Using Outside Sources

A Student’s Guide to Paraphrasing, Quoting, and Acknowledging Sources
Academic Honesty

In academic research, writers find ideas and inspiration in the work of others who have previously studied and written on a subject. When a writer uses the words and ideas of others, honesty obligates the writer to acknowledge the sources of those words and ideas. This booklet is a guide for providing the appropriate acknowledgment of sources in an academic community and in a world in which written ideas are shared.

Listed below is Franklin & Marshall College’s policy on plagiarism, a form of academic dishonesty. If you ever have a question about plagiarism, you should consult your professor or advisor.

Academic Dishonesty: Plagiarism

If you submit any work as your own that is not your own in whole or in part, you will have committed plagiarism. Therefore, in preparing papers and other assignments, you must acknowledge any use you have made of outside sources or any help you may have received in writing.

Specifically, if you have used material (ideas and information) from an outside source, you must acknowledge that source. Such material may have contributed only to your general understanding of the subject, or it may have contributed specific facts, explanations, judgments, opinions, or hypotheses. In either case, acknowledgment is necessary. If the material has contributed only to your general understanding, a bibliographical note at the end of your paper is sufficient. If the material has given you specific information or ideas, however, you must provide the exact source in a note. Moreover, you must give such acknowledgment whether you are presenting the specific material entirely or partly in your own words (paraphrasing) or copying it in the author’s own words and placing it in quotation marks.

Furthermore, you must acknowledge not only published material but also specific material you have obtained from radio and television programs, public lectures, or
unpublished papers written by students or others. Similarly, if you have received any help in composing or revising your assignment from tutors, typists, or others, you must acknowledge their assistance.

If you fail to acknowledge material from outside sources or help in writing, you will have committed plagiarism. Plagiarism is an act of dishonesty that violates the spirit and purpose of an academic community, and it is subject to disciplinary action.

Other Forms of Academic Dishonesty

Other forms of academic dishonesty, such as cheating on examinations or unauthorized duplicate submission of papers and other works, are also subject to disciplinary action.

Adopted by the College Senate
May 5, 1980

You will find the college policy on academic dishonesty in the College Catalog.
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The first step in successfully integrating sources into your writing is evaluating those sources. When you do research on a given topic, you should explore a variety of materials—including books, journal articles, periodicals, and web pages—and sorting through so much information can be overwhelming. You must determine whether the sources are scholarly or popular; current or classic; biased or unbiased. Doing so doesn’t mean that you can never use a source that is popular or commercial, for instance, but it does mean that you must treat it as such in your text. If you are sensitive to the distinct natures of your various sources and also try to achieve a balance among them in the evidence you use, you will construct a much stronger argument than someone who chooses sources indiscriminately.

Evaluate each source with a critical eye by asking the following types of questions:

-Who is the author?
  -Is she an expert on the subject? What is her educational background? Is she affiliated with an institution? Has she published other works? Have critics or her peers responded to her writing? Have you seen her name cited in other bibliographies?

-When was the work published?
  -Is the work current? Have other works been published on the same topic more recently? If the work isn’t current, what is its historical context? What else was written on the topic at the same historical moment?

-Who is the work’s publisher?
  -Is the publisher a scholarly one? Is it a successful publishing company? What genres and subjects does the publisher typically print?

Considering these issues may prevent you from reading unreliable texts. If you’ve used these criteria to evaluate a text and deem the text reliable, examine the work closely. Consider the author’s purpose, her intended audience, her organization of ideas, her research, the scope of her writing, and her treatment of the topic. Reading your sources critically will help you not only to understand each one individually but also to understand how the sources relate one another.
Evaluating Online Sources

The web is the fastest growing and most easily accessible commercial medium available. The ease of access is both the best thing to happen to research and also the worst. The web does provide boundless information, literally at one’s fingertips, but it also provides the public with the power to publish, which means that the number of potentially unreliable sites increases every day. Traditional commercial mediums—books, magazines, newspapers, journals, television, and radio—require the work of a writer or researcher to be filtered through an editor, at the very least. But the advent of commercial web pages with corporate sponsors and pop-up ads makes it easy for just about anyone with Internet access to create impressive-looking web pages. For this reason, it is vitally important to monitor sources for quality and reliability when you research on the web. Here are some key signs that will help determine the reliability of a web site for research purposes.

**Domain Name**

The domain name, the “suffix” of the web address (URL), tells you the type of organization that sponsors a web site:

- .com — a commercial site
- .edu — a site sponsored by an educational institution
- .gov — a government-monitored site
- .mil — a military site
- .net — a commercial, for profit, site
- .org — a site sponsored by a non-profit organization

There are also domain names that correspond to the country from which the site is based. Following are some examples:

- .au — Australia
The domain name will be the most telling indicator of a site’s quality. A .mil or .gov website, for example, will be heavily regulated. And besides student-created personal pages run on .edu servers, a .edu site will be monitored by an educational institution to ensure quality and accuracy.

A .org website should be more accurate than a .com or .net website, but you should always be wary of a sponsor’s motivation for creating and maintaining a site. While .org sites may be biased by the organization’s mission, however, many are considered reliable and some collect data that other organizations don’t.

A .com website should be a red flag for a researcher because these sites are often created for the sole purpose of making money. Like news shows, these .com sites can twist the facts, sensationalize, or blur the truth in order to attract web surfers and their business.

For example, www.sparknotes.com is a popular site that provides summaries of literature as well as help with academic subjects; most of the site’s content is comparable to Cliff’s Notes. Yet in reading the summaries for works of literature, you may find discrepancies in the quality and accuracy of the information presented as well as general errors in grammar and punctuation. Furthermore, the site features countless pop-up advertisements, which indicate that funding for the site comes mostly from organizations that have little or no involvement in education. While sites like sparknotes.com do monitor summaries for quality, they are not sponsored by credible institutions dedicated to furthering education and therefore will be under no obligation
to provide wholly accurate information. Thus, a student should be wary when using such a site for research and should never treat its information as authoritative.

Furthermore, professors will look down on sites such as www.sparknotes.com because, again, they are not sponsored by credible institutions. For educational research, a .edu website will probably be most reliable. These are privately run sites, have no advertisements, and are normally heavily monitored for quality.

**Host Name**

The host name, the “body” of the web address, will also help to indicate the quality of a site. A host name that contains the name of an educational or research institution will be more reliable than one that contains a commercial name.

For example, when doing research on microwave subnodes, a student may search MIT’s website to find http://web.mit.edu/research.html#m. As its URL address indicates, this page is run by MIT, a credible institution; any links displayed on the page should be acceptable for research purposes. Clicking on the link for a microwave subnode, a student would be sent to http://pds-geophys.wustl.edu/http/, and since this link contains a .edu suffix, it is most likely a credible source, as well.

A .edu site run by an educational institution will usually require webmasters to have privilege-specific passwords that make it difficult for just anyone to contribute to the site without going through at least one layer of administrative quality check.

In addition, one should be wary of sites with host names of companies that sponsor free web pages for the general public. For example, www.angelfire.com, www.geocities.com, and www.freehosting.com all provide free web pages to anyone who wants one. While there is a chance that a top-notch researcher will sign up with geocities.com to create a web page displaying his award-winning research, it is highly unlikely. Usually, people with free time on their hands will sign up for a website, and, chances are, these sites are not monitored at all for quality or content. Yet the user
interfaces available to create these sites allow for professional-looking quality, logos, and features. Since these sites are not monitored, the addresses often last for only a few months; once the site’s owner stops updating the site, it becomes a dead link.

