

Supplement to *An Easy Guide for Citing Sources in Speeches*

# Oral Citation Guidelines

# Oral Citations – Book

## Oral Citation Requirements: **Title, Author**

### Examples:

In her book, *Animal, Vegetable, Miracle*, author Barbara Kingsolver states...

Diane Mapes, in the book *How to Date in a Post-Dating World*, argues ...

The book *The Omnivore's Dilemma* by Michael Pollan contains an interesting observation...

This question is addressed in *The Gift of Fear*, by Gavin de Becker...

### Tips:

For books with subtitles, consider dropping the subtitle from your oral citation. For example, the full title of the third example above is *The Omnivore's Dilemma: A Natural History of Four Meals*.

# Oral Citations – Newspaper

## Oral Citation Requirements: **Publication Title, Date**

### Examples:

According to the *New York Times* of September 19, 2007, ...

An article from the *Dallas Morning News* of December 4, 2007, states...

The *Seattle Post-Intelligencer* of January 14, 2007, references...

### Tips:

Unless your speech is referencing events from the past, or using history to provide evidence of a trend, keep your citations from newspapers **current**. If at all possible, cite sources from no more than **6 months** in the past. In general, there is no benefit to citing the name of the author(s) of newspaper and magazine articles, since they are rarely experts in what they write about, and their names will lend no credibility to your speech since it's unlikely your audience will have heard of them.

# Oral Citations – Magazine

## Oral Citation Requirements: **Publication Title, Date**

### Examples:

According to the September 2007 issues of *Wired* magazine, ...

In an article on swing voters in California, *U.S. News & World Report* of February 18, 2008, stated...

One of the most interesting cooking tips comes from *Every Day with Rachel Ray*'s August 2007 issue. It talks about...

### Tips:

Some magazines are monthly, and only require a month and year in the citation (like the *Wired* example above). Other magazines come out more frequently, and require month, day, and year in the citation (like the *U.S. News* example above).

# Oral Citations – Journal

**Oral Citation Requirements: Journal Name, Date OR Journal Name, Volume Number, Issue Number**

**Examples:**

According to the *Journal of Business Communication*, volume 17, number 3,...

*Communication Teacher* of January 2004, highlights the various...

The Winter 2007 issue of *Business Administration Quarterly* includes a study confirming...

**Tips:**

Many journals list the exact date or quarter of publication (see examples 2 and 3 above), so if possible, reference journal articles with the journal name and date. If the date included is only a year, you will need to cite the journal using the journal name, volume number, and issue number, to ensure that interested audience members would be able to find the source you are referring to (see example 1 above).

# Oral Citations – Website

**Oral Citation Requirements: Website Name, Sponsoring Organization, Date Accessed**

**Examples:**

According to *cancer.org*, the website of the American Cancer Society, last accessed February 15, 2008, more Americans every year...

U.S. Citizenship and Immigration Services website at *uscis.gov*, last accessed January 27, 2008, provides a list of...

**Tips:**

Sometimes the sponsoring organization is obvious (as in the *chevrolet.com* example above). In these cases, the sponsoring organization may be omitted from the oral citation. Can't find a sponsoring organization? This is a good indication that you might not want to use the website. At the very least, you should justify your use of the source to the audience (i.e., According to a July 18, 2007, post on *engadget.com*, one of the most read technology blogs, ...)

# Oral Citations – Website (continued)

Some sources, even though they are accessed through a website, are more like a newspaper or magazine. The most common type of website that fits in this category are news organization websites. When citing information from a news organization, cite it as though it is a newspaper.

**Oral Citation Requirements: Site Name, Date**

**Examples:**

According to *cnn.com* of September 12, 2007, the Supreme Court has been...

A February 3, 2008, article on *msnbc.com* reported a sharp increase in...

*Foxnews.com* reported on August 30, 2007, that Iowa State University was...

# Oral Citations – Gov't Report

**Oral Citation Requirements:** **Agency Responsible, Topic of Report, Date**

**Examples:**

According to the *School Meal Programs Report* prepared by the U.S. Government Accountability Office in August, 2005, school meal programs provide an incredible...

The 2005 *Global E-Government Readiness Report* prepared by the United Nations shows that the United States is ranked...

In 2005, the California Department of Justice prepared an annual report on *Organized Crime in California*. This report showed that organized crime was...

**Tips:**

These citation requirements can also be used for reports generated by credible non-governmental agencies, such as reports from think tanks, policy advisors, non-profit organizations, etc. When using reports from non-governmental agencies, be sure the source of the report is unbiased.

# Oral Citations – Broadcast

**Oral Citation Requirements: Network Name, Date OR Program Title, Episode Title**

**Examples:**

*CNN Headline News* reported a lack of definitive evidence linking carbon dioxide to increased global temperatures on November 6, 2007.

A February 21, 2008, broadcast story on *National Public Radio* explained that electronic voting machines...

In the “Vodka Myths” episode of *Mythbusters*, it was demonstrated that vodka, applied to smelly feet, actually removes the smell.

**Tips:**

Especially for news programs (like the first two examples), it is preferable to find a print or web story to cite instead of citing the broadcast. Most news networks (such as CNN, NPR, MSNBC, Fox News, etc.) duplicate most of their content on their websites, and it is usually not very difficult to find the same information in a more accessible form.

# Oral Citations – Interview

**Oral Citation Requirements:** Interviewee Name, Interviewee Credentials/Position, Interview Medium, Date

## **Examples:**

In a telephone interview with Dr. Tony Ezzat, research scientist in the Department of Brain and Cognitive Sciences at MIT, on April 14, 2007, he explained that video realistic animation is...

Purdue President France A. Córdova, in personal email correspondence on March 3, 2008, reiterated the importance placed on excellence...

## **Tips:**

Sometimes it is tempting to use peer interviews because they are relatively easy to conduct. However, you should avoid using peer interviews unless there is a good reason to seek information from someone without particular expertise or a position that makes them a useful and credible source for your speech.

# Oral Citations – Expert

**Oral Citation Requirements: Expert Name, Expert Credentials/Position, Citation Requirements for Source**

**Examples:**

Dr. Alexandra Caledon, Chair of the Department of Surgery at Johns Hopkins Hospital, quoted in the *Boston Globe* of May 17, 2007, stated that heart transplants...

In an interview on Fox News Channel on June 29, 2007, First Lady and library advocate Laura Bush said “Libraries have always had a special place...”

*Newsweek* magazine of January 7, 2008, interviewed Wing Thye Woo, an expert on East Asian economies, who stated: “China’s economy has the potential...”

**Tips:**

At times you may find an expert quoted in another source, such as a newspaper or magazine, and as a way of boosting the credibility of the statement, you might want to attribute that information to the expert rather than the publication. In this case, use the citation requirements explained above.