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STUDENT CORNER

USING STYLE GUIDES AND REFERENCES IN THE BUILDING SCIENCES

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ABSTRACT

What are style guides?

A style guide is a book of specifications used by publishers and printers to ensure that books and journal articles look professional, that they have a consistent layout and appearance, and that they accommodate their readers' particular interests. Because professional organizations commonly have publishing components, most professional organizations have developed style guides of their own. Such organizations include, but are surely not limited to, the American Institute of Physics (AIP), the American Society of Mechanical Engineering (ASME), the American Institute of Chemical Engineers (AIChE), and the American Institute of Architects (AIA).

Among book-length style guides, the most widely used style guides include *The Publication Manual of the American Psychological Association* (APA), The Institute of Electrical and Electronics Engineers (IEEE) *IEEE Standards Style Manual*, and *The Modern Language Association Style Guide* (MLA). The Turabian *Manual for Writers of Research Papers, Theses and Dissertations* was produced by the University of Chicago Press to govern the production of graduate theses, and it has become widely accepted as a style guide for academic writing. The University of Chicago Press also publishes the authoritative *Chicago Manual of Style*.

The academic disciplines serving the built environment are vast. The mechanical engineer may be involved in heat transfer and the insulation of buildings; the electrical engineer may be involved in lighting, wiring and solar energy; the civil engineer is essential to understand materials and their various stresses and strains, and the architect is the professional tasked with preparing the guiding design that brings the building together into a unifying, aesthetic whole. Each of these disciplines has its own unique style guide often set forth by the professional organizations that represent them. Please check with the instructor of your course for their preferred style guide when writing reports. For the architecture student particularly, The American Institute of Architects (see AIA at https://www.aia.org/) offers a concise style guide (see https://content.aia.org/sites/ default/files/2021-01/Content-Style-Guide-2021.pdf)

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that may prove useful. Architecture students can also refer to resources on writing about architecture like *How Architects Write* (Routledge, 2017) and *Writing Architecture: A Practical Guide to Clear Communication About the Built Environment* (Wiseman, 2014).

In addition to specifying document design and page layout, style guides offer detailed discussions of ethics in research, appropriate approaches to research documentation, data preservation, conflicts of interest, and acknowledging the contributions of colleagues, subordinates and other researchers.

Most professional journals provide online style guides, which are usually listed as "author information." These guides only briefly define the layout and format requirements of the journal, although during copyediting a journal will typically provide a template that encodes the journal's print standards. Beyond this, author information guides usually provide considerable information about copyright and ownership of your submitted documents, and they will usually disclose the review criteria and procedures used by the journal's review editors.

Most students will have limited direct contact with professional style guides. However, most instructors will provide specifications for the reports in their courses, and these specifications can be treated as a simplified style guide. Usually, an instructor's classroom style guide will be based on the guides provided by professional organizations—to familiarize students with professional standards—but with adjustments to facilitate efficient grading. In most cases, students will be aware of the instructor's style guide only in the format that is defined for reference citations and for the list of works cited. The remainder of this text focuses on these.

KEYWORDS

style guides, citation styles, references, plagiarism

CITATIONS AND REFERENCES

Citations are the notes in the text that identify a source of information from the literature or other resource. The references are the listing of the sources. One should cite all references in the text and list the bibliographical references at the end.

Why are references needed?

When writing a report or other document, there are several reasons for using references. First, we use references to establish credibility. When writing, the author's own opinion is typically not enough to back up a claim. Finding sources that support stated conclusions can help to provide the authority needed. Secondly, references can put the experimental objectives into a meaningful context. Finding relevant background sources lends perspective to the study at hand and can provide motivation for the current study and that can satisfy those readers who would like to delve more deeply into a topic. Finally, and related to context, we use references to distinguish work that we have done from work that was performed by others.

What makes a good reference?

First, a research reference must be credible. Sources such as textbooks, handbooks, and peer-reviewed journal articles are three examples of credible sources. Peer review refers to the process through which manuscripts are accepted by journals for publication; the "peers," other academics in the field, are enlisted by journal editors to anonymously review submitted manuscripts in a multi-step process designed to ensure quality and accuracy in the scientific literature. Certain online encyclopedia sources like Wikipedia can be good starting points for research, but they are not typically acceptable as references because they may not undergo extensive and transparent review or editing processes that are used by academic journals.

