



*Illinois Valley Community College
Writing Center*

Citing a Source

Documenting research on a source list allows the reader to see where the information came from. As you work to document your sources, always keep in mind that your central goal is to give readers all the information they would need to access the same source in the same way you did.

Identify the appropriate citation style (MLA, APA, or Chicago) and then follow these steps:

- 1. Identify the type of source.** Ask yourself, "What type of source is this?" Some common types are books, individual articles from edited books, articles from library databases, or works from Web sites. Note whether you retrieved the document in its original published form or through the Web.
- 2. Choose the citation formula that matches that type of source.** Look in the Stylebook or other source to find the correct formula that matches that type of source as closely as you can.
- 3. Follow the formula, inserting the information from your source into the appropriate place in the formula.** Make sure to retain the correcting formatting of the individual pieces. Format each element as the style requires, even if it is not that way on your document.



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