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# Masterguide to MLA 9th Edition

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## General Formatting Information

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### MLA DEFINITION

MLA is an acronym for the Modern Language Association, the style used to format papers and document research in English and Literature classes.

### DOCUMENT LAYOUT

Use the following guidelines to set up a document in MLA style. For an example of MLA document layout, see the sample paper at the end.

- Margins: 1" all around
- Spacing: All lines are double-spaced, no exceptions – be sure to remove space before and after the lines (see Paragraph Menu)
- Font: Times New Roman or Calibri
- Font Size: 12-point only
- Title Location:
  - The title of the paper is centered on the fifth line of page 1.
  - The title of the works cited page is centered on line 1 of the last page of the essay.
- Unpublished Essay Title Format Style: Use title case only. Do not use italics or quotation marks unless the essay title includes a published work's title.
  - Example: Dehumanization in Greek Tragedy
  - Example with Container Title: Dehumanization in Euripides' *Medea*
  - Example with Source Title: Dehumanization in Swift's "A Modest Proposal"
- Line Justification: Other than the document title and work cited title, left justify all paragraphs.
- Page Numbers: Place your page number in the header and justify to the right. Add your last name before the page number followed by one space (e.g., Jones 1).
- First Page Heading: On page one, in the left corner starting on line one, present the following information in this order and on separate lines:
  - Your name
  - Your professor's name (e.g., Professor Kelli McBride)
  - The course prefix, number, and section (e.g., ENG 1113.12)
  - The date the assignment is due in Day Month Year order (e.g., 12 May 2023).
- Paragraph Indent: Indent the first line of each paragraph a half inch.

- **Work Cited Indent:** Use hanging indent (indent all lines but the first one half inch. The first line should be flush with the left margin). See the work cited section for more formatting rules.

## Title Case

Title case refers to MLA's capitalization rules for titles:

- Capitalize the first word in the title and subtitle (if present) no matter the part of speech.
- Separate the title and subtitle with a colon.
- If you are not sure what part of speech a word is, look it up in the dictionary, which will show the part of speech. Some words can function as more than one part of speech, so be sure you are looking at the correct definition.
- After the first word, capitalize all nouns, pronouns, verbs, adjectives, adverbs, and conjunctions (other than coordinating conjunctions).
- After the first word, never capitalize:
  - prepositions, like above, from, to, under,
  - coordinating conjunctions (and, or, nor, for, yet, but, so),
  - articles (a, an, the),
  - "to" when part of the infinitive verb form ("to go" would be "to Go").
- When alphabetizing by a title, ignore the words a, an, or the at the beginning of a title and instead alphabetize by the first word after the article.

## Title Formatting

In addition to capitalization, MLA requires specific formatting for works depending on their length and publication medium. MLA divides resources into two categories: sources and containers.

### SOURCES:

- **Description:** Sources are shorter works that are usually not published by themselves but instead are inside larger works.
- **Common types of Sources:** Periodical articles, songs, short poems, published essays, web pages.
- **Format:** Source titles go within quotation marks.

### CONTAINERS:

- **Description:** Containers are larger works published by themselves that contain smaller subunits.
- **Common types of Containers:** Periodicals, books, web site, album, database
- **Format:** Container titles are italicized.

For more information, see Element 2 (Sources) and Element 3 (Containers) under the Nine Elements section.

## CONVENTIONS USED IN THIS GUIDE

When looking at information provided, please be aware of the following meanings.

- Print or In Print: I use these terms to refer to sources and containers that were physically printed and distributed.
- Online or Digital: These terms mean that the document was published digitally.

Look at the following examples of the same short story by Edgar Allen Poe:

- PDF online source with page numbers:  
[https://www.public.asu.edu/~cajsa/eng200\\_fall07/The%20Masque%20of%20the%20Red%20Death.pdf](https://www.public.asu.edu/~cajsa/eng200_fall07/The%20Masque%20of%20the%20Red%20Death.pdf) – you would cite the page range.
- PDF upload of a published book (shows page numbers):  
[https://www.google.com/books/edition/The\\_Complete\\_Tales\\_Poems\\_of\\_Edgar\\_Allan/OuzcBAAAQBAJ?hl=en&gbpv=1&dq=edgar+allen+poe&printsec=frontcover](https://www.google.com/books/edition/The_Complete_Tales_Poems_of_Edgar_Allan/OuzcBAAAQBAJ?hl=en&gbpv=1&dq=edgar+allen+poe&printsec=frontcover) (scroll to page 252) – you would cite the page range.
- HTML document no page numbers: <https://poemuseum.org/the-masque-of-the-red-death/> – you would NOT cite the page range.

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## Works Cited Entries

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### FORMATTING THE WORK CITED PAGE

Use the following rules to format work cited entries.

