

ENG 101 Fall 2017 Halbert  
Documenting Sources

*This handout supported a lecture. It's not intended to replace a lecture.*

1. What to document

- Direct quotations
- Data and statistics
- Images/graphs not created by you
- Paraphrased theories, claims, or arguments
- Facts that fall outside of "common knowledge."

2. Why document

- Avoid plagiarism
- Display integrity and give credit where credit is due
- Allow reader the option to explore your sources
- Allow reader to evaluate the quality and potential biases of your sources

3. Skills this course requires:

- Ability to work with discipline-specific formatting styles (MLA style, APA style, Turabian Style, etc.)
- Ability to look up the rules for document format, internal citations, and works cited page content and layout
- Key: you need to know how to find the rules and use them rather than memorize just one style because you will need to be able to use multiple styles during the course of your education
- Note that your handbook has multiple styles in it (save the book for future classes)
- We will be using MLA style

4. MLA Style

- Modern Language Association style
- Primarily for literature, art, language, and some history
- Works on a basic parenthetical citation / alphabetized works cited page where the author's last name is in the parenthetical citation, allowing reader to look up that same last name in the alphabetized list of works cited.
- Works cited page:
  - Starts at the top of a new page (use INSERT → PAGE BREAK in MS Word to do so) even if there is only one source
  - Page numbering continues, but the works cited page is not part of the page count
  - The phrase "Works Cited" without the quotation marks is listed at the top, center of the page.
  - The works cited page is double spaced without extra large gaps between entries.
  - Each entry is listed alphabetically.
  - Each entry is formatted in the "hanging indent" style":

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

- To create a hanging indent in MS Word:
  - Type the citation out.
  - Highlight it.
  - Right click and select PARAGRAPH
  - Change the special indent menu item to "hanging indent."
  - Change the spacing to "double."
- There are MANY types of works cited entries, including a book, a work in anthology, an article on a web page, a journal article, a movie, an interview, etc. You need to look up the right kind of entry—and you need to properly identify what kind of text you are talking about.
- You may want to dog-ear or put a post-it at the page where the various types of works cited entries are listed so you can find options.
- The Purdue Online Writing Lab (OWL) has a solid list of MLA works cited entries to look at if you need to do an entry and don't have your book
- Parenthetical citations
  - Citations that appear within a sentence in parentheses that give the information needed to locate the source in the works cited page.
  - Generally, these citations are the last name plus a page number: (Smith 25)
  - Sometimes, though, it may be a title of a work with a page number: ("Ancient Aliens" 27). This happens when there aren't any authors listed.
  - Sometimes, no page number is possible, so it is omitted: web pages are the primary example.
  - Citations go after the quote, statistic, or paraphrased fact/idea immediately before the final punctuation:
  - According to the study, "There were at least 1,319 road rage episodes involving firearms during the three-year period examined, with at least 354 people wounded and 136 killed" (Mele A2).
  - The article, by Christopher Mele, appears on page A2 of the source. If I want to know more, I have to go look at the works cited entry:

Mele, Christopher. "Road Rage Cases With Guns More Than Double in 3 Years, Report Says." *The New York Times*, 25 April 2017, p. A2.

- If the name of the author appears in the sentence, you don't repeat it in the citation. (see Below)

Quote Mechanics:

- There are four parts to a quotation:
  - Signal Phrase

- Quotation
  - Citation
  - Discussion
- Given that “There were at least 1,319 road rage episodes involving firearms during the three-year period examined, with at least 354 people wounded and 136 killed” according to Mele, Americans should think twice before flipping the bird to other drivers (A2).
- You can cut words out of a quotation using an ellipsis, but you cannot change the meaning:
  - Use a three-dot ellipsis within a single sentence
  - Use a four-dot ellipsis when you cut the end off of at least one sentence.
- You can use brackets to insert words for clarity.