References must also be relevant to the topic at hand. For an undergraduate report, journal articles that are focused on a minute aspect of a process may not be as helpful as a review article that gives a more general overview of the current state of the art. And of course, a reference should be published, so that it is accessible to the reader. References such as personal communications or unpublished lecture notes should be used sparingly, if at all.

Students often ask whether they should cite things that they just "know." The answer is anything that is not common knowledge needs to be citied. You must give credit whenever you use another person's idea, graphs and images, quotations or paraphrasing from another person's work. All the information in your report came from somewhere. For engineering students, you might have directly measured and calculated a value, or you used values that were measured and calculated by others. For architecture students, often, your ideas are inspired by other built or unbuilt work. You need to cite those sources, including images, and keep good records to keep this distinction clear. Keeping track of image citation information can be challenging, so consider using a tool like Tropy or Miro to keep them organized. Also, keeping written records of your research results can sharply define your work, which will help to establish the novelty of your work, and this can be useful if you apply for a research grant, fellowship, or patent. Next, proper citations for information that came from another source including design inspiration or materials specifications will lend more credibility to you as an author. After all, a reader is more likely to trust your claims if you can show that other published studies repeat this same claim, or you are advancing an established idea in some new or exciting way.

How can I find credible, relevant references?

The first step to take in finding references is to look through your textbooks and course readings. Most textbooks have withstood the test of time and undergone multiple cycles of editing and revision; therefore, even if these sources are not the most current, they are often the most reliable and easily accessible for undergraduates. You should also look at the reference sections within these sources, as that can be a good starting point for your own research on similar topics.

Another modern and convenient research tool is online article databases. If you are enrolled at a college or university, chances are that through your library website, you will have access to article databases. Some of the most common databases for technical literature are Web of Science, SciFinder, and Science Direct. For the arts and humanities, JSTOR is popular. These databases are created by academic professionals and can be limited to peer-reviewed articles from reputable scholarly journals. Databases also exist for specific disciplines, and even for subtopics within that discipline. In architecture, the Avery Index to Architectural Periodicals is commonly used. Searches by keyword, date, document features, and even the number of times cited can

help you find the most relevant sources for your topic. What's more, students can usually just click on the search results to access the desired articles.

Using search engines such as Google to find references may seem convenient, but this method is not ideal for a few reasons. First, the search engine searches the Web, not the scholarly literature. Consequently, you must spend some time to sort through the results. Second, the sheer number of search results can reach into the thousands, requiring many hours to review. One popular option that splits the difference between scholarly databases and search engines is the free scholarly search engine Google Scholar, which "crawls" over the full text of millions of published articles--even those behind the paywall. To access articles behind a paywall, students can link their college or university library account to Google Scholar, streamlining access to your institution's library subscriptions. One potential drawback of Google Scholar is that the search process used by Google lacks transparency, and some pseudo-scientific, non-peer-reviewed articles may find their way into search results. But when used with caution, Google Scholar can help provide appropriate references for a student research paper or lab report.

Citation style

Like most elements of professional document styles, citation and reference styles were developed to support the needs of individual disciplines. The author-page number citation style of the Modern Language Association helps readers to keep track of page numbers for different editions of book-length prose or poetic works, but this is not used in the sciences, which tend to rely on short journal articles. Citation by footnotes or endnotes that correspond to subscript numerals within a paper, like that in the Chicago Manual of Style, is widely practiced in legal studies, the arts, and the humanities, where relevant arguments are best introduced when the reader encounters a relevant point. Although this method has fallen out of use in science and technology, it is popular in architecture where written work often incorporates visual elements. By using footnotes or endnotes, architects can credit sources without compromising the desired layout of the work. However, there is no standard citation style across the discipline, with many architects switching between Chicago style and APA format depending on the needs of the project.

The author-date method is also called the Harvard style and is used in APA format, among others. This method creates reference lists that cluster the works of individual authors, making it easy for readers to identify authorities in a particular domain and to prioritize the works by date. The author-date format is most widely used in the social sciences and humanities, but it is common in science and engineering as well. In this reference style, the source is identified with the author's last name and the year of publication, *for instance*, (Smith, 2012) or Smith (2012). As just exemplified, the name of the author may be part of the sentence, or it may be parenthetical, depending on the context. When a given author has produced several publications in a single year, these are distinguished with small letters, such as Smith (2012a) and Smith (2012b) in the citation and listing.

