Dare to Document:
Library and Writing Centre Guidelines on Citation Support for Students

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Students often bring questions about citation styles, reference lists, format of papers, and use of sources to both the Augustana Library and the Augustana Writing Centre. For this reason, the Librarians and the Writing Centre faculty have agreed to divide their support for students along lines that reflect their respective areas of expertise.

**The role of the Library**

Library reference staff will answer questions about the *mechanics* of citations, including
- Composition of citations
- Explanation of the sample citations included in the online QuickGuides
- In-depth advice about the construction of references not included in the QuickGuides

**The role of the Writing Centre**

Writing Centre staff will address issues of citation directly related to the quality and integrity of a student’s writing, including
- Appropriate use of quotation, paraphrase, and summary
- Integration of the words or ideas of a source into a student’s own sentences
- Strategies for recognizing and avoiding plagiarism

**The shared role of the Library and the Writing Centre**

Both Library reference staff and Writing Centre staff will address questions concerning
- Punctuation around citations
- Format of reference lists (e.g., indentation)
- Information that should or should not be cited

**The role of faculty members**

Both Library reference staff and Writing Centre staff will typically refer students to their instructors for questions about
- Frequency of in-text citations
- Format of assignments (e.g., title page, running headers, etc.)

Such topics are best explained to students by individual faculty members because the various style guides leave room for interpretation in these areas.

**Library and Writing Centre teaching**

Using sources and integrating them effectively and with integrity involves all three of Augustana’s core skills of thinking, researching, and communicating. Both the Library and the Writing Centre welcome opportunities to facilitate students’ citation literacy by providing in-class sessions. To support faculty in the teaching of these skills, the Library offers instruction sessions on citation, and the Writing Centre offers workshops on plagiarism and writing strategies.

We hope that this guide to directing students to the most appropriate resources for the citation support they need will ensure that teaching faculty, the Library, and the Writing Centre all continue to play an important role in the development of our students’ core skills.

**Questions?** Please email Nancy Goebel (Head Librarian) or Craig Peterson (Augustana Writing Centre Director).