**Availability of Information about a Page**

Often, a web page will not list an author or organization in charge of maintaining the page’s quality. The lack of an identified author is a sure sign that a page’s quality may need to be reconsidered. The page should also clearly display the last time it was updated. Since the web allows instant publication, a page updated more than six months ago may not provide the best quality or most up-to-date information; an old webpage also indicates that updating the site is not the webmaster’s top priority.
Incorporating Sources into Your Work

However you use information from an outside source—whether it be through summary, paraphrase, or quotation—be sure to use that information to support your own argument. Generally, in each body paragraph, you should begin with your own assertion, support the assertion with evidence, and explain how the evidence supports your claim.

We suggest three guidelines for successfully incorporating evidence into your paper: introduce, integrate, and interpret.

Introducing an Outside Source

In order to allow outside sources to bolster rather than overwhelm your commentary, it is almost essential to introduce each quotation and especially each paraphrase you use. Doing so distinguishes your ideas from others’ ideas, and it also points to a source’s credibility. In many cases, in fact, you should identify a source not only by name but also by information indicating authority.

Signal that you are transitioning into someone else’s words by naming your source and identifying its author. You should also consider providing context for your reader and even indicating what point you’ll make with the evidence you provide.

Identifying a Source by Its Author

• The attitudes that produced this ruling are well described by Archie Holmes, director of the Equal Education Opportunity Section of Minnesota’s State Department of Public Instruction: . . .
Identifying a Source with an Unknown Author

If your source does not provide an author’s name, use the name of the publication to introduce the source.

• As a writer for U.S. News & World Report points out, . . .


Identifying a Source by Authority Alone

If you do not know the name of your immediate source or consider the name to be less important that other information that indicates the source’s authority, give as much relevant information as seems useful.

• A Rockwell International representative summarizes this potential quite well: . . .

• According to the prison official I interviewed, . . .

Indicating Your Purpose in Using a Source

A good writer may also introduce a paraphrase or quotation not only by identifying its source but also by indicating what he thinks is significant about the information. Notice how, below, the second writer much more effectively demonstrates the significance of the quotation.

Unsuccessful Introduction

• The need for prison reform has been noticed for decades, but, so far, no effort at reform has succeeded. “Each generation discovers anew the scandals of incarceration, each sets out to correct them, and each passes on a legacy of failure” (Rothman 434).

→Successful Introduction

Although, for decades, American citizens and corrections officials have pointed out the need for prison reform, no effort at reform has succeeded. Rather, as University of Columbia historian David Rothman states, “Each generation discovers anew the scandals of incarceration, each sets out to correct them, and each passes on a legacy of failure” (434).
Integrating an Outside Source into Your Prose

Successfully incorporating others’ ideas into your writing entails taking special care to integrate them thoughtfully into your prose. Try to blend quotations and paraphrases into your writing, situating outside text where it fits logically into your argument.

Look at the following pairs of sentences. Notice how the “successful” writers more skillfully integrate quoted material into their own writing.

Unsuccessful Integration

- The author writes about confessions. He notes, “Relying on the confession, the jurors would have a hard time concluding that Goetz acted reasonably toward Darrell Cabey” (Fletcher 170).

→ Successful Integration

  - Skeptical about “relying on the confession,” the author warns about the jury’s difficulty in “concluding that Goetz acted reasonably toward Darrell Cabey” (Fletcher 170).

Unsuccessful Integration

- The “defect grow[s] more and more intolerable” to Aylmer.” He says he wants to “[correct] what Nature left imperfect” (Hawthorne 1292).

→ Successful Integration

  - As the “defect grow[s] more and more intolerable” to Aylmer and haunts him even in his sleep (Hawthorne 1292), he endeavors to fix it and thereby “[correct] what Nature left imperfect” (1292).

Unsuccessful Integration

- Huck’s primary “function [. . .] is to demonstrate the absolute incompatibility of the sort of self he is and the sort of world in which he tries so hard to live” (Emerson 152).

→ Successful Integration

  - Unlike Tom Sawyer, who mischieviously bucks society but returns to it repeatedly, even down to modeling European tradition in his boyhood
games, Huck is a social outsider whose primary “function [. . .] is to demonstrate the absolute incompatibility of the sort of self he is and the sort of world in which he tries so hard to live” (Emerson 152).

**Interpreting Outside Sources**

Finally, never overlook the importance of interpreting the evidence you provide. Though the force of a piece of evidence may seem obvious to you, you must always provide careful analysis of outside sources to in order to produce effective prose. Remember that your explanation and analysis are the most important elements of your writing.
Paraphrasing and Quoting

Paraphrasing is putting into your own words an idea from an outside source. Quoting is copying exactly something from an outside source, putting quotation marks around the copied text. Both paraphrases and quotations are useful as supporting material for assertions and explanations you make in your writing.

Paraphrasing is more demanding than quoting because, in order to paraphrase, you must understand the concept and terminology well enough to reformulate the original statement in your own language. Because paraphrasing requires you to understand material thoroughly, your professors may prefer that you paraphrase more often than you quote. Use a quotation, then, when the material is so technical or complex that a paraphrase might not do it justice. Also use a quotation when the material is worded in so particular or interesting a way that a paraphrase would alter its meaning or effect. Otherwise, paraphrase.

Paraphrasing

To paraphrase means to reword a piece of text, so, to do so successfully, you must both preserve the meaning of the original text and also recast the sentence in your own words. Remember that substituting a few synonyms is not paraphrasing; a good paraphrase significantly alters word choice and sentence structure. Think of paraphrasing as a tool for eliminating irrelevant detail and also for communicating multiple ideas in one clear writing style.

As you read a text, decide which terms are key and, of those key terms, which you should retain. Retain those that have technical meaning, that do not have exact synonyms, or that come up so often in discussion of the topic that their association with it should be preserved. Then, capture the essence of the text, using both a different word order for the sentence of phrase and also synonyms for the words you need not retain.
Consider, for example, the paraphrases of the sources below. In the first paraphrase, the writer has retained the key terms “mathematical” and “limit,” while, in the second paraphrase, the writer has retained the key terms “sentences” and “European countries.” In both examples, the writers have extracted the essential meaning of the original statement and presented that main idea in their own language.

**Original Text**
Consider the effects of this mythology. Since only a few people are supposed to have this mathematical mind, part of what makes us so passive in the face of our difficulties in learning mathematics is that we suspect all the while we may not be one of ‘them,’ and we spend our time waiting to find out when our nonmathematical minds will be exposed. Since our limit will eventually be reached, we see no point in being methodical or in attending to detail. We are grateful when we survive fractions, word problems, or geometry. If that certain moment of failure hasn’t struck yet, it will.

**Paraphrase**
Sheila Tobias, analyzing women’s fear of math, asserts that many people believe their mathematical potential is limited and that if the limit hasn’t been reached yet, it will be in the near future (99).

**Original Text**
Where European countries mete out time in spoonfuls, we give it out in buckets. Where they sentence for one or two, we give ten; where they give five, we give twenty.

