

English 100: Documentation Overview

Whenever you use someone else's ideas in your own work, or quote their words, you must use correct documentation. Correct documentation includes quoting or paraphrasing correctly and using correct parenthetical citation and works cited entries. If you don't document your sources correctly, whether accidentally or on purpose, you will be plagiarizing! Plagiarism is a serious academic offense, so it's best to learn how to document correctly.

When you use an outside source in your own work, you have two choices of how to use that information:

Paraphrasing is putting information from a source into your own words. You do not use quotation marks, but you must still use parenthetical citations and a works cited page to show where the information came from.

The only exception to the rule about documenting paraphrased information is "common knowledge": you don't have to cite facts or information that are so readily available or well known that they are not considered to "belong" to any one author. It is probably common knowledge if you can find the same information in many, fairly general sources (like encyclopedias). When in doubt, cite.

Direct quoting is using the exact words from a source, just the way the author wrote them. You must use quotation marks, as well as parenthetical citations and a works cited page. No matter how common the knowledge, if you use the author's exact words (even just a short phrase) you must use quotation marks and appropriate citation.

Effective Quoting

To use a quote well, keep it short and relevant: use the quote to support or develop your own ideas. Effective writers also use integration and attribution.

Integration is making a quoted phrase part of your own sentence. Incorporated quotes flow much more smoothly and are more professional-sounding than quotes that just sit there by themselves.

Attribution is putting a phrase into your own sentence that shows who said the quote or where it came from. Attribution is a good way to integrate quoted material into your own sentence. **Works cited note:** even with attribution, you need to include a works cited page with the source information for any quote or paraphrased information. The parenthetical citation isn't enough by itself.

Useful attribution phrases: (X = name of quoted author)

- according to X,
- as X says,
- while X says,
- X, a (fill in qualifications), says/claims/argues/states...
- in (title of X's book), X shows that...

Examples:

Here is a quote from the introduction to the Folger edition of *Macbeth*, with examples of how to use it.

Original quote: "For many people today, reading Shakespeare's language can be a problem - but it is a problem that can be solved. Those who have studied Latin (or even French or German or Spanish) and those who are used to reading poetry will have little difficulty understanding the language of Shakespeare's poetic drama. Others, however, need to develop the skills of untangling unusual sentence structures and of recognizing and understanding poetic compressions, omissions, and wordplay."

Paraphrased: Any modern reader can learn to understand Shakespeare's language, though it helps to know some other languages or to be familiar with poetry (Mowat and Werstein xv).

Note that the paraphrase is much shorter than the original and is phrased very differently. This is what you should always try to do in your paraphrases.

Direct quote, well integrated: If readers aren't familiar with Shakespeare's language or with poetry in general, they will "need to develop the skills of untangling unusual sentence structures and of recognizing and understanding poetic compressions, omissions, and wordplay" (Mowat and Werstein xv).

Notice how the quote is selective, taking only the necessary part of the original and making it part of the author's own sentence.

Direct quote, well integrated and with attribution: Reading Shakespeare's language is challenging, but as Shakespeare scholars Barbara Mowat and Paul Werstein point out, "it is a problem that can be solved" (xv).

Notice how the attribution is relevant to the quote: it's useful to know that Mowat and Werstein are Shakespeare scholars, since that adds credibility to what they're saying about Shakespeare's language.

Documentation of Secondary Sources: An Overview of MLA Rules

“Secondary sources” are any source of information or insight other than the actual primary text. If you’re writing about “Ode on a Grecian Urn,” the primary source is Keats’ poem, but you might turn to a secondary source for biographical information on Keats or a critical interpretation of the poem. Whenever you use a secondary source, you must correctly cite the information and include a works cited entry for that reference.

Titles of books and plays are *italicized*. Titles of stories, poems, and articles are "in quotes."

Refer to your writer’s reference for a complete guide to MLA documentation! Here are a few examples.