The numerical sequence format is used by numerous professional societies, such as IEEE, ASME, and ACS, and it is common in engineering publications. In this format, a reference is cited by its sequential list number. The number is usually typed in brackets, *e.g.*, [1] or Reference [1] or is superscripted. At the end of a sentence, the closing bracket precedes the period. In the References section, numbered references are listed in order of appearance, making it easy for readers to identify and group clusters of related works.

Reference management programs such as RefWorks, EndNote, and Zotero can be used to search for sources in the literature, create reference libraries, and automatically format in-text citations and references to comply with most used reference styles. Most are freely available online, while others like RefWorks are only available with a paid subscription. With these types of programs, students can avoid manually entering citations and can also painlessly add or change references without having to change all the numbering. Most citation management tools can be seamlessly integrated with word documents by installing a plugin in Microsoft Word or Google Docs, for example. This can be particularly useful when writing a longer research report or design report that requires a greater number of references.

Several other tools are available for students who seek assistance in formatting a list of references. These include citethisforme.com and KnightCite, as well as the built-in reference tool of Microsoft Word. Citethisforme.com, for example, can generate a complete reference entry from a book's ISBN number or be integrated with a search tool that extracts reference information from electronically located sources and can import an existing bibliography. KnightCite, like the Microsoft tool, can generate acceptably formatted reference entries, but it requires the user to manually create these by entering the author(s), title, journal volume, and so forth. Another convenient option is the cite feature built into most article databases that can generate a citation for the article in different styles and be imported into a citation management tool like RefWorks or Endnote.

FIGURE 1. This screenshot from RefWorks highlights the ability to perform online searches of multiple databases and to create a searchable library of references. It also allows students to automatically format references using a particular style.

