

# Using Outside Sources

A Student's Guide to Paraphrasing, Quoting, and  
Acknowledging Sources

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## **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unpublished papers written by students or others.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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    - A Web Site
    - A Blog
    - A Podcast
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A Journal Article  
With DOI  
Without DOI

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Note Numbers within the Text  
The Notes Themselves  
    Author  
    Title  
    Numerals  
The First Citation of a Source  
Subsequent Citations of a Source  
Entries in a Bibliography  
Citing Various Source Types  
    Indirect Quotations  
    Source Whose Author or Title is Named in the Text  
Citing Books  
    Anonymous Author  
    Two or Three Authors  
    More Than Three Authors  
    An Author and Editor  
    An Editor Only  
    An Author of a Chapter or Article in an Anthology  
    An Author and Translator  
    A Translator Only  
    A Translator and Editor  
    An Author, a Translator, and an Editor  
    Author as an Organization  
    Edition Number  
    Volume Number  
    A Citation Spanning More Than One Page  
    Part of a Book  
Citing Articles from Periodicals  
    A Scholarly Journal  
    A Magazine  
    A Newspaper  
    An Editorial  
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Citing Reference Works  
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Citing Other Source Formats  
    A Film or Television Episode  
    A Dissertation  
    An Interview  
    A Lecture or Speech  
    A Letter

A Musical Composition or Performance  
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Citing Online Sources  
A Web Page  
A Web Page without an Author  
An Article in an Online Periodical  
An Article from an Electronic Journal  
An E-Mail

## **Other Documentation Styles**

Acknowledgments

## Evaluating Sources

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 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 he an expert on the subject? What is his educational background? Is he affiliated with an institution? Has he published other works? Have critics or his peers responded to his writing? Have you seen his 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 to one another.

## Evaluating Online Sources

The Internet is the fastest growing and most easily accessible commercial medium available. The ease of access is both the best and the worst thing to happen to research. The World Wide Web does provide boundless information, literally at one's fingertips, but it also provides the public with the power to publish, which means the number of potentially unreliable sources 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 sites 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

- .ca — Canada
- .de — Germany
- .fr — France
- .hk — Hong Kong
- .jp — Japan
- .mx — Mexico
- .uk — United Kingdom

The domain name will be the most telling indicator of a site's quality. A .mil or .gov website, for example, will probably be heavily regulated. And, apart from student-created personal pages run on .edu servers, an .edu site will likely 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](http://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 of 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](http://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.

Likewise, [www.wikipedia.com](http://www.wikipedia.com), has grown greatly in popularity in recent years. For many casual researchers seeking simple information, it is a first stop for a general overview of a subject. However, given the nature of Wikipedia—its communal authorship and ownership, and the lack of accountability and policing for accuracy—you should not cite it as a source in your academic work. Feel free to peruse it for initial background on a topic—even professors do so!—but find other, more reliable sources providing dependable facts on which to base your writing.

Again, professors will look down on sites such as [www.sparknotes.com](http://www.sparknotes.com) and [www.wikipedia.com](http://www.wikipedia.com)s because these sites are not run by credible institutions. For educational research, an .edu Web site 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 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 an edu suffix, it is most likely a credible source, as well.

An .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](http://www.angelfire.com), [www.geocities.com](http://www.geocities.com), and [www.freehosting.com](http://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](http://www.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 Web site, 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 Web page 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, . . .
- According to the author of "Public Milked Again," an editorial in *The New York Times*, . . .

### **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 than 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 mischievously 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 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 or 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 single 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*

- "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*

- "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."<sup>5</sup>  
(*Ellipsis was deleted.*)

*Source*

- solar bank to provide up to 100 million in subsidized loans

*Inaccurate Quotation*

- "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*

- "For one thing, it is impossible to write legibly with your arm in such an unnatural pose. Writing in this fashion **is** ridiculous."<sup>1</sup>  
(*"Looks" was changed to "is."*)

*Source*

- from the imaginative pursuit of their potentials

*Inaccurate Quotation*

- "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.

## Documenting Sources in MLA Format

The Modern Language Association (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

author's last name followed by a comma and then the complete title or a shortened title and the page number.

- 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).

<h3><b>Preparing a List of Works Cited</b></h3>
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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.

- Frick, Daniel E. *Reinventing Richard Nixon*. UP of Kansas, 2008. Print.

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.

- Bok, Bart J. and Priscilla F. Bok. *The Milky Way*. Cambridge: Harvard UP, 1974. Print.
- Eschholz, Paul, Alfred Rosa, and Virginia Clark, eds. *Language Awareness*. 4<sup>th</sup> ed. New York: St. Martin's Press, 1986. Print.

### **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.).

- Goshgarian, Gary, ed. *Exploring Language*. Glenview, IL: Scott Foresman, 1989. Print.

### **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.

- Pym, Barbara. *A Quartet in Autumn*. Boston: G.K. Hall, 1977. Print.
- ---. *Some Tame Gazelle*. London: Jonathan Cape, 1950. Print.

