

## Cite It with Style! How to Cite Government Information Resources like a Pro - Transcript

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We will be learning how to create citations for all of these categories. This will all be government information or government documents. Now I would like to review the reasons why we use citations so you can get an understanding of what is important and which factors you don't need to worry about. Why do we need citations at all? There are many reasons that basically they boiled down to three. Plantation citation gives honesty and respect. And then whether it comes from reliable or reliable sources. And then help researchers locate your source to verify. Why are academics so of status with citation forms? According to the Promenade Judd Professor Rose therefore main reasons. The first purpose is to keep their writer or editor firm having to think too much. You should be able to put that information in the standard form and maybe once in a while look up how to handle special few cases as they come up. And the second is to save space in the publication and also to save the reader's time. And the third purpose is to provide enough information to the reader to the weather the source is authoritative and help them locate the source if they need to. The fourth purpose is to keep them from being distracted by wondering whether there are inconsistencies are intentional or by mistake. Keeping these in mind will help you come up with the citation that is not just technically correct but actually helpful to reader. Back in high school you may have heard of these standard parts, the author, title, location, publisher and the date of publication. Never meant documents have all of these and they also have many other elements beside these big five. So just what is it that makes government so different and difficult to deal with? They are not only or sometimes not publish in the public forum. Sometimes several formats at once. Many of our pamphlets are thrown together with little thoughts to the audience and some documents may not even be publish it publish. Numbers are a big deal on documents. What are they all for? Most of the standard [indiscernible] don't know what to do with them except making a few remarks and helpful generalizations. You are lucky to get one suggestion on how to cite a document. Your job will be a lot easier and a lot less stressful thinking about citation isn't art not in exact science. There is no single correct way to cite a document. Focus first on the purpose and then get your content and finally put it in a suitable format. Accuracy is important. In ideal citation will be clear, concise, and consistent so that it provides useful information to the reader quickly and lament. Ultimately the final decision is not yours anyways. You should always make it clear to your patron that what you are offering is a suggestions and not a definitive answer. Unless they are working by themselves as author and publisher, the final authority is the instructor and editor. If there is any question at all whether the citation is acceptable, that is the person taken salt not the manual or the library in. Library and. Library and. You need to assemble the information you need for your citation. And then arranges information as standard citation format developed especially for the peculiar characteristics of government publications. Then adapt you citation to whichever specific style guide you have been assigned to use. There are three simple steps and then it will give you the leverage you need to cite government information like a pro. Our guide will be this book. The

complete guide to citing government information resources third edition. It is exactly what the title says and is by far the most [indiscernible] to government document and I will call it the [indiscernible] the to Diane's. Now I have some good news and bad news. The bad news is that citation [indiscernible]. The good news is that fairy really is simple to convert it from the style to any other standard style by just moving a few things around and changing punctuation a little bit. And you are not being restricted to Pacific manual and you can use these right out-of-the-box. This is organized into six categories of information. I call these the six boxes. All you have to do is scoop up the relevant data from the document and deposit each piece of data in the appropriate box and arrange the box in the proper order. Sometimes you might also need to move some data. The three most essential boxes are the standard ones that we looked at earlier. Aware goes in front of everything else when you want to cite a specific part. So it says a chapter in a book and a periodical. Here is a sort of worst-case scenario. This is for a paper document and online publication. We can use these. When I am creating a citation for something complicated, I like to make a list like this and all of the possible elemental and that I might need and then I fill in the column on the right and then I use that template to formatted correctly. After that, I just line the docs and then I have my citation. Here is a sample of a real-life citation Garner Smith style each box is color-coded and labeled. And here is the title and a unique identifier is a publication number assigned by the department of Health and Human Services. That imprint statement contains the place of publication which is Washington DC, the publisher and the date of publication 1990. And anything else box, there is a notice that this is a reprint of a previously published article. And we also include that article. Now let's look at each of the boxes. The most important thing to know about the authors statement is most government documents do not have personal authors. If it does, it will be the agency issuing that statement. And the standard parts of this are the geopolitical designation. In the umbrella agency and the lowest levels in the higher Kerry. In a personal author goes in the byline after the title unless the work clearly represent a POV other than the agencies. Let's go over a few examples of what author statements may look like. First, notice a hierarchy. The US Department is in the umbrella agency and unemployment standard administration is a sub agency. If you have a well known sub agencies such as the US Census Bureau you can leave out the umbrella agency. There is also a, after the umbrella agency. Denton Texas is in example of the municipal level. They will distinguish this by knowing that. You can add is a city or county. And then the organizations can have a geopolitical unit but you might want to clarify the location by putting it in parentheses at the end. Here is a example of a borderline and there are couple options. First the standard way. Author and the personal author in a byline. Notice how the disclaimer on the title page views expressed are those of the author and not necessarily the federal judicial center. If you wanted to, you can list the personal author in the author field. And then there is a distribution note in the anything else box. Most document titles are fairly straightforward. Sometimes they can be tricky. If you have trouble figuring out, try to look it up in the catalog. If you have a document on CD or microfiche, take the title from the document image, not from the packaging. If the document is individually titled volume, give that is a main title and follow that up with a volume title. Make sure you include any author bylines after each title. That can be part of and ongoing serious and that can be at the end of the citation. Some I have a popular name that might be more well-known than the official title. That also can be included at the end of the citation. This element is part of the title field. We are discussing it as

