:

- Is the source a *primary* source (first hand source) or a *secondary* source (something written about a primary source)
- Is it a peer-reviewed or non-peer reviewed source?

# **Evaluation of Sources**

## **Internet Versus Print Source:**

- **With a print source, it's easier to find out who wrote it, and when and where it was written. Anyone can put anything online anytime.**



# **Evaluation of Sources**

## **Internet Versus Print Source:**

- **With a print source, the publication process is more refined and strict, and more reliable. There is reviewing and editing involved. Anyone can put anything online anytime.**

# Evaluation of Sources

## Internet Versus Print Source:

- **With a print source, it is less likely to be biased. Anyone can put anything online anytime.**

# Evaluation of Sources

## Objectivity Versus Subjectivity of Source:

- **Biased sources may not be credible or convincing**
- **Evidence should show an impartial viewpoint**
- **Look for language and wording cues that offset an objective focus**

# Evaluation of Sources

## Relevance and Range of Coverage of Source:

- **Is the source that is selected relevant to the topic? Is it a scholarly work about that topic? Is it primary research?**
- **Does the source cover enough information about the topic? Is it too superficial, or perhaps too complex?**

# Evaluation of Sources

## Credibility of the Source and of the Author of the Source:

- How are the author's and the source's credentials and affiliations?
- What else has the author published in this field or in other fields?
- How is the reputation of the source and/ or the author?

# Evaluation of Sources

## Date of Publication of the Source:

- Does the publication represent the latest research in the field?  
Are there a variety of publications over different dates? Does it matter?
- Does the field being researched change constantly? Is the publication true to the latest findings?
- Is the latest research necessarily the best?

## **3.3 Integration of Resource Material**

# Integration of Resource Material

**Citation**: When you integrate resource material into a paper, you cite a reference.

**Reference**: This gives the bibliographic information of the source (author, title, publisher, date of publication, place of publication). Depending on the source, not all of this will be available.



# **Integration of Resource Material**

**In this section we will cover citing sources.**

**In section 3.4 we will cover referencing sources.**

# Integration of Resource Material

There are three main types of citations and referencing:

MLA (Modern Language Association)

APA (American Psychological Association)

CMS (Chicago manual of Style)

They have the same information, but this information is organized in different ways.

# Integration of Resource Material

Sources can be cited in many ways.

Let's say there is a book about language entitled *Languages in Decline* by Dalia Lipperstein. She is considered an expert in the field of linguistics. Sources can be cited in many ways. Here are some different ways:

# Integration of Resource Material

*Lipperstein (2016) predicts that the number of world languages will decline by one third in the next half century.*

*Lipperstein predicts that the number of world languages will decline by one third in the next half century (312-313).*

*The number of world languages will decline by one third in the next half century (Lipperstein 2016).*

# Integration of Resource Material

## MLA Style Citation (Modern Language Association).

This style is used by many in the humanities.

Free-standing main text citations usually have the last name of the author and the page number, but if the name of the author is in the main text, you don't need to repeat it after the citation:

# Integration of Resource Material

## MLA Style Citation

*Lipperstein predicts that the number of world languages will decline by one third in the next half century (312-313).*

*With the age of the Internet and other forces of globalization, it is predicted that the number of world languages (Lipperstein 312-313).*

# Integration of Resource Material

## MLA Style Citation

If there are *numerous places in the same source* that are cited, the page numbers are separated by commas:

*With the age of the Internet and other forces of globalization, it is predicted that the number of world languages will decline by one third in the next half century (Lipperstein 108, 312-313, 376).*

# Integration of Resource Material

## MLA Style Citation

If there are *numerous sources with the same information*, the sources are separated by semicolons:

*It is predicted that in the next 50 years, the number of world languages will decline significantly (Lipperstein 312-313; Moore and Trowel 333; Toll, Nickels and Jonson 19).*



# Integration of Resource Material

## MLA Style Citation

**More than three authors:  
(Watson, Hammerstein,  
Blackstone et al.)**

**Organizations:  
(Human Rights Watch);  
(Human Right Watch 25)**

# Integration of Resource Material

## MLA Style Citation

**Multiple volumes:  
(Henderson 2: 341)**

**Source within a source:**

***Dreggel sees that the number of world languages will decline in the next half century (cited in Lipperstein 312-313).***

# Integration of Resource Material

## MLA Style Citation

If a source quotes another source it should show with "qtd." in the citation, like this: "Hafferson explained that reason was "way too obvious, and beyond a doubt (qtd. in Keller 196).