### **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.

- Capote, Truman. "A Ride Through Spain." *The Contemporary Essay*. Ed. Donald Hall. New York: St. Martin's, 1984. 184–189. Print.
- Gray, Thomas. "Elegy Written in a Country Churchyard." *Immortal Poems of the English Language*. Ed. Oscar Williams. New York: Washington Sq., 1952. 187–190. Print.

### **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.

- Moody, Linda Alden, "Certiorari." *Encyclopedia Americana*. 1989 ed. Print.

### **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.

- "Death Penalty: Back in Fashion." *The Economist*. 19 Jan. 1985: 26-29. Print.
- Jeffery, David. "Yellowstone: The Great Fires of 1988." *National Geographic*. Feb. 1989: 255-273. Print.
- Cohn, Deborah. "The Paralysis of the Instant." *College Literature* 26.2 (1999): 59-78. *JSTOR*.  
Web. 10 April 2009.

### **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.

- Friedman, Thomas L. "U.S. to Release 158 Haitian Detainees." *New York Times* 10 June 1993, natl. ed.: A12. Print.

### **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.

- Pekar, Harvey, writer. *The Quitter*. Art by Dean Haspiel. Gray tones by Lee Loughridge. New York: Vertigo-DC Comics, 2005. Print.

### **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.

- Lyall, Sarah. "Share Shakespeare? London Isn't Sure It Should." *New York Times*. 20 June 1995. late ed.: C1. *New York Times Ondisc*. CD-ROM. UMI-Proquest. June 1995.

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.

- *After the Modern: Nineteenth Century Poetry in English*. CD-ROM. New York: CIT/Bookworm, 1995.
- "Walt Whitman." *The 1995 Grolier Multimedia Encyclopedia*. CD-ROM. New York: Grolier Electronic Publishing, Inc., 1995.

### **A Publication on Diskette**

Cite diskettes in the same way you cite books; however, you must note that the

publication is a diskette. (Follow the title of the material with the word “diskette.”)

- Shakespeare, William. *Romeo and Juliet and A Midsummer Night's Dream*. Diskette. New York: CIT/Bookworm, 1994.

### **Internet Citations**

The format for Internet citations follows the style of the *MLA Handbook for Writers of Research Papers*, 7th edition. 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.

- Quade, Alex. "Elite Team Rescues Troops behind Enemy Lines." *CNN.com*. Cable News Network, 19 Mar. 2007. Web. 15 May 2008.

#### **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.

- Child, L. Maria, ed. *The Freedmen's Book*. Boston, 1866. *Google Book Search*. Web. 15 May 2008.

### **Online Database Scholarly Journal Article**

- Sims, Robert L. "La Hojarasca: Paradigm of Time and Search for Myth." *Hispania* 59.4 (1976): 810-819. *JSTOR*. Web. 21 April 2009.

### **An Article in an Online Periodical**

- "Hourly News Summary." *National Public Radio*. NPR, 20 July 2007. Web. 21 July 2007.

### **An Article within an Online Scholarly Project**

- Campbell, Julie D. "Contintental Women Writers as Sources and Influences." *Women Writers Project*. Brown University, Providence, 13 July 1999. Web. 8 May 2009.

### **An Online Government Publication**

- Office of National Drug Control Policy. Justice Information Center. *Pulse Check: National Trends in Drug Abuse*. Fall 1995. Web. 12 June 1995.

### **A Blog**

- Mayer Caroline. "Some Surprising Findings about Identity Theft." *The Checkout*. *Washington Post*, 28 Feb. 2006. Web. 19 Jan 2007.

### **A Podcast**

- Patterson, Chris. “Will School Consolidation Improve Education?” Host Michael Quinn Sullivan. *Texas Public Policy Foundation*, 13 Apr. 2006. MP3 file. 10 Jan. 2009.

### **An Entry in a Wiki**

- “Hip Hop Music.” Wikipedia. Wikimedia Foundation, 26 Sept. 2008. Web. 18 Mar. 2009.

### **An E-mail**

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

### **An Online Map**

- “Maplewood, New Jersey.” Map. *Google Maps*. Google, 15 May 2008. Web. 8 May 2009.

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.

## Sample Works Cited Page

What follows is a sample bibliography for a paper on gardens in Chaucer's works:

### Works Cited

Chaucer, Geoffrey. *Chaucer's Major Poetry*. Ed. Albert Baught. Englewood Cliffs: Prentice, 1963. Print.

Clifford, Derek. *A History of Garden Design*. New York: Praeger, 1963. Print.

DeLorris, Guillaume and Jean de Meung. *The Romance of the Rose*. Trans. Charles W. Dunn. New York: Dutton, 1962. Print.

Eden, W.A. "The English Tradition in the Countryside." *The Architectural Review* 12.1 (1935): 25-35. Print.