a separate box because the information is not part of the title itself. It identifies a document and what kind of document it is and distinguishes it from similar documents. Here is an example of citations that contain unique identifiers. This tells us what kind of document it is. They are often surprised to see those documents come in such as brochures and coloring books or a gain. Also many documents are available in multiple media formats such as paper and PDF files. Many agencies assign a publication or report number to the document that they issue. This goes after the title and it can usually be recognized by an agency acronym. If it is a revision of an earlier document, there will be an additional statement. Sometimes there will be something more elaborate like this. As with earlier examples, check the catalog record and that can help identify these elements. That imprint statement is where you lose the place it was published. The most important thing to know about this box is the overwhelming majority of documents are printed and distributed either the government publishing office in Washington DC. You might have to hunt for those. Sometimes it is hidden in the back if it is not mentioned, the agency is usually the publisher. In that case, you don't need to repeat that, it is called something like the agency or use initials. Here are a few examples of how those work. The first one is an example as GPO as the publisher. Notice the date and the title is different from the publication date and make sure you don't get them confused and order both. In the second example they are the issuing agency and also the place of publication. This is the city but really you could just put that as the entire [indiscernible]. We have a document that does not give a place of publication. If you can make an educated guess, you can put that in the bracket and a question mark otherwise, just leave it out. Anything else, it is officially called the notes field is a place to add any information that does not fit in the other fields are that you might think is important. It is a document that is in ongoing series and the document number within that. If it is contained [indiscernible- low volume]. It typically includes a mode of access statement indicating where and when it was accessed and we will explain that in more detail later. All sorts of other information can go in there. Information about the language and the timing of the video whether it is in color or black-and-white and [indiscernible] number. Be sure to put those laughs. Siding apart involves two citations and first there is a statement giving the author and there is a linking statement and finally there is a citation to the larger work that looks like any other one. Siding that within the periodical is a little bit different. It does not include that but it does include the periodical and the page numbers come after the date. There is usually [indiscernible] indicating who did that unless it is obvious from the title. And all those manuals include information on how to cite chapters and journal articles so be sure to consult that manual and follow specific guidelines. Now that you are all experts I'm going to show you how to convert that in this style to conform to any of the other citation forms that you are most likely to come across helping to create that. And then we will go over some special cases that require their own special rules. These are the big three. If you are using another one, you can still apply the same principles. In most cases once you have that citation all you need to do is move some things around and check that around and in other cases they will give you specific examples for certain types of documents. The Chicago manual style is probably the most popular guide to preparing those for manuscript. It is commonly used for writings in business and humanities and it actually has two citation styles and endnotes bibliography style. They are nearly the same except [indiscernible]. This is used for psychology but obviously physical sciences too. Here is a template and example of that citation. Notice that the publication date is

