**Do** cite every time you use ideas, facts, statistics, etc. from another author’s work and not just when you quote directly.

**Do** include both citations within your document (in-text citations) and a reference list or bibliography at the end.

**Do** paraphrase, rather than using quotations exclusively. You can more effectively demonstrate your understanding using your own words.

**Do** use quotations if the precise wording is essential, for example, dialogue from a play, a government policy, or an excerpt from a famous speech.

**Do** include your citation as close as possible to the idea that you are summarizing or paraphrasing.

**Do** make it clear to your reader what is your own idea versus the idea of another author.

**Do not** leave the reader to guess which of your sources you are referring to; include citations for every idea that is not your own.

**Do not** cite your sources or construct your reference list without following a style guide (such as APA, MLA, etc.). Style guides provide consistency in both citations and format.

**Do not** simply substitute a few words with synonyms when you are paraphrasing. Think about what the passage is trying to say, then say it in your own words.

**Do not** modify a quotation if you choose to use one. It must be quoted exactly as it appears in the original text.

**Do not** leave quotations to stand alone. They need to be introduced and explained. The reader needs to understand why you chose to include the quote.

**Do not** leave the reader to guess which ideas belong to you.