---. "Medieval Country Gardens in Southern England." *Country Gardens* May 1942: 58-75. Print.

Jellicope, Geoffrey. *The Landscape of Man*. New York: MacMillan, 1902. Print.

Montmorancy, J.G. "The Gardens of Chaucer and Shakespeare." *Contemporary Review* 99.3 (1911): 1-8. Print.

Williams, Michael. "History of English Gardens." *Medieval Literature Resources*. 23 Mar. 1997. Web. 16 Jul. 1997.

### Other Works Consulted

Byrley, James K. *English Gardens*. New York: Harper, 1965. Print.

Richardson, Stephanie. "Gardens in English Literature." *The English Gardener* July 1952: 36-46. Print.

Seymour, Rebecca Allen. "English Gardens." *Encyclopedia Britannica*. 1987 ed. Print.

## Documenting Sources in APA Format

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

The standard rules for avoiding plagiarism apply; that is, be sure to cite anything that has directly influenced your work, including not only theories and experimental designs but also facts and figures that are not common knowledge. In the case that you refer to work (theory, methodology, etc.) that you've previously published, protect against self-plagiarism by citing all that draws on your previous work.

NOTE: Examples below are taken from Diane Hacker's *Rules for Writers 6<sup>th</sup> Edition*.

### Parenthetical In-Text Citation

In the parenthetical citation, include the name of the author, the year of publication, and the page number(s) used. Place a comma between the author's name and the date of publication, and another comma between the date of publication and the page number. Place the punctuation mark that concludes the sentence following the parenthetical reference.

- Academia has adopted the "writing-across-the-curriculum" approach as an answer to concerns about the view of teaching writing that emphasizes grammar at the expense of critical awareness and communication, thus leaving "writing instruction within English departments, the home of the grammar experts" (John Bean, 2001, p. 15).

You do not have to include information in parentheses that you already 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.

- In *Engaging Ideas*, John Bean observes academia has adopted the “writing-across-the-curriculum” approach as answer to concerns about the view of teaching writing that emphasizes “grammatical accuracy and correctness” at the expense of critical awareness and communication, thus leaving “writing instruction within English departments, the home of the grammar experts” (2001, p. 15).

When quoting a passage of forty or more words, indent the quotation one-half inch from the left margin. For longer, indented quotations, the parenthetical citation follows the end punctuation.

- The problems with this viewpoint, according to Bean, are many:  
Once writing is imagined as “packaging,” students find little use for it. Separated from the act of thinking and creating, writing becomes merely a skill that can be learned through grammar drills and through the production of pointless essays that students do not want to write and that teachers do not want to read. (2001, p. 16)

If you’re citing a non-paginated piece, cite the paragraph number. Note that the APA style abbreviates the words “page” (“p.”, or, for pages, “pp.”) and “paragraph” (para.).

## **Citing Various Source Types**

### **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.

- Nearly everything people think they know is subject to revision when new information becomes available (Gaston and Smith, 1988, p. 4).

When 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.” Do not italicize “et al.”

- According to Newman, Bohner, and Johnson, the term “culture” encompasses a vast array of concepts, objects, and activities, including “social practices, customs, and ways of communicating”(2003, p. 3).
- Newman et al. (2003) propose that such seemingly disparate phenomena as love, conflict, fashion, and spirituality “are all integral parts of the whole of our culture” (p. 3).

When a work has six or more authors, cite only the name of the first followed by “et al.”

- McDuffie et al. (2002) tested 20 adolescents, aged 12-16, over a three month period and found that orlistat, combined with behavioral therapy, produced an average weight loss of 4.4 kg, or 9.7 pounds (p. 646).\*

### **Citing a Source with No Known Author**

If the source has no listed author, identify the text in the parenthetical citation by title and year.

- Children struggling to control their weight must also struggle with the pressures of television advertising that, on the one hand, encourages the consumption of junk food and, on the other, celebrates thin celebrities (“Television,” 2002).

### **Citing Secondary Sources**

Avoid using sources quoted (or paraphrased) by other sources—try to find the original instead. However, when the original work is not available, provide the secondary source in the parenthetical citation and in the list of references, and identify the original work in the text.

- Former Surgeon General Dr. David Satcher described “a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness” (as cited in Critser, 2003, p. 4).

### **Citing Personal Communications**

When citing from letters, memos, emails, interviews, conversations, etc., do not include the source in the reference list. Only acknowledge the source in a parenthetical citation, providing as precise a date and other details as possible.

- According to Greg Brennen, the relative values of pursuing education abroad versus Stateside vary depending on the particular programs and the goals of the individual involved in the decision-making process. (personal communication, March 21, 2011).

### Preparing a Reference List

The citations in your text are keyed to a Reference list that includes all of the books, articles, and other sources that you use in your paper. Do not confuse the Reference list with a bibliography, which is more inclusive and lists works for background reading that are not cited in your paper.

