



When to Quote and Cite

Whenever writers use information from other sources in their own papers, they must let the reader know where that information came from by including a citation – the author’s name, the year of publication, and sometimes the page or paragraph number. Anything that’s been copied word for word must be in quotation marks and must include the page number (or paragraph number if there is no pagination). Here are a few examples:

- “This was copied word for word” (Smith & Rogers, 2012, p. 15).
- “This was copied word for word from an article with no page numbers” (Williams, 2011, para. 3).
- This was expressed in my own words but is not my own idea (Brown, Miller, & James, 2012).

Have you used ...

