~Other~

**Online Image/Artwork**


**Print Book**


**Article or Chapter within a Print Anthology or Textbook**


**DVD**


**In-Class Lecture (including PowerPoint presentations)**


**Personal Communication**

~In-Text Citations~

- Source information such as 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?

- The author’s name may appear either within a signal phrase OR in parentheses ( ) following the quotation or paraphrase. The page number(s) should always appear in the parentheses, not in the text of your sentence. For example:
  
  ⇒ Badke notes, “Many faculty members view writing as a significant issue for undergraduate and graduate students” (2).
  
  ⇒ Research has shown that “[m]any faculty members view writing as a significant issue for undergraduate and graduate students” (Badke 2).
  
  ⇒ When researching faculty, Badke found that their number one concern was the quality of student writing (2).

Any of above correspond with the Works Cited entry:

- Repeated citations from same source: You do not need to include the author’s name each time you quote from or paraphrase the work within the same paragraph. Include the page number after each citation, however.

- Sources without page numbers: You do not need to provide page numbers if no valid page numbers are present. With online documents, do not use the number from the printout; only include if a stable page number is provided (such as with a .pdf file).

- 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 half an 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 house. (Bronte 78)

- 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).

~From the Internet~

(For add’l examples, refer to Purdue OWL at owl.english.purdue.edu/owl/resource/747/08/)

**Website** (If the site has no title, indicate Home page. If you can’t find a piece of info, cite what is available.)

- **Author** **Website** **Date** **URL**

**Corporate author, government report**

- **Gov’t** **Department, Agency** **Report title (long work)**
- **Website** **Date** **URL**

**Authored report, nongovernmental**

- **Author** **Report title (short work)** **Website title** **Date**
- **URL**

**Article from an Online Newspaper**

- **Author** **Article Title**
- **Website** **Date** **URL**

**TV/Radio Program**

- **Episode/Segment Title** **Program** **Host/Narrator**
- **Network/Station** **Broadcast Date** **URL**

**Video**

- **Author** **Video Title** **Website** **Date** **URL**
Scholarly Journal Article


Magazine or Newspaper Article


Reference Entry


http://search.credoreference.com/content/entry/penguinpsyc/personality_disorder/

Electronic book


- **Omission within a sentence:** Identify an omission by using ellipsis points.
  
  Badke notes, “Many faculty members view writing as a significant issue for...students” (2).

- **Title Rules (Italicization vs. Quotation Marks)**
  
  - Italicize the titles of *self-contained or longer works* such as books; collections (e.g., anthologies) unless the novel or play is normally independent; periodicals (e.g., journals, magazines, newspapers); websites; movies; or television series.
  
  - Put quotation marks around the titles of *shorter works* such as articles; sources contained in larger works (e.g., short stories, poems, essays); television series episodes; posting or article on a website; and song titles.

- **Author Rules**
  
  - **Work by multiple authors:**
    - For a source with 2 authors, list all the authors' last names.
      (Purkey and Gregory 16)
    - For 3 or more 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 in parentheses (or the complete title in a signal phrase) instead of an author name.

  Prior to being advised of his rights, Tsarnaev admitted that his older brother had “recently recruited him to be part of the attack that detonated pressure-cooker bombs at the marathon finish line” (“Boston Marathon bombing suspect”).

  The above corresponds with the Works Cited entry:


  - **Authors with the same last name**, provide the authors' first initials (or the authors' full name if different authors share initials) in your citation. (K. Smith 14)

  - **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, spell out the name if using a signal phrase and abbreviate terms that are commonly abbreviated in parenthesis, such as Association (Assn.) or Department (Dept).

    According to the American Diabetes Association,... OR (Amer. Diabetes Assn.)
~ Works Cited Page ~

General rules

♦ Title the list “Works Cited.” Double space all lines.

♦ 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.

♦ Abbreviate the names of all months (ex. Jan.) except May, June, and July. If the source has no date, give your date of access at the end. Ex. Accessed 14 July 2016.

♦ For articles and other short works, give page numbers when they are available, preceded by p. or pp. for more than one page. Do not use the page numbers from a printout. If page numbers are not consecutive, give the number of the first page followed by +. (ex. 35+)

♦ Give a permalink or DOI (digital object identifier) if the source has one. Otherwise, include the URL. Always omit http://.

♦ 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

♦ Two authors: Last name, First name, and First name Last name (notice comma placement)
   Doe, Jane, and Derek Jeter

♦ More than 2 authors: Provide the first author only, followed by et al.
   Quirk, Randolph, et al.

♦ If other than an author (such as an editor or translator), provide a descriptive label:
   Kingston, Nora, and Daniel Lee, editors.

SAMPLE WORKS CITED PAGE

Work Cited


