General Citation Guidelines

ON THE BODY SLIDES...
Include a shortened citation to show where you borrowed “stuff” from. This can be quoted or paraphrased information, or it may be an image.

On-slide citation, version 1: Lastname (year) rest of your bullet point
On-slide citation, version 2: bullet point info (Lastname, year)
On-slide citation, version 3: [image] (Lastname, year)

Tips:
• No author? Use the first few words entry that appears on the References page.
• No year? Write n.d. for “no date.”

• If all slide info is from the same source...
  o 1 slide citation is needed -- top or bottom of the slide
• If a single slide has multiple information sources...
  o group information on the slide by source and cite each bullet
  o If a bullet point is cited, all sub-bullet points are assumed to be from the same source
• Images always need their own citation above, below, or next to the image

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ON THE FINAL SLIDE...
1. Create a hyperlink to a Google Doc.
2. Doc title: “References for ...” Include your names at the upper-right
3. Full APA citation for each source
   a. Can use bibme.org
   b. Can use APA citation instructions from below
4. Alphabetize sources
5. No author? Use company or organization name. No company or organization? Don’t use source.
Full citation references entry for INFORMATION ...
1. You can use bibme.org (see instructions below).
2. Type standard webpage format below (not for online journal, database or periodical)

Format:
Author, A. (Publication date). Title of webpage. Retrieved Month Date, Year, from http://Web address

Samples:


Full citation references entry for IMAGES ...
Follow the format below. In most cases, [image format] will be [digital image].

Format:
Creator'slastname, A. (Year). Title or description of image [image format]. Retrieved Month Date, Year, from http://Web address

Sample:

- If you cannot find an author or creator, use the organization or company name
- If you cannot find a date, write “n.d.” instead of a publication date
Using Bibme.org

1. Find useful information.
2. Go to Bibme.org.
3. Click on “Website.” Paste in the URL of your webpage that had the useful information. Click “Load info.”
4. Double-check the information that Bibme.org writes to see if it is correct.
   a. Always check for/verify the date created. If you cannot find it, leave it blank.
   b. Always check for/verify the author name. If you cannot find it, click “No Author.”

Corrections for the sample below:
- the website title is not “Welcome to OurDocuments.gov.” just “Our Documents.”
- the page title is not “Our Documents – Gettysburg Address,” just “Gettysburg Address.”

5. Add any author information, if you can locate it.
6. Click on “Add to my Bibliography” at the bottom of the page.
7. After the bars stop moving at the bottom of the page (thus indicating that the system is done waiting and has created your citation), scroll back up. On the right side of the page under “Select Format,” click on “APA.”