Parenthetical citation

In parentheses, place the author’s last name and the page number (or numbers) of the quote. Place the citation directly after the information that you’re using in your essay (but put the period at the end of the sentence after the end of the parentheses). If you mention the author’s name in the sentence that includes the quote, you don’t need to put the name again in the citation. If the article has no author listed, use an abbreviated form of the article title instead of the author's name.

Basic citation of a single author: (Tannen 178) or with two or three authors' names in reference: ... (Jakobson and Waugh 210-15).

An article with no author name: ... ("Decade" 5).

Unpaginated article with author listed: (Smith) or without an author listed: ("Theory").

Indirect quotation (i.e. quoted in someone else's work): ... (qtd. in Weinberg 616-17).

Works cited

Center the title, Works Cited, at the top of a new page at the end of the paper. Do not indent the first line of each citation, but indent all subsequent lines 1/2 inch.

Basic MLA works cited format for a book:

Author's last name, first name. *Title of book*. City of publication: Publisher, year of publication.

For an encyclopedia or dictionary:

Article author's last name, first name (if available). "Title of article." *Title of encyclopedia*. Year of publication.

For a magazine article:

Author's last name, first name. "Title of article." *Name of magazine* Date of magazine Issue: page numbers of article.

For a journal article accessed through an online service such as ProQuest or LexisNexis:

Treat it exactly as a print article, but add Available: [exact online address of the article, no brackets] at the end of the entry. Most databases in the library will helpfully provide the MLA works cited entry for you.

Examples:

Book with one author:

Rosenthal, Robert. *Meta-Analytic Procedures for Social Research*. 2nd ed. Newbury Park: Sage, 1987.

Multiple publications by the same author:

Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton UP, 1957.

---. *The Double Vision: Language and Meaning in Religion*. Toronto: U of Toronto P, 1991.

Two or three authors:

Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens: Foodways in Literature and Life*. Lincoln: U of Nebraska P, 1987.

Signed article in an encyclopedia:

Le Patourel, John. "Normans and Normandy." *Dictionary of the Middle Ages*. Ed. Joseph R. Strayer. 13 vols. New York: Scribner's, 1987.

Unsigned article in a well-known encyclopedia:

"Mandarin." *The Encyclopedia Americana*. 1994 ed.

Edited work:

Tannen, Deborah, ed. *Gender and Conversational Interaction*. New York: Oxford UP, 1993.

Internet sources:

Ordway, Holly E. "Subverting the Female Stereotype: William Morris' The Water of the Wondrous Isles." 31 May 2006.
<http://www.victorianweb.org/authors/morris/ordway1.html>

MLA Documentation of Web Pages

The works cited entry for a web page should contain as many items from the following list as are available and relevant.

1. Name of the author, editor, compiler, or translator of the source (if given), reversed for alphabetizing and, if appropriate, followed by an abbreviation, such as *ed*.
2. Name of the institution or organization sponsoring the site
3. Title of the work, in quotes (for articles and other short pieces) or italics (for books).
4. Publication information for any print version of the source
5. Title of the Internet site or, for a site with no title, a description such as *Home page*
6. Date of publication, or of the latest update, or of posting
7. For a posting to a discussion list or forum, the name of the list or forum
8. Date when the researcher accessed the source
9. URL of the source. Use the direct link to the page, not a search result link. (If it is very long and full of random-looking letters and numbers, it is probably a search result.)

Examples:

Personal site

Lancashire, Ian. Home page. 28 Mar. 2002. 15 May 2002 <<http://www.chass.utoronto.ca:8080/~ian/>>

Article in a magazine

Levy, Steven. "Great Minds, Great Ideas." *Newsweek* 27 May 2002. 20 June 2002
<<http://www.msnbc.com/news/754336.asp>>

Article from a web page with an author listed:

Graham, Paul. "Writing, Briefly." March 2005. 11 June 2006.
<<http://www.paulgraham.com/writing44.html>>

Article from a web page with no author listed:

Fencing.net. "Introduction to Fencing." 14 Nov. 2003. 11 June 2006.
<<http://www.fencing.net/content/view/14/35/>>