- Content: A works cited page must include all works an author has quoted, summarized, and/or paraphrased from in the essay.
- Location: The work cited page must appear by itself starting on the last page of a document.
- Title: Work Cited (for 1 work) or Works Cited (for a list of 2 or more works).
- Title location: Place your title on line 1 of the last page of the document.
- Title formatting: Center the title on the first line and capitalize using title case.
- Use plain text in 12-point Times New Roman or Calibri (no italics or quotations marks).
- Indent: Using hanging indent for each work cited entry (first line is flush with margin and all other lines in the entry are indent a half-inch).
- Organization: List entries alphabetically by first word in the entry. If an entry is an anonymous work that begins with the title, use the first word of the title unless it begins with an article (a, an, the). In that case, use the second word to alphabetize.

- Spacing: Double-space all lines on the work cited page.

## THE NINE ELEMENTS

Some aspects of work cited entries use the same rules no matter the type of source. This section covers those rules. The order these follow below is the same order they appear in a work cited entry.

MLA identifies 9 elements one should look for when putting together a work cited entry. Those elements are:

1. Author: The name of the person/people/group who wrote it.
2. Source: The title of the author's work.
3. Container: The title of a publication that includes works by multiple authors or multiple works by the same author – these works are “contained” within it. For items in databases, we identify the container for the source and add the database name at the end as a second container.
4. Contributor: The name of anyone who provided important contributions to the work, like editors, translators, and illustrators.
5. Version: The edition if the work has been published previously. This usually applies only to books.
6. Number: The volume number if the work has more than 1 volume. For periodicals, this can also include an issue number along with the volume.
7. Publisher: The name of the person or organization that made the work public.
8. Publication Date: The date when the work was made public.
9. Location: The place where the information can be found. Location can refer to:
  - a. the page range for an article,
  - b. the URL for a web source or database,
  - c. the hour-minute-second range for an audio or video clip.
  - d. the page range for a work in an anthology. Books do not include location if the same author is responsible for each chapter or work in the book.

Not all sources will have all 9 elements, and some of the elements vary based on source type. For example, location for a book is a page number, for a poem is line number, and for an online web page is the URL. The guide will explain how each source type differs if applicable.

### ELEMENT 1: AUTHOR NAMES

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The first information we look for in ALL sources is author/creator. The number of authors determines how we format that information on the work cited page. If the source has no

author, then the first element in the work cited entry will be what comes next for that source (e.g., title of a book).

### One author

List the author's last name first, then a comma, then first name. If the name on the book cover also includes middle initials, middle name, a maiden name for women, or legal aspects of names such as Jr., Sr., I, II, or III, then we also add these. We do NOT use titles, such as Dr., Reverend, Senator, or Sir.

- Example: Cross, Donna Woolfolk.
- Example: King, Martin Luther, Jr.

### Two authors

In the order that all authors appear on the cover of the book, list the first author using the formatting for 1 author: last, first plus any other legal name information. Next, add a comma, the word "and" and the second author (in regular name order).

- Example Hansen, Kevin, and Martin Barrett.
- Example: Lewis, James T., Jr., and William Fletcher, III.

### Three or more authors

List the first author on the cover of the book followed by a comma and the Latin phrase 'et al' (which means "and others).

- Example: Cheuse, Alan, et al.

### Authors not listed (anonymous)

Lead off with the title of the book or article (format according to type).

- Book Example: Cheesemaking for the Beginner.
- Article Example: "States Struggle with Irene Aftermath as Floodwaters Surge."

### Group or Corporate author

Lead off with the name of the group. If the group author is the same as the container title and/or publisher, only use it for the container name then lead with the information that follows author in the entry.

- Example: Alan Guttmacher Institute.

### Editors rather than authors

Use the same rules for formatting number of names, but after the list of names, use "ed." for 1 editor, or "eds." for editors. Only cite an editor this way if you have used information from the text that the editor has written.

- Example 1 Editor: Smith, Leo, ed.
- Example 2 Editors: Smith, Leo, and Harvey McAndrews, eds.

- Example 3+ Editors: Smith, Leo, et al., eds.

## ELEMENTS 2: SOURCES

---

Sources are works presented inside a container (see info below on containers). Examples of sources are an article in a newspaper, magazine, or journal; a single web page from an entire web site, a short work or excerpt in an anthology.

### Location

If you have a source from a container, that information goes second in a work cited entry, after the author's name.

### Format:

Source titles use quotation marks and MLA title case to capitalize words.

- Example of a web page from a web site: "Amazon May Bring Surveillance Services with Delivery Drones" on the web site *The Economic Times*
- Example of an article in a magazine: "What's Killing the Pink River Dolphin?" in *Earth Island Journal*
- Example of a song on an Album/CD/Streaming Service: "Black Swan" from BTS' album *Map of the Soul: Persona*

## ELEMENT 3: CONTAINERS

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Containers include Sources within them. Containers are divided into two types: collections of works by different authors and single author<sup>1</sup> containers.