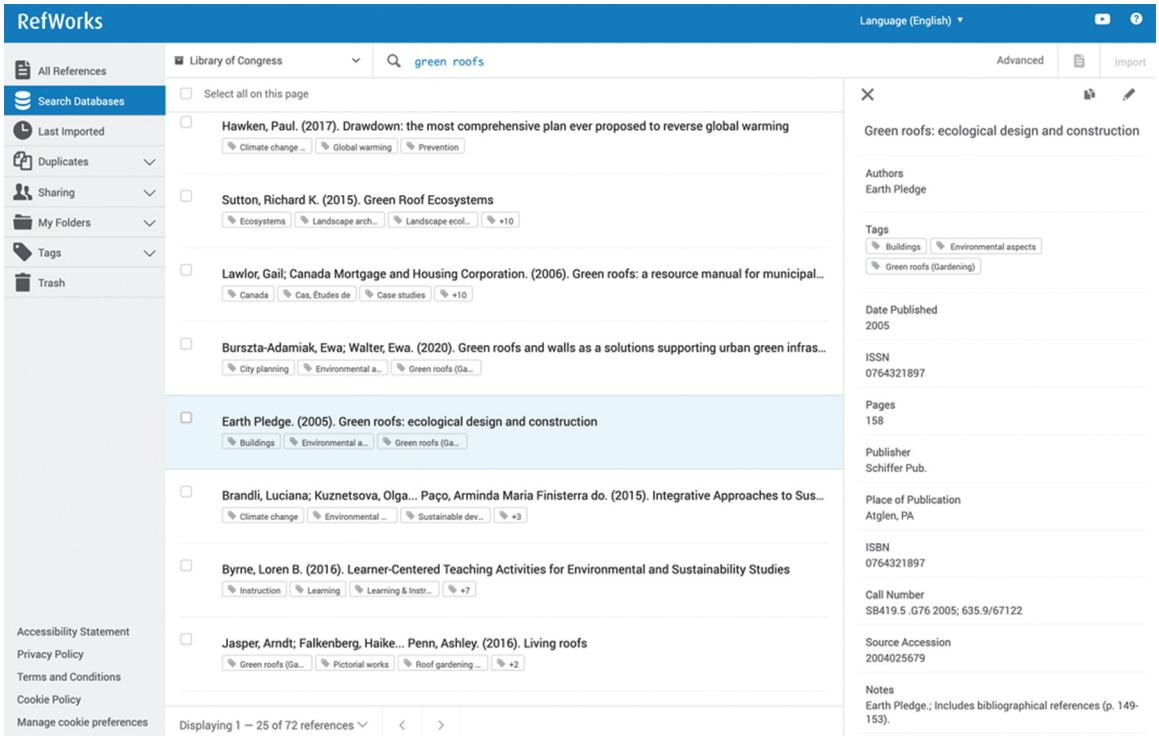
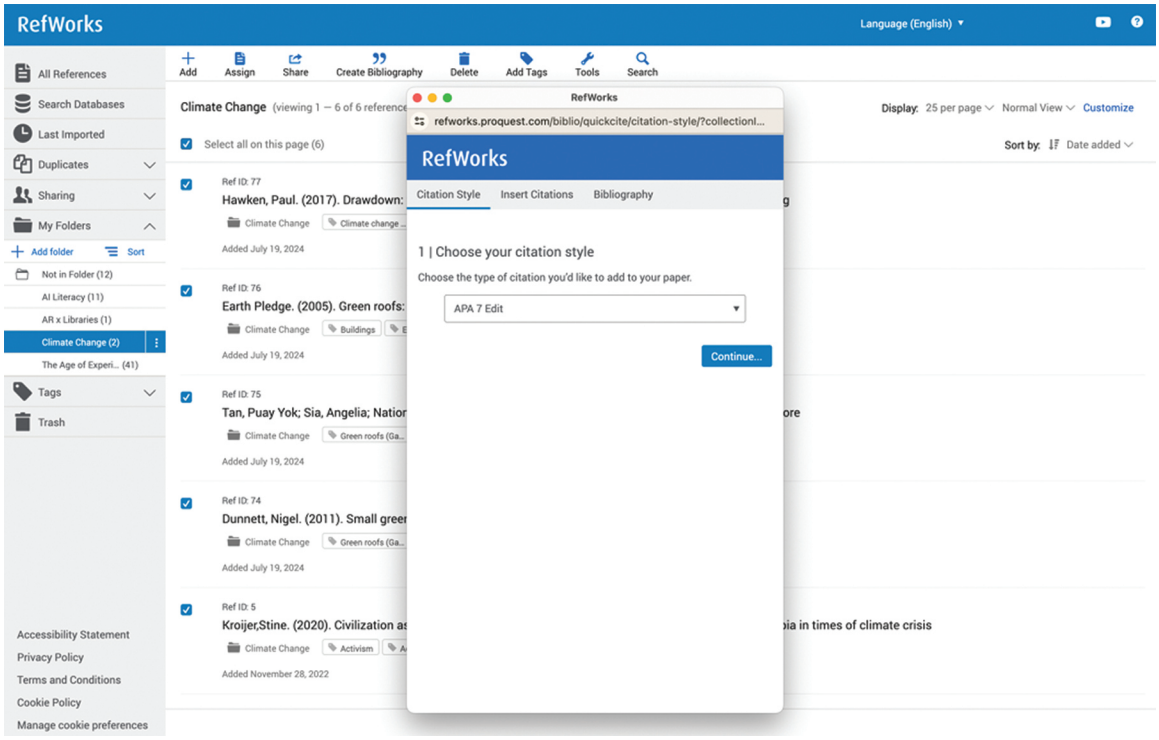


FIGURE 2. Shows the "Choose your citation style" dialog box from RefWorks, where the citation style preferred by your instructor can easily be chosen. Note over 6000 styles are built into RefWorks.



With RefWorks, you can select virtually any style that is required by your instructor or by a publication. The next figure shows an example of the dialog box wherein you may select a reference style.

Listings

A complete list of the bibliographical references cited in the text, with every entry in an approved format, should follow the main text of the report. Please note that various publishers and organizations will differ in style and content of the listings. Nevertheless, your listing must be descriptive, definitive, and consistent. An adequately descriptive listing identifies the source and the nature of the source. The reader needs to know not only the author, but the subject and the publisher of the reference as well. A knowledgeable reader will appreciate recognized authorities and distinguish refereed from less reliable non-refereed or commercial literature. A definitive listing is complete enough that the reader could find the source independently. Finally, the listings should be consistent both among themselves and with the guidelines of the editor or, in academe, the instructor. Remember, incomplete or inconsistent listings draw unwanted attention and raise questions about the writer's attention to content and details. Always record a complete, not minimal, description of your sources during your literature research so that you can generate later whatever listing is required. Alternately, programs such as RefWorks or EndNote can be used to locate and keep track of sources and can also automatically generate reference lists that are formatted to a particular style. The table below shows the reference styles that are most common in engineering, architecture and other related fields.

