

THE THREE MAJOR METHODS OF RESEARCH DOCUMENTATION

MODERN LANGUAGE ASSOCIATION (MLA)

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA)

TURABIAN UNIVERSITY OF CHICAGO PRESS

IN ADDITION

Notes on Paraphrasing

Insertion of quotations

MLA Style Guide

The following guidelines are based on information found in the *MLA Handbook for Writers of Research Papers, 5th Edition*, which is published by the Modern Language Association of America. If you need information that is not covered in this handout, please refer to the *MLA Handbook* or ask a writing advisor at English Works!

Paper Format	In-text Citations	Multiple Authors
Works with no Authors	Literary Works	Electronic Sources
Quotes of 40 Words	Personal Interviews	Reference Format
REF: Articles	REF: Books	REF: Electronic Sources

Paper Format

- **Margins:** one inch on all sides
- **Double-spaced**
- **12 points type font size**
- **Indent (or five spaces)** the first word of each paragraph
- **Provide a double-spaced entry in the top left corner of the first page that lists your name, your instructor's name, the course, and the date**
- **The title of your paper should be centered two lines below the date. Do not underline or quote the title**
- **Header:** Each page must have consisted your last name and the page number

Always check with your instructor to see if he or she has any different requirements or specifications for your paper.

In-text Citations

MLA guidelines require that credit must be given for all information whether it be a direct quote or a paraphrase. Generally you are required to give the following information: author's last name and page number, in parenthesis directly after the quote or paraphrase.

Direct Quote	"The protest provided a wonderful opportunity for those interpreters to assist the deaf community" (Gannon 94).
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Paraphrase	The DPN protest was a great opportunity for deaf people to bond with interpreters (Gannon 94).
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If the author's name is included as part of your sentence, you do not need to put the author's last name in parenthesis, only the page number(s).

Direct Quote with author's name in sentence	According to I. King Jordan, "Deaf people can do anything but hear" (19).
Paraphrase with author's name in sentence	I. King Jordan asserts that Deaf people can succeed in life (19).

Multiple Authors

When a source has two or three authors, you should give both (all) authors' last names.

Source with two authors	The Oxford English Dictionary was written "specifically for learners of English as a foreign or second language" (Hornby and Ruse 82).
Source with three authors	The American Red Cross draws negative B blood because it is greatly needed (Kelsa, Becker, and Shultner 44).

For a source with four or more authors, you cite in the following way:

Source with four or more authors	The American Red Cross draws negative B blood because it is greatly needed (Kelsa et al. 44).
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Works with no Authors

For a book with no listed author, you should cite the full title if it is short, or an abbreviated title if it is too long to use the entire name. You should underline the book's title, and put the page number after it. When abbreviating titles, you should use the main word by which it would be alphabetized in your Works Cited page.

Books with no author	Many people are affected by stress, but don't even realize it (<u>Stress</u>
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listed	126).
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For publications, internet articles, magazines, newspapers, and encyclopedias that have no author(s) or that have no listed author, you include the name of the article (in quotation marks) and the page number(s) of your source(s).

Articles with no author listed	Allergies may be caused by dust, dust mites, pollen, and/or certain medications ("Allergic" 243).
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Literary Works

Classic Prose (like a novel or a play): Since classic works are generally available in several different books, you will need to include more than just page numbers in a reference. You may also want to include the chapter number, book number, act number, scene number, stanza number and/or line number. You should give the page number first, followed by a semi-colon, then give other identifying information with commas separating each item.

Classic Prose (Ex.1)	"Our purpose is to consider what form of political community is best of all for those who are most able to realize their ideal of life" (Aristotle 503; bk.2, pt. 1).
Classic Prose (Ex.2)	"The statue had all the appearance of a real girl, so that it seemed to be alive, to want to move, did not modesty forbid" (Ovid 388; bk.10).

Poetry and Classic Verse Plays (like Shakespeare's plays): For poems, you should omit the page number altogether. You should instead cite by using the division number (act, scene, canto, book, part) and the line number, with periods separating all the numbers. If there are no line numbers in the poem, simply cite the title of the poem in quotation marks.

Classic Verse	"Now the hungry lion roars/And the wolf behowls the moon" (<u>Midsummer</u> 5.1.341-2).
Poetry	Robert Hayden poses the question, "...what did I know/of love's austere and lonely offices?" ("Those Winter Sundays").
Poetry without line numbers	"Maybe it just sags like a heavy load" ("Harlem").

Electronic Sources

Basically, you cite information from electronic sources the same way that you would cite from a book, article, or interview. If the author is identified, use the author's name for in-text citations. If the electronic source provides page numbers, use those in your in-text citation as well.

Electronic Source with author and page info	The weather in Ireland tends to be rainy in June (Kelsea 82).
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If an electronic source has paragraph numbers instead of page numbers, use them for in-text citations as you would use page numbers, but with two differences: use a comma followed by one space after the name and use the abbreviation *par.* for a reference to one paragraph (or *pars.* for a reference to two or more paragraphs).

Electronic Source with author and paragraph info	The weather in Ireland tends to be rainy in June (Kelsea, par. 2).
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You may find electronic information that does not have page or paragraph numbers at all. In this situation, you would simply cite the author's name in parenthesis after your quoted or paraphrased information.

Electronic Source with author, but no page or paragraph info	The weather in Ireland tends to be rainy in June (Kelsea).
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If you are citing from an electronic source that does not provide an author's name, use the title of the source for your in-text citations instead of the author's name. Put the title in quotation marks, and abbreviate long titles to one main word of the title according to how it is listed in your Works Cited page.

Electronic Source with no author info	The weather in Ireland tends to be rainy in June ("Traveling" 82).
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Quotes of 40 Words

If your quote is more than 40 words, indent the entire paragraph 5 spaces on a separate line and then begin the quote. Continue the double space rule. Do not use quotation marks. Cite it without the period.

Gallaudet University received a lot of publicity during the 1988 DPN Rallies. It was a time when deaf people learned the strength of their community.

The student protest that shut down Gallaudet University the week of March 6-13, 1988, accomplished far more than just the selection of the world's first deaf university president. It proved, convincingly, that deaf people could band together effectively for a common cause and succeed. The protest experience taught deaf people the need and value of being more assertive. (Gannon 15)

It also reaffirmed that the deaf population has a voice worth listening to, and that they will fight to be heard by Gallaudet's board of trustees.

Personal Interviews

To cite a person that you interviewed yourself, you put just the last name of the person you are quoting, referring it to the appropriate entry in your Works Cited list.

Personal Interview	"Growing up in poverty really made me the sympathetic person that I am today" (Burgess).
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Your related Works Cited entry will look like either one of these:

E-mail Interview	Burgess, Carl. E-mail interview. 3 Feb. 2000.
TTY Interview	Burgess, Carl. TTY interview. 3 Feb. 2000.