### Types

Collections: newspapers, magazines, journals, anthologies, and web sites are common containers that have sources written by different authors or multiple short works by the same author (such as a collection of poetry or an album of songs). For this type of container, we are going to identify the specific source cited from followed by the container name.

Single author works: Books, movies, albums, epic poems (e.g., *The Iliad*), and web sites written by the same author(s) do not require a source title. We simply show the title of the container.

- Exception 1: If the book, epic, or play is excerpted in a larger work (like an anthology), then you would follow the rules for anthologies.
- Exception 2: If the work is on a web site that has a different URL for each chapter, act, or segment, then we document each page separately in a work cited entry using the chapter title or act number as the source.

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<sup>1</sup> Single author does not mean one individual. It means that the same author, authors, or organization is responsible for the entire book. Authors of collections are usually not responsible for everything in the book.

**Location:**

Single-author containers: These titles appear after the author's name(s).

Collections/Anthologies: These container titles usually appear after the source title from which we are citing.

**Format:**

Container titles use italics font style and MLA title case to capitalize words.

- Example of a book: *The Coming of Spring: A Renewal of the Self*
- Example of a web site: *CNN*
- Example of a magazine title: *Sports Illustrated*
- Example of a newspaper title: *The Daily Oklahoman*
- Example of a journal title: *The Journal of the American Medical Association*
- Example of an album title: *The Wall*

**ELEMENT 4: CONTRIBUTORS**

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For books with an editor, translator, or compiler, we cite this information following these rules:

**Location:**

After the title of the container

**Label:**

Identify the contributor's function with one of the following phrases: Edited by Name, Translated by Name, Illustrated by Name, or Compiled by Name.

**Name:**

Present the contributor's name(s) following the same guidelines as author names only use first name and last name order (do not use last name first).

**MULTIPLE CONTRIBUTORS:**

If the work has more than one type of contributor, list them as they appear on the cover.

- Example: Edited by Jane Doe, Illustrated by Natalie Fields,

Variation 1: Containers by the same author with present the title of the container then a period. After this, we list the contributors.

- Example: Smith, Cedric. *The Life of C. S. Lewis*. Edited by Jerome Mayfield, et al.,

Variation 2: Containers that include multiple authors (anthologies or collections) will end the container title with a comma and then present the contributor's name(s). This indicates that the contributor was for the entire container and not the specific source being cited in the work cited entry.

- Example: Marvell, Andrew. "To His Coy Mistress." *The Norton Anthology of English Literature*, edited by Thomas Puchner, et al.

## ELEMENT 5: VERSION

---

Version refers to the edition, which indicates something has changed from an earlier edition.

### Labels

Versions can be identified in various ways. Here are some of the more common.

- Number: 2<sup>nd</sup>, 3<sup>rd</sup>, Fourth.
- Do not list 1<sup>st</sup> edition information in the work cited entry.
- Name: Director's cut, special edition, international
- Abbreviation: Abbreviate edition to ed. or ed.,

### Location:

The version goes before the number and/or publication information and after titles and contributors. Your document may have more than the word edition. It might include words like revised, custom, enhanced, international. You should use what is listed.

### Punctuation Variations

Source in a Container (anthology): After the contributor, put the edition with the correct abbreviation and punctuation.

- Example: Smith, Joe. "The Writes of Spring." *Finish that Novel*, edited by Samuel Polk, 5<sup>th</sup> ed.,

Containers with No Contributors: Place a period after the container title and then list the edition. Follow the edition with a period (to show abbreviation) and then a comma.

- Example: Jones, Darius. *Oak Tree Splendor*. International ed.,

Containers with Contributors: Place a period after the container title, a comma after any contributor, and then list the edition. Follow the edition with a period (to show abbreviation) and then a comma.

- Example: DuBois, Page L., Jr. *The Coming of Spring: A Renewal of the Self*. Edited by Bryce Jones, 3rd ed.,

## ELEMENT 6: NUMBER

---

Number refers to the volume and/or issue. When indicating the issue number, a periodical may show it as issue or number. No matter how the publication lists it, always use the abbreviation no. in the work cited entry preceded by the volume and followed by the year: vol. 2, no. 11, 2021. Some works may only have a volume number.

Books and Periodicals (works published on a regular schedule, like magazines, newspapers, and journals), have different requirements for Element 6.

### Journals:

Cite volume and issue number but ignore day and month or season.

- Journal Example: Drake, Allan. "Permutations of Genetic Code in Starfish." *JAMA*, vol. 345, no. 5,

### Magazines and Newspapers:

Cite day and month but ignore volume and issue unless no date information is provided.

