

The Proper Use of Citations

Citations are critical in the development of educational materials. They support the scientific and technical accuracy of your material and identify the source of information, whether it is a journal article, monograph, CDC report, etc. CTCP requires citations to the original source for all educational materials that are included in the TECC catalog and distributed statewide.

TOPICS IN THIS GUIDE INCLUDE

- Why citations are needed
- The importance of being consistent
- How to cite the original source

Why Citations are Needed

Citing facts and statements in your material lends validity, adds authority, and supports the information you present. Citations also:

- Give credit for all information, statistics, quotations, ideas, graphs, photos, etc., from other people and organizations
- Provide your audience with a starting point for further study
- Assist others in tobacco prevention with their research

Citations work like addresses—they provide direction to the location of specific information. Format may vary slightly depending on the type of document you are producing, but you generally want to supply enough information to allow anyone viewing the material to be able to find the original source. A superscript number (1) is commonly used to identify the reference material and the corresponding citation. Pertinent information to include in the citation is the source title, author, publisher, date of publication and relevant page number(s).

The following is a typical citation for a journal article, based on the *Chicago Manual of Style*, 15th edition:

Glantz, S.A., and W.W. Parnley. 1991. Passive smoking and heart disease: Epidemiology, physiology, and biochemistry. *Circulation* 83 (1):1-12.

This citation has all the correct elements including both authors, the date, the full title, and the originating periodical as well as the volume and page numbers. It is likely to appear in the endnotes section of the document. The endnote section contains citations for all reference material used in preparing the document and may be labeled “notes,” “references,” or “sources.”

Citations used on the same page as the corresponding text reference are called footnotes. Endnotes are generally easier to read and refer to, but there may be situations where you want readers to be able to immediately identify the source of your information, in which case footnotes would be the preferred citation method.

In some instances, you may refer to a fact or statistic that falls into the category of “common knowledge.” For example, “Tobacco use increased among high school seniors in the 1990s.” In this case, a citation to the original source is not as critical; however, when in doubt, including an appropriate citation is always your best bet.

The Importance of Being Consistent

Which citation style do you use? There are many different guides to choose from, including the *Chicago Manual of Style*, *AMA Style*, and *APA Style*. TECC prefers the *Chicago Manual of Style*, 15th Edition, but whichever style you choose, it’s important to be consistent. It is a common error to copy citations from different sources and put them straight into your document. This creates an inconsistent and confusing list of references.

How to Cite the Original Source

It’s always important to cite the original source of your information. Sometimes this means you have to do some digging to find it. For example, you are reading a fact sheet from TCS and want to use some of the statistics in your document. Check to see if the statistics are cited and use that as your reference instead of citing the fact sheet. The source used to create the fact sheet is the original source.

Additionally, do not use old or outdated references. Citing the 2004 “The Health Consequences of Smoking: A Report of the Surgeon General” carries much more credibility than referencing the 1989 “Reducing the Health Consequences of Smoking: 25 Years of Progress: A Report of the Surgeon General.” It’s important to take the time to make sure your citations are accurate, up-to-date, and consistent in style.

Resources

Examples of *Chicago Manual of Style* documentation (TECC preferred style)

www.press.uchicago.edu/Misc/Chicago/cmosfaq/tools.html

Examples of *AMA Manual of Style* documentation

<http://healthlinks.washington.edu/hsl/styleguides/ama.html>

Examples of *APA Manual of Style* documentation

www.apastyle.org/previoustips.html