

## Why We Cite

- **Demonstrate we are participating in an academic discussion**  
As a student your job is to engage with existing knowledge. The best way to do this is to demonstrate precisely which sources you are using
- **Allow the reader to verify the information**  
Your reader should be able to find the original source of the facts, quotes or ideas that you use. If they cannot do so, how can they know that your information is reliable?
- **Show respect for other authors**  
If someone does the hard work of collecting data, writing down complicated thoughts or thinking up a new idea, they should get the credit for their work.

## Citation Basics

Whenever you are writing an assignment, essay or academic paper, you will need to include both in-text citations and a reference list.

- **An in-text citation** identifies the source of the quote each time that you quote, paraphrase or summarize. It does not provide all of the information a reader would need to find the source, but enough information to determine which source in the reference list the information came from.
- **The reference list** (sometimes called a works cited list or bibliography) is where the reader can find all the information they need to find the original source on their own. Note that you cannot just write down the titles of books and the URLs of websites, this is usually not enough information for the reader to uniquely identify the source.  
You should list all the sources you have cited in your text in your reference list. If you have not discussed a source in your text, double check that you haven't accidentally used an idea you got from that source. If you have not used the source, don't include it on your reference list.

## Plagiarism

Plagiarism is an academic offence where a student represents anyone else's ideas or work as their own. There are strict penalties for plagiarism that apply whether or not you intend to commit plagiarism. It is your responsibility to understand how to cite other's ideas and work correctly. Depending on the severity of the offence, penalties can range from receiving a zero on the assignment to being suspended from the university for a period of 12 months.

## Common Forms of Plagiarism

- Copying material from a source directly into your document without using quotation marks and without citing the source
- Poorly paraphrasing from a source
- Missing in-text citations that distinguish which ideas come from which source in your reference list
- Having anyone else complete any portion of your assignment for you

## Referring to Sources

There are several different ways to refer to the things you have read. All of these require you to include an in-text citation.

**Direct Quote** If you want to use the exact words from another source, you must put quotation marks around everything that is taken from that source.

**Paraphrase** Paraphrasing is when you re-express the idea from another source in your own words. The best way to paraphrase is to take notes about the source's ideas, then construct an entirely new sentence or new paragraph based on those notes. Starting with the source's text and changing some of the words is not paraphrasing and may be plagiarism.

**Summary** Summarizing is when you reduce the level of detail and express only the central conclusion of what you have read.

## Chicago Manual Author-Date Citation

There are many different citation styles, for example you may have encountered MLA or APA. In Economics, most peer-reviewed research uses Chicago Manual Author-Date style. Some Economics professors will ask you to use Chicago Manual Author-Date style, while others will allow you to use any of the major styles.

### In-Text Citations

Within your writing, include the author's last (family name) and the year of publication within parenthesis every time that you quote, paraphrase or summarize.

*Recent work suggests that a reduction in the gender pay gap will require “changes in the labor market, especially how jobs are structured and remunerated to enhance temporal flexibility.” (Goldin 2014).*

## Reference List

In the reference list, you need to include all of the following information:

### Book:

Author's Last Name, Author's First Name. Year of Publication, *Title*. City of Publication:  
Publishing Company

### Academic Journal:

Author's Last Name, Author's First Name and Other Author's Names. Year of Publication.  
"Article Title." Journal Name Volume Number (Issue Number) : Start Page Number -  
End Page Number

### Newspaper Article<sup>1</sup>:

Author's Last Name, Author's First Name. Year. "Title." *Newspaper*. Month Day. Page  
Number (if you accessed it in print) or URL (if you accessed it online)

### Blog<sup>2</sup>:

Author's Last Name, Author's First Name. Year. "Title." *Blog Name*. Month Day, Year.  
URL

## Example Paragraph

As technology advances, more jobs are being automated. If the employment rate falls due to this technological shift, how should governments respond to the decline in tax revenue? Several prominent thinkers have suggested various new taxes. Writing about rising inequality in income and wealth, Piketty (2014) argues for a broad-based tax on wealth. Recently, Bill Gates has suggested a tax on robots, "as a way to at least temporarily slow the spread of automation and to fund other types of employment" (Delaney 2017). Many economists disagree with these suggestions, citing classic work showing that long-run capital taxes should be zero (Judd 1985; Chamley 1986).

## References

Chamley, Christophe. 1986 "Optimal Taxation of Capital Income in General Equilibrium with Infinite Lives." *Econometrica* 54(3): 607-622

Delaney, Kevin J. 2017. "The robot that takes your job should pay taxes, says Bill Gates." *Quartz*. February 17. <https://qz.com/911968/bill-gates-the-robot-that-takes-your-job-should-pay-taxes/>

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<sup>1</sup>If a newspaper article does not include a personal author's name, then the title of the newspaper should be included instead of the author's name. For example, many articles in the *Economist* magazine do not include an author name, and so should be cited as "The Economist. Year, ...". See the Chicago Manual of Style Online section 15.49 for additional details.

<sup>2</sup>There are lots of high-quality blogs thoughtfully written by brilliant economists, however be aware that there are also many people writing silly things about economics online. Whenever you come across a blog, ask yourself whether the blog writer is credible? A few of my favourite Economics blogs are [Worthwhile Canadian Initiative](#), [Marginal Revolution](#) and [Economics for Public Policy](#)

Judd, Kenneth L. 1985. "Redistributive Taxation in a Simple Perfect Foresight Model." *Journal of Public Economics* 28(1): 5983.

Piketty, Thomas. 2014. *Capital in the 21st Century*. Cambridge: Harvard University Press

## Is any of this unclear to you? See these additional resources

- **How Not to Plagiarize:**

[How Not to Plagiarize](http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/) by Margaret Practer. <http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/>

- **How to Paraphrase:**

[Paraphrase and Summary](http://advice.writing.utoronto.ca/using-sources/paraphrase/) by Jerry Plotnick. <http://advice.writing.utoronto.ca/using-sources/paraphrase/>

- **How to include non-standard sources in your reference list:**

[The Chicago Manual of Style Online](http://go.utlib.ca/cat/6662347). U of T online access at: <http://go.utlib.ca/cat/6662347>