



Public Speaking Tip Sheet #2

Oral Source Citations

When delivering a presentation where you will be using other people's ideas you must cite your source in the same way you would when writing a paper. You must tell your audience where your information came from as you speak. This is accomplished using oral source citations. They should be smoothly integrated throughout your presentation. You must cite your source when you are using a direct quotation, when you paraphrase ideas from a source, and when you are using facts and statistics.

Elements of an Oral Source Citation

An oral source citation should provide information necessary to identify the source. It should contain the following elements.

1. Title and Type of Source
2. Author or Editor of Source
3. Date of Publication or Retrieval

Oral Source Citations by Source Type

• Books

Required Info: Book Title, Author, and Year of Publication

“According to John Smith’s 2001 book Turtles are Cool...”
“In his 2001 book Turtles are Cool John Smith states...”
“...as found in John Smith’s 2001 book Turtles are Cool.”

• Magazine & Newspaper Articles

Required Info: Magazine/Newspaper Title, Author, and Date

Optional Info: Article Title

“According to Cindy Smith’s March 10, 2001 Newsweek magazine article...”
“A March 10, 2001 Newsweek magazine article by Cindy Smith stated...”
“...as stated in Cindy Smith’s March 10, 2001 Newsweek magazine article.”

• Journal Articles

Required Info: Journal Title, Author, and Date

“According to Bob Johnson’s March, 2001 article in the Journal of the American Medical Association ...”
“...as stated by Bob Johnson in his March, 2001 article in the Journal of the American Medical Association.”

- Personal Interviews (Experts, Public Figures, etc.)

Required Info: Name, Credentials, and Method of Conducting Interview

“In a personal interview, Dr. Mark Stevens, Director of the National Center for Healthcare Research, stated...”

“In a telephone conversation I had with Dr. Mark Stevens, Director of the National Center for Healthcare Research, he stated...”

“In an email from Dr. Mark Stevens, Director of the National Center for Healthcare Research, he informed me...”

- Websites

Required Info: Web Address (do not include the protocol, e.g., http or https) and Date of Last Update (if not available, cite the date you accessed the cite)

“According to www.collegerules.com last updated August 1, 2003 ...”

“...as found on www.collegerules.com last accessed August 1, 2003.”

- Citing Sources Again

After you have cited a source once, you don't need to give full information if you cite the same source again. Simply give enough information to identify which of the previously cited sources you're referring to. Speakers most commonly use the publication title or the author's name. If you have multiple sources with the same publication title, give enough additional information to make it clear which source you're citing.

“According to the previously cited <name of resource>...”

“According to the previously cited Newsweek article...”

“...as stated in the previously cited Newsweek article...”

“In John Smith's previously cited book..”

“According to the previously cited interview with Dr. Mark Stevens...”