**Paraphrase**
In addition, David Rothman points out that prison sentences are harsher in the U.S. than in European countries (28).
Plagiarizing: Relying Excessively on the Text of Another Writer

If you retain too much of the wording from a source, your version will not qualify as a successful paraphrase but will instead be a plagiaristic copy. For example, compare the following rewrite with its original source.

*Original Text*
The ads for Fruity Pebbles cereal feature Fred Flintstone, who, according to one study, is recognized by 90% of American three-year-olds, while only half the adults of the world can identify their national leaders.

*Plagiarized Copy*
Therefore, commercials, such as Fruity Pebbles, that feature cartoon characters like Fred Flintstone have a very negative effect on children. According to one study, 90% of American three-year-olds recognize Fred, while only half of adults worldwide can identify the leaders of their nations (88).

In the “paraphrased” version, the writer has copied most of the words from the original text directly, making only superficial changes to some phrases. Because no quotation marks enclose the directly copied portions, the writer is suggesting that these words are his/her own and—even with a citation—is plagiarizing.

Similarly, in the following example, the student’s version is missing nine words from the original but otherwise retains both the word order and the very words used in the source.

*Original Text*
Parenthetically, nursery-school teachers who have observed the pre-TV generation contend that juvenile play is far less imaginative and spontaneous than in the past.

*Plagiarized Copy*
Nursery-school teachers have observed that juvenile play is less imaginative and spontaneous than in the past (49).
Neither of the above examples is a paraphrase, nor is either example a quotation. If you were to incorporate into your paper versions of sources so closely copied as these, you would be relying excessively on the text of another writer. Such excessive reliance, even when you name the source, is plagiarism. Plagiarism, presenting some else's work as if it were your own, is an act of academic dishonesty. To use paraphrasing for the sake of your learning and to avoid plagiarism, be sure to transform the wording of your source into your own language as well as to document the source. If you have questions about paraphrasing and plagiarism, consult your professor, your advisor, or a writing tutor.

**Quoting**

When an author’s exact wording is important to your claims, you should quote the text directly. As quoting is a tool for closely examining a certain concept, you should thoroughly analyze everything you quote. Additionally, be sure to copy the text exactly, paying special attention to spelling, capitalization, and punctuation.

Indeed, when you quote, you must present the words exactly as the source presents them, and you may not change even a one-letter word without indicating that you have done so. Even if you correct a quote for a grammatical error, you must note the change. Transcribing accurately may be harder than you think, especially if you are working from notes you have taken. When revising your working draft, place a photocopy of the original source or the original source itself next to your draft, and compare your transcription with the source word by word. You may find that you have omitted a letter or a word, that you have added a word of your own, that you have exchanged your own word for one in the source, or even that you have misspelled a word.
Below are examples of commonly made mistakes.

Source

- The pigeon expressed words or short phrases by depressing keys embossed with English letter or letters arranged to form words.
  
  Inaccurate Quotation
  
  o "The pigeon expressed words or short phrases by depressing keys with English letter or letters arranged to form words" (83).
  
  ("Embossed" was deleted.)

Source

- The Government Statisticians...tell us that one of two children born today will spend at least part of his life in a single-parent home.
  
  Inaccurate Quotation
  
  o "The Government statisticians tell us that one of two children born today will spend at least part of his life in a single-parent home."

  (Ellipsis was deleted.)

Source

- solar bank to provide up to 100 million in subsidized loan
  
  Inaccurate Quotation
  
  o "solar bank to provide 100 million in subsidized loans" (42).
  
  ("Up to" was deleted.)

Source

- For one thing, it is impossible to write legibly with your arm in such an unnatural pose. Writing in this fashion looks ridiculous.
  
  Inaccurate Quotation
  
  o "For one thing, it is impossible to write legibly with your arm in such an unnatural pose. Writing in this fashion is ridiculous."

  ("Looks" was changed to "is.")

Source

- from the imaginative pursuit of their potentials
  
  Inaccurate Quotation
  
  o "from the imaginative pursuit of their potential " (67).
  
  ("Potentials" was changed to its singular form.)
Sometimes these small-scale inaccuracies produce only the appearance of carelessness, but other times they change meaning. In the first example, the detail “embossed” might be crucial to a reader trying to understand what about the keys enabled the pigeons to depress them. In the second example, the omission of the ellipsis wrongly implies that the original sentence contained no more information than the one that appears here. In the third example, the qualifying phrase "up to" is quite different from the flat out "100 million." In the fourth example, "looks" refers to appearance, and suggests a concern for people's reactions to a person writing in the way mentioned, while "is" asserts that way of writing is objectionable. Even in the fifth example, the plural "potentials" suggests more than the singular "potential" does.

Indicating Changes in Quoted Material

You may, for purposes of flow and readability, make changes to quoted material if you properly indicate those changes. Use ellipses to show that you’ve omitted text and brackets to signal additions or modifications.

Ellipses

When you omit words from the middle of a quoted passage, indicate the omission by using a series of three spaced periods, enclosed in brackets (according to MLA style), called an ellipsis. (Not all publication styles call for ellipses to be enclosed in brackets; consult a style manual if you use a style other than MLA.)

• Though the maiden is “so brilliant [. . .] that she glow[s] amid the sunlight” (Hawthorne 1319), Giovanni soon observes that she exudes a lethal poison.

Also use ellipsis points if you omit words from the end of a final quoted sentence or entire sentences between the ones you quote.

• Charles Lewis, director of the Center for Public Integrity, points out that “by 1987, employers were administering nearly 2,000,000 polygraph tests a year to job applicants and employees. [. . .] Millions of workers were required to produce urine samples under observation for drug testing [. . .]” (22).
Use ellipses to indicate omitted material at the beginning of quoted text if the text does not flow with the structure of your sentence.

- Herbert Scoville, Jr., president of the Arms Control Association, states, “[...]
  spending what is now 60 billion dollars [...] will probably prove to be 100 billion dollars [...].”

Note that, in the example above, a final period follows the ellipsis that comes at the end of the sentence.

If you omit words from the beginning of a quote and the quotation fits neatly into the grammar of your sentence, however, then you do not have to use an ellipsis.

- Rather than aspire to marry someone to match her high social position, Hellena longs to fall in love and “sigh, and sing, and blush, and wish, and dream and wish, and long and wish to see the man” (Behn 7).

**Brackets**

If you must explain something within a quotation, such as a technical term or abbreviation, add the explanation in brackets after the pertinent word.

- Earl T. Hayes illustrates the decreasing prospects of nuclear power by explaining, “In 1973 the Atomic Energy Commission predicted 240 GW [gigawatts] of installed electricity-generating capacity by 1985; by 1977 their forecast had dropped to 163; in 1978 the figure had dropped drastically to 110 GW” (83).

If you quote a passage that uses a pronoun whose antecedent is unclear, insert the noun in brackets after the pronoun.

- Another possible interpretation of the legislative stillness suggests that, “In the minds of the legislators, it [male homosexuality] remained of such a heinous character as to merit a certain rhetorical modesty” (Gunther 75).

Similarly, you may use brackets to change verb tense.

- When he realizes that Addie is dying and acknowledges his mistakes, he determines to “[beg] the forgiveness of the man whom [he] betrayed” (Faulkner qtd. in NAAL 1598).
You may also use brackets to make an upper-case letter lower-case and vice versa.