- Magazine Example: Phillips, Luke. "The Long Goodbye." *People*, 15 May 1992,

### Books:

A volume can refer to multiple books in the same volume. Usually these are lettered or numbered: volume A, volume II.

- Book Example that shows the multivolume set: Young, Millicent, and Jon Drake. *Millennial Poetry: Voices from a Fluid Generation*. Macmillan, 2012, 2 vols.
- Book Example that shows one volume from a multivolume set: Young, Millicent, and Jon Drake. *Millennial Poetry: Voices from a Fluid Generation*. Vol. 2, Macmillan, 2012.

## ELEMENT 7: PUBLISHER

MLA uses the word publisher to refer to publishers and sponsors.

### VARIATIONS

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The type of document will have different rules for identifying publishers.

- Books will always have a publisher.
- Web sites may not list the publisher or sponsor of the site.
- Periodicals (magazines, newspapers) are usually their own publisher, so we do not list this since it would simply repeat the periodical's title.

Skip this element if the document does not list a publisher.

- Note: A web site that does not identify the publisher or sponsor may be hiding that information. This could indicate a credibility problem.
- If the publisher has the same name as the container or author, only list it as the container title to avoid unnecessary repetition.

## LOCATION OF PUBLISHER INFORMATION

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### Books

The publisher's name will be listed in several places, but the best place to look is at the bottom of the title page.

- More than one publisher listed: Choose the first name: Acorn Press, a subsidiary of Random House, use Acorn.
- If you have a slash that separates the 2 names, then list both with the slash: Bedford/St. Martin's should be listed as Bedford/St. Martin's.
- A great way to find the publisher's name is to check on Amazon.com or Worldcat.org. Use the ISBN number of the book (on the back by the bar code or on the back of the title page). You can find a lot of information on the book in these two online sources that can help you document a book.

### Web Pages

- Web sites do not have the set rules for where to identify publishers like books do.
- You may have to visit different pages on the site (like the About Us page).
- Some pages list the publisher or sponsor at the very bottom, often identified by copyright.

## FORMATTING PUBLISHER NAMES

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When listing publishers, we do not necessarily include all of the publisher information.

- Exclude citing words like company, incorporated, publishing.
- Include citing the publisher's name and words like Books, Press, University, Sons.
- Special format: Abbreviate University Press to U P (no period after).
  - Example: Oxford UP
  - Example: U of Oklahoma P
- Follow the publisher's name with a comma.

## ELEMENT 8: PUBLICATION DATE

Different document types will vary in how we present publication date information in a work cited entry. You will see these variations after the rules of formatting dates.

## GENERAL FORMAT FOR DATES

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Order: Always list dates with the day first, followed by the month, and then the year.

Abbreviation: Other than May, June, and July, abbreviate all other months.

- September: Abbreviate as Sept.

- All other months: Abbreviate to 3 letters: Jan., Feb., Mar., Apr., Aug., Oct., Nov., Dec.

Punctuation: End abbreviated months with a period (e.g., Apr.)

Exception: MLA is unclear if dates should be abbreviated outside of the work cited page. For this class, you must always abbreviate on the work cited page but can spell out the months on all pages before the work cited page.

- Example: 4 Apr. 2019 or 16 June 2019

## BOOK DATE OF PUBLICATION

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### Location

On the back of the title page, you will find the date of publication. A book may have the title listed on several pages. The title page is always the one that has writing on both sides.

### Identifying

You may see several years listed. It may say “copyright” or “printing” or may only have the copyright symbol. If you only have a copyright date listed, then you can assume that this is also the year of publication. If you have both a copyright and printing/publication date, then you need the printing date (which should either be the same as the copyright or more recent). If you have multiple printing dates, choose the most recent year.

### Format

Use just the most recent year printed on the books as a copyright or publishing date if multiple years are listed.

Punctuation:

- Book with single author: End with a period.
- Book that is a collection: End with a comma followed by the page information.

## ARTICLE DATE OF PUBLICATION

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### Source Type

Journals require volume and issue plus year (ignore any day and month listed). Some journals use the words Issue and Number to refer to the same thing. In a work cited entry, always refer to both issue and number as “no.”

- Example: vol. 4, no. 117, 2019,

Magazines and newspapers use day month and year (ignore volume and issue info).

- Example: 4 Apr. 2019,

Punctuation: end with a comma.

## Online Sources

Name: Sometimes this is listed as “updated” or “copyright.”

Location: You may find this information on the page that you are citing from, but the site might only give a general “site last updated” or copyright year on the home page. Look near the page title or the very bottom of the page, or the bottom of the home page, for the most likely places to find date info.

No date provided: If nothing is given, skip this element but add Accessed on plus that date at the very end of the citation.

Punctuation: Use a comma after the date.