Include the list of references cited in your paper at the end on a new page, headed "References." Do not italicize, underline, or put in quotation marks or bold font the word "References." "References" should be centered one inch from the top of the page. The first line of each entry should be flush against the left margin, and any additional lines should be indented one-half inch. Double-space the entire Reference list.

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. If you cite more than one work by an author, order those entries according to year of publication, beginning with the earliest date.

Use Arabic numerals to refer to volume, chapter, or page numbers, even if a book or journal uses Roman numerals (e.g., "Vol. 3" not "Vol. III"). However, if a Roman numeral is part of a title, it should remain a Roman numeral in the Reference list (e.g., *Attention and Performance XIII*).

### **A Book by a Single Author**

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

- Bean, J. (2001). *Engaging Ideas*. San Francisco: Jossey-Bass.

### **Multiple Books by a Single Author**

Include the author's name in each entry in the Reference list.

### **A Book by Multiple Authors**

Include each author's name in each entry in the Reference list for up to six authors. Put an ampersand (“&”) before the name of the last author in the list.

- Gaston, T.E., & Smith, B. H. (1988). Englewood Cliffs, NJ: Prentice-Hall.
- Newman, R. D., Bohner, J., & Johnson, M.C. (2003). New York: Longman.

For more than six authors, include the first authors' names, then use “et al.” to show there are more.

### **A Book with an Editor (or Editors)**

If a book has an editor (or editors) but no author, include the name of the editor and the abbreviation “Ed.” or (“Eds.”) in parentheses.

- Gillespie, P., Gillam, A., Brown, L.F., & Stay, B. (Eds.) (2002). Mahwah, NJ: Lawrence Erlbaum.

For a book that has both an editor (or editors) and an author (or authors), include the name of the author(s) first. Following the title of the book, include the name of the editor(s) and the abbreviation "Ed(s)." in parentheses.

- Plath, S. (2000). *The unabridged journals* (K.V. Kukil, Ed.). New York: Anchor.

### **Articles**

Following the name of the author and the year of publication in parentheses, list the title of the article. Do not italicize or enclose the title of the article in quotation marks, and capitalize only the first word of the title and subtitle. Italicize the title of the journal, newspaper, or magazine and its volume number. Do not include "Vol." before the number. Then, if it is available, provide the issue number for the journal in parentheses. Finally, include inclusive pages for the article.

- Smith, S. (2003). Government and nonprofits in the modern age. *Society*, 40(4), 36-45.

For articles in magazines and newspapers, include as precise a date as possible for publication.

- Raloff, J. (2001, May 12). Lead therapy won't help most kids. *Science News*, 159, 292.
- Lohr, S. (2004, December 3). Health care technology is a promise unfinanced. *The New York Times*, p. C5.

### **Online Material**

Except for scholarly journals (discussed below), include URLs and retrieval message with all online Reference list entries, according to the following formats.

#### **A Web Site**

Provide as many of the following as possible: author's name, publication date (as

precisely as possible), title (italicized), URL, and date of access.

- Cain, A. & Burris, M. (1999, April). *Investigation of the use of mobile phones while driving*. Retrieved from [http://www.cutr.eng.usf.edu/its/mobile\\_phone\\_text.htm](http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm)
- Archer, D. (n.d.). *Exploring nonverbal communication*. Retrieved January 10, 2007, from <http://nonverbal.ucsc.edu>

### **A Blog**

Provide the author's name, the date of the post (in parentheses), the title of the post (no italics), and the URL.

- Kellermann, M. (2007, May 23). Disclosing clinical trials. Message posted to <http://www.iq.harvard.edu/blog/sss/archives/2007/05>

### **A Podcast**

Provide the name of the podcast's producer, the date it was produced or posted, the title, and any other information in brackets. Additionally, if possible, provide the series title (in italics), the title of the Web site where the podcast was posted, and the URL.

- National Academies (Producer). (2007, June 6). Progress in preventing childhood obesity: How do we measure up? *The sounds of science podcast*. Podcast retrieved from <http://media.nap.edu/podcasts>
- Chesney, M. (2007, September 13). Gender differences in the use of complementary and alternative medicine [No. 12827]. Podcast retrieved from the University of California Television Web site: <http://www.uctv.tv/ondemand>

### **An Entry in a Wiki**

Provide the name of the author, the title of the entry, the date of the posting, the retrieval date, the name of the wiki, and the URL.

- Ethnomethodology. (n.d.). Retrieved August 22, 2007, from the STS Wiki: <http://en.stswiki.org/index.php/>

### **A Journal Article**

Because of the general unreliability of URL's, the APA recommends including the DOI (digital object identifier) code instead of a URL for online journal 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**

- Brown, A., & Campione, J. (1986, October). Psychological theory and the study of learning disabilities. *American Psychologist*, 41 (10), 1059-1068.  
DOI: 10.1037/003-066X.41.10.1059

### **Without DOI**

- Campbell, A., and Ntobedzi, A. (2007, December 17). Emotional intelligence, coping and psychological distress: A partial least squares approach to developing a predictive model. *E-journal of Applied Psychology*, 3(2), 39-54. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/91>

## **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.

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.

