

# How to Cite Sources

## A. Direct Quotations

When you cite sources in your essay, you have to include the *author's surname*. If the author's name is unknown, use the title of the source instead. You also have to include the publication date and the page or paragraph number of the source in parentheses after the author's surname.

Sources are often introduced by using phrases such as *according to* or a *reporting verb*.

According to (source), ...	
(source) asserts / asserted	that "....."
believes / believed	
points out / pointed out	
claims / claimed	
reports / reported	
says / said	
states / stated	

### Examples:

**According to Morgan (2008, p. 212)**, "there is a lack of environmental protection policies in countries with tropical climates."

**Morgan believes (2008, p. 212) that** "there is a lack of environmental protection policies in countries with tropical climates."

## B. Secondhand Quotations

Some quotations are "secondhand quotations". This means that the information was already a quotation in your source. Use the expression *as cited in* to indicate the source.

### Example

The rising cost of energy, especially oil, has been affecting people's lives in many ways. **James Stuart, Assistant Bureau Manager at the Ministry of Energy said**, "The price of oil last year increased by 20%. This is certainly a difficult time for us" (**as cited in Morgan, 2008, p. 76**).

★ *When you quote an expert, you need to include his/her position and place of employment.*

### C. In-text citations with no author

When a source has no known author, use a *shortened title* of the work instead of an author name. Place the title in quotation marks and include the publication date and page or paragraph number in parentheses.

#### Example:

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("**Impact of Global Warming,**" 20014, p. 6).