moved to the right and only the lowest level agency is listed as author. This is so they can be kept as concise as possible. If you include a publication type, put in brackets. You can leave out all of this. So that is not included in that. And leave everything also same. And then that is typically used for papers and first instead of providing a separate model for every type of publication you can cite there is one for everything. Nine core elements go always in the same order so no matter what you just fill out the data for each element and insert the proper punctuation. This reflex way we access information will today and it could be on and agency website here is example of the resource contained within aside which in turn is contained within that website. That is also available as a set of CDs but that would be a different kind of container. And some optional elements include the original data which is different from the data set and some information on the format. It includes that for listening and that further study and individual parts were performance. Notice that it does not include the place of publication and then HT TP. All of them are special. The types that we will look at Knox are extra special because they are likely needs to wear that they need some extra special care. These are three of the most useful. You have already seen that and the bluebook is the most important for citing legal materials the most important thing to know about this style is is very compressed with lots of abbreviation. It is designed for and they usually don't have notes. You can find summaries was plenty of sample citations and legal information Institute website. For anything that you can't find, and check the bluebook itself. Those manuals defer to that for seating legal material. And they also give plenty examples. Sometimes [indiscernible] here are a couple examples to give you a taste of what that is like if you are not familiar with it. The parts of this citation are the name of the case and the volume and the name of the case reporter where that appears the first page and the name of the court in the case or date it was decided. It is very similar. There is a title or chapter number within the code and the name of the particular edition of the code and the section. You don't need a name or date unless you are [indiscernible]. With experience reading and formatting that it would be second nature just follow those instructions in the manual. Maps and other materials are cited for [indiscernible] but certain factors can seem the make them seem more complicated. This is the second edition which is brief but it has examples for many specific types of work. MLA and Chicago style. Some important things to keep in mind always include the scale of the map and many government maps are part of a series and examples to figure out what else to include. And try consulting a catalog record if you have trouble recognizing that. Is at the scale they appear and I also added a note indicating that it was prepared for NASA. Electronic publications comment over wide variety including CD-ROMs and databases and social media sites. And there is very little agreement how to cite them. The rules change constantly so the best advice I can give you in this area is to follow years tile manual. I do have some general guidelines to make in electronic document easier to find. First of all, he sides that form their is or if there is a paper document, cite that with the link to the PDF copy if available. When you signed that use the most stable version you can find. Third if you have a choice between [indiscernible] cite the free site if you do cite a commercial database that is available through the library give the vendor names. [indiscernible- low volume]

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When you cite electronic document you need to include and access statement and when this was access, use whatever wording which would be clear to your leader. You might use available

and retrieved from if you are linking to a homepage or a menu. And data generated for something such as a table create on the slide. This isn't really standardized yet and some of them just have them think a link on at the end of the citation. Include a statement indicating when it was last updated. There are two important things to keep in mind about unpublished work. They usually lack the standard one because they are probably not meant to be seen. And the availability will be limited to single physical location. This is less of an issue as more of the archives are available online. Many agencies that provide access such as the national archive and record administration and the library of Congress provide instructions on how to do that. The standard style will also provide instructions how to cite documents and other unpublished work. And the most important thing to remember about the citation is it has specific information and the exact physical location where there is a library and a Museum or in your attic. Now for the last part of this presentation I will like to provide a few shortcuts. There are five shortcuts that you can take that have varying degrees of presentation. Model citation, Singh suggested suggested citation, quick citation guy, citation generator, and kata log catalog record. If you Google that item chances are somebody has already cited the same thing or at least something similar. That can give you something to copy or imitate. And it can also be an eye-opener when you find several of those when they are all different. Sometimes the document will have [indiscernible] this isn't easy way to get a citation for a document. The format and may need to be adopted. [indiscernible- low volume] have also left out the umbrella agent the the department of health services. Catalogers can make mistake and they also follow their own rules like titled them punctuation. Always check with everyone and don't assume that this is definitive.