### **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.

### **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.

- 1. James H. Meriwether, *Proudly We Can Be Africans: Black Americans and Africa, 1935–1961* (Chapel Hill: The University of North Carolina Press, 2002), 151.

### **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.

## 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.

- 2. Mary L. Walek, "Specializations of the Black and White Colobus Monkey," *American Journal of Physiological Anthropology* 49 (1978): 229.
- 3. Edwin Newman, *A Civil Tongue* (New York: Bobbs, 1975), 89.

## 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*

- 4. K. M. Chrysler, "Revolt in West That Could Kill Super Missile," *U.S. News and World Report*, 31 Mar. 1980: 47.

### *Subsequent Citation*

- 5. Chrysler, "Revolt in West," 46.

### *First Citation*

- 6. "Solar Power: What Government Action?," *Current* 218 (1979): 12.

### *Subsequent Citation*

- 7. "Solar Power," 13.

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.”<sup>8</sup>

your note would look like this:

- 8. Moshe Safdie, *Beyond Habitat*, quoted in William Zinsser, *On Writing Well* (New York: HarperPerennial, 1998), 156.

and your bibliographic entry like this:

- Safdie, Moshe. *Beyond Habitat*. Quoted in William Zinsser, *On Writing Well* (New York: HarperPerennial, 1998), 156.

### 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*

- 10. Michael A. Seeds, *Horizons: Exploring the Universe* (Belmont, CA: Wadsworth, 1981), 349.

#### *Bibliographic Entry*

- Seeds, Michael A. *Horizons: Exploring the Universe*. Belmont, CA: Wadsworth, 1981.

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*

- 11. *Secrets and Shadows* (London: Red Pale Press, 1803), 77.

#### ***Bibliographic Entry***

- *Secrets and Shadows*. London: Red Pale Press, 1803.

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*

- 12. Bonnie Timmins and Camille Shandor, *Handbook for Writing Assistants* (Lancaster College Press, 1993), 2.

#### ***Bibliographic Entry***

- Timmins, Bonnie, and Camille Shandor. *Handbook for Writing Assistants*. Lancaster: College Press, 1993.

#### *Note*

- 13. Mary J. Beclam, Eve L. Jardin, and Alison W. Bath, *A History of Weaving in the West Country* (Northgate, Eng.: Parcae, 1938), 37.

#### ***Bibliographic Entry***

- Beclam, Mary J., Eve L. Jardin, and Alison W. Bath. *A History of Weaving in the West Country*. Northgate, Eng.: Parcae, 1938.

### **More Than Three Authors**

In the note, give the name of the first author and then the phrases “et al.” meaning

“and others.” In the bibliographic entry, include the names of all the authors.

*Note*

- 12. Myra Kogen and others, eds., *Writing in the Business Professions* (Urbana, IL: NCTE, 1989), 107.

*Bibliographic Entry*

- Kogen, Myra, Virginia A. Book, Donald H. Cunningham, Robert D. Gieselman, and Nell Ann Picket, eds. *Writing in the Business Professions*. Urbana, IL: National Council for Teachers of English, 1989.

**An Author and Editor**

In the note, give the author's name first, then the title, then the word “ed.,” then the name of the editor. In the bibliographic entry, use the phrase “Edited by.”

*Note*

- 15. Sir Thomas Malory, *Le Morte d'Arthur*, ed. William Caxton (Westminster, Eng.: Caxton Press, 1485) 723.

*Bibliographic Entry*

- Malory, Sir Thomas. *Le Morte d'Arthur*. Edited by William Caxton. Westminster, Eng.: Caxton Press, 1485.

**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*

- 16. Dexter Fisher, ed., *The Third Woman: Minority Women Writers of the United States* (Boston: Houghton, 1980), 50.

*Bibliographic Entry*

- Fisher, Dexter, ed. *The Third Woman: Minority Women Writers of the United States*. Boston: Houghton, 1980.

**An Author of a Chapter or Article in an Anthology**

*Note*

- 16. Glenn Gould, “Streisand as Schwarzkopf,” in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310.

### *Bibliographic Entry*

- Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308-11. New York: Vintage, 1984.

### **An Author and Translator**

In the note, first give the name of the author, then the title, then the word "trans.," and then the name of the translator in normal order. In the bibliographic entry, use the phrase "Translated by."

#### *Note*

- 17. Max Weber, *The Theory of Social and Economic Organization*, trans. A.M. Henderson and Talcott Parson (Glencoe, IL.: Free Press, 1947), 324.

#### *Bibliographic Entry*

- Weber, Max. *The Theory of Social and Economic Organization*. Translated by A.M. Henderson and Talcott Parson. Glencoe, IL: Free Press, 1947.

