

Citing Sources

When doing your Comparative study (CS) or Process portfolio (PP), it is very important that you give credit to your sources of information. This may seem like a tedious task at first, but once you've figured out **one consistent way of citing your sources and labeling your images**, it will become an easy and automatic ritual.

TIPS ON HOW TO CITE YOUR IMAGE & TEXT SOURCES:

1. **When adding an image, you need to label the image as Fig.1,2,3, etc. with the Artist's name, *title of artwork*, year of completion, medium and size underneath the image.**

Example:



Fig. 1: Pablo

Picasso, *Guernica*, 1937, Oil on Canvas, 349 x 776 cm.

You will provide more detailed information about the artwork and include the web link to the image under the title "List of Images" at the end of your document:

Figure 1: Artist's name. *Title of work* – italicized. Year of completion. The institution and city where the work is housed. *The name of the Website in italics*. The medium of publication. Date when you accessed the image. Then put a link to the source where you found the image.

Example:

Fig. 1: Picasso, Pablo. *Guernica*. 1937. Museo Reina Sofia, Madrid. *The Artchive*. Web. 18 September 2015. <http://www.artchive.com/artchive/P/picasso/guernica.jpg.ht>

Please note: When searching for an image of an artwork, use appropriate sources, such as [museum websites](#). Avoid Wikipedia and blog sites as far as possible, even if they also have pictures of famous artworks. These sites often don't have legal rights to use these images, so rather get your image from a reliable source.

2. **When you copy any text directly from a source**, put it in quotation marks and add the author name and page number of the source in parentheses directly after the quotation. When the author is mentioned in the sentence, you only need to put the page number in parentheses.

Here is an example from the Purdue OWL website of how to deal with a direct quotation (from a book) :

Wordsworth stated that Romantic poetry was marked by a “spontaneous overflow of powerful feelings” (263).

OR

Romantic poetry is characterized by the “spontaneous overflow of powerful feelings” (Wordsworth 263).

Under the “Works Cited” list at the end of your document, the source will look like this:

Wordsworth, William. *Lyrical Ballads*. London: Oxford UP, 1967. Print.

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it’s a short work (such as an article) or italicize it if it’s a longer work (e.g. plays, books, television shows, entire Web sites) and provide a page number.

3. **When you paraphrase**, you need to mention the author name in your sentence/s or put it in parentheses after each sentence or multiple sentences that you have paraphrased. You don’t need to add the page number when you paraphrase.
4. **Include a list of sources** under the title “Works Cited” on the last page of your document.

USEFUL Citation Guides for MLA:

Purdue OWL

Citing a website in MLA – bibme

Citing sources just got easier with Explore in Google Docs

Here is a very useful link to show you how to cite a blog, tweet, website, etc. correctly. It will give you examples of MLA, Chicago and APA style of referencing. This might help you with