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So there you have what is a useful set of tools. I would like to leave you with a few final words of advice that I hope will help you maintain that spirit there is no universally accepted citation format. Don't expect one correct answer. It depends. Second, use the six boxes on identifying the elements of the citation. It is essential content and things like punctuation and capitalization will change according to the specific style and context. Third, don't freak out when the instructions do not seem clear. Sometimes you need to improvise. Fourth, keeping this information straight can seem overwhelming and understanding. It gets easier with practice. Fifth, is a go ask your mother principle. The editor were in structure, not the librarian, who is the final authority. And finally, keep focus on what matters, cleared the clarity, concise, and consistency. If they can find the resource quickly and easily, you have done your job. Thank you for attending this webinar. I hope you have enjoyed the session and have found it useful. Now I will like to open the floor to any questions or comments that you may have. I will do my best to respond.

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Thank you. Great webinar. I learned and awful lot. You gave me a great education. Any questions for Bobby? Let me read through the, box, -- it is for creating a reference less and it will create said stations citations. It is good if you are doing a standard book but for document sometimes and put things in the wrong order. I notice when I went to world cat, if you click [indiscernible]. I don't know how accurate that is. That is the same one. You can pretty much do the in any catalog. I found that I am very sketchy with that. Let's see what kind of questions we have here. People talking about the stern of a Mac and somebody mentioned [indiscernible]

probably similar, so somebody said [indiscernible]. And somebody said [indiscernible] and that is exactly correct. A lot of discussion about [indiscernible]. I should mention when it is archived, this presentation there will be some handouts so you can print those out. That is great. Somebody Rebecca is [indiscernible] you can check that out. Are you saying additional orb print copy? That might be tough. You have a map on a website. That is a little bit difficult.

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[indiscernible- low volume] copy of that template from the different major styles with the Tori of that and also deadly Griffey [indiscernible] Everest people and government getting a few shout outs here. Very useful. Kelly said of all the editor instructor is not in authority can help you find the right manuals and another planned that we have had some cases where the instructor refers the student to the library and whatever the librarian says is what the instructor says. Getting and awful lot of shout outs. Please fill this. Jenny says Governor's executive order, I can look that up and in that too. Any suggestions [indiscernible- low volume]? Yes, that is another thing I can't tell you off the top of my head but this book citing this one has in example of those kinds of things. And I can tell you are or that I remember is you don't need to cite [indiscernible- low volume]. There will be a contract number. Okay. You need public or publication numbers. If you can get a copy of this it does tell you and several of those standard also have I used that before but it is not good as this webinar. Thank you. So then does anybody have a good quick Tori L tutorial for students. Me see if I can find a summary for this. If you see that satisfaction survey, please fill that out. There is one at a postgraduate school. They have a really good citation guy that has government and military documents. And there are specific examples for similar types of things. If you are using [indiscernible] list of that that [indiscernible] Carol has a comment. I think that is in the MLA handbook. I don't think I put that in there. Can we still get all the slides. It will be up on the website. Here is and I don't know if this is all of them. It is probably just unlimited but there are periodicals and collections in the series and database or website. Those are the main things. That is in the handout. Great. You think that as more reputable than [indiscernible]. I have only use those but I don't think any of them are very good documents. You will get the slides? Yes. Flora comments on that. Some databases do not have [indiscernible] because they want to to buy the. Am going to [indiscernible]. Thank you for the executive order. That is what I was worried about. Somebody said they's subscribe to that. Can you do given example. Sometimes I like I feel like my citations are Frankenstein's monster? [laughter]. We may go a little bit longer. We have a lot of great questions. I have my email there if you have any questions. Somebody said that they use [indiscernible] for citations. I'm not familiar with us. I have heard several of those. Some of the Daniels tell you not to use that. They say that they can disappear. Is that right. I don't know that. That, I did not know. That is unfortunate. They may have just been saying that company is [indiscernible]. The main thing I don't like about them is they don't tell you anything about the website sometimes you have a gigantic URL [laughter]. A lot of good shout outs. What we have. Nadine, I don't know but she said something about the journals that you use. I think that may have been to somebody else. Several of these because this is designed to use that without a reference less it is just but notes and nothing else. Sometimes they will add extra things. That would be in individual manuals. Okay. My friend Corey just for IC he probably did this earlier. Also, please check out our Academy. We have links to this and other webinars.

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[Event has exceeded scheduled time. Captioner must move onto next scheduled event.]