Reference Format

For a paper done in MLA documentation style, the reference page is called and will be titled as "Works Cited." Here on your Works Cited page, you acknowledge your sources by listing them in an alphabetical order by author's last name on the last page of your paper. Although the Works Cited page appears at the end of your paper, you will draft this section in advance, so that you will have the appropriate information to cite your paper properly.

The general formatting rules for your Works Cited page are as follows:

- List your sources in an alphabetical order according to the author's last name.
- If no author is listed, begin with the main word of the article or book title (ignoring *A*, *An*, or *The*).
- Underline the title of books, magazines, or journals.
- Quote the title of articles, or any other work that appears within a publication.
- Format each entry with a hanging indent. A hanging indent means that the first line of the entry remains flush with the left margin, and the subsequent lines are indented 5 spaces to the right. Your word processing software will provide this feature easily.
- The order of each entry is as follows: -- Author. "Article." Title of Book. City Published: Publisher, Year of Publication.

REF: Articles

General format for citing articles and other publications from periodicals is as follows:

- Author. "Article." Title of Publication Issue/Volume # (Date of Publication): page(s).

Magazine Article	Comptell, Augustine. "Are We So Beautiful?" <u>Beauty Center</u> 3 Dec. 1995: A3.
Newspaper Article	Grosslyn, Jessica. "Plane Crash Raises Fears on Safety of Airplanes." <u>Philadelphia News</u> 14 Feb. 1994: A10, col. 3.
Encyclopedia Article	Krueber, Alfred L. "The Concept and Components of Cell Cultures." <u>Britannica: Micropedia</u> . 1998 ed.

If an article has no author or by an anonymous author, begin the entry with the title. Alphabetize the entry by the main word of the title, ignoring any initial *A*, *An*, or *The*.

Magazine Article with no author	"What's a Prozin?" <u>Health News</u> , 22 Oct. 1994: 32-36.
Newspaper Article with no author	"U.S. Troops Go Home Today." <u>The World News</u> 25 Nov. 1993: A5.
Encyclopedia Article with no author	"Making Money." <u>Compton's Encyclopedia</u> , 1974 ed.

REF: Books

If a book has one author, list by last name, first name and middle initial (if any). If a book has two or three authors, the subsequent authors will be listed by first name, middle initial, and last name, each name separated by a comma.

Book with one author	Clawfed, Marilyn. <u>America's Richest People</u> . Baltimore: BelAir, 1976.
Book with two authors	Jonessey, Vivian R., and Martin O. Engle. <u>Deaf History: Triumphs and Tragedies</u> . Washington, DC: Deaf Club, 1989.
Book with three authors	Jonessey, Vivian R., Martin O. Engle, and Cybil B. Forrester. <u>Deaf History: Triumphs and Tragedies</u> . Washington, DC: Deaf Club, 1989.

If a book has more than three authors, you list the first author normally as above, and add *et al.* (meaning "and others"). Optionally, you may give all names in full in order in which they appear on the title page.

Book with more than three authors	Jonessey, Vivian R., et al. <u>Deaf History: Triumphs and Tragedies</u> . Washington, DC: Deaf Club, 1989.
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If a book has no author or by an anonymous author, begin the entry with the title. Alphabetize the entry by the main word of the title, ignoring any initial *A*, *An*, or *The*.

Book with no or anonymous author	<u>A Guide to Buying an Economical Car</u> . Philadelphia: Auto Center, 1989.
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REF: Electronic Sources

If you are citing from an online book or publication, you should include all of the information that you would include for printed books. After this standard information, you should include the date you found the information on the world wide web (the date of access) and the web address (URL) where you found the information.

The basic citing format for electronic sources is as follows:

- Author. "Article." Publication Title. Date of Publication. Retrieval date. .

Online book	Fuller, Jennifer. <u>Cat Phobia</u> . 1977. 18 Jan. 1999. .
Online newspaper article	Reid, T.R. "Druids Return to Stonehenge." <u>Washington Post</u> 23 Nov. 1993. 25 Nov. 1993. .
Online Article with no author	"Fleeting Consciousness." <u>US News Online</u> 29 June 1998. 25 October 1999. .

APA Style Guide

The following guidelines are based on information found in the *APA Handbook for Writers of Research Papers, 6th Edition*, which is published by the Modern Language Association of America. If you need information that is not covered in this handout, please refer to the *MLA Handbook* or ask a writing advisor at English Works!

Paper Format	In-text Citations	Multiple Authors
Works with no Authors	Primary Sources	Secondary Sources
Electronic Sources		Quotes of 40 Words
Personal Interviews	Reference Format	REF: Articles
REF: Books	REF: Electronic Sources	REF: Nonprint Media

Paper Format

- **Margins:** one inch on all sides
- **Double-spaced**
- **12 points type font size**
- **Indent (or five spaces) the first word of each paragraph**
- **Do not give the first line an additional indent**
- **Provide a double-spaced entry in the top left corner of the first page that lists your name, your instructor's name, the course, and the date**
- **Pages are numbered 1, 2, 3... starting with the title page, and including the reference page**
- **Header: One or two words of your title and the page number in the top right-hand corner**

Always check with your instructor to see if he or she has any different requirements or specifications for your paper.

In-text Citations

APA guidelines require that the writer give credit for ALL information whether it be a direct quote or a paraphrase. Generally, you are required to give the following information: author, year of publication, and page number for any direct quote. For

paraphrases, you are only required to give the author and year of publication, though it is suggested that you also provide the page number. You should use p. (or pp. for multiple pages) before the page numbers in in-text citations.

Direct Quote	He stated, "Apes can gesture, but do not understand the grammatical structure of American Sign Language" (Smith, 1994, p. 345).
Paraphrase	It has been shown that apes do not actually understand the syntax and structure of ASL (Smith, 1994).

If there is no publication date, cite the author's last name followed by a comma and n.d. (for no date).

Direct Quote from a source with no publication date	"Doctors have been prescribing a new drug to treat social anxiety" (Geraldi, n.d., p. 24).
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If you include the author's name as part of the sentence, just give the year in parenthesis directly after the author's name, and put the page number in parenthesis after the quote.

Direct Quote with author's name in the sentence	According to Jack Gannon (1988), "The protest provided a wonderful opportunity for those interpreters to assist the deaf community" (p. 94).
Paraphrase with author's name in the sentence	Jack Gannon (1988) explained that the DPN protest gave interpreters a chance to help Gallaudet's deaf community.

If you include the author's name and date of publication as part of the sentence in which you use a direct quote, you should put the page number in parenthesis after the quote. If you include the author's name and date as part of a paraphrased sentence, you don't have to put anything additional in parenthesis. You can, if you chose to, provide the page number after the paraphrased information, but the page number is not required.