# **Integration of Resource Material**

## **MLA Style Citation**

**Beyond this, there are citation formats regarding recordings, emails, newspapers, magazines, etc.**

# Integration of Resource Material

## MLA Style Citation

In regard to citing a source on the Internet, the rules are like those of print sources, although much of the information may not be available. If the name is not available, the article name or website can be used. If a website is cited, the domain name can be used rather than writing in the entire URL.

# **Integration of Resource Material**

## **APA Style Citation**

**The APA style derives from the American Psychological Association's publication manual. It is a style used in many social sciences for scientific writing.**

# Integration of Resource Material

## APA Style Citation

These stand like this:

- In-text citation:

*Henderson and Hamilton (2016) pointed out the spike in coryza among college students in the Boston area.*

- Parenthetical citation:

*There has been a spike in coryza cases among Boston area college students (Henderson & Hamilton, 2016).*

# Integration of Resource Material

## APA Style Citation

Let's say you have more than one source:

*There has been a spike in coryza cases among Boston area college students (Boyle, 2015; Henderson & Hamilton, 2016; Zoltan 2016).*



# Integration of Resource Material

## APA Style Citation

If there are more than two authors, after they are mentioned the first time, future references can be listed as "(first author) et al.", which means "and others" in Latin.

# Integration of Resource Material

## APA Style Citation

For organizations:

*The rise in acute nasopharyngitis is seen as typical this time of year (Department of Health and Human Services, 2015).*

In the case of a quotation citation:

*"The anarcho syndicalist tendencies are baseless and unfounded" (Sully, 2011, p. 217).*

As Sully (2011) states, "Those anarcho syndicalist tendencies are baseless and unfounded" (p. 217).

# Integration of Resource Material

## APA Style Citation

Say you have a source that sources a source (you like what someone writes about someone else):

*Jackson (2009) sees this phenomenon on the decline because of diaspora (as cited in Wilcox, 2007).*

# Integration of Resource Material

## APA Style Citation

As in the MLA style, there are rules surrounding other non-academic sources like newspapers, recordings, emails, etc.

Also, like the MLA style, sources taken from the internet are like those of printed sources. If the internet address alone is given, it would appear like this:

*The seventeen thousand people that survived that ordeal are now resettled in different countries*  
<http://www.diasporacheck.com/about>

# Integration of Resource Material

## CMS Style Citation

CMS is the *Chicago Manual of Style*. It is not the product of a professional organization but is used for all types of writing. There are two different CMS subset styles for citations and reference. One is the notes and bibliography style, and the other is author-date.

# Integration of Resource Material

## CMS Style Citation

For the notes and bibliography style, when there is a source used, there is a number at the end of the sentence, and the reference details are listed either at the bottom of the page (footnote) or at the end of the essay (endnote):

*Dempsy notices this change across classes, from the rich to the poor<sup>1</sup>.*

# Integration of Resource Material

## CMS Style Citation

For the author-date system, the source is included, like in the APA style, with little change:

*This change occurs across classes, from the rich to the poor (Dempsey 1997, 212).*

# Integration of Resource Material

## CMS Style Citation

Like with the APA and MLA styles, the CMS style also has additional rules surrounding the sourcing of recordings, periodicals, emails, and the like. These formats, and those of the other styles, can be found in the supplemental materials section.



