**WHEN TO CITE**

**Quotes**
If you use the exact words, put the words in “quotation marks” and use the appropriate in-text citation pattern.

Their words **Cite it!**
and use “quotation marks”

**Paraphrase**
If you use the information but put it into your own words, you still need to put the in-text citation next to the information used.

Their info, your words **Cite it!**

**Original work**
You don’t need to cite your own ideas — but you do need to be sure the information is original.

Your original info/ideas **Nothing to cite**

**Are you sure?**
Sometimes, when you’ve been looking at a lot of information, you can forget that you heard something in a lecture, or read it in a textbook. Always check your notes to see if you can identify where your idea came from.

**“Common Knowledge”**
You do not need to cite common knowledge -- but you do need to be careful. Common knowledge can be wrong, and it can make you lazy in your research. Find proof -- see if someone can back you up, and cite them.