## ELEMENT 9: LOCATION

Generally, the last piece of information in a work cited entry is the location, but this means different things for different document types.

- Single-author books in print: we do not list the location in the work cited entry.
- Collections and anthologies in print: we list the page or page range where the information by the specific author is found in the collection/anthology.
- For print periodicals, the location is the page or page range that the information appears in the container.
- For online documents (no matter the type), the location is the URL.
- For online databases, location comes in 2 parts:
- Part 1: Periodicals and collections: follow the rules for formatting locations based on how the document was published (online or in print). End this information with a period. Follow it with part 2.
- Part 2: Follow this information with the database name (title case and italicized) and then the URL or DOI where it can be found in the database.

## LOCATION INFORMATION BY DOCUMENT TYPE

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- Books in Print: If the entire book has the same author(s), you do not list any page information on the work cited page.
- Collections or Anthologies in Print: Give the page (if 1 page) or page range (if multiple pages) for the specific work you are citing from and not the entire anthology.
- Print magazines and newspapers: give the page or page range of article being cited.
- Online web pages (not PDF's): give the URL of the page being cited.
- Online web pages (PDF): give the page or page range of the article and the URL.
- Articles from an online database (Ebsco):

- PDF articles: Give article page range followed by database name and URL or DOI.
- HTML article: No page range; give database name and URL or DOI.

## PAGE NUMBER FORMATTING

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- Page: For works with only one page, use a p. followed by the page number: p. 23.
- Consecutive Page Range: For works with 2 or more pages that appear uninterrupted by other text (advertisements do not count) use pp. followed by a space and then the first page a dash and then the last page of the article with no spaces before or after the dash: pp. 34-52.
- Non-consecutive Page Range: For works with 2+ pages, use pp. followed by the first page and a plus sign: pp. 1+. Non-consecutive pagination means that the article is split up into different places in the container. You would still list the specific page that the information from your source appeared on in a parenthetical notation. This is common in newspapers and magazines.
- If your page range is over 100 and the start and end page numbers stay within the same hundredths, then you give the full number for the beginning page but only the last 2 numbers for the second and third digits: pp. 300-15.
- If your page range goes up a digit for the second number, then list all numbers:
  - pp. 1-12
  - pp. 19-25
  - pp. 398-403

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## COMMON WORK CITED TEMPLATES

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The templates provide the most basic information. For variations, such as different number of authors, look at the elements above.

### Book (Print)

#### TEMPLATE:

Author. *Title of Book*. Contributor, Edition, Publisher, Year.

#### EXAMPLE

DuBois, Page L., Jr. *The Coming of Spring: A Renewal of the Self*. Edited by Bryce Jones, 3rd ed., Ballantine Books, 1998.

## Collection or Anthology (Book)

### TEMPLATE:

Author. "Title of Selection." *Title of Anthology*, editor of anthology, contributor, edition, publisher, year, page range.

### EXAMPLE:

Marlowe, Christopher. "A Passionate Shepard to His Love." *The Norton Anthology of British Literature*, edited by Thomas Puchner, et al., 4<sup>th</sup> edition, Norton, 2019, pp. 456- 57.

## Journal Article (Print)

### TEMPLATE:

Author. "Article Title." *Journal Title*, volume number, issue number, year, page range.

### EXAMPLE:

Drake, Allan. "Permutations of DNA in Starfish." *JAMA*, vol. 345, no. 5, 2017, pp. 345- 76.

## Magazine Article (Print)

### TEMPLATE:

Author. "Article Title." *Magazine Title*, day mon. year, page range.

### EXAMPLE:

James, Arlene. "Wolves Making Comeback." *Wildlife Rescue*, 4 Nov. 2018, pp. 17-18.

## Newspaper Article with Non-consecutive Pagination (Print)

Note: for consecutive pagination, follow the same rules as for a magazine article.

### TEMPLATE:

Author. "Article Title." *Newspaper Title*, day mon. year, page+.

### EXAMPLE:

Springfield, Richard. "Two Detained in Armed Robbery." *Daily Oklahoman*, 3 Nov. 2011, pp. 1+.

## Online Web Page

### TEMPLATE:

Author. "Web Page Title." *Web Site Title*, Publisher/Sponsor, date published/updated, URL.

**EXAMPLE:**

Lau, Graham. "Looking Back on Dyson Spheres." *Sciworthy*, Blue Marble Space, 20 Mar. 2020, sciworthy.com/looking-back-on-dyson-spheres.

**Print Article in a Database**

**TEMPLATE:**

Author. "Article Title." *Periodical Title*, version (journal: vol., no., year or newspaper/magazine: day mon. year), page range. *Database Title*, URL or DOI.