## **3.4 Documentation of Sources (Including, But Not Limited to MLA, APA and Chicago Manuals of Style)**

# Documentation of Sources

## References/ Works Cited/ Bibliography

When using sources when writing, we must leave a full print of where we borrowed the material. The in-text and parenthetical citations are an abbreviated note to a fuller text which is listed at the end of the paper (or elsewhere, depending on the style: MLA, APA or CMS).

# Documentation of Sources

## APA Style Reference

All the citations in the main text require a full bibliographic reference at the end of the paper. These are listed in alphabetical order by the author's last name. These are some of the more common types of references seen:

# Documentation of Sources

## APA Style Reference

### Book:

Hasselstein, R. (2012). *Dystopian Psychotherapy: A View from Across the Bridge*. NY: Handel Press.

In this case we have the author, the date of publication, the name of the book, the place of publication and the publisher.

# Documentation of Sources

## APA Style Reference

Journal article:

Hasselstein, R. (2011). Retribution Psychology in the Age of the Aftermath. *Psychology Beyond*, 21, 211-224.

In this case, we have the author, the publication date, the name of the article, the journal, the volume number, and then the page numbers.

# Documentation of Sources

## APA Style Reference

Chapter from an edited  
book:

Hasselstein, R. (2016).  
Gathering Reasons for the  
Psychoallergenic Age. In P.  
Brottell and K. Mendelston  
(Eds.) *New Approaches to  
Mind and Age* (pp. 198-227).  
Boston, Fender Press.

# Documentation of Sources

## APA Style Reference

In this case, we have a chapter from a book that was published in 2016. Hasslestein is the author of the article "Gathering Reasons for the Psychoallergenic Age", that appeared in the book *New Approaches to Mind and Age* that was edited by Brottell and Mendelston. The article in that book appears on pages 198-227, and it was published in Boston by Fender Press.

# Documentation of Sources

## APA Style Reference

### Organizations:

State Report on Children's Health. (1998). *Suggested Standards for Adolescent Well Being*. Baltimore, MD: Council of Youth Development.

### Magazine article:

Levett, T. (2011, March). Arthurian revival. *Contemporary Medievalism*, 37, 98-110.



# Documentation of Sources

## APA Style Reference

More than six authors:

Pabson T., Averill B.,  
Samson H., Heller U.,  
Gregorian E., Tenill W., et al.  
(2009). Lesser harmony in an  
age of great change. *Journal  
of Social Development, 22*,  
444-490.

# Documentation of Sources

## APA Style Reference

Internet sources:

Vatt, P. N. (2000). The ergative case. Retrieved 21 August 2001, from <http://www.globallinguistics.org/ergativecase.htm>.

Also, for Internet sources the DOI (Digital Object Identifier) or the URL should be provided. The date for the final version of the page should be given, but if there is no date, then the date it was retrieved will suffice.

# Documentation of Sources

## APA Style Reference

Here is an example of the DOI reference:

**Johnson, J. (1999). Facts and figures of the fears and fancies of a new century. *Journal of Chronology*, 17, 199-211. doi:15.3470/1077-9947.56.2.991**

# Documentation of Sources

## MLA Style Reference

The MLA style is similar to the APA, but has somewhat of a different format. Note the type of source (print, electronic, etc.) is put at the end:

**Book:**

Hanscom, Roberta. *Lapidary Poetry in Wartime*. Minneapolis, MN: Hackter Press, 1992. Print.

# Documentation of Sources

## Style comparisons:

### MLA Style Reference:

Hanscom, Roberta. *Lapidary Poetry in Wartime*. Minneapolis, MN: Hackter Press, 1992. Print.

### APA Style Reference (for comparison):

Hanscom, R (1992). *Lapidary Poetry in Wartime*. Minneapolis, MN: Hackter Press.

### CMS AD (author-date) Style Reference:

Hanscom, Roberta. 1992. *Lapidary Poetry in Wartime*. Minneapolis, MN: Hackter Press.

### CMS NB (notes and bibliography) Style Reference:

Hanscom, Roberta, *Lapidary Poetry in Wartime*. (Minneapolis, MN: Hackter Press, 1992).

