

# Citation Reminders

Per the style guide, please consider the following as you are working on your documents. As a reminder:

- When in doubt, check it out. Don't assume a fact is common knowledge;
- Cite the original source whenever possible, not an article that interprets an original source; and
- An in-depth discussion on how to cite is in the Style Guide, starting on page 48.

## When to cite

There are several reasons to include citations in a MACPAC document:

**Taking text and ideas taken directly from another source.** You should always give credit—not only for direct quotes, but also for original ideas that you paraphrase or summarize from someone else. Not citing the source is considered plagiarism.

**Numbers and other quantitative claims.** A number always comes from somewhere. Back it up with a citation; if the number is the result of MACPAC's own data analysis, cite the data source. If the number warrants an explanation, you can add an endnote. If the information is also included in a table or figure in the report, it is preferable to refer the reader there. The table or figure should have its own detailed source notes.

**“Studies have shown” statements.** These and similar statements should always be backed up with citations to one or more of the studies referred to.

**Laws and regulations.** If you are outlining federal or state requirements, give the section of the law (e.g., the Social Security Act) or U.S. Code, cite the regulation, or provide another published source.

**Rationale for your argument.** If you are citing information that is not well known or might be challenged, citing credible sources is essential to make your case.

**Background or further reading.** Members of Congress and their aides are not equally versed in public health and policy issues, and so if you are aware of a primer-type text for more arcane topics, you could point them to it with a reference.

**In-house interviews.** You do not need individual citations for people you interviewed unless you are describing the activities of one state or are quoting and have prior consent to do so. Example:

- From January to March 2020, MACPAC conducted interviews with representatives from Indiana, Louisiana, New Mexico, North Carolina, Pennsylvania, Texas, West Virginia, Advancing States, Justice in Aging, Kaiser Family Foundation, National Association of State Directors of Developmental Disabilities Services, The Arc, and the Centers for Medicare & Medicaid Services (CMS). We also interviewed researcher Dr. Sheryl Larson at the University of Minnesota. In two states, we spoke separately with the aging and developmental disabilities operating agencies.

## When citing is not necessary

On the other hand, too many citations can make text seem cluttered. You do not need to use citations for the following:

**Common knowledge.** Even if reading someone else's work jogged your memory about something, widely known facts do not need a citation.

**MACPAC work and work done under contract for MACPAC.** Much of what is included in MACPAC reports is the result of original research by MACPAC staff. If the analysis was reported in more detail in another MACPAC

report or in a contractor report, use a citation to direct the reader to further information. Otherwise, you do not need to create separate reference list entries for MACPAC analyses or unpublished contractor reports. This includes staff presentations to the Commission; these were simply part of the work that led up to the chapter and should not be cited as separate works. However, it may be helpful to the reader if you explain the sources used in your analysis.

If the table is a result of in-house analysis, include the source line “MACPAC analysis.” In tables and figures that are produced based on MACPAC analysis, the source line can be constructed as follows:

- “MACPAC, 2017 [year of analysis], analysis of MSIS and CMS-64 data for FY 2013.

See entry on data runs by a contractor for additional information.

## Citing while writing

**Keep track of where things came from.** When moving, adding, and deleting text, make sure that you keep the in-text citations with the text that they are supporting. If you discover changes that need to be made to the author or year of references, make sure to change those in the in-text citations at the same time.

**Use your sources, not someone else’s.** Do not cite a source unless you have seen it for yourself. Either cite the source you actually read, or track down the original source so that you can evaluate it for yourself.

**References must be moved to follow endnotes.** See the section in the Style Guide on formatting endnotes for instructions.

## Citation Style

MACPAC style is to use author-date citations in the text, supported by a reference list at the end of each chapter. An author-date citation is placed within parentheses at the end of the sentence, before the period. It consists of the author’s last name followed by the year of publication, with no comma between them.

- Texas hospitals faced the prospect of losing approximately \$3 billion per year in supplemental payments when the state expanded managed care statewide in 2011 (Millwee 2013).

If you are referencing an exact quote, include the page number in your cite to help readers find the quote in the original document.

- There are also concerns unique to this age group, including “false beliefs that depression is a normal part of aging, that adults age 65 and older cannot recover from mental illnesses or substance abuse disorders, and that adults age 65 and older are no longer productive members of society” (NAMHPAC 2007, p. 8).

When every sentence in a paragraph uses the same source or sources, it is permissible to place the citation at the end of the paragraph instead of repeating the same citation at the end of every sentence. In this case, consider beginning the paragraph by referring to the study or report cited.

- Perou and colleagues (2013) concluded from a comprehensive analysis of data from national systems that the percentage of children reported to be experiencing behavioral health conditions varies by condition, survey, and age. Second sentence about same study. Third and final sentence of paragraph referring to same study (Perou et al. 2013)

If an unrelated clause follows the cited material, then the sentence must be rewritten.

**For additional information and examples, please visit the style guide.**