### **A Translator Only**

#### *Note*

- 18. Brian Stone, trans., *Sir Gawain and the Green Knight* (Baltimore: Penguin Books, 1971), 2.

#### *Bibliographic Entry*

- Stone, Brian, trans. *Sir Gawain and the Green Knight*. Baltimore: Penguin Books, 1971.

### **A Translator and Editor**

#### *Note*

- 19. Patrick K. Ford, trans. and ed., *The Mabinogi* (Berkeley: U of Calif. P, 1979), 80.

#### *Bibliographic Entry*

- Ford, Patrick K., trans. and ed. *The Mabinogi*. Berkeley: U of Calif. P, 1979.

### **An Author, a Translator, and an Editor**

#### *Note*

- 20. Max Weber, *Essays in Sociology*, ed. Hans H. Gerth, trans. C. Wright Mills (New York: Oxford UP, 1958), 180.

### ***Bibliographic Entry***

- Weber, Max. *Essays in Sociology*. Edited by Hans H. Gerth. Translated by C. Wright Mills. New York: Oxford UP, 1958.

### **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***

- 21. Creative Anachronism Society, *Recipes from Queen Elizabeth's Kitchen* (Princeton: Good Books, 1963), 2.

### ***Bibliographic Entry***

- Creative Anachronism Society. *Recipes from Queen Elizabeth's Kitchen*. Princeton: Good Books, 1963.

### **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***

- 22. P.Q. Trimble, *A History of Astronomical Instruments*, 4th ed. (Los Angeles: Bronte Sisters Publishing House, 1933), 246.

### ***Bibliographic Entry***

- Trimble, P.Q. *A History of Astronomical Instruments*. 4th ed. Los Angeles: Bronte Sisters Publishing House, 1933.

### **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*

- 23. S. George, *Dragons of the Western World* (Uffington, Eng.: White Horse Books, 1900), 2:13.

### *Bibliographic Entry*

- George, S. *Dragons of the Western World*. Uffington, Eng: White Horse Books, 1900.

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

### *Note*

- 99. Martin Heidegger, *Nietzsche*, vol. 3, *The Will to Power as Knowledge and as Metaphysics*, ed. David Farrell Krell, trans. Joan Stambaugh, David Farrell Krell, and Frank A. Capuzzi (San Francisco: HarperSanFrancisco, 1982), 93.

### *Bibliographic Entry*

- Heidegger, Martin. *Neitzsche*. Vol. 3, *The Will to Power as Knowledge and as Metaphysics*. Edited by David Farrell Krell. Translated by Joan Stambaugh, David Farrell Krell, and Frank A. Capuzzi. San Francisco: HarperSanFrancisco, 1982.

## **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*

- 24. Amitai Etzioni, *A Comparative Analysis of Complete Organizations* (New York: Free, 1961), 15–17.

### *Bibliographic Entry*

- Etzioni, Amitai. *A Comparative Analysis of Complete Organizations*. New York: Free,

## **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*

- 26. Henry David Thoreau, *Civil Disobedience*, in *Seven Essayists: Varieties of Excellence in English Prose*, ed. Christopher R. Reaske (Glenview, IL: Scott, Foresman and Co.), 214.

### ***Bibliographic Entry***

- Thoreau, Henry David. *Civil Disobedience*. In *Seven Essayists: Varieties of Excellence in English Prose*. Edited by Christopher R. Reaske. Glenview, IL: Scott, Foresman and Co.

### ***Note***

- 27. Edward Sagarin, "On Sociological Concepts: A Prefatory Note," in *Sociology: The Basic Concepts*, ed. Edward Sagarin (New York: Holt, 1978), ix.

### ***Bibliographic Entry***

- Sagarin, Edward. "On Sociological Concepts: A Prefatory Note." Preface in *Sociology: The Basic Concepts*. Edited by Edward Sagarin. New York: Holt, 1978.

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***

- 28. William McCord and Arline McCord, "Social Stratification and Social Class," in *Sociology: The Basic Concepts*, ed. Edward Sagarin (New York: Holt, 1976), 86, 89.

### ***Bibliographic Entry***

- McCord, William and Arline McCord. "Social Stratification and Social Class." In *Sociology: The Basic Concepts*. Edited by Edward Sagarin. New York: Holt, 1976.

### ***Note***

- 29. Leslie Marmon Silk, "Stories and Their Tellers," in *The Third Woman: Minority Women Writers of the United States*, ed. Dexter Fisher (Boston: Houghton, 1980), 18.

### ***Bibliographic Entry***

- Silk, Leslie Marmon. "Stories and Their Tellers." In *The Third Woman: Minority Women Writers of the United States*. Edited by Dexter Fisher. Boston: Houghton, 1980.

## **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, 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 Scholarly Journal**

#### *Note*

- 32. Kenneth Swindell, "Farmers, Traders, and Labourers: Dry Season Migration from North-West Nigeria, 1900–33," *Africa* 54 (1984): 5.