TABLE 1. Common reference styles in scientific and technical fields.

Field	Common Reference Styles
Aerospace Engineering	ASME (American Society of Mechanical Engineers); ASCE (American Society of Civil Engineers)
Architecture	Chicago Manual of Style
Biomedical Engineering	ACS (American Chemical Society); AMA (American Medical Association)
Chemical Engineering	ACS
Civil Engineering	ASCE
Electrical and Computer Engineering	IEEE (Institute of Electrical and Electronics Engineers)
Mechanical Engineering	ASME; IEEE
Computer Science	IEEE
Medicine	AMA
Physics	AIP (American Institute of Physics)
Psychology	APA (American Psychological Association)

Unless some specific contrary rules are given, the student or engineer can safely use the style listed in this section, which follows the IEEE format used in many scientific journals. The complete IEEE format guide can be found online. Note that in most reference styles, including IEEE, journal titles are abbreviated. The websites for professional societies such as ASME, ACS, and IEEE typically list the accepted abbreviations for their most cited journals. If another style is required, students can utilize the tools discussed earlier or visit Purdue OWL, a globally renowned resource for APA and MLA formatting, as well as other commonly used styles. Otherwise, the student is safe to begin work with the system described here in mind. Since this system is complete and consistent, references that fit it can easily be altered to satisfy any reasonable alternative rules. There is only minimal consistency among editors about details such as the order of the parts and the separators (*i.e.*, commas or periods). Consequently, always understand and follow the style that may be required. The list itself may be single spaced with a blank line between each entry. There is even a difference in the style of indenting the list. Some editors indent the first line of an entry while others print the first line flush and indent the subsequent lines. The IEEE format presented here does not require any indentation.

Note that publishers and conferences often provide authors with editing templates that have reference formats built in (especially LaTeX templates). When a template is not available, most publishers will offer a guide to reference formatting, similar to what is offered in this section.

Some general forms and several specific examples for various types of literature sources follow.

Journal articles

Journals are periodical technical or professional publications such as the ASME journals in heat transfer, fluid mechanics, and other fields. Journals usually publish the results of significant and

original research. Usually most technical references are to journals, and the listing of a journal reference is about the most typical type. The general form is as follows:

> Initials and last name of first author, followed by initials and last names of any other authors, "Name of Article," Abbreviated *Title of the Journal in Italic Type*, vol. x, no. x, pp. xxx-xxx, Abbrev month, year.

A typical example follows:

> B.W. Wepfer and C.L Haynes, "Enhancing the Performance Evaluation and Process Design of a Commercial Grade Solid Oxide Fuel Cell via Energy Concepts," J. Energy Resour. Technol., vol. 124, no.2, pp. 95–104, June 2002.

Published conference proceedings

These compilations are the published records of the papers presented at the regular meetings of a technical society or at a special technical conference. This type is like a journal publication except the title of the transaction or proceeding replaces the title of the journal as follows:

Transactions:

> Initials and last name of first author, followed by initials and last names of any other authors, "Name of paper," In *Title of Transactions*, vol. x, pt. x, pp. xxx-xxx, year.

> N. Kumbhat, P.M Raj, R.V Pucha, J. Tsai, S. Atmur, E. Bongio, S.K. Sitaraman, and R. Tummala, R., "Novel ceramic composite substrate materials for high-density and high reliability packaging," in *IEEE Transactions on Advanced Packaging*, vol.30, pt.4, pp 641–653, 2007.

Published Conference Proceedings:

> Initials and last name of first author, followed by initials and last names of any other authors, "Name of paper," In *Unabbreviated Name of Conference*, City of Conf., Abbrev. State, year, pp. xxx–xxx.