- Willy’s brother, the savvy entrepreneur, understands that you can “[n]ever fight fair with a stranger, boy” because “[y]ou’ll never get out of the jungle that way” (Miller qtd. in NAAL 1939).

Finally, you can use brackets enclosing the Latin word *sic* to acknowledge an error in a quotation. *Sic* means, essentially, “so the source says,” and the brackets around it indicate that you have inserted this word. Use the word to indicate to readers that you’ve correctly copied a word or phrase that may be erroneous or in some way outrageous.

- Although this situation is different from speaking with a boss or doctor, one often talks “with a minister or priest different [sic] than he talks with friends or family” (Babcock 2).

**End Punctuation**

Put commas and periods inside quotation marks; put semicolons and colons outside quotation marks. Put question marks and exclamation points inside if the quotation itself is a question or exclamation; if it is your own sentence that is a question or exclamation, however, put the mark outside the end quotation marks. When using the ellipsis, omit commas and semicolons from the original, but add periods (and other end punctuation) if the ellipsis comes at the end of your own sentence. To quote something that is already quoted within your source, use single quotation marks (‘) inside double quotation marks (“).
Quoting Long Pieces of Text

Though you should generally quote economically, longer papers sometimes call for longer quotations. The protocol for long quotations varies among documentation styles, but long quotations are usually defined as passages that exceed four typewritten lines. MLA style requires that long or “block” quotations begin on a new line and be indented one inch from the left margin. Block quotations are not enclosed in quotation marks, and their end punctuation precedes in-text citations.

• After the accident, Daisy is as bright as ever:
  For Daisy was young and her artificial world was redolent of orchids and pleasant, cheerful snobbery and orchestras which set the rhythm of the year [. . .]. Suddenly she was again keeping half a dozen dates a day with half a dozen men and drowsing asleep at dawn with the beads and chiffon of an evening dress tangled among dying orchids on the floor beside her.
  (Fitzgerald 158–9)

Fitzgerald finally reveals that Daisy’s world is artificial. Daisy appears unfeeling, and it is almost repulsive that she can continue with her life in this way.
Acknowledging Sources

Whenever you incorporate into your paper an idea from an outside source—any idea that is not obviously common knowledge and was not originally your own—you must acknowledge the source of the idea. Acknowledge a source whether you summarize, paraphrase, or quote. Acknowledge a source whether it is an authoritative scholarly work or a peer you’ve consulted for advice. Take care never to leave unclear which words express your original thoughts and which words—no matter how significant or insignificant they seem—are derived from another source.

Consider, for example, that most writers—whether students or teachers—receive some kind of help when they compose papers. It is both courteous and honest to acknowledge such help. If someone at the Writing Center, a friend, a professor, or even a typist helps you to draft or revise your paper, acknowledge that assistance. To do so, just add a note at the end of your paper, such as these below:

- I reviewed this paper with John Doe at the Writing Center.
- I used the editorial advice of my sister, Sandra Smith, in revising this paper.
- John Doe, a tutor at the Writing Center, gave me advice on the organization of this paper.

Usually, of course, the outside sources you cite will be more common avenues for research such as books, articles, and audiovisual materials. Acknowledging these sources requires using a consistent documentation style.

While most students entering college have only encountered one or two documentation styles, there are actually an enormous number of accepted styles. To get a sense of the various styles recommended for different academic disciplines, you may consult the list and the end of this booklet, and you should always ask your professor for his or her preference. Keep in mind that documentation styles vary in simple but subtle ways, so you should always use an authoritative handbook to ensure accurate citation.
Some professors may require discipline-specific citation styles, but most will accept one of the big three: Modern Language Association (MLA), American Psychological Association (APA), or Chicago style documentation. Thus, this booklet provides information for most of your citation needs in these styles. If you use one of these citation styles and have a question that cannot be answered in the pages that follow, consult a current handbook, if you have one; find a handbook in the library or in the Writing Center, if you don’t; or ask a librarian or Writing Center tutor to help you locate the information you need.
The Modern Language Association or MLA documentation style is one of the most common styles for citing outside sources in academic writing. It is typically used in humanities disciplines, and its minimally distracting parenthetical citation style makes it popular among instructors. With MLA documentation, a writer parenthetically inserts within the text references that are keyed to an alphabetical list of sources cited at the end of the paper.

Parenthetical In-Text Citation

Parenthetical references should be brief and contain only information essential for the reader to locate a source on the accompanying list of works cited. Usually, as in the example below, the author's last name and a page reference are enough to identify the source of the borrowed idea.

- Booker T. Washington’s views on Negro economic reform were compatible with this conclusion and thus achieved popularity among Negroes and whites alike (Meier 166).

Avoid repeating in an in-text citation what you’ve already included in the text of your sentence. For instance, if you use the name of an author in a signal phrase, then you do not need to include the name in the parenthetical reference.

- According to historian August Meier, this white hostility prompted the Negro to adopt “a defensive philosophy of self-help and racial solidarity” (166).
Punctuation in Parenthetical Documentation

Punctuation within Parenthetical References

Place no punctuation between the author's name and the page number in parentheses. Place the punctuation mark that concludes the sentence following the parenthetical reference.

- One of the Monitor's articles reports that Babbitt has exhibited courage in developing his platform, especially on the national debt (LaFranchi 16).

Punctuation at the End of a Sentence

If a quotation comes at the end of a sentence, insert the parenthetical reference after the second quotation marks and before the concluding punctuation mark.

- "A man and woman walked toward the boulevard from a little hotel in a side street" (Lessing 390).

Punctuating Parenthetical References Offset from the Text

However, if a quotation is set off from the text because of its length (and therefore is not enclosed in quotation marks), skip two spaces after the concluding punctuation mark of the quotation before inserting the parenthetical reference; in this case, the end punctuation appears before the parenthetical reference.

- Vladimir Nabokov instructs the reader:
  
  In reading, one should notice and fondle details. There is nothing wrong about the moonshine of generalization when it comes after the sunny trifles of the book have been lovingly collected. If one begins with a ready-made generalization, one begins at the wrong end and travels away from the book before one has started to understand it. (504-505)
Citing Various Source Types

A Work by More Than One Author

If the work has two or three authors, list the names followed by a page number.

- Furthermore, a United States District case, Adams v. Mathius, says that placing prisoners in close proximity causes psychological as well as security problems (Walker and Gordon 121).

If the work has more than three authors, list the name of the first author followed by “et al.” (meaning “and others”).

- Another common student difficulty is identifying and correcting academic problems (Maimon et al. 22).

A Work with No Known Author

If the source has no listed author, use the title (if it is short) or an abbreviated version of the title (if it is long).

- More than 50,000 facilities in America today leak far too much and too often (“Finding a Home” 66).

Two or More Works by the Same Author

If your paper includes two or more works by the same author, try to use the author’s name and the title in an introductory phrase or use the author’s name in an introductory phrase and a shorthand version of the title in a parenthetical citation.

- As Annas reports in “Baby M: Babies,” Mary Beth Whitehead entered into a contract with William Stern with whose sperm she was impregnated (13).

- According to Annas, “Surrogacy’s essence is not science, but commerce” (“The Baby Broker Boom” 30).

If the author’s name and the title must appear in the parenthetical citations, include the
Mary Beth Whitehead entered into a contract with William Stern with whose sperm she was impregnated (Annas, "Baby M: Babies" 13).