#### *Bibliographic Entry*

- Swindell, Kenneth. "Farmers, Traders, and Labourers: Dry Season Migration from North-West Nigeria, 1900–33." *Africa: Journal of the International African Institute* 54 (1984): 3–19.

### **A Magazine**

#### *Note*

- 30. Stanley Crouch, "Beyond Good and Evil," *The New Republic*, June 1988, 22–23.

#### *Bibliographic Entry*

- Crouch, Stanley. "Beyond Good and Evil." *The New Republic*, June 1988.

### **A Newspaper**

#### *Note*

- 33. Nick Ravo, "Who's Hustling Whom? A Paul Newman Court Drama," *New York Times*, June 6, 1988, late ed..

#### *Bibliographic Entry*

- Ravo, Nick. "Who's Hustling Whom? A Paul Newman Court Drama." *New York Times*, June 6, 1988, late edition.

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.

### **An Editorial**

#### *Note*

- 34. "The Long Haul Against AIDS," *New York Times*, June 17, 1988.

### ***Bibliographic Entry***

- *New York Times*, "The Long Haul Against AIDS," June 17, 1988.

### **A Letter to the Editor**

#### *Note*

- 35. Helen Vendler, letter to the editor, *Chronicle of Higher Education*, June 15, 1988.

#### ***Bibliographic Entry***

- Vendler, Helen. Letter to the editor. *Chronicle of Higher Education*, June 15, 1988.

### **A Review**

#### *Note*

- 36. Richard Gilman, review of *S*, by John Updike, *The New Republic*, June 20, 1988.

#### ***Bibliographic Entry***

- Gilman, Richard. Review of *S*, by John Updike. *The New Republic*, June 20, 1988.

## **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*

- 44. *Encyclopedia Britannica*, 1974 ed., s.v. "Aristotle."

#### *Note*

- 45. *The American Heritage Dictionary*, 3rd ed, 1992.

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*

- 44. Joseph Gibaldi, ed., *MLA Handbook for Writers of Research Papers*, 5th ed., (New York: Modern Language Association of America, 1999), 2.7.3.

### *Bibliographic Entry*

- Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association of America, 1999.

## **Citing Other Source Formats**

### **A Film or Television Episode**

Include all relevant identifying information. For film, begin entry with director; for television, begin entry with writer(s).

### *Note*

- 44. Steven Spielberg, *Jurassic Park*, written by Michael Crichton (Universal Pictures, 1993) Film.
- 44. Michael Curtis and Gregory S. Malins, "The One with the Princess Leia Fantasy," *Friends*, season 3, episode 1, directed by Gail Mancuso, aired September 19, 1996 (Burbank, CA: Warner Home Video, 2003), DVD.

### *Bibliographic Entry*

- Spielberg, Steven, *Jurassic Park*, written by Michael Crichton, Universal Pictures, 1993, Film.
- Curtis, Michael and Gregory S. Malins, "The One with the Princess Leia Fantasy," *Friends*, season 3, episode 1, directed by Gail Mancuso, aired September 19, 1996, Burbank, CA: Warner Home Video, 2003, DVD.

## **A Dissertation**

### *Note*

- 46. Dionesia Tempest, "The Identity of Sir Thomas Malory," PhD diss., University of California, Los Angeles, 1971, 501.

### *Bibliographic Entry*

- Tempest, Dionesia. "The Identity of Sir Thomas Malory." PhD diss., University of California, Los Angeles, 1971.

## **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*

- 48. John Fry (president, Franklin and Marshall College), in discussion with the author, November 10, 2007.

## **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*

- Hunter-Gault, Charlayne. Commencement Address, Franklin and Marshall College, Lancaster, PA, May 15, 1988.

### *Note*

- 50. Nevin K. Laib, "Citizenship and Self-Creation: The Need for Rhetorical Literacy," (lecture, CCCC Convention, St. Louis, March 18, 1988).

### ***Bibliographic Entry***

- Laib, Nevin K. "Citizenship and Self-Creation: The Need for Rhetorical Literacy."  
Lecture, CCCC Convention, St. Louis, March 18, 1988.

### **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.

### **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***

- Schubert, Franz. *Piano Sonata in G*. Op. 78.

#### ***Note***

- 53. Richard Wagner, *Das Rheingold*, cond. James Levine. with Kaaren Erickson, Diane Kesling, Meredith Parsons, Franz Mazura, Hanna Schwarz, and Hans Sotin, Metropolitan Opera, Metropolitan Opera House, New York, October 15, 1988.

#### ***Bibliographic Entry***

- Wagner, Richard. *Das Rheingold*. Conducted by James Levine. With Kaaren Erickson, Diane Kesling, Meredith Parsons, Franz Mazura, Hanna Schwarz, and Hans Sotin. Metropolitan Opera, Metropolitan Opera House. New York, October 15, 1988.

#### ***Note***

- 54. Aaron Copland, *Lincoln Portrait*, Ephrata Cloister Choir, Ephrata, PA, July 4, 1976.

