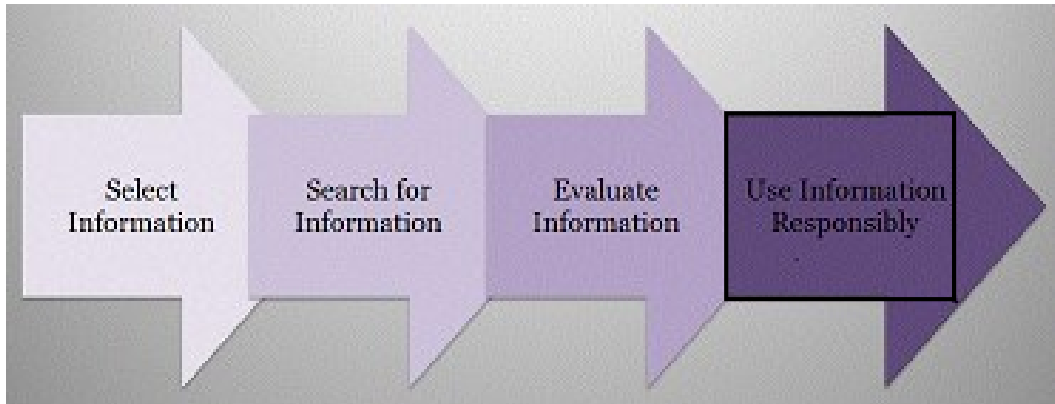




The Research Process: Use Information Responsibly



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Cite Sources

As you write your research paper, report, etc. you must cite your sources to give the authors credit for their thoughts, words, or research. There are a number of citation styles or bibliographic formats used by researchers in various fields. Common styles are listed below:

- MLA (Modern Language Association) – for literature, arts, and humanities
- APA (American Psychological Association) – for social sciences
- Chicago/Turabian – all subjects
- CSE (Council of Science Editors) – for hard sciences

Citation Guides and Assistance

The library can help you with your citation questions. You can find a **Citation Guide** linked from the *Student Resources* tab on the library's home page. The guide provides examples to show you how to cite web pages, books, and articles using any of the citation styles listed above. You can also find the official styles guides listed below in the library.

- (MLA) *MLA Handbook for Writers of Research Papers*, 7th ed.
- (APA) *Publication Manual of the American Psychological Association*, 6th ed.
- (Chicago) *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed.
- (CSE) *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 8th ed.

The Purdue Online Writing Lab (OWL) offers a comprehensive overview of the rules and conventions associated with both MLA and APA formats. It can be accessed at: <https://owl.english.purdue.edu>.

Preparing a Works Cited or References Page

This page is a list of the resources you used to inform your research, and it is formatted in the style that is required by your instructor or by the academic discipline for which you are writing (Literature, Psychology, Physics, History, etc.). It is submitted with your research paper to show readers where you got your information. Although each style requires a slightly different arrangement of information, the elements used to build a citation are common from one style to the next:

- **Author**
 - the name or names of those who wrote the content
 - the name of the editor of the content
 - the organization responsible for providing the content
- **Title**
 - an article citation requires both the title of the article and the title of the journal in which it was published
 - if only a chapter or section of a book is referenced, the title of the chapter and the title of the book must both be listed
 - a website citation may require a title for the web page being referenced and the for the website itself
- **Publication information**
 - name publisher or sponsoring organization
 - issue or edition of the article or book
 - place of publication (for books)
 - format or medium (print/web)

Abide by Copyright Law

Copyright provides authors and creators with the exclusive right to copy and distribute their work. It provides creative people with the necessary incentive to continue creating, by ensuring that others don't use their work without giving them credit. Copyright law is generally of more concern to instructors, but for students the following exceptions might apply.

Section 107: Fair Use

The Fair Use exception allows a limited amount of copying for news reporting and educational purposes. To determine Fair Use, the 4 Factors are applied:

- 1) Purpose & character of use. Use should be for educational, nonprofit purposes, as opposed to commercial.
- 2) Nature of the copyrighted work. More leniency is given work that is factual, rather than creative, in nature.
- 3) Amount & substantiality of portion used. No specific limit is given, but 10% is realistic. Also important is whether you are using what might be considered the heart of the work.
- 4) Effect on the potential market. If your use would reasonably deprive the creator of a sale, it's not okay.

Section 108: The Libraries and Archives Exception

Provision is given to libraries and archives for limited reproduction of items.

- 1) An individual copy made for a library user, although a notice of copyright should accompany the copy.
- 2) Up to 3 copies may be made for preservation purposes if the original is deteriorating, damaged, or in a format that is becoming obsolete.