**EXAMPLE:**

Yeo, Sophie. "What's Killing the Pink River Dolphin?" *Earth Island Journal*, vol. 34, no. 1, 2019, pp. 34–40. *EBSCOhost*, search.ebscohost.com/login.aspx?hl=en&site=ehost-live.

**Print Book in a Database**

**TEMPLATE:**

Author. *Title of Book*. Contributor, edition, publisher, year. *Database Title*, URL or DOI.

**EXAMPLE:**

Euripides. *The Medea of Euripides*. Introduction and commentary by A. W. Verrall, Macmillan, 1881. *Google Books*, www.google.com/books/edition/Medea/iAAJ?hl=en&gbpv=1&dq.

**Online Video with Same Author and Upload Name**

**TEMPLATE:**

"Title of Short Video." Or *Title of Feature Length Video*. *Title of Video Site*, name of uploader, date, URL.

**EXAMPLE:**

"Being a Playwright with Dyslexia." *YouTube*, uploaded by National Theatre, 24 June 2021, [www.youtube.com/watch?v=nwWz4tOa6i8](http://www.youtube.com/watch?v=nwWz4tOa6i8).

**Online Video with Different Author and Upload Names**

**TEMPLATE:**

Author. "Title of Video." Or *Title of Video (feature length films)*. Directed by (for films). *Title of Video Site*, name of uploader, date, URL.

**EXAMPLE:**

Films for the Humanities and Sciences. *Medea*. Directed by Mark Cullingham. *YouTube*,  
 Uploaded by Carole Carroll, 30 Jan. 2013, [www.youtube.com/watch?v=OdtDeZZ4RPk](http://www.youtube.com/watch?v=OdtDeZZ4RPk).

## Parenthetical Notation and In-Text Documentation

When quoting, summarizing, or paraphrasing from a source, writers must indicate the difference between words and ideas they have written from words or ideas they have taken from others. This involves in-text citations. There are two ways that we let readers know we are using outside sources. The required way for all sources is a signal-out, called a parenthetical notation. The second type is the Signal-In, which provides a transition into the cited material.

### SIGNAL-IN

#### DEFINITION

The signal-in is a transitional phrase or sentence that sets up and introduces the cited material. These can be short or long depending on the importance and length of the source. The signal-in has three primary benefits:

- They add clarity to the reading because it clearly shows the reader where a summary or paraphrase begins. Quotations do not need a signal-in for clarity purposes because they use quotation marks.
- A signal-in can help establish credibility because it identifies the author's credentials and/or who published the material.
- Leading off a citation with a signal-in provides a transition into the material, which helps the flow of our writing.

#### VARIATIONS

##### Short Signal-In

The shortest signal-in is simply a phrase that identifies the author or title of anonymous work.

- Example: Dr. Peter Miller claims that....

##### Long Signal-In

The long signal-in provides the author or title information plus provides more contextual information that will help the reader know the writer's purpose in citing from this author.

- Example: Dr. Peter Miller, the director of new research at the Jet Propulsion Laboratory, explains why this new funding is needed:

## No Signal-In

For citations from an author you have already used in close proximity to this quote, summary, or paraphrase, or whose content is primarily factual and does not need the author's name or the writer's intent in including the information, you can skip the signal-in.

## Example of All Three Types of Signal-In

This paragraph uses three types of signal-in devices: short (sentence 2), long (sentence 5), and none (sentence 7).

According to Donna Woolfolk Cross, propaganda is not good or bad. It is neutral (47). This neutrality, though, does not make propaganda harmless, even when used for good purposes. People can use propaganda for good purposes but do harm instead. In addressing the myths about propaganda that are widespread in the public, Cross explains that “people are bamboozled mainly because they don’t recognize propaganda when they see it. They need to be informed about the various devices that can be used to mislead and deceive—about the propagandists’ overflowing bag of tricks” (47). Ultimately, the only way to defend against any kind of propaganda that seeks to manipulate, whether the intent is good or bad, is be educated about how people try to fool others. If people are aware of propaganda, they are less likely to be tricked (Cross 47).

## SIGNAL-OUT

### DEFINITION

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- **Parts:** The signal-out is comprised of parentheses as well as author and location information.
- **Requirement:** Quotations, summaries, and paraphrases all require parenthetical notations to credit the use of information. Not including the signal out can be a form of plagiarism.
- **Punctuation:**
- For short quotations, summaries, and paraphrases, place end punctuation after the closed parenthesis. See examples under Short Quotation section.

