~In-Text Citations~

What do you cite?

- The author's last name and the page number(s) from which the quotation or paraphrase is taken must be in the text, and a complete reference should appear on your Works Cited page.

- Any source information that you provide in-text must match the source information on the Works Cited page. Also, whatever signal word or phrase you provide to your readers in the text, must be the first thing that appears in the matching entry in the Works Cited List (for example, the author or title).

How should it look?

- Use parenthetical citation. This means putting important source information in parentheses after a quote or a paraphrase.

- The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

  ⇒ Badke stated "Many faculty members view writing as a significant issue for undergraduate and graduate students" (2).

  ⇒ Research has shown that "Many faculty members view writing as a significant issue for undergraduate and graduate students" (Badke 2).

  ⇒ Badke's research shows that faculty believe that writing is a major issue for undergraduate students (2).

Any of above correspond with the Works Cited entry:


- Multiple citations: To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon.

  ... as has been discussed elsewhere (Davis 6; Johnson 27).

- Sources without page numbers: Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name). You do not need to give page numbers.

  (Thomson)

- Long quotations: For quotations that are more than four lines of prose or three lines of verse, place quotations 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.

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

  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
Citing indirect sources: If what you quote or paraphrase is itself a quotation, cite the work YOU looked at.

Samuel Johnson said that Burke was an “extraordinary man” (qtd in Boswell 45).

Title Rules
- Italicize the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums.
  
  Bowling for Columbine; The Hunger Games; or Friends
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles.
  "Home" or "The One Where Chandler Can't Cry"

Author Rules
- Work by multiple authors:
  - For a source with 3 or fewer authors, list all the authors' last names
    (Purkey, Johnson, and Gregory 16)
  - For more than 3 authors, provide the first author's last name, followed by et al.
    (Sherman et al. 4)
- Unknown author: When a source has no known author, use a shortened title of the work instead of an author name.
  The American Civil Liberties Union expressed concern that the suspect was not read his Miranda Rights. Investigators are "citing public safety exception to Miranda Rights, saying they needed to know if there were any other threats to the public" ("Bombing Suspect Not Read His Miranda Rights").
  The above corresponds with the Works Cited entry:
- Authors with the same last name, provide both authors' first initials (or the authors' full name if different authors share initials) in your citation. (K. Smith 14) or (R. Smith 18)
- Multiple works by the same author: If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others.
  (Battersby, "Cool It" 12)
- Organization as an author: If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.
  According to the American Medical Association,...
  If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.
  First citation: (National Rifle Association [NRA], 13)
  Later citations: (NRA, 13)

~ Works Cited Page (Bibliography)~

General rules
- Title the list “Works Cited.” Centered, same size font as rest of paper.
- Include only sources that you have quoted, summarized, or paraphrased. If it is cited in your paper, it must have an entry on the Works Cited page.
- List the items alphabetically by author last name, regardless of format.
  If no author is given, start with the first word of the title (other than A, An, or The).
- If you cannot find some of the required information, cite what is available.
- Most entries include either “print” or “web” to indicate format.
- Abbreviate the names of all months except May, June, and July.
- Double space all lines.
- Indent the second and following lines 1/2 inch, which is called a “hanging indent.” To do so in Microsoft Word:
  1. Highlight your citation list.
  2. Right-click and select “Paragraph.”
  3. In the Indentation section, select “Hanging” from the Special menu.
  4. Click “OK.”

Author rules
- One author: Last name, First name.
  Smith, John
- 2-3 authors: Last name, First name, and First name Last name.
  Doe, Jane, John Smith and Derek Jeter
- More than 3 authors: Provide the first author only, followed by et al.
  Quirk, Randolph, et al.
Works Cited


<table>
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<th>Article from an Online Newspaper</th>
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