

FREE CITATION GUIDES & SMART USE TIPS FOR GRADUATE WRITERS

A RESOURCE PROVIDED BY THE LPTS ACADEMIC SUPPORT CENTER (ASC)

If you are new to Chicago, Turabian or APA styles, citation generators (builders) and guides will save you time when adding source notes and a bibliography to a writing project.

What is the difference between a citation builder and a guide?

1. Citation builders will help you format bibliography and footnote entries quickly.

- [Zotero](#) is a free citation builder, available for download or as a Chrome extension at [Zotero.org](#).
- MS Word contains a [citation builder](#) under the References tab.

2. Guides teach you the rules for Chicago, Turabian, APA, and other styles.

- The [Purdue University OWL \(Online Writing Lab\)](#) contains guidelines for using [APA, Chicago, and Turabian](#) citation styles, along with numerous examples.
- The official style manuals for [APA](#), [Chicago](#) and [Turabian](#) are the most specific and the most helpful when citing unusual sources.

3. Why use a guide in addition to a citation builder?

- Citation tools are helpful starting points, but they can still make mistakes. Use a citation guide to review and adjust citations yourself—especially for unusual sources such as archival material, datasets, or interviews.

4. Always consult a style guide or manual for these common graduate level sources:

- Edited book chapters or multiple authors (3+)
- Archival or primary sources
- Conference proceedings, government or organizational reports

5. Key Principle:

- Builders save time.
- Guides ensure credibility.
- Use both.

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Steps to follow:

1. Generate the citation quickly with a citation builder.
2. Compare the citation with examples in the appropriate guide.
3. Fix common mistakes: capitalization of titles, missing editors/translators, page ranges, italics vs quotation marks.
4. Standardize your bibliography. Be sure all entries follow style guidelines.

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The Academic Support Center (ASC) supports students with various aspects including:

- Academic Writing
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- Career Mapping
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- ADA Academic Accommodation
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