"Surrogacy's essence is not science, but commerce" (Annas, "The Baby Broker Boom" 30).

**An Indirect Source**

If you indirectly quote or paraphrase material quoted in another source, use the abbreviation “qtd. in” (quoted in) to indicate the indirect source of the remarks.

Henry Kissinger reported to the Senate that his pre-summit efforts "created definite animosity among the delegation" (qtd. in "Pre-summit Maneuverings" 86).

**A Work with a Volume Number**

Include a colon between the volume number and the page number.

"Yet the Anglo-Saxon world was by no means entirely given over to the cultural and ethical ideas of Mediterranean Christianity” (Trevelyan 1:96).

**A Work by a Corporate Author or Government Body**

Use the author's name followed by a page reference:

Locating new industry close to transportation is critical in good land use planning (U.S. Govt. 89).

If the name of the organization is long, place it in the text to avoid interrupting your readers.

In its 1975 Comprehensive Plan, *Directions*, the Lancaster County Planning Commission outlined factors that affect land use and development in the county (15-25).
**Literary Works and the Bible**

In citing a literary work available in several editions, include information that will enable readers to find the source in different editions of the work. For reference to a novel, list the page number followed by a chapter number. Note: When writing “the Bible,” be sure not to put “Bible” in italics, and do not capitalize “the.”

- Upon meeting his friend, Copperfield said, "I was rather bashful at first, Steerforth being so self-possessed, and elegant, and superior to me in all respects" (Riverside Edition, 226, ch. 20).

For plays, poems, and the Bible, omit page numbers and cite divisions with numbers, separating numbers by periods.

- In his first soliloquy, Hamlet muses on the circumstances of his father's death and his mother's marriage to his uncle who is "no more like my father than I to Hercules" (1.1.152-3).

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**Preparing a List of Works Cited**

The references in your text are keyed to a Works Cited section that lists all of the books, articles, and other sources that you use in your paper. If your instructor wants you to include all of the sources you consulted, whether you cite them or not, use the title “Works Consulted.” Another name for a listing of sources cited and consulted is “Bibliography,” meaning, literally, "description of books."

You should begin your Works Cited section on a new, numbered page: after the last page of your text if you use parenthetical references and after your Notes page if you list references in notes. Center the heading “Works Cited.” Skip two spaces between the title and the first entry, and double-space the entire list, both between and within entries.

If necessary, the Works Cited section may be more than one page in length. Make the
first line of each entry flush with the left-hand margin, and indent subsequent lines of
the entry five spaces from the left. List sources in alphabetical order according to the
authors’ last names. If a source is unsigned, as is often the case with periodical articles,
alphabetize by the first main word of the title, ignoring leading articles “A,” “An,” and
“The.”

A Book with One Author

For a book, give the author's last name, followed by a comma, then the first name and, if
given, middle initial, followed by a period; then give the title of the book, italicized and
followed by a period; then give the city (and state or country as necessary), followed by
a colon; then the name of the publisher followed by a comma; the date; and finally the
medium of publication. The medium of publication for a book is typically print. Do not
give page numbers.


If several cities of publication are listed, use only the first one in your citation. For cities
outside the United States, add an abbreviation of the country or of the province for
Canadian cities. Omit articles and business abbreviations such as “Co.” and use
appropriate abbreviations for publishers. For example, instead of writing “Little Brown
and Co.,” you may write “Little Brown.” Use the initials “U” and “P” to refer to
university presses (i.e., Harvard University Press would be recorded “Harvard UP”).
You may omit the name of the publisher for a book published before 1900.

A Book with More Than One Author

If the book has more than one author, reverse the order of the first and last names of
only the first author; then give the names of the others in normal order.

- Eschholz, Paul, Alfred Rosa, and Virginia Clark, eds. Language Awareness. 4th ed.
An Anthology with an Editor

Begin with the name of the editor, followed by a comma and the abbreviation “ed.” If the editor is also a translator, list both roles (ed. and trans.).


Two or More Books by the Same Author

Cite the name of the author in the first entry only. Thereafter, replace the name with three hyphens followed by a period. Skip two spaces and give the next title.


Part of a Book

For an essay or short piece that is part of a book, give the author’s name; then give the name of the selection from the book in quotation marks, followed by the name of the book italicized. Next, give the name of the editor followed by publishing information. Finally, give the page numbers of the piece. Be sure to give the whole range of pages—from beginning to end—and not just the page you cited in your note.

An Encyclopedia or Other Reference Book Article

If the article is unsigned, enter the title just as it appears in the encyclopedia. For a signed article, enter the author's name, followed by the title of the article and the name of the reference book. If the reference work arranges articles alphabetically, you do not need to list the volume and page. When citing familiar reference books, give only the year of publication. Place publication medium at the end, print being the default.


An Article in a Magazine or Journal

First, give the author's name followed by the title of the article in quotation marks. Then give the title of the periodical italicized. In citing a magazine published weekly, include the complete date (beginning with the day and abbreviating the month). In citing a periodical published monthly or quarterly, give the month and year. You do not need to give the volume and issue numbers for popular magazines, but include volume and issue after the name of a scholarly journal. Finally, following a colon, give the page numbers for the whole article, and end with publication medium.

An Article from a Newspaper

First give the author's name followed by the title of the article in quotation marks. Then give the name of the newspaper italicized, but omit any introductory article (New York Times, not The New York Times). Next give the day, month, (abbreviated) and year, followed by a comma and space, then specify the edition (if one is listed). Then insert a colon followed by the section (if newspaper is printed in sections) and page number. End with medium of publication.


A Graphic Novel

If a graphic novel is created entirely by one person, cite like any other book. However, as graphic novels are often collaborative, label the roles of each name.


A Periodically Published Database on CD-ROM

There are two commonly accepted forms for citing these databases; the first form is used when the publication data for the printed material is indicated in the database, and the other is used when the publication data of the printed material is not known. If the database gives the publication data for the printed source, your citation should consist of the following information: the name of the author (if given), the publication date of the printed source (including the title and date of print publication, if applicable), the title of the database, the publication medium (CD-ROM), the name of the vendor (if applicable), and the electronic publication date.

If the database does not include any publication data for the printed source, use the following format for your citation: the name of the author (if given), the title of the material accessed (in quotations) the date of the material (if given), the title of the database, the publication medium (CD-ROM), the name of the vendor (if applicable), and the electronic publication date.

**A Non-Periodical Publication on CD-ROM**

Cite non-periodical publications in the same way you cite books; however, you must indicate that the publication is on CD-ROM. Your citation should include the following information: the name of the author (if given), the title of the part of the work, if relevant (italicized or in quotation marks), the title of the product, the edition, release, or version (if relevant), the publication medium (CD-ROM), the city of publication and the name of the publisher, and the year of publication.


**Internet Citations**

The format for Internet citations follows the style of the *MLA Handbook for Writers of...
When citing Internet sources, the most important pieces of information to include are the author, title of the article and/or web page, date of access, and publication medium (Web). Please note that MLA no longer demands a URL, unless your instructor requires it. For more information about evaluating the quality of web pages for educational research, please refer to the section on Evaluating Electronic Sources.

**A Web Site**

To cite a web site, include the author’s name or the name of the site’s creator (last name first), the title of the page or site (or if it is untitled, a brief description), the date the page was last updated, the name of any organization associated with the site, the medium of publication, and the date you accessed the page.


