

# Why Citation is Important

- To acknowledge and give credit to the work of others
  - And to avoid the risk of plagiarism, i.e., taking credit for words or ideas that are not your own
- To enable readers to locate the sources you used
  - So the readers can evaluate for themselves the appropriateness, accuracy, and veracity of the elements that helped shape your analysis and conclusions

# When Should You Cite?

When you extract from an external source  
(and place in your own work):

- A Direct Quotation
- A Paraphrase or Summary of Content
- Statistics, Tables, Diagrams, Images

# MLA Style

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: Modern Language Association of America, 2003.

- Links to 'free' web MLA style guides:  
[http://www.emich.edu/halle/style\\_guides.html#mla](http://www.emich.edu/halle/style_guides.html#mla)

# MLA Style - Book

**Author:** Jim A. Crawford

**Title:** Fire Prevention: A  
Comprehensive  
Approach

**Place of Publication:**  
Upper Saddle River, N.J.

**Publisher:** Prentice Hall

**Year of Publication:** 2002

Crawford, Jim A. Fire  
Prevention: A  
Comprehensive  
Approach. Upper  
Saddle River, NJ:  
Prentice Hall, 2002.

# MLA Style – Book Chapter

**Chapter Author:** Cortez  
Lawrence  
**Chapter Title:** Doing More With  
Less in Public Safety  
**Chapter Pages:** 33-47  
**Book Editor:** Douglas J Watson  
**Book Title:** Innovative  
Governments: Creative  
Approaches to Local Problems  
**Book Place of Publication:**  
Westport, CT  
**Book Publisher:** Praeger  
**Book Year of Publication:** 1997

Lawrence, Cortez . “Doing  
More with Less in  
Public Safety.”  
Innovative  
Governments: Creative  
Approaches to Local  
Problems. Ed. Douglas  
J. Watson. Westport,  
CT: Praeger, 1997. 33-  
47.

# MLA Style – Journal Article

**Author:** Cortez Lawrence

**Article Title:** Fire Company Staffing Requirements: An Analytic Approach

**Journal Title:** Fire Technology

**Journal Volume:** 37

**Journal Pages:** 199-218

**Journal Publication Year:**  
2001

Lawrence, Cortez. “Fire Company Staffing Requirements: An Analytic Approach.” Fire Technology 37 (2001): 199-218.

# MLA Style – Journal Article (Electronic Subscription)

**Author:** Cortez Lawrence

**Article Title:** Fire Company  
Staffing Requirements:  
An Analytic Approach

**Journal Title:** Fire  
Technology

**Journal Volume:** 37

**Journal Pages:** 199-218

**Journal Publication Year:**  
2001

Lawrence, Cortez. “Fire  
Company Staffing  
Requirements: An Analytic  
Approach.” Fire Technology  
37 (2001): 199-218.  
SpringerLink. Eastern  
Michigan U Lib., Ypsilanti,  
MI. 11 Jan. 2007  
<<http://www.springerlink.com>>.

# Nonperiodical Web Document

**Author:** J Curtis Varone

**Title:** Providence Fire  
Department Staffing  
Study: Executive  
Development

**Date of Publication:**  
November 2004

**Web Address:**  
[http://www.usfa.dhs.gov/downloads/pdf/tr\\_94cv.pdf](http://www.usfa.dhs.gov/downloads/pdf/tr_94cv.pdf)

Varone, J. C. Providence Fire  
Department Staffing Study:  
Executive Development.  
Nov. 2004. 10 Jan. 2007.  
<[http://www.usfa.dhs.gov/  
downloads/pdf/tr\\_94cv.pdf](http://www.usfa.dhs.gov/downloads/pdf/tr_94cv.pdf)>



# Web Page

**Title:** Juvenile Firesetter  
Program: Child  
Firesetting and Juvenile  
Arson

**Organization:** Michigan  
Department of Labor and  
Economic Growth

**Publication Date:** Not  
specified

**Web address:**  
[http://www.michigan.gov/  
cis/0,1607,7-154-  
28077\\_42271\\_42321-  
18739--,00.html](http://www.michigan.gov/cis/0,1607,7-154-28077_42271_42321-18739--,00.html)

Juvenile Firesetter  
Program: Child  
Firesetting and Juvenile  
Arson. Michigan  
Department of Labor &  
Economic Growth. 12  
Jan. 2007.  
<[http://www.michigan.g  
ov/cis/0,1607,7-154-  
28077\\_42271\\_42321-  
18739--,00.html](http://www.michigan.gov/cis/0,1607,7-154-28077_42271_42321-18739--,00.html)>

# In-Text Citation

## Author Named in Text

Lawrence noted that  
“The more hands  
available, the quicker  
the task is completed  
(to a point).” (213).

## Author Not Named in Text

One author noted “The  
more hands available,  
the quicker the task is  
completed (to a  
point).” (Lawrence  
213).