Direct Quote with author's name and date in the sentence	In 1988, Jack Gannon explained that "the protest provided a wonderful opportunity for those interpreters to assist the deaf community" (p. 94).
Paraphrase with author's name and date in the sentence	In 1988, Jack Gannon explained that the DPN protest gave interpreters a chance to help Gallaudet's deaf community.

If you refer to the same text more than once within one paragraph, give the author's name, date, and page number only the first time you cite the source. After the first time, just give the author's name and page number (if it is different from the prior page number). If you cite the same text in two different paragraphs, you need to include the full reference information in both paragraphs.

First reference to a source	"Gallaudet's Deaf community earned the respect of deaf communities around the world during their 1988 DPN Protest" (Harding, 1988, p. 86)
Later reference to the same source (in the same paragraph)	"Deaf people deserve the right to determine their own leaders, just as hearing people have the right to chose theirs" (Harding, p. 87).

If you are using several different works to illustrate one point, you may find it necessary to cite two or more works written by different authors with different dates. In that situation, organize the information alphabetically by the authors' last names, and separate each block of information with a semicolon. Put all the names inside one set of parenthesis.

Citing several different works by different authors at one time	Several studies (Burna, 1980; Geraldi, 1988; Kesser & Morals, 1990) indicate that the cure for the common cold is just around the corner.
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Multiple Authors

When a source has two or three authors, you should give both (all) authors' last names. Within the parenthetical citation, use & between the authors' names. If you use their names in the sentence, just write out and between their names.

Source with two authors Direct Quote	The Oxford English Dictionary was written "specifically for learners of English as a foreign or second language" (Hornby & Ruse, 1976, p.82).
Source with two authors Paraphrase	Hornby and Ruse (1976) explain that the Oxford English Dictionary was designed to be used mostly by new English users.

For a source with three, four or five authors, you cite in the following way:

Source with three,	The American Red Cross draws negative B blood because it is greatly
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four or five authors	needed (Kelsa, Becker, and Shultner 44).
Source with three, four or five authors	The American Red Cross draws negative B blood because it is greatly needed (Kelsa et al. 44).

If a source has 6 or more authors, use the cite in order: (Direct Quote) first author's last name, et al., the date and page number; (Paraphrase) first author's last name, et al., the date.

Source with six or more authors (Direct Quote)	"U.S. Congressmen are obsessed with getting re-elected and not concerned enough with making a real difference for their constituents" (Harris, et al., 1997, p. 76).
Source with six or more authors (Paraphrase)	Harris, et al. (1997) argue that the United State Congress is too focused on getting re-elected and not focused enough on meeting their constituents' needs.

To cite a group author (e.g. association, organization, or government agency) you should spell out the full name for the first reference, give the abbreviation that you will use in brackets ([]), then use the abbreviation for later references.

Group author -- first reference	"Some people have adverse reactions to the flu shot, such as vomiting, fever, and rashes" (National Institute of Health [NIH], 1999).
Group author -- later reference	"The flu shots can only protect people against last year's strand of flu viruses" (NIH, 1999).

Works with no Authors

If there is a work with no author named, cite the first few words of the title. Use quotation marks around the title of an article or chapter; italicize the title of a book, brochure, or report.

Unsigned Article	Many students become sick their first year of college, as they are introduced to entirely different germs ("Test Results," 1982).
Unsigned Book	"Students will hopefully be able to form a bond with their first year roommate, as this can be a friendship that lasts them through life" (College Bound Seniors, 1979, p. 47).

If the author is listed as "Anonymous," cite the word **Anonymous** followed by a comma and the date.

Source by Anonymous	Many people who are affected by stress are not even aware of the impact it has on their life (Anonymous, 2000).
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Primary Sources

Classic Prose (like a novel or a play): Since classic works are generally available in several different books, you will need to include more than just page numbers in a reference. You may also want to include the chapter number, book number, act number, scene number, stanza number and/or line number. You should give the page number first, followed by a semi-colon, then give other identifying information with commas separating each item.

Classic Prose (Ex.1)	"Our purpose is to consider what form of political community is best of all for those who are most able to realize their ideal of life" (Aristotle 503; bk.2, pt. 1).
Classic Prose (Ex.2)	"The statue had all the appearance of a real girl, so that it seemed to be alive, to want to move, did not modesty forbid" (Ovid 388; bk.10).

Poetry and Classic Verse Plays (like Shakespeare's plays): For poems, you should omit the page number altogether. You should instead cite by using the division number (act, scene, canto, book, part) and the line number, with periods separating all the numbers. If there are no line numbers in the poem, simply cite the title of the poem in quotation marks.

Classic Verse	"Now the hungry lion roars/And the wolf behowls the moon" (<u>Midsummer</u> 5.1.341-2).
Poetry	Robert Hayden poses the question, "...what did I know/of love's austere and lonely offices?" ("Those Winter Sundays").
Poetry without line numbers	"Maybe it just sags like a heavy load" ("Harlem").

Secondary Sources

Basically, you cite information from electronic sources the same way that you would cite from a book, article, or interview. If the author is identified, use the author's name for in-

text citations. If the electronic source provides page numbers, use those in your in-text citation as well.

Electronic Source with author and page info	The weather in Ireland tends to be rainy in June (Kelsea 82).
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If an electronic source has paragraph numbers instead of page numbers, use them for in-text citations as you would use page numbers, but with two differences: use a comma followed by one space after the name and use the abbreviation *par.* for a reference to one paragraph (or *pars.* for a reference to two or more paragraphs).

Electronic Source with author and paragraph info	The weather in Ireland tends to be rainy in June (Kelsea, par. 2).
--	--

You may find electronic information that does not have page or paragraph numbers at all. In this situation, you would simply cite the author's name in parenthesis after your quoted or paraphrased information.

Electronic Source with author, but no page or paragraph info	The weather in Ireland tends to be rainy in June (Kelsea).
--	--

If you are citing from an electronic source that does not provide an author's name, use the title of the source for your in-text citations instead of the author's name. Put the title in quotation marks, and abbreviate long titles to one main word of the title according to how it is listed in your Works Cited page.

Electronic Source with no author info	The weather in Ireland tends to be rainy in June ("Traveling" 82).
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Electronic Sources

Basically, you cite information from electronic sources the same way that you would cite from a book, article, or interview. If the author is identified, use the author's name for in-text citations. If the electronic source provides page numbers, use those in your in-text citation as well.

Electronic Source with author and page info	The weather in Ireland tends to be rainy in June (Kelsea 82).
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If an electronic source has paragraph numbers instead of page numbers, use them for in-text citations as you would use page numbers, but with two differences: use a comma followed by one space after the name and use the abbreviation *par.* for a reference to one paragraph (or *pars.* for a reference to two or more paragraphs).