**An Online Book**

For online books, include author's name; title; editor's, translator's or compiler's name if given; publication information; site name; publication medium, and date accessed.


**Online Database Scholarly Journal Article**


**An Article in an Online Periodical**

An Article within an Online Scholarly Project


An Online Government Publication


An E-mail

- Hopkins, Justin B. Message to Craig D. Harris. 8 May 2009. E-mail.

An Online Map


Given this model, you should be able to figure out how to arrange other sources in a Works Cited list or a Bibliography. For further examples, consult the MLA Handbook for Writers of Research Papers, 7th edition or the library web page. The chief conventions to keep in mind are that the entries are alphabetical and that you should give the full range of page numbers for articles and parts of books, but otherwise no page numbers at all. Double-space the entries, and indent five spaces for the second and subsequent lines of each entry.
What follows is a sample bibliography for a fourteen-page paper on the meaning of gardens in Chaucer’s works:

**Works Cited**


Other Works Consulted


The American Psychological Association or APA format of documentation is used widely in the social sciences. The format includes parenthetical references within the text that are keyed to citations at the end of the paper.

### Parenthetical In-Text Citation

The name of the author, the year of publication, and the page number(s) used are included in the parenthetical reference, and, as with the MLA style, you do not have to include information in parentheses that you include in the text. For example, if you introduce the author in your paper, put in parentheses only the year of publication followed by the page number of the quotation or paraphrase. Note that the APA style abbreviates the words “page” and “chapter,” whereas MLA does not.

- Jonathan Kozol’s *Rachel and Her Children* analyzes the plight of families trapped in New York City’s welfare hotels. The evidence Kozol provides does not support the city council policy that if the homeless are made “too comfortable,” they “will want to remain homeless” (1987, p. 96).

### Citing a Source with More Than One Author

If a work has two authors, cite both names each time the reference occurs in your text. If a work has more than two authors and fewer than six, cite all of the names the first time the reference occurs, and in subsequent references include only the name of the first author followed by “et al.” When a work has six or more authors, cite only the name of the first followed by “et al.”
Preparing a Reference List

Include the list of references cited in your paper at the end on a new page, headed “References.” Do not confuse the list with a bibliography, which is more inclusive and lists works for background reading that are not cited in your paper. Arrange the sources in alphabetical order according to the author’s last name, followed by the first initial of the author’s first name, followed by a period, and initials of middle names, if provided.

Books
For books, list the author, then the date of publication in parentheses, followed by a period; then list the title, followed by city of publication and publisher. Capitalize only the first word of the title and subtitle.


Articles
Following the name of the author, list the title of the article. Do not enclose the title of the article in quotation marks, but underline the title of the journal, newspaper, or magazine and its volume number; then give inclusive pages for the article. Use “pp.” before numbers in references to magazines and newspapers but not to references in journals.


For a more detailed description and more examples of the APA format, see Publication Manual of the American Psychological Association, 5th edition.
Online Publications

Because of the unreliability of URL’s, the American Psychological Association (APA) recommends including the DOI (digital object identifier) code instead of a URL for online citations whenever possible. The DOI is an alphanumeric code that responsible publishers will place prominently on the first page of an article. To avoid typographical errors which would render the DOI useless, copy and paste whenever possible. Not all publishers use DOI’s consistently, so if the DOI is not available, use the URL.

With DOI


Without DOI

Documenting Sources in Chicago Format

The Chicago style of citation is used widely in the social sciences, particularly in history. It allows one of two citation styles. Traditionally, Chicago style papers use footnotes or endnotes with a bibliography. More recently, Chicago style also allows parenthetical in-text citations with a Works Cited page. Because in-text citations are less common in Chicago style, this section will outline only the traditional footnote/endnote format.

Note Numbers within the Text

Number notes consecutively throughout your paper, beginning with 1. Do not start over with a “1” on each page. Use Arabic numerals (1,2,3,...) without periods, parentheses, or slashes. Place note numbers slightly above the line (superscript, in a smaller font). Give the number as soon as the paraphrase or quoted material from a single source ends. If this means the middle of a sentence, place the number after a phrase or clause to avoid interrupting the continuity of the text. If in a single sentence you have incorporated more than one source, give a separate note number at the end of each portion of the sentence. Place the number after any punctuation (i.e., comma, colon, etc.). Otherwise, place the number after the end punctuation.

The Notes Themselves

The numbers in the text of your paper correspond to notes, usually occurring at the foot of the same page instead of in a separate section at the end of the paper. The numbers in the text’s pages must match the numbers of the notes. The notes themselves have the chief purpose of giving your readers information about the sources you used so that they can find not only the sources but also the passages that you have used.
Author
Provide the full name(s) of a source’s author(s), editor(s), or, if the source has no listed author, the name of the associated institution. Take the author’s name from the article or from the title page of the book, not from the cover, the card catalogue, or an index. You may only adjust the name for clarity; you may provide an author’s full first name, for instance, if only an initial is printed on the title page. Generally, though, copy the name exactly as the source shows it, omitting only degrees and affiliations such as Ph.D. or M.D.

Title
Use the full title of a work, including subtitle where provided, and italicize it. For shorter works, such as articles, short stories, short poems, chapters of books, and songs, enclose the title in quotation marks. Also use quotation marks with unpublished works such as lectures. Follow the rules for capitalizing titles and do not copy unusual typographical arrangements such as all capital or all lower-case letters. If the source has a subtitle but no punctuation between the main title and the subtitle, supply a colon.


Numerals
All the numbers you cite, whether volume numbers, page numbers, column numbers, or dates, should be in Arabic numerals (1,2,3), not capital Roman numerals (I, II, III), except in the case of book pages with small (lower case) Roman numerals (i, ii, iii). If your source gives capital Roman numerals, change them to Arabic: e.g., XVI becomes 16. Type notes consecutively single-spaced, and indent the first line of each note five spaces, with all the lines that follow being flush with the left margin. Begin with a full-sized number that corresponds to the number of the superscript note in your text, and type a period and one space after the number. Notes differ according to whether you are citing the source for the first time or a subsequent time. They also differ according to the form of the source—a whole book, part of a book, article in a periodical, or other source.
The First Citation of a Source

The first time you cite a source, you should give full information about the author, title, place and date of publication, and page numbers of the passage you have paraphrased or quoted. In an article, for example, first comes the author’s name, with the first name first, last name last. (Note that, in a bibliography, the last name is printed first). Then comes the title of the article in quotation marks; then the name of the journal italicized, then the volume number, then the date in parentheses, followed by the page number of the passage that the writer has used.


Subsequent Citations of a Source

After you have already cited the source, in subsequent notes give only the author’s last name, the title or shortened title, and the page number of the passage you have used. If the source is anonymous, give the title and the page number. If the source is an article, rather than a book, give the title of the article, not the journal. To shorten a title, which you may do if the title is longer than four words, omit articles “a,” “an,” and “the,” and use the key word(s) from the title without changing word order.

*First Citation*

*Subsequent Citation*
- 5 Chrysler, “Revolt in West,” 46.

*First Citation*

*Subsequent Citation*
If you cite the same source two or more times in succession, you may use the Latin abbreviation “Ibid.” to mean that the author, title, and sometimes even page number are exactly the same as those in the previous note. If the page numbers you cite are different, use “Ibid.” followed by a comma and the page numbers. If the page numbers are the same, write only “Ibid.”

