Citation Guide to Writing in the Social Studies

Coventry High School Social Studies Department
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THE PURPOSE AND BENEFIT OF CITATIONS
The purpose of this booklet is to guide you on the proper use and format of citations when writing in the Social Studies.

Why Cite?
Citations are required in historical writing to demonstrate evidence of research. Additionally, they force upon the writer academic integrity by ensuring the writer’s work is their own and original. Students that engage in thesis writing supported by research are exposed to higher order thinking such as evaluation, analysis, and synthesis.

Plagiarism and Cheating
Citations also help student’s avoid plagiarism. Your handbook states the following: “Academic honesty is the cornerstone of an effective education, and cheating in any form will not be tolerated.” In regards to writing in the Social Studies, the most common form of cheating is plagiarism. As defined in your handbook, “Plagiarism is the representation of someone else’s work or ideas as your own. Common examples of plagiarism include, but are not limited to, entire papers or portions of papers which have been written by someone else or downloaded from the Internet and papers which contain work of another author which has not been properly acknowledged.” Your handbook also continues to remind you that “…rules about cheating are meant to protect everyone by creating a learning environment which does not give dishonest students an unfair advantage over those who do their own work. Students who cheat deprive themselves of opportunities to perfect skills which will be valuable to them in their future academic and vocational
careers.”¹ All efforts to curb plagiarism and cheating are meant to ensure academic integrity in Coventry High School.

FREQUENTLY ASKED QUESTIONS

What is a citation? A citation is documentation of the use of another source other than yourself.

When do I need to cite? Every time you use an idea (either a direct quote or paraphrasing) that comes from another person.

How do I cite? In history courses you will be using Turabian style footnotes. Every time you use a source, you must insert a footnote and credit that source. DO NOT USE IN LINE CITATIONS

What happens if I don’t cite? In many places, a paper with no citations will NOT be accepted as it indicates no research and is suspect of plagiarism.

How many times should I cite? As much as you need to…generally you should have about two footnotes per supporting paragraph. Be careful…too many citations indicates a paper mainly consisting of other people’s ideas and not your own.

What is a footnote and how do I do it? If you are using information or an idea that comes from someone else, after you complete that sentence, insert a footnote.
Example:
The Northern factories outnumbered Southern factories six to one.2
Example of citing a quote:
Historian Ann Baker has stated that “the ability of Northern factories to out produce their Southern counterparts in weapons and artillery had a significant impact on the outcome of the war.”3

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How do I make that little number appear? In Word programs from 1997-2003 go to Insert > Reference > Footnote > Insert. It will automatically put the number where you left your cursor. It will also continue in consecutive order throughout the paper so don’t worry about keeping track numerically.

In Word 2007, click on the “References” tab and then click “Insert Footnote.” It will automatically put the number where you left your cursor. It will also continue in consecutive order throughout the paper so don’t worry about keeping track numerically.

What if I want to delete a citation? Delete it…the program will automatically readjust your numbers.

What is the format of the citation that goes at the bottom of the page?
For a book:
Author First Name Last Name, *Title* (City: Publisher, Year), page.
For an article from a database:
Author First Name Last Name, “Title,” Where the article is from, Date Written, in Database, accessed date.
For a newspaper article:
Author First Name Last Name, “Title,” *Newspaper*, date.
See your teacher if you are using any other alternative sources and need help with citations

Do I have to write out the entire entry every time I use a source, even if it’s the same one I’ve used in a previous paragraph? If you have already used a source and want to use it again later in the paper you don’t have to write out the full entry a second time. Instead write out only a portion, also known as the ‘short note:’
Example:
The South could not keep up with Northern production by 1864.4

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The format for this: Author Last Name, *Shortened Version of the Title*, page.

## Citation Guide for Commonly Used Sources

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<tr>
<th>Type of entry</th>
<th>Note Entry Form</th>
<th>Bibliography Form</th>
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If you cannot find some of the information required for the citation, common with internet and database sources, you omit that part of the citation and continue on. If you are using a source that does not fall in one of the above categories, please see your teacher for help.

"History will be kind to me because I intend to write it.”  
Winston Churchill
HOW TO FIND SOURCES FOR A RESEARCH PROJECT

1. To find print sources:
   • Use the on-line catalog computers to search our library.
   • If you cannot find a source, ask your teacher for help.

2. To find print sources delivered electronically:
   • Use iCONN – for reference, magazine, newspaper, and journal articles
   • Use ABC-CLIO for social studies
   • Use Opposing Viewpoints – for reference, magazine, journal and newspaper articles on social issues

GENERAL DIRECTIONS:

The following electronic resources can be easily accessed from the Coventry High School website.

1. Go to the Coventry Schools website at www.coventryps.org
2. Open the pull-down menu under Schools and choose Coventry High School
3. On the left hand side toward the bottom of the page, click into Library Media Center.
4. Or, you can use the URLs below.

iCONN
Directions:
1. Go to iCONN.
2. Find Link to Individual Resources and click.
3. Look at the choices that are listed and click into the one that has the information you need.
4. Example: If you need to find information about a person, click into Biography Resource Center.

To use iCONN at home, go to www.iconn.org and use your public library card barcode for the password. You may need to click on Keyword Search
to find the same screen we see at school. Then follow the directions listed above.

**Social Studies websites from ABC-CLIO**

Look here for information on United States Geography, American Government, American History, World History (Ancient and Medieval Eras and the Modern Era) and Issues: Understanding Controversy and Society

To use these websites at school or at home, go to

www.socialstudies.abc-clio.com
Username: hercules54
Password: hercules54

**Opposing Viewpoints**

Opposing Viewpoints is very easy to use and excellent for finding information on social issues.

To use Opposing Viewpoints at school, go to
http://infotrac.galegroup.com/itweb/cove19574
Password: cove_log

To use Opposing Viewpoints at home, go to
http://infotrac.galegroup.com/itweb/cove19574rp
Password: cove_rpa
BASIC FORMATTING

All papers submitted in Social Studies must be size 12 print, Times New Roman font with 1” margins. All papers are double-spaced. Title pages are required at the teacher’s discretion. Titles should appear in quotation marks. Otherwise, format your name and title on the first page of writing as follows:

Jane Doe
Period F
4/15/11
Mr. Kendall

“Egypt’s Fight for Sovereignty”

Egypt has one of the oldest and most influential histories in the history of mankind, dating all the way back to 5000 B.C.\footnote{Robert Guisepi, Ancient Civilizations (New York: New York University Press, 2001), 14.} But by the early twentieth century, the storied lands of Egypt were controlled by Great Britain, being just one of many territories the British were in power of. But after nearly forty years of British rule,\footnote{Tim Lambert, A Brief History of Egypt (Kansas City: Kansas University Press, 1995), 56.} the Egyptians were inspired by the words of United States President Woodrow Wilson, and took his words of self-determination to all as a signal that it was time for a change.