Electronic Source with author and paragraph info	The weather in Ireland tends to be rainy in June (Kelsea, par. 2).
--	--

You may find electronic information that does not have page or paragraph numbers at all. In this situation, you would simply cite the author's name in parenthesis after your quoted or paraphrased information.

Electronic Source with author, but no page or paragraph info	The weather in Ireland tends to be rainy in June (Kelsea).
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If you are citing from an electronic source that does not provide an author's name, use the title of the source for your in-text citations instead of the author's name. Put the title in quotation marks, and abbreviate long titles to one main word of the title according to how it is listed in your Works Cited page.

Electronic Source with no author info	The weather in Ireland tends to be rainy in June ("Traveling" 82).
---------------------------------------	--

Quotes of 40 Words

If your quote is more than 40 words, indent the entire paragraph 5 spaces on a separate line and then begin the quote. Continue the double space rule. Do not use quotation marks. Cite it without the period.

Gallaudet University received a lot of publicity during the 1988 DPN Rallies. It was a time

when deaf people learned about the strength of their community. According to Jack Gannon (1989):

The student protest that shut down Gallaudet University the week of March 6-13, 1988, accomplished far more than just the selection of the world's first deaf university president. It proved, convincingly, that deaf people could band together effectively for a common cause and succeed. The protest experiences taught deaf people about the needs and values of being more assertive.

It also reaffirmed that the deaf population has a voice worth listening to, and that they will fight to be heard by Gallaudet's Board of Trustees.

Personal Interviews

Personal interviews and personal communications (email, group discussions, electronic bulletin boards, telephone conversations) are **NOT** mentioned at the end of the paper on the list of references. However, they are cited in-text throughout the paper.

For personal communication, you should give the author's full name (*first and middle initials followed by last name*), the kind of communication, followed by the date of communication.

Personal Communication (Part 1)	Survivors of the accident gave credit to the team of trained dogs for their rescue (K.L. Myers, personal interview, April 18, 1994).
Personal Communication (Part 2)	"Parental involvement in a child's education is invaluable" (J. Meyers, TTY conversation, June 14, 1989).
Personal Communication (Part 3)	"Parents should always know what their child's homework assignments are" (T. Geoffreys, personal email, September 18, 2000).

Reference Format

For a paper done in MLA documentation style, the reference page is called and will be titled as "Works Cited." Here on your Works Cited page, you acknowledge your sources by listing them in an alphabetical order by author's last name on the last page of your paper. Although the Works Cited page appears at the end of your paper, you will draft this section in advance, so that you will have the appropriate information to cite your paper properly.

The general formatting rules for your Works Cited page are as follows:

- List your sources in an alphabetical order according to the author's last name.
- If no author is listed, begin with the main word of the article or book title (ignoring *A*, *An*, or *The*).
- Underline the title of books, magazines, or journals.
- Quote the title of articles, or any other work that appears within a publication.
- Format each entry with a hanging indent. A hanging indent means that the first line of the entry remains flush with the left margin, and the subsequent lines are indented 5 spaces to the right. Your word processing software will provide this feature easily.
- The order of each entry is as follows: -- Author. "Article." Title of Book. City Published: Publisher, Year of Publication.

REF: Articles

General format for citing articles and other publications from periodicals is as follows:

- Author. (date of publication) "Article." Title of Publication, Issue/Volume #, page(s).

Journal Article	Buman, J.A. (1993). Finding ways to overcome college stress. <i>Stress Reliever</i> , 24, 12-16.
Magazine Article	Posher, N.I. (1992, October 24). How to budget your finances wisely. <i>Money Wise</i> , 432, 13-17.
Newspaper Article	Celtan, B. E. (1996, Spring). Gas prices expected to increase. <i>Washington Outlook</i> , 14, pp. 4-5.
Encyclopedia Article	Statton. B. (Ed.). (1983). Idioms. <i>The dictionary of deaf culture</i> (4th ed., Vol. 1, pp. 142-156). Washington: Deaf Press.

If an article has no author or by an anonymous author, begin the entry with the title. Alphabetize the entry by the main word of the title, ignoring any initial *A*, *An*, or *The*.

Magazine Article with no author	"What's a Prozin?" (22 Oct. 1994) <i>Health News.</i> , pp. 32-36.
Newspaper Article with no author	"U.S. Troops Go Home Today." (25 Nov. 1993). <i>The World News</i> , A5, pp. 1-2.
Encyclopedia Article with no author	<i>Columbia encyclopedia</i> (2nd ed., Vols. 1-45). (2000). Chicago: Columbia Press.

REF: Books

If a book has one author, list by last name, first name and middle initial (if any). If a book has two or three authors, the subsequent authors will be listed by first name, middle initial, and last name, each name separated by a comma.

Book with one author	Geissler, E. M. (1998). <i>Pocket guide to cultural assessment</i> (2nd ed.). St. Louis, MO: Mosby.
Book with two authors	Jonessey, Vivian R., and Martin O. Engle. (1989). <i>Deaf History: Triumphs and Tragedies</i> . Washington, DC: Deaf Club.
Book with three authors	Jonessey, Vivian R., Martin O. Engle, and Cybil B. Forrester. (1989). <i>Deaf History: Triumphs and Tragedies</i> . Washington, DC: Deaf Club.

If a book has more than three authors, you list the first author normally as above, and add *et al.* (meaning "and others"). Optionally, you may give all names in full in order in which they appear on the title page.

Book with more than three authors	Jonessey, Vivian R., et al. (1989). <i>Deaf History: Triumphs and Tragedies</i> . Washington, DC: Deaf Club.
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If a book has no author or by an anonymous author, begin the entry with the title. Alphabetize the entry by the main word of the title, ignoring any initial *A*, *An*, or *The*.

Book with no or anonymous author	<i>A Guide to Buying an Economical Car</i> . (1989) Philadelphia: Auto Center.
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REF: Electronic Sources

If you are citing from an online book or publication, you should include all of the information that you would include for printed books. After this standard information, you should include the date you found the information on the world wide web (the date of access) and the web address (URL) where you found the information.

The basic citing format for electronic sources is as follows:

- Author. "Article." Publication Title. Date of Publication. Retrieval date .

Online book	Fingerman, E. R., & Smith, J. (1999). <i>The great one</i> . Chatham, New Jersey: Pipeline Publishers. Retrieved June 8, 2002, from http://www.kofk.com/finger
Online newspaper article	Waldo, S.R., & Danedakar, V. (2004, January 4). Why medical school? <i>New York Times</i> . Retrieved May 17, 2004, from http://www.nyt.com/med
Online Article with no author	Fleeting Consciousness. (1999) <i>US News Online</i> 29 June 1998.

