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**When to cite in-text ANSWER KEY**

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| **You should cite in text when:** | **You don’t need to cite in text when:** |
| * You give statistics. * The information is unique and not known by most people. * The reader might ask, “How do you know that?” * You use a direct quotation from someone else. * You use someone else’s ideas. * You paraphrase a direct quotation from someone else. | * The information is commonly known (either by the general population, or commonly known within the particular discipline). * Most or all of your sources say the same thing on that particular point. * It is your own original thought or opinion. |

“**If in doubt, CITE!”**—You will not be accused of plagiarism for too much citing, but you could be if you cite too little. It is a fine balance, however, as too much citing may lead your instructor to tell you that there is not enough of “your own voice” in the writing. As you become more practiced in the art of citation, it will make more sense and become easier.

**Exercise:** Look at the following examples and decide if you need to cite each time there is a blank space. Write “yes” or “no” in each blank space. Yes means you **need** to cite. No means you **don’t need** to cite.

1. Global warming is an issue that concerns scientists around the world NO—common knowledge. They say that by the year 2020, the ocean will have risen by 20 ft or more YES—statistics. One of the main causes of global warming is human-generated pollution YES/NO—scientific finding (on the other hand, quite well known, so you could go either way). However, scientists say that the world has been slowly warming for centuries, so it is not strictly a human phenomenon YES—scientific finding, not as well known. Even so, humans are causing the world to warm at a faster rate than it would have done naturally, without human pollution YES—scientific finding.

2. Anorexia nervosa is a disease that affects more women than men YES—statistic. It is characterized by self-starvation NO—part of the definition. People have a faulty self-image and see themselves as fat when they are really extremely thin NO—part of the definition. This disease is a serious one that deserves our attention NO—opinion. One thousand people die every year from anorexia nervosa YES—statistic.

3. YES if you are using a photo taken by someone else. NO if you took the photo yourself.