# Documentation of Sources

## CMS Style Reference

With the CMS NB style, this style (a subset number is put after the source), the page number can follow from where the citation was taken (remember this appears in a footnote or an endnote):

Hanscom, Roberta, *Lapidary Poetry in Wartime*. (Minneapolis, MN: Hackter Press, 1992), 27-28.

If there are further citations with this same source (Hanscom) in the CMS NB style, they can be shown like this:

Hanscom, *Lapidary Poetry*, 59.

# Documentation of Sources

**Common abbreviations for bibliographic entries:**

**Here are abbreviations you might find on the test. This is not an exhaustive list. You may want to consult with longer lists:**

**chap. = chapter**

**diss. = dissertation**

**doi = digital object identifier**

**ed. = editor OR edition**

**eds. = editors**

**et al. = to list additional authors**

**Ibid = a citation refers to the source just used**

# Documentation of Sources

**Common abbreviations for bibliographic entries:**

**n.d. = no date given**

**n.p. = no publisher**

**no. = number (volume, etc.)**

**p./ p.p. = page/ pages**

**qtd. = quote**

**rpt. = reprint**

**trans. = translator**

**URL = Universal Resource Locator**

**vol. = volume**

**writ. = writer**



# Documentation of Sources

## Reference Materials

Where people can go to find facts and information. Here are some types of reference materials:

Almanac - for facts, statistics and comparative information on people, places and events.

Atlas – different types of maps

# Documentation of Sources

## Reference Materials

Bibliography – list of resources and material

Citations index – a list of citations for specific sources

Dictionary – for the origin, pronunciation and definitions of words

# Documentation of Sources

## Reference Materials

Directories – a list of people or organizations

Encyclopedia – a listing of a wide range of subjects, with brief information about them

Handbook – a lot of information on one subject

Index – how to locate information on an item or source

Thesaurus – a synonym dictionary

# Documentation of Sources

## Using a dictionary

**A dictionary entry will have the word, its part of speech (adj.), its meaning, its grammatical forms (variations on the word), and etymology (origin of the word).**

# Documentation of Sources

## Using a dictionary

Some entries will be denotations (the literal meaning of the word. Example: “pig” = reference to the farm animal), while others will be connotations (subjective, figurative meaning. Example: “pig” = reference to being sloppy and eating too much).

# Documentation of Sources

## Parts of speech abbreviations

**adj. – adjective**

**adv. – adverb**

**conj. – conjunction**

**interj. – interjection**

**modif. – modifier (adjective or adverb)**

**n. – noun**

**prep. – preposition**

**pron. – pronoun**

# Documentation of Sources

## Grammatical information Abbreviations:

**comp. – compound**

**compar. –  
comparative**

**compl. – complement**

**dem. – demonstrative**

**der. – derivation**

**imp. – imperative**

**ind. – indicative**

**intr. – intransitive**

**irreg. – irregular**

**m. – masculine**

**pa. t. – past tense**

**poss. – possessive**

**pl. – plural**

**pref. – prefix**

**refl. – reflexive**

**sing. – singular**

**subj. – subjective**

**superl. – superlative**

**trans. – transitive**

# Documentation of Sources

## Usage and Etymology Abbreviations

Amer. –  
American  
bef. – before  
Brit. – British  
c./ cent. –  
century  
ca. – circa  
(approximate  
date)

cf.- confer  
(compare to  
another word)  
colloq. –  
colloquial  
def. – definition  
dial. – dialect  
etym. –  
etymology  
euphem. –  
euphemism  
fig. – figuratively



# Documentation of Sources

## Usage and Etymology Abbreviations

**Gr.** – Greek

**Heb.** – Hebrew

**IE** – Indo-European

**L** – Latin

**lit.** – literally

**obs.** – obsolete

**opp.** – opposite

**phr.** – phrase

**poet.** – poetic

**q.v.** – Quod vide  
(like cf.)

**rel.** – related to

**rev.** – revised

**sp.** – spelling

**unkn.** – unknown

**var.** – variant of

**wd.** – word