REF: Nonprint Media

For most nonprint media, there are six main parts to the reference:

- Writer/director/producer's last name followed by a comma, then the first initial followed by a period.
- In parenthesis, write the person's title (producer, director, writer) followed by a period.
- (date of publication). -- This should be the year it was produced and released to the public.
- *Title of media* [type of media].
- Publication information. -- This generally includes the city of publication and publisher.

Film (Motion Picture)	Redford, R. (Director). (1980). <i>Ordinary people</i> [Motion Picture]. Los Angeles: Paramount.
Television Broadcast	Holdt, D. (Executive Producer). (1997, October 11). <i>A River at High Summer: The St. Lawrence</i> [Television broadcast]. Boston: Public Broadcasting Service.
Cassette	Lake, F.L. (Author and speaker). (1989). <i>Bias and organizational decision making</i> [Cassette]. Gainesville: Edwards.

Musical recording	Barber, S. (1995). Cello Sonata. On Barber [CD]. New York: EMI Records Ltd.
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Chicago (Turabian) Style Guide

The following guidelines are based on information found in *A Manual for Writers of Term Papers, Theses, and Dissertations, 6th Ed.* by Kate L. Turabian and from *The Chicago Manual of Style, 14th Ed.* Both books contain the same basic referencing systems.

Paper Format	In-text Citations	Footnotes & Endnotes
Format: Written Sources	Format: Other Sources	References

Paper Format

- **Margins:** one inch on all sides
- **Double-spaced**
- **12 points type font size**
- **Indent (or five spaces) the first word of each paragraph**
- **Your paper begins with a title page. On the title page, centered on the paper, you include the name of your university, the full title of your paper, the course/class information, your name and date, and any other information that your professor may require**
- **The title of your paper should be centered two lines below the date. Do not underline or quote the title**
- **Header:** Each page must have consisted your last name and the page number, starting on the first page after the title page with page 2. The title page should not have any page number on it
- **Single space the footnotes, endnotes, and the references, with a blank line between entries**

Always **check** with your instructor to see if he or she has any different requirements or specifications for your paper.

In-text Citations

Chicago/Turabian style papers use one of two forms of citations. The traditional Chicago style paper uses footnotes or endnotes with a bibliography. The newer Chicago/Turabian style paper use parenthetical notations with a Works Cited page at the end of the paper. However, here at Gallaudet, teachers, especially history teachers, prefer the footnotes method, not the parenthetical notation method. You should check with your teacher to find out which citation style is required.

Footnotes & Endnotes

Footnotes are the reference information that appears at the bottom of the page. Endnotes are the reference information on a separate page at the end of the body of text, just before the bibliography page. To use footnotes or endnotes, you place a superscripted number (a half space above the line, like this²) after the cited material. The superscripted number refers the reader to the matching number in the footnotes or endnotes where the full citation can be found. Both kinds of notes include complete bibliographic information when cited for the first time.

Format for footnotes or endnotes: (Footnotes and endnotes are formatted the same way).

- The first line of the note must be indented 5 spaces (or by a tab).
- You provide the full bibliographic information (only for the first time for that particular reference).
- Follow this standard format for most written sources:
 - First and Last name, "Article Title," *Title of Book* (City published: Publisher, Year published), page.
- Article titles from a magazine or newspaper should be in quotation marks
- Titles of books, journals, magazines, and newspapers should be in italics.
- You do not need to use a "p" or "pp" with page numbers, unless not using them will cause confusion.

For example, in the text of your paper, you write like this.

Sample Sentence	President Jordan said that "Deaf people can do anything but hear." ³
Related Note:	³ Michael K. Richmond, <i>The DPN Rallies</i> (New York: Harper, 1990), 89.

The first time you refer to a source, give the complete information as we did in the above example. However, for the second and next reference to the same source (with the same page number) you use *Ibid.* If the reference is the same, but the page is not, add the page number, like this: *Ibid.*, 44.

For subsequent reference to the same source, but later in the paper, you use an abbreviated version of the reference, using the author's last name, a shortened version of the title, and the page number. For example: Richmond, *DPN*, 90.

First reference to the source	¹ Joyce Baker, <i>Images of Women in Film: the War Years, 1941 - 1945</i> (Lexington: UP of Kentucky, 1985), 168-169.
-------------------------------	--

Second and next reference to same source	² Ibid.
Second and next reference to same source, but with new page number	² Ibid., 175.
Later reference to same source (not next to the first reference)	⁵ Baker, <i>Women</i> , 180.

Note: If you cannot use the superscript feature on your typewriter or computer, you can use standard line spacing.

Format: Written Sources

Standard format for most written sources, for the first reference in the footnotes/endnotes is:

- First name and last name, "Article Title," *Title of Book* (City published: Publisher, Year published), page.

Book, by one author	¹ Joseph W. Krutch, <i>The Life and Times of Henry David Thoreau</i> (New York: Sloane, 1948), 103.
Book, by two or three authors	² Milton Congers, Jeremy Salts, and Gina Hardingham, <i>A Look at Life in the Deaf Community</i> (Washington, DC: Gallaudet Press, 1994), 237.
Newspaper/Magazine Article	⁶ Katherine S. Marigolden, "New England Debates More Rules to Make the Best of Its Anti-Gun Laws," <i>New York Times</i> , 23 Oct. 1988, A2.
Journal Article	⁵ Jonathan Yardley-Smith, "Ten Books That Shaped the American Curriculum," <i>American Heritage</i> (May 1985): 24-26.
Anonymous Author	⁵ "The Death of a Spy," <i>People</i> , 6 May 1988, 24-26.
Multi-Volume Source	⁹ Norman Graebner, Gilbert C. Fitch, and Philip L. White, <i>A History of the American People</i> , 2d ed., vol. 2, (New York: McGraw Hill, 1975), 258.

Format: Other Sources

Personal Interview	⁸ Vinnie Scallion, interview by author, written notes, Washington, D.C., 24 July 1999.
Personal Interview, other	⁸ Vinnie Scallion, interview by author, TTY, Washington, D.C., 24 July 1999.
Electronic Article	⁶ Paula Limber, "Relationships between African Bees & American Bees," <i>Science Today</i> , 20 October 2000 [journal on-line]; available from http://www.sciencetoday.com/articles/001020bees.html ; Internet; accessed 29 October 2000.
Videorecordings	⁹ Kent Babson, <i>An Incident in the Life of a War Widow</i> , PBS Video, Washington, D.C., 1996.

References

The reference (bibliography) page is the alphabetized list of sources that you used to write your paper. It should be placed at the end of your paper, on a separate page. It should be titled "Bibliography," "References," or "Works Cited" depending on your teacher's specifications. Your references and your footnotes or endnotes will contain the same information, but the notes are numbered in the order they appear in your paper, while the references should be alphabetized by author's last name. Each entry will use a hanging indent (meaning the first line of the entry is at the margin, and the next line(s) is indented five spaces). Your word processing software should be able to provide the hanging indent feature.