> N. Hotz, "Solar-powered reformed methanol fuel cell system," In *ASME 10th International Conference on Fuel Cell Science, Engineering and Technology*, San Diego, CA, 2012, pp. 81–89

Books

Books are longer works usually edited and distributed by a publisher. The publisher is assumed to have some independence from the author and some supervision of the contents. Technical books usually are only secondary references based on primary references that are usually journal publications. For publication-worthy papers, the best practice is to review and cite the primary reference. However, for student reports, it is permissible to cite books, including textbooks. Always distinguish books from long reports, which have no independent publisher. You should identify the page range where the pertinent information is located. Always identify the publisher and the address of the publisher as follows:

> Initials and last names of all authors, *Title of the Book in Italic Type*, xth ed., City of publication: Publisher, Year of publication, pp. xxx-xxx.

A typical example for a book follows:

F. M White., *Viscous Fluid Flow*, 3rd ed., New York: McGraw-Hill, 2005, pp. 74–76.

Obviously, the edition number is not needed on a first edition unless a second or later edition is known to exist.

Research reports with limited circulation

This category includes all internal reports and reports with limited or restricted circulation. Short reports may resemble journal articles, and longer reports may physically resemble books. Nevertheless, avoid assigning them the same status since the author of a report is essentially the publisher, and no independent review or supervision can be assumed. This listing is like that for a book, except the title is placed in quotes instead of being printed in italics. In addition, include any identifying number for the report and identify the sponsor if known and appropriate. Include the institutional or corporate affiliation of the authors, the entity that in effect serves as the publisher of the report. An example of interest to a small group of undergraduate lab students follows:

C. C. Pascual and S. M. Jeter, 1998, "Measurement of Heat Leak from the Copper Cylinder Used in Convection Heat Transfer Experiment," The George W. Woodruff School of Mechanical Engineering, Georgia Institute of Technology, Atlanta, GA, 23 November 1998.

This general form for a research report can be modified as necessary and used for a range of narrowly distributed writings such as calibration reports, student papers, student theses, and course manuals and materials.

Commercial literature

In engineering and especially in experimental engineering and design, references to commercial literature such as specifications, catalogues, and operating manuals are common. A modified form of the report style should suffice. Look for a copyright note to find a publication date. Assume a corporate author unless a personal author happens to be identified, as in this example:

SKF USA, 2010, "MRC Engineering Handbook," SKF USA, Inc., Lansdale, PA, pp. 53–60.

Personal communications

Because personal communications such as a conversation or message usually cannot be documented in print, using them as sources should be avoided. Nevertheless, situations arise where such sources must be used, and citations will be necessary. Examples include highly specialized data, an eyewitness account, or a personal observation. The engineering investigation of an accident or failure is one example when such sources may be necessary. Be sure to record any such source with an entry in your research notebook. Use the following general format, always identifying the type of communication, such as letter, lecture, conversation, phone conversation, e-mail, and so forth:

Last name of correspondent or communicator, followed by initials, year, type of communication, such as letter, lecture, e-mail message, phone conversation, or private conversation, place conducted or initiated, specific date.

An example that might refer to specific information needed in an undergraduate report follows:

Donnell, J., 2013, private conversation, Atlanta, GA, 12 August, 2014.

Lectures and Presentations

For student reports, it may be necessary to cite notes from a lecture or presentation. Again, it is always better to cite the primary reference for such material. But in certain circumstances, citing lecture notes is permissible.

Initials and last name of lecturer, "Title of lecture/presentation," Presented in Number: name of course, *Name of Institution*, Full date (include month, date, and year)

P. Ludovice, "Mathematical modeling," Presented in ChBE 4200: Unit Operations, *Georgia Tech*, May15, 2011.

Film or video

Occasionally a video or film must be cited. Identify any principal performer or presenter as in a technical lecture. Use the following form and identify the technical format, such as DVD, when possible. If viewed online, give the URL and date observed as in the following:

Last name and first initials of principal (if any), year produced or uploaded, Title in quotes. URL (if viewed online) (Date accessed).

An example of interest to undergrad lab students follows:

"Erasing with heat," 2015, Brightcove Video Cloud. http://www.nsf.gov/news/mmg (Accessed March 18, 2015).

Patents

Patents are cited in roughly the same way as journal articles, as follows:

Initials and last name of first author, "Title of patent," U.S. Patent x xxx xxx, Abbrev. Month day, year.

S. Banerjee, "Method for indirect detection of nonelectrolytes in liquid chromatography," U.S. Patent 4734377 A, Mar 29, 1988

Internet sources

Finding and reading articles and books online is perhaps the easiest and most convenient method of locating relevant sources for a report. Many, if not most, technical journals now have an online version as well as a print version. Another prominent trend is towards online-only journals and textbooks.

