

Finding and Citing Sources Correctly

Name _____ Block _____ Date _____

Information from other sources should be paraphrased into your own words. Next, you must cite the source to give credit to other people for their ideas, even though you did write it in your own words. You have to do the parenthetical citation AND list your references at the end. Students often just do one or the other and then appear confused when told that they are missing part of it!

You must do two things to properly give a source credit:

- 1) Cite your source in the body of the work right where you have used the source.
- 2) Provide a correctly formatted 'Works Cited' list at the end of your document.

There are many formats used to give credit to others. In this CCHS biology class, we use the MLA format, also used by the English department.

Cite Sources Using Parenthetical Citations In this method, the first word (or words, if needed to distinguish between two sources) are in parentheses at the end of the sentence containing information from a source.

For example:

Adaptations that have developed in the chicken throughout evolution have allowed for flight. The internal structure of many chicken bones is hollow, supported by structures that strengthen the bone but do not make it heavy (Campbell, 2003). This allows for a lighter skeleton, helping to enable flight. In addition, most of the muscle mass that powers flight is located in the breast and lower wing area of the bird, allowing for a lighter wing and a more balanced wing during flight. Lightweight feathers located on the wing allow for a broad aerodynamic surface (Campbell, 2003). Finally, there are fewer bones in the chicken wing relative to that of the human arm and hand, allowing for a lighter structure for flight (Welcome).

Works Cited

Campbell, Neil, Jane B. Reece, Mitchell G. Lawrence, and Taylor R. Martha.
Biology: Concepts and Connections. San Francisco: Benjamin Cummings. 2003.

Welcome to Avian Anatomy and Morphology. Gordon Ramel, ed. 2007. Earth-Life Web Productions. 17 December 2007 < <http://www.earthlife.net/birds/anatomy.html>>

Using Noodlebib

Noodlebib is a program that helps you to create the correct bibliographic format. Noodlebib is available at the CCHS Library website: <http://libguides.colonial.net/home> (Look for NoodleTools)

Besides helping you to create a bibliography, Noodlebib has features that allow you to paste sections of a web-based source, paraphrase the information into your own words, and add a comment on the significance of this information. (Note that passwords for all library databases are available if you hover over the links for the databases.)

Using Other Bibliographic Programs

Each year, students have found other programs that are useful to them; use what works for you!

Using the Correct MLA Formats for Works Cited

The back of this page lists formats for source types that students commonly use for this class. You can use these as a guide to type up your own sources without NoodleTools. Also, see the 'How to Cite' link on the CCHS Library Main Page or the related link on making bibliographies

<http://www.aresearchguide.com/12biblio.html#b>.

Examples of MLA Format for Some Types of Sources
also see <http://www.aresearchguide.com/12biblio.html#b>

Book with one author or editor:

Bell, Stewart. The Martyr's Oath: The Apprenticeship of a Homegrown Terrorist. Mississauga, ON: Wiley, 2005.

Biale, David, ed. Cultures of the Jews: A New History. New York: Schocken, 2002.

Bowker, Michael. Fatal Deception: The Untold Story of Asbestos: Why It Is Still Legal and Still Killing Us. N.p.: Rodale, 2003.

N.p. = No place of publication indicated.

Book with two authors or editors:

Bohlman, Herbert M., and Mary Jane Dundas. The Legal, Ethical and International Environment of Business. 5th ed. Cincinnati, OH: West, 2002.

Book with three or more authors or editors:

Clancy, Tom, Carl Stiner, and Tony Koltz. Shadow Warriors: Inside the Special Forces. New York: Putnam, 2002.

An article from an online magazine, journal, newsletter, newspaper, online library subscription database service, or an article in PDF with one or more authors stated:

Machado, Victoria, and George Kourakos. IT Offshore Outsourcing Practices in Canada. Ottawa: Public Policy Forum, 2004. 10 Oct. 2005 <http://www.ppforum.com/ow/it_outsourcing.pdf>.

Note: 2004 is data of publication and 10 Oct. 2005 is date of access. Indicate page numbers after publication date if available e.g. 2004: 11-13. Leave out page numbers if not indicated in source.

Marshall, Leon. "Mandela in Retirement: Peacemaker without Rest." 9 Feb. 2001. National Geographic 10 Oct. 2005 <http://news.nationalgeographic.com/news/2001/02/0209_mandela.html>.

If using an online library subscription database service, add the name of the service, the name of the library or library system, plus the location of the library where the database is accessed, e.g.:

Gearan, Anne. "Justice Dept: Gun Rights Protected." Washington Post. 8 May 2002. SIRS. Iona Catholic Secondary School, Mississauga, ON. 23 Apr. 2004 <<http://www.sirs.com>>.