**Entries in a Bibliography**

In the Chicago footnote/endnote style of citation, an entry in a bibliography repeats much of the information provided in a full footnote. Bibliographic entries differ most from notes in that they invert authors’ first and last names to allow for easy alphabetization and that they sometimes provide more detailed information than a note. Mostly, however, converting a full note to an entry in a bibliography requires only slight changes in organization and punctuation.

Note that a bibliography should include all works cited in a paper, excluding sources such as personal letters that a third party could not possibly access. While selected bibliographies may in some cases be acceptable, you should generally make it a rule to include an entry for every source that you use for your paper.

Because the formats for notes and bibliographic entries in Chicago style can easily be confused, all of the sections below include examples of both, wherever applicable.
Citing Various Source Types

Indirect Quotations

You may come across material in your source quoted or paraphrased in a source other than its original source. If you would like to use this material, you should look for it in its original source. If you cannot find the original source, however, you may indicate in your own note that the material has been reported or quoted in the source that you have consulted by listing both the original and the secondary sources.

For example, if the following text appeared in your paper:

• Moshe Safdie writes, “Through evolution the vulture has the most efficient structure one can imagine—a space frame in bone.”

your note would look like this:


and your bibliographic entry like this:


Source Whose Author or Title Is Named in the Text

If you have given the author's name in your paper when introducing the paraphrase or quotation, then you need not give it again in the note.

For example, if the following text appeared in your paper:

• According to T. Velocci, government estimates reveal that spending is expected to increase to one billion dollars in Fiscal 1981, and by the year 2000 solar energy is expected to supply between twenty and fifty percent of the nation's energy.

your note would look like this:

• "How Bright Is Sunpower's Future?" *Nation’s Business* 68 (November 1980), 50.
and your bibliographic entry would appear as normal:


**Citing Books**

Provided that you have not given the name of the author or authors in your paper, you will give the following basic information in your note the first time you refer to a whole book: the name of the author in normal order (first name first) followed by a comma; the title of the work in italics; a parenthesis; the name of the city where the book was published and, for lesser known cities, the state or country as well, followed by a colon; then the name of the publisher followed by a comma; then the year the book was published, followed by the second parenthesis and a comma; finally, the exact number of the page(s) on which the statement you have quoted or paraphrased appears, followed by a period.

**Note**


**Bibliographic Entry**


If you have given the name of the author in your paper, then begin your note with the name of the book. But if you have given the name of the book in your paper, give it again in the note; doing so makes your reader’s job easier. You will vary the information you give in your note according to whether the author’s name is known; how many authors there are; whether the book has an editor or a translator; whether the book has an edition number (first, second, third, and so on); whether the book has a volume number; and whether the statement you are quoting or paraphrasing appears on more than one page. Following are examples of notes with these variations.
Anonymous Author

Note

Bibliographic Entry

As a note, you may sometimes use the word “anonymous” for an unknown author. However, you should only do so if you cite multiple anonymous works and you need to group them together in your bibliography.

Two or Three Authors

Note

Bibliographic Entry

Note

Bibliographic Entry

More Than Three Authors
Give the name of the first author and then either of the phrases “and others” or “et al.,” both of which mean the same thing.

Note
• 12 Myra Kogen and others, eds., Writing in the Business Professions (Urbana, IL: NCTE, 1989), 107.
Bibliographic Entry

An Author and Editor
Give the author's name first, then the title, then the word ed., then the name of the editor.

Note

Bibliographic Entry

An Editor Only
When only an editor’s name is provided, give the editor’s name where the author’s would normally appear, but follow it with “ed.” Start with the title of the work; then use ed. followed by the name of the editor:

Note

Bibliographic Entry

An Author and Translator
First give the name of the author, then the title, then the word trans., and then the name of the translator in normal order:

Note
Bibliographic Entry

A Translator Only
Note

Bibliographic Entry

A Translator and Editor
Note

Bibliographic Entry

An Author, a Translator, and an Editor
Note

Bibliographic Entry

Author as an Organization
Sometimes the author of a book appears as the name of an organization rather than a person. Just give the name of the organization as you would a person's name:

Note

Bibliographic Entry
**Edition Number**
If you use an edition of a book other than the first edition, you should indicate the edition number after the title of the book. Use an Arabic numeral followed by an abbreviation such as “nd” or “th” and, after a space, the abbreviation “ed.” for edition. If an editor’s name is listed, place the name before the number of the edition. If the book is published in volumes, you should list the volume number after the edition number.

*Note*

*Bibliographic Entry*

**Volume Number**
When a book consists of more than one volume, you will help your readers if you give the volume number as well as the page number. To do so, just use the correct Arabic numeral followed by a colon before the page number.

*Note*

*Bibliographic Entry*

If the volume you cite has its own title, include the title in your note, as well.

*Note*

*Bibliographic Entry*
A Citation Spanning More Than One Page

If your quotation or paraphrase extends over more than one page, give all the numbers involved, separated by an en-dash.

Note

Bibliographic Entry
• Etzioni, Amitai. *A Comparative Analysis of Complete Organizations*. New York: Free,

If your paraphrase comes from pages that are not next to each other—i.e., some of what you paraphrase is on one page, and some of what you paraphrase is on a page several pages away—give all the numbers involved but separate them with commas.

Note

Bibliographic Entry

Part of a Book

A part of a book may be a poem, story, or article in an anthology. It may also be the introduction, preface, foreword, or epilogue. Give the author's name, the title of the portion you cite in quotation marks, “in” followed by the name of the book in italics, the editors if there are any, and then the rest of the relevant information.

Note

Bibliographic Entry
• Thoreau, Henry David. *Civil Disobedience*. In *Seven Essayists: Varieties of Excellence in
Here, Sagarin is the author of the preface and also the editor of the book; thus, his name appears twice. Below, the authors differ from the editor:

Note
Bibliographic Entry

Note
Bibliographic Entry

Citing Articles from Periodicals
Endnotes for articles are similar to those for books, with the main differences dealing with the order of information. Unlike notes for books, notes for periodicals need not include the place of publication. Information generally includes the author's name in normal order (first name first), followed by a comma; the name of the article in quotation marks, with a comma inside the second quotation marks; the name of the periodical italicized; the volume number and issue number, if they are provided; the
publication date followed by a colon; and the number(s) of the page(s) from which your quotation or paraphrase comes. Following are examples of notes for articles in periodicals.

A Weekly Magazine

Note

Bibliographic Entry

A Monthly Magazine

Note

Bibliographic Entry

A Scholarly Journal

Note

Bibliographic Entry

A Newspaper

Note

Although newspapers often are not included in bibliographies in Chicago Style and are instead usually only referred to in notes, a bibliographic entry for a newspaper would appear like this:
Bibliographic Entry

If the page numbers of a newspaper start over with each section of the newspaper, you should give the section number just before the page number. Following the date, give the edition (microfilm copies are always late editions) followed by the page number. Such information will help your readers track down the source easily.