### **A Musical Recording**

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

*Note*

- 58. Cyro Baptista, *Love the Donkey*, Tzadik, TZ 7614, 2005 Tzadik, compact disc.

***Bibliographic Entry***

- Baptista, Cyro. *Love the Donkey*. Tzadik, TZ 7614. 2005 by Tzadik. Compact disc.

**A Pamphlet**

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

*Note*

- 59. Sylvia Glass, *Fire-Fly Identification* (Washington, DC: Nature Book Co., 1964), 11.

***Bibliographic Entry***

- Glass, Sylvia. *Fire-Fly Identification*. Washington, DC: Nature Book Co., 1964.

*Note*

- 60. (S)He: *A Guide to Nonsexist Language* 2nd ed. (Lancaster, PA: Franklin and Marshall College Writing Center, 1986), 4.

***Bibliographic Entry***

- (S)He: *A Guide to Nonsexist Language*. 2nd ed. Lancaster, PA: Franklin and Marshall College Writing Center, 1986.

**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*

- 61. Sarah Lyall, "Share Shakespeare? London Isn't Sure It Should," *New York Times*, June 20, 1995, late ed.: CI, *New York Times Ondisc*, CD-ROM, UMI-Proquest, June 1995.

***Bibliographic Entry***

- Lyall, Sarah. "Share Shakespeare? London Isn't Sure It Should." *New York Times*, June 20, 1995, late ed. *New York Times Ondisc*. CD-ROM. UMI Proquest, June 1995.

**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***

- Alcott, Louisa May. *Little Women*. CD-ROM. Detroit: Gale, 1994.

## **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), and either the full URL address or the DOI (see “Documenting Sources in APA Format” above). When citing a web page, it is often helpful (especially for your professor) if you note the date the page was last updated. Date of access is not required. If you cannot locate all of the above information, use what is available.

*Note*

- 1. Diana Hacker and Barbara Fister, “Tips for Evaluating Sources,” <http://www.dianahacker.com/resdoc/tips.html>.

***Bibliographic Entry***

- Hacker, Diana and Barbara Fister. “Tips for Evaluating Sources.” <http://www.dianahacker.com/resdoc/tips.html>.

### **A Web Page Without an Author**

For a web page without an author, begin with the title of the site.

*Note*

- 64. “F&M Facts,” *Franklin & Marshall College*, <http://www.fandm.edu/x2454.xml>.

***Bibliographic Entry***

- “F&M Facts.” *Franklin & Marshall College*. <http://www.fandm.edu/x2454.xml>.

### **An Article in an Online Periodical**

Cite articles in online periodicals in the same way you cite periodicals, but also include the full web address.

*Note*

- 69. Sabrina Tavernise and Karim Hilmi, "In Old Quarter, Sectarian Ties Stave Off War," *The New York Times*, November 13, 2007, <http://www.nytimes.com/2007/11/13/world/middleeast/13baghdad.html>.

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*

- 72. Alison Raphael, "From Popular Culture to Microenterprise: The History of Brazilian Samba Schools," in *Latin American Music Review* 11 (Spring–Summer, 1990), <http://links.jstor.org/sici?sici=01630350%28199021%2F22%2911%3A1%3C3%3AFPCTMT%3E2.0.CO%3B2-K>, 76.

*Bibliographic Entry*

- Raphael, Alison. "From Popular Culture to Microenterprise: The History of Brazilian Samba Schools." *Latin American Review* 11 (Spring–Summer 1990): 73-83. <http://links.jstor.org/sici?sici=01630350%28199021%2F22%2911%3A1%3C3%3AFPCTMT%3E2.0.CO%3B2-K>.

**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.

## Other Documentation Styles

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**

- Council of Biology Editors. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. 6th ed. New York: Cambridge UP, 1994.
- Department handbook
- Jan A. Pechenik. *A Short Guide to Writing about Biology*. 6th ed. New York: Pearson/Longman, 2006.

### **Chemistry**

- American Chemical Society. *Handbook for Authors of Papers in American Chemical Society Publications*. Washington: American Chemical Soc., 1978.

### **Geology**

- Bulletin of Geological Society of America format

- American Geophysical Union (AGU) Style

### **Other Useful Resources**

- Hacker, Diana. *Research and Documentation in the Electronic Age*. Boston: Bedford, 1998.
- Hacker, Diana. *Rules for Writers*. 6th ed. Boston: Bedford, 2008.
- Hacker, Diana. *A Writer's Reference*. 6th ed. Boston: Bedford, 2007.
- Lipson, Charles. *Cite Right: A Quick Guide to Citation Styles—MLA, APA, Chicago, the Sciences, Professions, and More*. Chicago: The University of Chicago Press, 2006.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 5th ed. Chicago: U of Chicago P, 1987.
- United States. *Government Printing Office*. *Style Manual*. Rev. ed. Washington: GPO, 1984.

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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.