An article from an online encyclopedia:

Duiker, William J. "Ho Chi Minh." Encarta Online Encyclopedia. 2005. Microsoft. 10 Oct. 2005 <http://encarta.msn.com/encyclopedia_761558397/Ho_Chi_Minh.html>.

An article from an online magazine, journal, periodical, newsletter, or newspaper with no author stated:

"Childcare Industry 'Should Welcome Men'." BBC News Online: Education. 7 June 2003. 10 Oct. 2005 <<http://news.bbc.co.uk/1/low/education/2971310.stm>>.

An online project, an information database, a personal or professional Web site:

Savill, R. Richard. "Jazz Age Biographies." The Jazz Age Page. 23 Oct. 2000. 12 Apr. 2006 <<http://www.btinternet.com/~dreklind/threetwo/Biograph.htm>>.

An interview: (Note: it is useful to include information about relevant expertise of person interviewed.)

Badalament, Peter (CCHS principal). E-mail interview. 28 Apr. 2006.
Smith, John (cardiac surgeon). Personal interview. 24 July 2005.

Finding Sources for Biology Class

Many lab write-ups for this course will require that you research and discuss information from sources other than your lab handout. The quarter projects will also require that you find outside sources. For many of you, the first word that comes to mind is probably Google! Sometimes the first few sources you find through Google are very useful. There are many other ways to track down useful sources, however. This handout and resources available through the CCHS Learning Commons will help you broaden your research skills and improve the quality of your sources.

Your first stop for research should be the CCHS Learning Commons – add this URL to your bookmarks!

CCHS Learning Commons Main Page --

<http://concordcarlisle.net/departments/dept/dept.php?d=lib>

Why use Learning Commons databases?

Databases are created to organize materials for scholarly research. The advantage databases have over Google or other search engines is that the articles included in databases have been reviewed by editors so have reliable and accurate information. The CCHS Learning Commons subscribes to many databases, available through the CCHS Databases link on the Learning Commons Main Page. Note that the username and password for all databases is hidden in white type in the space below each database name.

Which databases should I use for this class?

For research on biological topics, you may find the following databases useful:

- Infotrac (recommended databases: General OneFile, Expanded Academic ASAP, General Reference Center Gold, Gale Virtual Reference Learning Commons, Academic OneFile, and, when researching medical topics, Health Reference Center)
- EBSCO (recommended databases: Learning Commons, Information Science & Technology Abstracts and GreenFILE)
- Science Resource Center (available from Concord Public Learning Commons electronic databases at <http://www.mln.lib.ma.us/electronic/concord.htm>; use 24863000282809 as card number to access)

How do I use the databases?

Visit the Video Tutorials link on the CCHS Learning Commons Main Page to learn more about using databases. Currently, several videos on the main Video Tutorials page and on the linked Biology Search Tips page will instruct you on how to use several databases relevant to this class. Throughout the year, more videos will be added to help you find and use the research tools you need.

The librarians and your teachers can help you as you are developing your research skills. Other students may also be able to help if you are struggling to figure out how to find high quality, readable sources.

Some general research tips when using databases (and the WWW):

THINK about what kind of information you want to gather before AND during research.

Use the material in the lab information and other information provided by your teacher to help you decide how to search for relevant information.

Search for **keywords** instead of subjects. This will yield a broader search of materials.

Too few sources? It is rare that the first search term you try works. Be persistent! Try different related terms (ex. sow bug instead of pill bug or the scientific names for species provided in the lab or low protein diet instead of protein malnutrition.)

Too many sources? When possible, limit the results of a search by restricting to certain types of sources (ex. newspapers), subject terms (ex. health and nutrition, if looking for information on nutrition), or specific publications (ex. Health and Nutrition Newsletter) to focus on the type of information you are trying to find.

Stretch yourself to try to understand new scientific terms and unfamiliar topics in sources that are relevant to your research. While reading an article, copy an unfamiliar term and search on the WWW to see if you can learn what the term means (ex. oxidative stress). Note, that, for biology topics, Wikipedia often has accurate information, if a topic is covered at all. Look at Wikipedia's sources to find the primary sources that may be more detailed.

Avoid using a source that you don't understand AT ALL, even if it sounds really scientific and you think it will impress your teacher.

Sometimes a web site might be a better source than an article from an online database. Again, before researching, **THINK ABOUT YOUR GOALS**. If you are researching how efforts made by zoos provide healthy habitats for gorillas, you might find useful articles in the online databases about where gorillas live in the wild, their behavior, their food needs, etc. Then, going to the web sites of several zoos might provide you with information about how they design their gorilla habitats.