For journals and books that are both printed and published online, the normal reference style should be used. However, the reference should note that you have accessed the online version of the article. This distinction is important because it is possible that the online version may have been updated more recently, and in ways that the print version may not have been.

Online journals that are based on print editions

You should use the normal style for a journal article but include the notation "Online" in brackets after the abbreviated journal title. After the publication date, you should also include the URL and the date accessed:

> B.W. Wepfer and C.L Haynes, "Enhancing the Performance Evaluation and Process Design of a Commercial Grade Solid Oxide Fuel Cell via Energy Concepts," J. Energy Resour. Technol. [Online], vol. 124, no.2, pp. 95–104, June 2002. http:// energyresources.asmedigitalcollection. asme.org/ article.aspx?articleID=1414110 (accessed April 22, 2015).

Online-only journals have become more and more popular in recent years because of changes in the way most faculty, students, and others choose to access information. Another factor is that many academic libraries are transforming themselves from repositories of printed information to dynamic resources for online research, student and faculty collaboration, and communication. As such, there is simply not room on the shelves anymore for printed copies of every academic journal. Moreover, online-only journals may offer added features such as links to YouTube videos, spoken commentaries, and the like. Thus, peer-reviewed articles in online journals are a worthy addition to your reference list.

Journals that are published only online

For online-only journals, you should follow the normal citation style for print journals but be sure to include the notation [Online] after the article title. You must also include the direct URL of the article and the date that you accessed it.

When available, or if the volume and number are not listed, you can substitute an URL with a digital object identifier (DOI). A DOI is a string of numbers, letters, and symbols used to uniquely identify an article or document, and to provide it with a permanent web address. A DOI is the most stable way of pointing to an online resource and can usually be found on the first page of the article.

Journal articles that are published online in advance of print issue

Often, journals will publish edited, peer-reviewed articles online well in advance of the print issue of a publication. These are usually identical to the printed version, but they often lack page numbers and volume numbers. Similarly, researchers occasionally share "preprints," or scholarly manuscripts that are made publicly and freely available on a preprint server prior to peer review or acceptance by an academic journal. Pre-prints should be considered with caution but are often a reasonable alternative to a published version. When listing this type of source, include the designation "Online early access" or "Preprint" in brackets after the abbreviated journal title. You may also include the DOI. Finally, you should list the direct URL for the article, as well as the date you accessed it.

> M. Baruch, J. Pander, III, J. White, A. Bocarsly. "Mechanistic Insights into the Reduction of CO2on Tin Electrodes using in Situ ATR-IR Spectroscopy." ACS Catalysis [Online early access].Publication Date (Web): April 13, 2015. DOI http://pubs.acs.org/doi/pdfplus/10.1021/ acscatal.5b00402. DOI:10.1021/ acscatal.5b00402 (accessed April 22, 2015).

Websites

While finding sources on the Web is quick and convenient, students must use caution in determining which sites constitute credible, authoritative sources. In most university courses, citing popular periodicals such as *Time* or *Newsweek* is not encouraged, as these are not academic peer-reviewed sources. Additionally, one of the most popular reference websites, *Wikipedia*, is generally not considered a credible source for a research paper. Citing Wikipedia or other such online encyclopedic sources would be like citing the Encyclopedia Britannica: acceptable for a middle-school essay, but far too general for a college report. Wikipedia can be an excellent starting point in researching a topic, but after reading the entry, your next step should be to look up the references that are listed at the bottom of the page.

Still, there may be cases where it is appropriate to cite a website: perhaps you are looking up manufacturer data or materials that are only listed online. Academic websites, such as the website of a research group or professor at an accredited program, may also provide information that can be useful and credible in a student report. In these cases, you may use the format below.

General or academic website

Author's first initial and last name, if known (and/or, the organization's or company's name). *Title of webpage*. [Online] Direct URL (Accessed Month day, year).

SPIE. *'Lab-on-a-chip' enables desktop instruction in fluid mechanics*. [Online] http:// spie.org/x113148.xml#'Lab-on-a-chip' (Accessed April 28, 2015).