The basic format for your reference entries is:

- Last Name, First Name. "Article." *Book Title*. City published: Publisher, Year published.

Book, by one author	Clawfed, Marilyn. <i>America's Richest People</i> . Baltimore: Bel Air, 1976.
Book, by two or more authors*	Congers, Milton, Jeremy Salts, and Gina Hardingham. <i>A Look at Life in the Deaf Community</i> . Washington, DC: Gallaudet Press, 1994.
Anonymous Author	"The Death of a Spy." <i>People</i> . 6 May 1988, 24-26.
Magazine/Journal Article	Comptell, Augustine. "Are We So Beautiful?" <i>Beauty Center</i> , 3 Dec. 1995, 45-50.
Electronic Sources	Flax, Rosabel. <i>Guidelines for Teaching Math to K-12</i> . Kansas City: Kansas Department of Education, 1989. Article on-line. Available

	from http://www.education.gov/ks/k12/math/flax010.html .
Personal Interview, in person	Fradley, Paul. Interview by author, 22 Apr 1998, Washington, DC. Written notes.
Personal Interview, other	Fradley, Paul. Interview by author, 22 Apr 1998, Washington, DC. E-mail.
Videorecordings	Babson, Kent. <i>An Incident in the life of a War Widow</i> . PBS Video, Washington, D.C., 1996.

***If a book has two or more authors, the subsequent authors will be listed by first name and last name, each name separated by a comma.**

Paraphrasing & Citation

Plagiarism

Plagiarism is using someone else's words or ideas without giving proper credit. It can take many forms, including the following:

- Omitting documentation of a source
- Inadequately documenting the words or ideas you are using
- Closely paraphrasing the writing of another person without documentation

Remember, an author deserves credit for his ideas as well as his sentence structure, word choice, and sequence of thoughts. Changing several words in someone else's sentence does not make that sentence or idea your own.

If you are unsure if something you've written constitutes plagiarism or you would like more tips on how to avoid plagiarism, feel free to visit us in the Writing Center. You can also check your department's website for guidance. For Swarthmore's official policy on academic honesty, see the Academic Freedom, Honesty, and Responsibility section of the [Swarthmore College Guide to Student Life](http://www.swarthmore.edu/cc_collegelife.xml)(http://www.swarthmore.edu/cc_collegelife.xml).

Paraphrasing

Paraphrasing is putting another person's ideas in your own words. It is useful to paraphrase when your reader needs to understand or be exposed to the argument of another author in order to understand your argument. Paraphrasing ALWAYS requires a citation. Even if you are using your own words, the idea still belongs to someone else.

Sometimes there is a fine line between paraphrasing and plagiarizing someone's writing. Here's one strategy for paraphrasing effectively: read over the paragraph of interest. Then close the book or turn the page of the article and write a short summary. If you're still stuck with the author's language and sequence of thoughts, wait a few hours and try again. Once you have internalized the author's ideas, you will be able to express them in your own words. One of the keys to paraphrasing effectively is applying what you have learned instead of simply duplicating another author's writing or ideas in your paper.

If you're having trouble getting away from an author's exact words, you might want to simply include her exact words as a quotation with proper citations. Sometimes you can't express the same thought any other way because the precise meaning is lost when the phrasing is changed. There is nothing wrong with directly citing a source when you need to.

Common Knowledge

There are a few situations in which source material does not need an accompanying citation. It's very important to know when omitting a citation is acceptable. If you're not sure, consult your professor or the Writing Center.

Two common situations when you shouldn't cite a source are:

- When the information you are providing is "common knowledge," which means that someone could easily find the information in multiple reference texts. For example, stating that George Washington was president from 1789-1797 does not require a citation because the reader could easily find this information in any encyclopedia or American history book. The particular book you used is not significant.
- When the information you are providing is considered common knowledge in your field. When you write for colleagues in a field, you shouldn't burden them with citations for commonly known theories and ideas. In *Rules for Writers*, Diana Hacker gives two examples: the current population of the United States could be common knowledge in the fields of sociology and economics, and Freud's theory of the unconscious could be common knowledge in psychology.

Citations

Citations allow you to give credit where credit is due. They also help your readers to track down your sources easily. For citations to serve their purpose (and for you to avoid plagiarism), it is imperative that you cite correctly and completely. Your choice of citation format may depend on specifications from your instructor, conventions for your discipline, or your personal preference.

The Writing Center [library](#) (Trotter 120) contains books that provide citation instructions, including the MLA Handbook, ACS Style Guide, APA guidelines, and multiple books from the Short Guide to Writing About... series. The reference librarians in McCabe and Cornell can help you format citations correctly. Also, many departments offer guidelines for citation. Check department websites or ask your professor.

The Use & Application of Quotations

Contents

1. What this handout is about
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 1. 1. Changing verb tense or pronouns in order to be consistent with the rest of the sentence.
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 4. 4. Do not overuse brackets!
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What this handout is about

Used effectively, quotations can provide important pieces of evidence and lend fresh voices and perspectives to your narrative. Used ineffectively, however, quotations clutter your text and interrupt the flow of your argument. This handout will help you decide when and how to quote like a pro.

When should I quote?

Use quotations at strategically selected moments. You have probably been told by teachers to provide as much evidence as possible in support of your thesis. But packing your paper with quotations will not necessarily strengthen your argument. The majority of your paper should still be your original ideas in your own words (after all, it's your paper). And quotations are only one type of evidence: well-balanced papers may also make use of paraphrases, data, and statistics. The types of evidence you use will depend in part on the conventions of the discipline or audience for which you are writing. For example, papers analyzing literature may rely heavily on direct quotations of the text, while papers in the social sciences may have more paraphrasing, data, and statistics than quotations.

1. Discussing specific arguments or ideas.

Sometimes, in order to have a clear, accurate discussion of the ideas of others, you need to quote those ideas word for word. Suppose you want to challenge the following statement made by John Doe, a well-known historian:

"At the beginning of World War Two, almost all Americans assumed the war would end quickly."

If it is especially important that you formulate a counterargument to this claim, then you might wish to quote the part of the statement that you find questionable and establish a dialogue between yourself and John Doe:

Historian John Doe has argued that in 1941 "almost all Americans assumed the war would end quickly" (Doe 223). Yet during the first six months of U.S. involvement, the wives and mothers of soldiers often noted in their diaries their fear that the war would drag on for years.

2. Giving added emphasis to a particularly authoritative source on your topic.

There will be times when you want to highlight the words of a particularly important and authoritative source on your topic. For example, suppose you were writing an essay about the differences between the lives of male and female slaves in the U.S. South. One of your most provocative sources is a narrative written by a former slave, Harriet Jacobs. It would then be appropriate to quote some of Jacobs's words:

Harriet Jacobs, a former slave from North Carolina, published an autobiographical slave narrative in 1861. She exposed the hardships of both male and female slaves but ultimately concluded that "slavery is terrible for men; but it is far more terrible for women."

