



## Guide to Citing Sources for Public Presentations

“Citing sources” simply means telling listeners and readers where you got your information. Citing or documenting the sources used in your research serves three purposes:

1. It gives proper credit to the authors of the words or ideas that you incorporated into your presentation.
2. It allows those who are reading your work to locate your information sources in order to learn more about the ideas and/or topics you present.
3. Citing your sources helps you avoid committing plagiarism (letting people believe that what you say is your original idea rather than giving others the credit they deserve).

At all ages and levels, presenters **MUST** state where their information came from in answer to the questions:

“Where did I learn what I am telling you?”

“How do I know the information is accurate?”

Sources may not include sites such as Wikipedia, Google (with no other references), blogs, and hearsay. When using graphics, sources must be written on the poster board or slide as well as cited orally. Consider bringing the hard resource, such as books and article printouts.

Citations can be made during the presentation where they fit in naturally and/or should also be included as part of the summary.

Here is a fun guide for new presenters. Treat your presentation like a research project:

<https://www.youtube.com/watch?v=CDGdgoCyAtw>

**Note: The older you get and the more experienced you are, the more we expect of you. The quality of your citations should improve as you move up the levels.**

### Guidelines for Cloverbuds ages 5–7

- Ages 5–6, it is sufficient for children to tell their audience that they learned this from a parent, in school, by watching a TV show (name it), or reading a book (name it).
- By age 7, most Cloverbuds will be able to tell us the author of any book, specifics about the TV show, what internet site they used, etc.
- Information can be given during the presentation or at the end in the summary.
- It need not be written on a poster board or handout.

### Examples

“I found out the information in my presentation from my science teacher, Mrs. Bio.”

“I got my information from a book titled *All About Cats* written by Peter Purrfect.”

“I watched a program called *The Blue Planet* and David Attenborough told me about whales.”

## Guidelines for Juniors ages 8–11

- Cite a minimum of two reliable sources, such as the name and author of books on the topic, TV documentaries with names of presenters, online articles from experts on that topic with names, etc.
- The citations should be spoken either in the summary or during the presentation *and* provided in written form, on a poster board, slide, or as a handout.
- Simple citations should include three basic facts:
  - The author (creator, writer, presenter, etc.) of the work
  - The title of the work (article, book, video, etc.)
    - If the piece is in a larger publication, give both titles
  - The date it was published

## Example List of Sources

- Book by Peter Purrfect, *All About Cats*, published 2019
- Online site on 1/1/21: The Drake Center <https://www.thedrakecenter.com/services/cats/blog/20-amazing-facts-about-cats>
- Article in *National Geographic Kids* by Robin Terry called *Cat Walk*, published 2020

## Guidelines for Youth 12–19

- Provide a minimum of three citations (older youth should cite more sources) from a variety of reliable sources, which should NOT include Wikipedia and similar sites (though Wikipedia may direct you to the original work), e.g.:
  - Books
  - Articles in magazines
  - Web-based content
  - School-based information received in class
  - Information from sources such as parents and club leaders
  - Information taken from TV or other media sources
  - eBooks
  - Images (e.g., photographer credit, artist credit)
  - Academic publications (e.g., research journals) as youth mature
- The citations should be spoken in the summary and/or during the presentation *and* provided in written form, on a poster board, slide, or as a handout.
- To be deemed outstanding (ages 15 and older), citations should usually be correctly referenced using a standard format such as APA or MLA

### To learn how to cite using APA style:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

[https://www.sunydutchess.edu/assets/APA\\_Citations\\_WorksCited2021Update.pdf](https://www.sunydutchess.edu/assets/APA_Citations_WorksCited2021Update.pdf)

### To learn how to cite using MLA style:

<https://style.mla.org/works-cited/citations-by-format/>

<https://www.sunydutchess.edu/assets/MLA-Citations-and-Works-Cited-Guide9th-edition2021.pdf>