- For long quotations, the end punctuation goes at the end of the quote followed by the parenthetical notation. See example under Long Quotation section.
- Some parenthetical notations need punctuation inside of the parentheses.
- Work cited page includes multiple works by same author: place a comma after the author's name and give a short form of the work's title:
  - (King, *Salem's Lot* 23)
  - (King, *Cujo* 143)
- Work cited page includes different works by authors with the same last name: Use first initial of first name followed by a period. If that is the same, use complete first name.
  - (S. King 23)
  - (M. King 1)
  - (Stephen King 23)
  - (Shawn King 144)
- Types: Unlike work cited entries that come in dozens of variations, parenthetical notations only differ based on how the document was published (print, digital, or audio/visual), and who the creator is (number and type of author). These rules apply to any material (e.g., book, periodical, web page, video, music clip, painting, graph).

## PARTS OF A PARENTHETICAL NOTATION

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### Author Names

The first information we include in a parenthetical notation is the name of the author. This applies to documents in print or digital/online. Below are the different variations for citing authors in parenthetical notations.

- Single author: Author's last name
- Two authors: Both authors' last names joined by and
- Three authors: First author's last name followed by the phrase et al.
- Corporate or Group author: The name of the group. For long names, use only the first three words.
- Anonymous author: Use no more than the first three words of the title. The title should be formatted based on whether it is a source or container and in title case.
- Author or anonymous title used in Signal-In:
- Publication with page numbers: Do not repeat the author's name in the parenthetical. Just use the page number or range.
- Digital publication with no page numbers: Repeat the author's name to present a clear end to the cited information.

## Location

The second part of a parenthetical notation is the location where readers can find the cited information (quote, summary, paraphrase, audio/video). The location varies depending on how the material was published: print, non-pdf digital, or audio/visual.

### PRINT LOCATION

If a cited document was in print, then the parenthetical notation always includes the page number(s) where the quoted, summarized, or paraphrased information appears in that document. This is different from the location in a work cited entry. The work cited location accounts for the document's complete location. The parenthetical notation only accounts for the location of information you have just used in the paragraph.

- **One page:** if the reference is from just one page, then we simply list that page number with no label.
  - Example from a source by John Frampton: (Frampton 12).
- **More than one consecutive page:** if the source is on two pages and other content does not interrupt them (advertisements do not count), then we list the first number, a dash, and the second number with no labels.
  - Example: (Hughes 119-20).
- **More than one non-consecutive page:** if the source is on more than one page and other content interrupts these pages (advertisements do not count), then we list the first page number followed by a plus sign. In this example, the content appears on pages 1 and 5.
  - Example: (Frampton 1+).

### DIGITAL OR ONLINE LOCATION

Some digital and online documents will require page numbers, but others won't. We follow the same rules for work cited locations for online documents.

- Page numbers appear on the computer screen: cite page numbers. This is usually a PDF.
- Page numbers do not appear on the computer screen: do not cite page numbers.

### VIDEO AND AUDIO LOCATIONS

If you are using a video or audio clip, then you will use a time stamp instead of a page number.

- Video and audio clips must always show hour, minute, and second, even if the clip is only a few seconds. This helps readers distinguish between hour:minute and minute:second.
- Show two digits for each time element.
- Place a colon between each time element.
- For a range of time, link the start and end times with a dash, no space before or after. For the end time, only use the bare minimum digits. For example, if the clip goes from

47 seconds to 59 seconds, you would do it like this: 00:00:47-59. If it went to 2 minutes and 5 seconds, it would be: 00:00:47-02:05.

- Example: (“Being a Playwright” 00:01:34-02:46)

## FORMATTING QUOTATIONS AND SUMMARIES/PARAPHRASES

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Incorporating information via quotation or summary/paraphrase has some differences in formatting.

### Summary and Paraphrase Parts

1. Summary or paraphrase
  2. Space
  3. Parenthetical notation
  4. End punctuation: Place a period after the closing parenthesis if this is the end of the sentence. If the cited information does not end the sentence, place a comma after the closing parenthesis.
- Example: Poe states that though all poems must be of a minimum length, the maximum length should be decided by the poem’s power (123).

### Short Quotation Parts

Quotations that are 1 to 4 typed lines will follow these rules:

- Quoted material inside quotation marks (do not add end punctuation here unless the quotation ends with a question mark or exclamation point)
- Space
- Parenthetical notation
- End punctuation: place a period after the closing parenthesis if this is the end of the sentence (even if the quote used ? or ! before the parenthetical notation). If the cited information does not end the sentence, place a comma after the closing parenthesis.
- Examples:
  - According to Daniel Prescott, “The whole incident was greatly exaggerated” (12).
  - May asked, “Why am I always left alone?” (Jackson 23).

### Long Quotation Parts

Also called block quotations, long quotations are 5 or more typed lines. Follow these rules:

- After the signal-in phrase, hit enter and then type the quotation separate from the paragraph. Do not use quotation marks. The extra indent replaces them.
- End punctuation
- Space

- Parenthetical notation (no end punctuation after)
- Hit enter and resume the paragraph (do not indent the line)
- Highlight the quotation and indent a half-inch from the left.

