Fig. 1. Steps to write a citation.

1. **START**
   - You need to write a citation?
     - **YES**: Find a guide for that style on the library website.
     - **NO**: Figure out what style to use based on your discipline.

2. **Did your professor tell you what style to use?**
   - **YES**: Find an example of the citation guide for the correct type of source.
   - **NO**: Figure out what kind of source it is so you can cite it properly.

3. **Do you know what kind of source it is?**
   - **YES**: Determine whether its a web source or a journal/magazine/newspaper article that happens to be published online.
     - **YES**: Find an example of the citation guide for the correct type of source.
     - **NO**: Figure out what kind of source it is so you can cite it properly.
   - **NO**: Find an example of the citation guide for the correct type of source.

4. **Did you find it online?**
   - **YES**: Determine whether its a web source or a journal/magazine/newspaper article that happens to be published online.
     - **YES**: Find an example of the citation guide for the correct type of source.
     - **NO**: Figure out what kind of source it is so you can cite it properly.
   - **NO**: Read through the examples on the citation guide to find the one that most closely matches your source.

**Follow the 15 minute rule:**
15 minutes of trying, but still can’t figure it out?
- Ask a Librarian!

**Questions to ask yourself:**
- Is this a book?
- Is it a chapter in a book written by someone different from the editor of the book?
- Is this an article in a journal, magazine, or newspaper?
- Is this an image or video?