

## Tips for Creating Bibliographies

### You DO have to provide a reference when using:

- Another author's idea, argument or theory
- Another author's exact words or phrasing (direct quotes)
- Specific information from another person's work (statistics, graphs, examples, case studies, artwork, music, etc.)
- Paraphrased or summarized information from another author's work

### You DO NOT have to reference:

- Common knowledge (facts, dates, events, etc., that are generally known, for example, Canada was founded in 1867)
- Your own experiences or opinions
- Your own critical analysis

### General Tips:

- Ask your instructor which citation style is required for your class
- Always use the most recent edition of a style guide
- Each short citation embedded in the text of your essay must refer to a fuller citation in the bibliography

### Tips for AI-Based Tools:

- Do not use AI-based tools, such as ChatGPT, for academic work in a course where an instructor has not authorized its use in line with [York's Academic Conduct Policy and Procedures](#)
- If your instructor has authorized the use of AI-based tools for conducting research, you must correctly cite or acknowledge them, whenever you paraphrase, quote or incorporate information from them
- Citation guidelines are evolving in the area of AI-based tools. Please see our [APA](#), [MLA](#) and Chicago ([Author/Date](#) and [Notes & Bibliography](#)) Style Overviews for specific instructions and examples
- Make sure to follow your instructor's guidelines on which citation style to use and to observe any specific additional guidelines they share, e.g., they may ask you to include the output generated by the AI-based tool, as an appendix or as part of supplemental materials

submitted with your course assignment. They might also ask you to include details here about the type of tool you accessed and how it was used, among other information.

## Tips for Organizing & Keeping Track of Your Citations:

- Consider using a citation manager (e.g., *Zotero* or *Mendeley*) to simplify the process of embedding in-text citations and formatting your bibliography
- When taking notes from your readings, write down the last name(s) of the author(s) and the page number(s) where you sourced your material, so you can easily find any given reading again
- Frame exact words from any source in quotes (combined with author and page number information) to ensure correct citation