

Lake-Sumter Community College Library
SLS 1501: Foundations of Success Seminar

When you write any paper you must cite your sources in order to not plagiarize. Plagiarism is a type of cheating where you copy someone else's work and present it as your own. To avoid plagiarism, you must cite sources in two places: the "Works Cited" page (write this first) and in the body of the paper in parentheses.

1. Your "Works Cited" page includes important information about the sources you used in your paper so that your reader can locate them. The basic format is described below:
 - a. Start your "Works Cited" page on a new sheet at the end of your paper, number it consecutively, and use the same font style and size as for the rest of the paper.
 - b. Center the title **Works Cited** one inch from the top of the page and double-space between the title and the first entry. Double space the entire list. Put the entries in alphabetical order and do not number the entries.
 - c. Begin each entry flush with the left margin. Indent the following lines five spaces. See examples below

2. When you use the information from the source **in the text** of your paper put the first word of the citation in parentheses at the end of the sentence. This is called a parenthetical reference. See examples below.

Citing Books

Works Cited

Rogers, Carla S. *How to Get Into the Right Nursing Program*. Chicago: VGM Career Horizons, 1998. Print.

If you use this source in your paper cite the author's name either in parentheses after the text or in the text. If the author is mentioned in the text his or her name is not needed in parentheses.

In text

In order to handle nursing school you need to be very organized and be able to handle stress (Rogers 7). ←

Page #

According to Rogers, in order to handle nursing school you need to be very organized and be able to handle stress (7).

Presentations, Lectures, or Interviews

Works Cited

Moore, Andrea. Presentation on the Career Center. 4 Feb. 2005.

Scott, Jane. Lecture on Myers-Briggs Type Indicator. 15 Jan. 2003.

Thompson, Dick. Personal Interview. 10 Mar. 2006.

Williams, Charles. Telephone Interview. 10 Mar. 2003.

Wilson, Gary. E-mail Interview. 10 Mar. 2005.

Date of presentation, lecture, or interview

Since there is no page number in the works cited you don't need to include a page number in parentheses.

In text

Finding the right career is important (Moore).

According to Moore, finding the right career is important.

Works Cited Entry for a Handout

Works Cited { Lawrence, Gordon. *Learning Style Report for the Myers-Briggs Type Indicator*. Gainesville, FL: Center for Applications of Psychological Type, 1997. Print.

Put quote marks around phrases or sentences that you quote directly from the original source.

In text { According to research, "learning preferences are deep and not easily changed" (Lawrence 1).

Pages in a Website

Many of the web pages you use in your research will be parts of larger websites, like organizations, universities, government agencies, etc.

Works Cited { "Registered Nurses." *Occupational Outlook Handbook*. Bureau of Labor Statistics. U.S. Department of Education. Web. 22 May 2005.
"Undergraduate Studies." Department of English. University of South Florida. Web. 22 May 2003.
"Nursing Program. Lake-Sumter Community College. Web. 22 May 2003.

Some web sites do not assign a specific address or URL to each individual page within the site. Use the example below to list the path you followed to get to the page you used.

"Facts and Fictions About College Costs." *Facts.org*. 22 May 2006
<<http://www.facts.org>>. Path: Financial Aid.

When there is no author given for a web page, use the first word of the title in your parenthetical references.

In text { The nursing department at LSCC is applying for accreditation from the National League of Nursing ("Nursing").

Important Sources

The following sources will help you find general information to back up.

- **LINCC Catalog** – Available from the LSCC Libraries Home Page at <http://www.lsc.edu/library>, this catalog lists books, magazines and newspapers available in the LSCC library. Do a "subject keyword" search for your career or profession to find materials on it.
- **Occupational Outlook Handbook** – Available at <http://www.bls.gov/oco/> this site provides extensive information about careers.
- **LSCC's Academic Integrity Policy** – This document clarifies the college's cheating and plagiarism policy. You can find it at <http://www.lsc.edu/library/guides/acadinteg.pdf>.