An Editorial
Note
Bibliographic Entry

A Letter to the Editor
Note
Bibliographic Entry

A Review
Note
Bibliographic Entry

Citing Government Documents
Government documents contain a wealth of information, but it is not always easy to determine how to give note forms for them. Keep in mind that the name of the document, the issuing division and body, identifying numbers, the exact date, and page
numbers are essential information, and work out an intelligible form from there. Frequently, the document will have no author or will have a committee or similar organization as its author. Often, the place and name of the publisher will be hard to find. Most federal documents, however, are printed by the Government Printing Office (abbreviated as GPO), which is in Washington, D.C. Following are some examples of note forms.

**Congressional Papers**

*Note*

*Bibliographic Entry*

*Note*

*Bibliographic Entry*

**Executive Branch Documents**

*Note*

*Note*

*Bibliographic Entry*
Note


**Bibliographic Entry**


**Citing Reference Works**

Treat an encyclopedia article or dictionary entry as you would a part of a book. If the article is signed, give the author first; if it is unsigned, give the title first. You may omit volume and page numbers for encyclopedia and dictionaries arranged alphabetically. For familiar reference works that appear frequently in new editions, you do not need to give the place and name of the publisher, merely the edition and the year of publication. For alphabetical works, you do not have to give page numbers of entries but only the title of the entry in quotation marks preceded by the abbreviation “s.v.”

**Encyclopedia and Dictionary Entries**

Note


Note


Very well known reference works like *Encyclopedia Britannica* or *The American Heritage Dictionary* need not be cited in a bibliography.

**Lesser-Known Reference Works**

When you refer to less familiar reference books, you should give full publication information.

Note

**Bibliographic Entry**


### Citing Other Source Formats

#### A Dissertation

**Note**


**Bibliographic Entry**


#### An Interview

Usually, you can indicate in the paper itself that the source of your quotation or paraphrase is an interview or discussion that you had with the person you are quoting or paraphrasing; you can also usually indicate the time of the interview or discussion (such as "recent"). If, however, you think a note would provide additional, useful information, use a form like this:

**Note**

• 47 Interview with anonymous prison guard, Lancaster County Prison, April 6, 1988.

**Note**


#### A Lecture or Speech

Often, you can give the place and date of a lecture or speech along with the name of the presenter within the paper itself. If you think a note would be less disruptive, use a form such as this:
Note
• 49 Charlayne Hunter-Gault, commencement address (Franklin and Marshall College, Lancaster, PA, May 15, 1988).

Bibliographic Entry

Note

Bibliographic Entry

A Letter
If you are referring to a letter you received, you can give the name of the writer and the date within the paper itself. If you prefer a note, however, use the following form:

Note
• 51 May Sarton, letter to the author, July 18, 1986.

For a letter to the editor, see the above section on citing articles in periodicals. For a letter in a published collection, use the form for a reference to an edited work.

A Musical Composition or Performance
In citing a composition, begin with the composer's name. Italicize the title of a composition named but not the name of a composition identified by form, number, and key.

Note
• 52 Franz Schubert, Piano Sonata in G, op. 78.

Bibliographic Entry
Note

Bibliographic Entry

Note

A Musical Recording
Along with the author or composer, include the name of the work and the performer followed by the name of the recording company, the record or tape number, and the date.

Note

Bibliographic Entry

A Pamphlet
If the pamphlet has a number, include the number after the title.

Note

Bibliographic Entry

Note

Bibliographic Entry

A Periodical Publication on CD-ROM
Many newspapers, magazines, journals and other periodically published reference materials are now frequently published on CD-ROM in the form of databases.

Note

Bibliographic Entry

A Non-Periodical Publication on CD-ROM
Cite non-periodical CD-ROM database materials in the same way as you cite books, though you must indicate in the citation that the publication is on CD-ROM.

Note
• 62 Louisa May Alcott, Little Women, CD-ROM (Detroit: Gale, 1994).

Bibliographic Entry

Citing Online Sources

A Web Page
After evaluating a web page for quality, it is important to cite the page as thoroughly as possible. If the author is available, cite the page just as you would another online source. List the author name first, followed by the title of the page, the date the page was last updated, the name of the organization (if available), date of access, and the full URL address of the site, placed in triangle brackets. When citing a web page, it is often helpful (especially for your professor) if you note the date the page was last updated. If you cannot locate all of the above information, use what is available.
Note
• 1 Diana Hacker and Barbara Fister, “Tips for Evaluating Sources,”

Bibliographic Entry
• Hacker, Diana and Barbara Fister. “Tips for Evaluating Sources.”

A Web Page Without an Author
For a web page without an author, begin with the title of the site.

Note
  (accessed December 10, 2007).

Bibliographic Entry
  December 10, 2007).

An Online Book
Cite online books in the same way you would cite books; however, you must include
the date of access and the full web address. If given, include the editor and publishing
information, as you would for a book citation.

Note
• 99 Lewis Carroll, Alice’s Adventures in Wonderland (1865; Project Gutenberg, 1991), etext

Bibliographic Entry
  http://www.gutenberg.org/etext/11.

An Article in an Online Periodical
Cite articles in online periodicals in the same way you cite periodicals, but also include
the date of access and the full web address.
Note

Just as with articles from print periodicals, information about articles from online periodicals is rarely included in a bibliography.

An Article from an Electronic Journal

Note

Bibliographic Entry

An E-Mail
When citing a personal e-mail, include the correspondent’s name, the title of the message, if applicable, and the date of the message, but do not include personal e-mail addresses.

Note
• 70 Jason Jarecki, “Mandarin Dialect,” e-mail message to author, November 29, 1996.

Because a personal e-mail could not be tracked down by someone reading your paper, there is no need to include it in your bibliography. If, however, you cite an e-mail to a mailing list or newsgroup that could be accessed by a reader, include the URL in your note and bibliography.
Although the MLA, APA, and Chicago styles are widely accepted by writers in the humanities and the social sciences, some of your instructors may prefer a more discipline-specific style. What follows is a list of other sources of documentation styles suggested by Franklin and Marshall faculty. Remember to consult your instructor if you are in doubt about which style to use.

**Accounting**
- Franklin and Marshall College, Department of Business Administration, *Instructions to Authors of Accounting Papers*

**Anthropology**
- American Anthropological Association Style

**Art**
- Art Bulletin format

**Biology**
- Department handbook

**Chemistry**

**Geology**
- Bulletin of Geological Society of America format
• American Geophysical Union (AGU) Style

Other Useful Resources


Some of the sample notes and citations come from Michael Freeman, Bradford Gile, Jean Meyerowitz, John McDonough, Kelly Rudnitsky, and Rich Tuschman. The sample note page is based on the work of Brian Lynch, Edna Sweltz, Craig Trent, and Kim Willcox. The sample bibliography is based on the work of Rufina Lynn Eckman.

Heather Rodino ‘00 edited the 7th edition, focusing particularly on Internet citations. Val Muller ’02 made extensive revisions for the 8th edition, further updating the information on citing Internet sources and adding the passage on evaluating information found on the web. She also reorganized the booklet so that all information about a particular documentation style appeared together. Amanda Blewitt ’06 made further revisions for the 9th edition, reorganizing information on evaluating, incorporating, and acknowledging outside sources and also adding information about Chicago style. Gregory Brennen ’11 made revisions for the 10th edition, bringing the document up to date with the 7th edition of the MLA Handbook and adding online citation information for the APA style. Judith Stapleton ’12 made further, formatting changes to the 10th edition, as did Justin B. Hopkins ’06.