

## Quoting/Paraphrasing Sources Sample Sentence Starters

According to source ...

A recent report in source states...

Source reports that ...

An important fact from source is...

According to a recent study by source...

Source has determined that...

Research from source reveals that...

In order to solve the problem, source claims that...

Based on a recent study, source believes that...

Source has concluded that...

According to source and source...

## Parenthetical Citations

Since 1988, the Modern Language Association (MLA) has recommended citing sources in the text with parentheses rather than in footnotes or endnotes. Parenthetical citations are there to give credit when the writer directly quotes someone, uses a visual from a source, or paraphrases information that is not common knowledge from a source. The following information must be cited:

- Direct quotes
- Statistics
- Visuals
- Opinions of experts/authors
- Specific facts that are not common knowledge

Parenthetical citations should be kept as brief as possible. They should only provide enough information for the reader to be able to locate them easily on the Works Cited page at the end of the paper. The basic elements of parenthetical citations are:

1. The author's last name
2. A shortened form of the title (when the author's name is not given or when there are multiple works by the same author)
3. The page number (if there is one)

Whenever possible, place the citation BEFORE the punctuation mark at the end of the sentence containing the borrowed information. In extended quotations, such as lines of poetry, the citation is placed after the final punctuation mark.

Works on the Internet are cited just like printed works. Web documents generally do not have fixed page numbers, so these numbers are often omitted from parenthetical citations. To avoid confusion when citing more than one Web page by a single author or Web pages with the same title, include the final element of the URL. For example (Hansen, michalos.html).

If the author's name is mentioned in the text when quoted, only a page number is necessary in the parentheses.

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals

[who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or word by using ellipsis marks, which are three periods (...) preceded and followed by a space. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale ... and in a short time a lively exchange of details occurs" (78).

Place quotations longer than four typed lines in a free-standing block of text, and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.) For example:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

The following page shows examples of the most commonly used parenthetical citations. Pay close attention to the use or absence of punctuation. The easiest way to determine what goes in a citation is to look at the source card you wrote for that source and use whatever the first element on that source card may be. In most cases it is the author's last name. If not, then use what you have. The page number you wrote on the note card will complete the citation.

**NOTE: EVERY CITATION MUST HAVE A MATCHING SOURCE LISTED ON THE WORKS CITED PAGE, AND EVERY SOURCE LISTED ON THE WORKS CITED PAGE MUST HAVE A CITATION SOMEWHERE IN THE PAPER.**

## Parenthetical Citation Examples

(Cohen 76)	one author
(76)	author's name mentioned in the text
(Smith and Jones 103)	two authors
(Johnson et al. 149)	more than two authors
(Scott)	no page numbers available; interview
(Woolf 2: 115)	source has multiple volumes; this is volume 2
(Berstein 101; Strubb 8)	two sources cited at once
(Jones, <i>The History...</i> 31)	author has more than one work cited
( <i>Sound and Poetry</i> 44)	book/pamphlet cited; no author or author's name mentioned in the text
("Hunger" 14)	short work/article cited; no author or author's name mentioned in text
("Nordstrom," npta.com)	web page cited; end of URL supplied for clarity
("Solar...")	web page cited (no page numbers used)
(qtd. in Lester 2)	indirect quotation; original speaker identified in text

## Preparing a Works Cited Page

The final page of a research paper is a Works Cited page. This is a list of all the WORKS that were CITED in the paper. If there is no corresponding citation in the paper, the source cannot be listed on the Works Cited page. As shown in the sample on the following page, the Works Cited page is written according to the rules of the Working Bibliography.

- It must be in alphabetical order according to the first letter of the first element of the work. In the case of “A”, “An”, or “The”, the next word is used to determine alphabetical placement on the Works Cited page.
- If more than one work begins with the same word, the second word is used to determine alphabetical placement (and so on).
- If an author has more than one work on the list, three hyphens are used to replace the author’s name in the second and/or subsequent works.
- Reverse indentation is used. The source begins at the left-hand margin, and subsequent lines are indented five spaces.
- The page is double-spaced as is consistent with the entire research paper.
- Numbering is never used to list the works.
- There are no extra spaces between entries.
- If an entry begins with a number, treat the number as a word for the purpose of alphabetizing. For example, “12 Ways to Floss” should be alphabetized as if it began “Twelve Ways....”