In this particular example, Jacobs is providing a crucial first-hand perspective on slavery. Thus, her words deserve more exposure than a paraphrase could provide.

Jacobs is quoted in Harriet A. Jacobs, *Incidents in the Life of a Slave Girl*, ed. Jean Fagan Yellin (Cambridge: Harvard University Press, 1987).

3. Analyzing how others use language.

This scenario is probably most common in literature and linguistics courses, but you might also find yourself writing about the use of language in history and social science classes. If the use of language is your primary topic, then you will obviously need to quote users of that language.

Examples of topics that might require the frequent use of quotations include:

Southern colloquial expressions in William Faulkner's *Light in August*

Ms. and the creation of a language of female empowerment

A comparison of three British poets and their use of rhyme

4. Spicing up your prose.

In order to lend variety to your prose, you may wish to quote a source with particularly vivid language. All quotations, however, must closely relate to your topic and arguments. Do not insert a quotation solely for its literary merits.

One example of a quotation that adds flair:

Calvin Coolidge's tendency to fall asleep became legendary. As H. L. Mencken commented in the *American Mercury* in 1933, "Nero fiddled, but Coolidge only snored."

How do I set up and follow up a quotation?

Once you've carefully selected the quotations that you want to use, your next job is to weave those quotations into your text. The words that precede and follow a quotation are just as important as the quotation itself. You can think of each quote as the filling in a sandwich: it may be tasty on its own, but it's messy to eat without some bread on either side of it. Your words can serve as the "bread" that helps readers digest each quote easily. Below are four guidelines for setting up and following up quotations.

In illustrating these four steps, we'll use as our example, Franklin Roosevelt's famous quotation, "The only thing we have to fear is fear itself."

1. Provide a context for each quotation.

Do not rely on quotations to tell your story for you. It is your responsibility to provide your reader with a context for the quotation. The context should set the basic scene for when, possibly where, and under what circumstances the quotation was spoken or written. So, in providing a context for our above example, you might write:

When Franklin Roosevelt gave his inaugural speech on March 4, 1933, he addressed a nation weakened and demoralized by economic depression.

2. Attribute each quotation to its source.

Tell your reader who is speaking. Here is a good test: try reading your text aloud. Could your reader determine without looking at your paper where your quotations begin? If not, you need to attribute the quote more noticeably.

Avoid getting into the "he/she said" attribution rut! There are many other ways to attribute quotes besides this construction. Here are a few alternative verbs, usually followed by "that":

add	remark	exclaim
announce	reply	state
comment	respond	estimate
write	point out	predict
argue	suggest	propose
declare	criticize	proclaim
note	complain	opine
observe	think	note

Different reporting verbs are preferred by different disciplines, so pay special attention to these in your disciplinary reading. If you're unfamiliar with the meanings of any of these words or others you find in your reading, consult a dictionary before using them.

3. Explain the significance of the quotation.

Once you've inserted your quotation, along with its context and attribution, don't stop! Your reader still needs your assessment of why the quotation holds significance for your paper. Using our Roosevelt example, if you were

writing a paper on the first one-hundred days of FDR's administration, you might follow the quotation by linking it to that topic:

With that message of hope and confidence, the new president set the stage for his next one-hundred days in office and helped restore the faith of the American people in their government.

4. Provide a citation for the quotation.

All quotations, just like all paraphrases, require a formal citation. For more details about particular citation formats, see the UNC Libraries [citation tutorial](#). In general, you should remember one rule of thumb: Place the parenthetical reference or footnote/endnote number after—not within—the closed quotation mark.

Roosevelt declared, "The only thing we have to fear is fear itself" (Roosevelt, Public Papers 11).

Roosevelt declared, "The only thing we have to fear is fear itself."¹

How much should I quote?

As few words as possible. Remember, your paper should primarily contain your own words, so quote only the most pithy and memorable parts of sources. Here are three guidelines for selecting quoted material judiciously.

1. Excerpt fragments.

Sometimes, you should quote short fragments, rather than whole sentences. Suppose you interviewed Jane Doe about her reaction to John F. Kennedy's assassination. She commented:

"I couldn't believe it. It was just unreal and so sad. It was just unbelievable. I had never experienced such denial. I don't know why I felt so strongly. Perhaps it was because JFK was more to me than a president. He represented the hopes of young people everywhere."

You could quote all of Jane's comments, but her first three sentences are fairly redundant. You might instead want to quote Jane when she arrives at the ultimate reason for her strong emotions:

Jane Doe grappled with grief and disbelief. She had viewed JFK, not just as a national figurehead, but as someone who "represented the hopes of young people everywhere."

2. Excerpt those fragments carefully!

Quoting the words of others carries a big responsibility. Misquoting misrepresents the ideas of others. Here's a classic example of a misquote:

John Adams has often been quoted as having said: "This would be the best of all possible worlds if there were no religion in it."

John Adams did, in fact, write the above words. But if you see those words in context, the meaning changes entirely. Here's the rest of the quotation:

Twenty times, in the course of my late reading, have I been on the point of breaking out, 'this would be the best of all possible worlds, if there were no religion in it!!!!' But in this exclamation, I should have been as fanatical as Bryant or Cleverly. Without religion, this world would be something not fit to be mentioned in public company—I mean hell.

As you can see from this example, context matters!

This example is from Paul F. Boller, Jr. and John George, *They Never Said It: A Book of Fake Quotes, Misquotes, and Misleading Attributions* (Oxford University Press, 1989).

3. Use block quotations sparingly.

There may be times when you need to quote long passages. However, you should use block quotations only when you fear that omitting any words will destroy the integrity of the passage. If that passage exceeds four lines (some sources say five), then set it off as a block quotation.

Here are a few general tips for setting off your block quotation—to be sure you are handling block quotes correctly in papers for different academic disciplines, check the index of the citation style guide you are using:

1. Set up a block quotation with your own words followed by a colon.
2. Indent. You normally indent 4-5 spaces for the start of a paragraph. When setting up a block quotation, indent the entire paragraph once from the left-hand margin.
3. Single space or double space within the block quotation, depending on the style guidelines of your discipline (MLA, CSE, APA, Chicago, etc.).
4. Do not use quotation marks at the beginning or end of the block quote—the indentation is what indicates that it's a quote.

5. Place parenthetical citation according to your style guide (usually after the period following the last sentence of the quote).
6. Follow up a block quotation with your own words.