Plagiarism

One of the most important considerations in any type of writing is to avoid plagiarism. Plagiarism is defined as using content or ideas generated by others without permission, or without giving proper credit to the original authors. For students and professionals alike, any instance of plagiarism can cast doubt upon the author's entire body of work, past and present; it is an egregious form of academic dishonesty. You may be familiar with cases of plagiarism covered by the media in which politicians or academics copy content from another source without attribution. Whether or not these people intended to commit acts of academic dishonesty is practically irrelevant. What matters is that they borrowed words or ideas that were not their own, and they did not give credit to the original source. Over the past 15–20 years, plagiarism has become more rampant because online sources have made copying easier, and the temptation to plagiarize has become greater. Copying and pasting a sentence or two from a website without citation may seem harmless, but such actions constitute unethical behavior and will be treated seriously by instructors and editors. Consequences for plagiarism at colleges and universities range from a failing grade on the report to expulsion from school. Therefore, this matter merits serious attention.

To avoid plagiarism, follow these simple guidelines:

1. *When in doubt, cite.*
   You may wonder how often you should cite a particular source. For instance, if you're using the same source for an entire paragraph, do you need to include a citation after each sentence? Here's a rule of thumb: if a reasonable reader could understand that two or three related sentences are from the same source, then citing at the end of the group of sentences is fine. However, citing just once at the end of a paragraph can lead to

confusion regarding how much of the content is from the sources, and how much was written by you. Good advice is to cite enough to avoid any hint of ambiguity.

2. *Avoid quoting a source word for word.*
   In the humanities, it is common to include passages taken verbatim from outside sources such as novels or poems; these verbatim quotations must be included in quotation marks or somehow set apart from the main text. However, in science and engineering, verbatim quoting is much less common. The more usual route is to paraphrase your source using your own words (and still cite, of course). Note that using the exact words from a source without quotation marks, even though you include a citation, is still considered plagiarism.
3. *Remember, facts, statistics, graphs, and images—everything—needs a citation.*
   Just as with written sources, it is important to cite visual elements too. These elements often represent someone else's intellectual property and citing them gives credit to the original creator. So, next time you include a graph or image in your work, do not forget to cite it!
4. *Keep track of your sources meticulously.*
   Citation managers like the ones discussed can be used to cite as you write, using whatever style your instructor specifies. If you write first without citing, and then go back and add citations, you may miss one or two citations and could end up with an unintentional case of plagiarism.

SUMMARY TABLES

Table 2 summarizes the guidelines on citing and listing references in this section and may be used as a guide to grading citations and references in undergraduate lab reports.

TABLE 2. Guide to citing and listing references in reports.

Recognized citation style is used, usually the author-date style.	One citation style is used throughout except for unusua circumstance of occasionally citing numerous works.
All sources cited are listed in the reference section.	All references listed in the reference section are cited in the text.
Reference listing has complete bibliographical information.	Consistent capitalization system used in all listings of references.
Listing is in proper order with proper punctuation.	Italics are used for books and journal titles and quotes used around titles of reports and other shorter works.

Table 3 summarizes the tools discussed in this section including a brief description of their use and how to access them.

TABLE 3. Guide to tools and how to use them for citation management.

Tropy	Digital tool designed to help researchers organize, describe, and analyze photographs and other visual documents	https://tropy.org/
Miro	A flexible, collaborative online whiteboard where you can easily arrange, annotate, and connect images, notes, and ideas in a visual and interactive format	https://miro.com/
RefWorks	A subscription reference management tool that helps users organize and manage bibliographic references, generate citations, and create bibliographies.	https://refworks.proquest.com/ *may be available for free through your university or institution
EndNote	A subscription reference management tool that helps users organize and manage bibliographic references, generate citations, and create bibliographies. EndNote basic is the free, online edition of EndNote.	https://endnote.com/ *may be available for free through your university or institution
Zotero	A free, open-source reference management tool that helps users organize and manage bibliographic references, generate citations, and create bibliographies.	https://www.zotero.org/
citethisforme.com	An open-access citation generator and plagiarism checker.	https://www.citethisforme.com/
KnightCite	A web-based citation generator hosted by the Calvin University Hekman Library.	https://www.calvin.edu/library/knightcite/
Purdue Owl	Globally renowned online writing resource, most notably for APA and MLA formatting and style guides.	https://owl.purdue.edu/index.html