## Oral Citations in Presentations

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### Citation Comparison

<table>
<thead>
<tr>
<th>Written Citations</th>
<th>Oral Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Sources are partially cited within the body with either a full citation attached as a works cited page or as a footnote.</td>
<td>- Sources must be fully cited (author, title, and date of source) within the body of the speech itself.</td>
</tr>
<tr>
<td></td>
<td>- You must state “quote” and “end quote” to signify what information is being quoted.</td>
</tr>
</tbody>
</table>
When To Use Verbal Citations

- Not an original thought
- Quoting a source
- Paraphrasing a source
- When using information that is not commonly/widely known

*When in doubt...always cite your source!*

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Components of An Oral Citation

Each citation should ALWAYS include the following:
- Author
- Title
- Date

*According to AUTHOR in TITLE published in/on DATE....*
Examples of Published Sources

- **Book**
  - According to Karyn Rybacki and Donald Rybacki in their book, *Advocacy and Opposition* published in 2004, “the ability to argue, and the process of arguing, is essential to our existence.”

- **Newspaper**
  - As recent as Sept. 25, 2008, Sheryl Stolberg and David Herszenhor reported in the NY Times the benefits of implementing an economic saving plan.

Citations and Relevance

- In some situations the source of the material will be recent; therefore, the date should be stated first.
  - As recently as DATE, AUTHOR in TITLE found...

- The author should be stated first if he/she is a renowned expert in the field.
  - AUTHOR stated in DATE of TITLE...

- The title should be stated first if it directly relates to your topic.
  - TITLE written by AUTHOR on DATE stated....
Sources Used Multiple Times

- **1st Citation: Use a full citation (author, title, date)**
  - According to Karyn Rybacki and Donald Rybacki in their book, *Advocacy and Opposition* published in 2004, “the ability to argue, and the process of arguing, is essential to our existence.”

- **After 1st citation it is appropriate to use 2/3 of the information.**
  - Again, according to Karyn Rybacki and Donald Rybacki in their book *Advocacy and Opposition*, evidence is the foundation for building an argument.

Internet Sources

- **It is vital that you examine the credibility of the source and information provided.**
  - Source Type – Is the hosting website credible and unbiased?
  - Author – Is he/she an expert in the field?
  - Validity – Is the information provided consistent throughout the source?
  - Date – Is the information current?
Internet Citations

If the material accessed is published in hard copy form, cite the information as a published source.

For example: Time or Newsweek

- **Author**
  - Use the author's name if given.
  - If no author is given, use the sponsoring website.

- **Title**
  - Use the sponsoring website.
  - If the sponsoring website was used as the author, state the specific webpage title.

- **Date**
  - Use the published/updated date if given.
  - If no date is given, use the retrieval date.
Internet Citation Examples

- **Author / Date listed**
  - According to David Goldman’s report on Sept. 25, 2008 on CNN’s website, the economic savings plan outweighs the affects of a recession.

- **Author / Date not listed**
  - According to the CDC website: MRSA in Healthcare Settings retrieved on October 3, 2007, MRSA most frequently occurs during invasive procedures.

Interview Citations

- **Author**
  - Person name and title you interviewed. If needed, explain why they were chosen to be interviewed.

- **Title**
  - Subject discussed

- **Date**
  - Date interview was conducted

*In an interview with Pediatric Doctor, Karen Stolberg, on the correlation between vaccinations and autism, conducted June 8, 2008, she stated that there are no findings that support a link between the two.*
The goal of verbal citations is to give the audience enough information so they can locate the document or information used with ease.

Always remember to cite your sources.
- Author, title, and date

Use at least 2/3 of the citation when reciting a source.
- Also stated in TITLE by AUTHOR...

“When in doubt, cite it!”
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