

Tips for Giving Oral Citations in Presentations

Your listeners can't simply flip to a reference list to determine what sources you are using during a speech. Orally providing details of your sources, shows your work, and builds your credibility. Plus, it helps you avoid plagiarism! Omitting oral citations can be perceived as claiming the knowledge or idea is your own, instead of someone else's.

General Guidelines

- It's better to over-cite than under-cite. When in doubt, cite it!
- Give the listener sufficient information to determine the source is appropriate. To help listeners, provide source information before giving details.
- Consider contextualizing why an author is being cited.
- Clearly indicate when you are using a direct quote. Pauses before and after the quote help delineate it from your own words.
- Have full citation information available in case anyone asks.
- Images on a Powerpoint or other visual aid can include an indication of the source next to the picture.
- When in doubt, check with your professor about their requirements.

Common Types of Sources

	Details	Sounds Like
Book	Author, title, date if relevant	As early as his 1964 book titled <i>Understanding Media</i> , Marshall McLuhan argued...
News Source	Source title, date	An October 28, 2016 article on CNN.com...
Scholarly journal article	Journal title, date, author	An article by Ann Owen and Anne Phillips in the December 2015 issue of the <i>Journal of Happiness studies reports</i> ...
Website	Organization's name, specific page, date (date posted if available; otherwise, date accessed)	According to the Hamilton College website's Admissions page, updated in October 2016...

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Avoiding Plagiarism

Any form of academic dishonesty is a serious offense in an academic community. In giving a speech, oral group report, poster session and/or when publishing/posting a speech manuscript, the following examples are pertinent and your responsibility:

Plagiarism: Failure to acknowledge ideas or phrases used in any paper, exercise or project submitted in a course but gained from another person.

Forgery or falsification of academic documents. In giving an oral presentation, you can avoid plagiarism by providing citations for all direct quotations and paraphrases, for borrowed ideas, and for facts that do not belong to general knowledge.

Self-plagiarism: the submission of one piece of work in more than one course without the explicit permission of the instructors involved.

Cooperative or collaborative effort in coursework without acknowledgment or the explicit permission of the instructor. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.

The submission of work as one's own that has been prepared by another person.

EXTRA TIPS FOR ORAL CITATIONS:

- Don't rely solely on online sources; vary your source types.
- Ensure that the necessary information is clearly stated.
- Write important parts of the oral citations on your notecards so you don't forget.
- Practice oral citations out loud in front of a mirror or in front of other people.