So, using the above example from John Adams, here's how you might include a block quotation:

After reading several doctrinally rigid tracts, John Adams recalled the zealous ranting of his former teacher, Joseph Cleverly, and minister, Lemuel Bryant. He expressed his ambivalence toward religion in an 1817 letter to Thomas Jefferson:

Twenty times, in the course of my late reading, have I been on the point of breaking out, 'this would be the best of all possible worlds, if there were no religion in it!!!!' But in this exclamation, I should have been as fanatical as Bryant or Cleverly. Without religion, this world would be something not fit to be mentioned in public company—I mean hell.

Adams clearly appreciated religion, even if he often questioned its promotion.

How do I combine quotation marks with other punctuation marks?

It can be confusing when you start combining quotation marks with other punctuation marks. You should consult a style manual for complicated situations, but the following two rules apply to most cases:

1) Keep periods and commas within quotation marks.

So, for example:

According to Professor Jones, Lincoln "feared the spread of slavery," but many of his aides advised him to "watch and wait."

In the above example, both the comma and period were enclosed in the quotation marks. The main exception to this rule involves the use of internal citations, which always precede the last period of the sentence. For example:

According to Professor Jones, Lincoln "feared the spread of slavery," but many of his aides advised him to "watch and wait" (Jones 143).

Note, however, that the period remains inside the quotation marks when your citation style involved superscript footnotes or endnotes. For example:

According to Professor Jones, Lincoln "feared the spread of slavery," but many of his aides advised him to "watch and wait."²

2) Place all other punctuation marks (colons, semicolons, exclamation marks, question marks) outside the quotation marks, except when they were part of the original quotation.

Take a look at the following examples:

The student wrote that the U. S. Civil War "finally ended around 1900"!

The coach yelled, "Run!"

In the first example, the author placed the exclamation point outside the quotation mark because she added it herself to emphasize the absurdity of the student's comment. The student's original comment had not included an exclamation mark. In the second example, the exclamation mark remains within the quotation mark because it is indicating the excited tone in which the coach yelled the command. Thus, the exclamation mark is considered to be part of the original quotation.

How do I indicate quotations within quotations?

If you are quoting a passage that contains a quotation, then you use single quotation marks for the internal quotation. Quite rarely, you quote a passage that has a quotation within a quotation. In that rare instance, you would use double quotation marks for the second internal quotation.

Here's an example of a quotation within a quotation:

In "The Emperor's New Clothes," Hans Christian Andersen wrote, "'But the Emperor has nothing on at all!' cried a little child."

Remember to consult your style guide to determine how to properly cite a quote within a quote.

When do I use those three dots (. . .)?

Whenever you want to leave out material from within a quotation, you need to use an ellipsis, which is a series of three periods, each of which should be preceded and followed by a space. So, an ellipsis in this sentence would look like . . . this. There are a few rules to follow when using ellipses:

- 1. Be sure that you don't fundamentally change the meaning of the quotation by omitting material.**

Take a look at the following example:

"The Writing Center is located on the UNC campus and serves the entire UNC community."

"The Writing Center . . . serves the entire UNC community."

The reader's understanding of the Writing Center's mission to serve the UNC community is not affected by omitting the information about its location.

2. Do not use ellipses at the beginning or ending of quotations, unless it's important for the reader to know that the quotation was truncated.

For example, using the above example, you would NOT need an ellipsis in either of these situations:

"The Writing Center is located on the UNC campus . . ."

The Writing Center " . . . serves the entire UNC community."

3. Use punctuation marks in combination with ellipses when removing material from the end of sentences or clauses.

For example, if you take material from the end of a sentence, keep the period in as usual.

"The boys ran to school, forgetting their lunches and books. Even though they were out of breath, they made it on time."

"The boys ran to school. . . . Even though they were out of breath, they made it on time."

Likewise, if you excerpt material at the end of clause that ends in a comma, retain the comma.

"The red car came to a screeching halt that was heard by nearby pedestrians, but no one was hurt."

"The red car came to a screeching halt . . . , but no one was hurt."

Is it ever okay to insert my own words or change words in a quotation?

Sometimes it is necessary for clarity and flow to alter a word or words within a quotation. You should make such changes rarely. In order to alert your reader to the changes you've made, you should always bracket the altered words. Here are a few examples of situations when you might need brackets.

1. Changing verb tense or pronouns in order to be consistent with the rest of the sentence.

Suppose you were quoting a woman who, when asked about her experiences immigrating to the United States, commented "nobody understood me." You might write:

Esther Hansen felt that when she came to the United States "nobody understood [her]."

In the above example, you've changed "me" to "her" in order to keep the entire passage in third person. However, you could avoid the need for this change by simply rephrasing:

"Nobody understood me," recalled Danish immigrant Esther Hansen.

2. Including supplemental information that your reader needs in order to understand the quotation.

For example, if you were quoting someone's nickname, you might want to let your reader know the full name of that person in brackets.

"The principal of the school told Billy [William Smith] that his contract would be terminated."

Similarly, if a quotation referenced an event with which the reader might be unfamiliar, you could identify that event in brackets.

"We completely revised our political strategies after the strike [of 1934]."

3. Indicating the use of nonstandard grammar or spelling.

In rare situations, you may quote from a text that has nonstandard grammar, spelling, or word choice. In such cases, you may want to insert [sic], which means "thus" or "so" in Latin. Using [sic] alerts your reader to the fact that this nonstandard language is not the result of a typo on your part. Always italicize "sic" and enclose it in brackets. There is no need to put a period at the end. Here's an example of when you might use [sic]:

Twelve-year-old Betsy Smith wrote in her diary, "Father is afraid that he will be guilty of beach [sic] of contract."

Here [sic] indicates that the original author wrote "beach of contract," not breach of contract, which is the accepted terminology.

4. Do not overuse brackets!

For example, it is not necessary to bracket capitalization changes that you make at the beginning of sentences. For example, suppose you were going to use part of this quotation:

"We never looked back, but the memory of our army days remained with us the rest of our lives."

If you wanted to begin a sentence with an excerpt from the middle of this quotation, there would be no need to bracket your capitalization changes.

"The memory of our army days remained with us the rest of our lives,"
commented Joe Brown, a World War II veteran.

Not

"[T]he memory of our army days remained with us the rest of our lives,"
commented Joe Brown, a World War II veteran.

Works consulted

We consulted these works while writing the original version of this handout. This is not a comprehensive list of resources on the handout's topic, and we encourage you to do your own research to find the latest publications on this topic. Please do not use this list as a model for the format of your own reference list, as it may not match the citation style you are using. For guidance on formatting citations, please see the [UNC Libraries citation tutorial](#).

Barzun, Jacques and Henry F. Graff. *The Modern Researcher*. 6th Edition. Harcourt Brace Jovanovich, 2004.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*, 2nd Edition. Chicago: University of Chicago Press, 2003.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 6th Edition. New York: The Modern Language Association of America, 2003.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th Edition. Chicago: University of Chicago Press, 1996.

