

EST 361: Five Tips for Properly Documenting Source Material

1. Document the source(s) for all facts – *cite the source(s) & page number(s)*, e.g. (Gottlieb 2005, p. 43)
2. When paraphrasing, *cite the source & page number(s)*; when quoting directly, put those words in quotes and *cite the source & page number*
3. When in doubt, *cite the source and page number*
4. At the end of your paper, include a complete, list of references, alphabetized by last name of the primary author or corporate author
 - a. If individual authors/ editors are not recorded, list the organization (e.g. US EPA; World Bank) or periodical name (*Economist, Time*) as the author
 - b. If citing an online source, if an individual is not identified as the author, list the organization (e.g. WWF) or website name (e.g. Grist) as the author; include the URL and access date
5. Study ESF's Academic Integrity handbook closely, especially pages 7-10; it is available at:
<http://www.esf.edu/students/handbook/integrity.pdf>*

* For in-depth guidance, see *The Chicago Manual of Style*, the *APA Publications Manual* or other reference texts.