**EXAMPLE OF A LONG QUOTATION WITH TEXT BEFORE AND AFTER QUOTE:**

According to Edgar Allen Poe in “Philosophy of Composition:”

Within this limit, the extent of a poem may be made to bear mathematical relation to its merit—in other words, to the excitement or elevation—again in other words, to the degree of the true poetical effect which it is capable of inducing; for it is clear that the brevity must be in direct ratio of the intensity of the intended effect:—this, with one proviso—that a certain degree of duration is absolutely requisite for the production of any effect at all. (123)

Poe’s assertion here that an author should determine the length of a poem based on its power or that there is an actual length required of all authors seems a bit arrogant.

## PARENTHETICAL NOTATION TEMPLATES

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### One author

- Print: (Jones 3)
- Digital: (Smith)
- Audio/Visual: (Bilton 00:01:23-02:24).

### Two authors

we use the last names of both authors joined by the word and.

- Print example: (Jones and Leech 23)
- Digital example: (Smith and Adams)
- Audio/Visual: (Bilton and Devry 00:01:23-02:24).

### Three authors

we use the last name of the first author followed by et al.

- Print example: (Jones et al. 113)
- Digital example: (Smith et al.)
- Audio/Visual: (Smith et al. 00:01:23-02:24).

### Group author

Use no more than the first three words of the group's name. You can also use an acronym for a group if it is well-known.

- Print example: (CDC 24)
- Digital example: (The Pew Trust)
- Audio/Visual: (DocuSign University 00:01:23-02:24).

### Anonymous author for a source

Use no more than the first three words of the publication's title, in title case and enclosed in quotation marks.

- Print example: ("Infamy in Space" 6)
- Digital example: ("How to Ask")
- Audio/Visual: ("Head, Shoulders, Knees" 00:01:23-02:24).

### Anonymous author for a container

Use no more than the first three words of the publication's title, in title case and italicized.

- Print example: (*My Secret Life* 213)
- Digital example: (*A Guide to*)
- Audio/Visual: (*My Last Dance* 01:23:02-01:30:09)

### Exceptions

- Summary or paraphrase from an online source with no page numbers: always end the citation with a signal-out that includes the creator's name(s) so the reader can clearly see where the referenced work ends.
- Quotations with a signal-in phrase: MLA suggests you still include the parenthetical notation with the creator's name(s), but because the end quotation mark clearly shows the end, you are not required to.

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## Incorporating Outside Information

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## GENERAL QUOTATION INFORMATION

### DEFINITION

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Quoting incorporates outside information into your paper exactly as it appears in the original source and placing quotation marks around the information to set it apart from your words.

### WHEN TO USE

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Writers should use quotations ideally for specific reasons, not as a default way to incorporate outside sources. Those reasons are:

- The original language is unique or dynamic, creating an impact.
- Paraphrasing or summarizing could mislead the reader or original content is too short or too specific to reword.
- You are making a statement about or analyzing someone's words/ideas, so you need your reader to see the original words to understand the problem.
- The quotation reflects expert opinion or the collective opinion on the issue.
- You are quoting to emphasize and support your own previously expressed idea. The quote then becomes part of how you persuade your reader of the strength of your own ideas.
- You are incorporating a visual element, such as a chart.

### LENGTH

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- Avoid lengthy quotations. You do not want an information dump – where you paste a large section of someone else's text into your paper.
- No more than 20% of your paper should be quotations. Writing an essay means you are putting forth and developing your own ideas and thoughts about a topic. Writers use external information to help supplement and/or add credibility to their own ideas by using research and supporting evidence from experts in the field. Simply dropping in quoted material in place of your own ideas and development of them, even when cited properly, is not appropriate for this course.
- Short and Long quotations: see rules under the section on Signal-Outs.

## INDIRECT QUOTATIONS

### DEFINITION

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Also called a secondary source citation, an indirect quotation is material from one author that is quoted in another author's work. Good researchers always try to find the original source (to ensure accuracy of the info), but sometimes that is not possible.

## IN-TEXT CITATION FORMAT

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Signal-In: Indirect quotations require a signal-in to identify the originator of the quoted material.

Signal-Out: The parenthetical notation will show the author of the document where you found the quotation. To identify an indirect source, you add the information “qtd. in” before the author’s name.

- Example: According to Dr. Ingrid Samuelson, “New methods of research are providing hope that commonsense solutions to global warming are doable on the individual level” (qtd. in Johnson 34).

## WORK CITED ENTRY FORMAT

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Your work cited entry would be the document where you found the quotation.

## MANIPULATING QUOTATIONS

Sometimes, writers need to change the original information a bit to incorporate it. Here are some limited ways we can change original material but not violate the work’s original intent.

### LENGTH

---

Quote just what you need: A quotation does not have to include an entire sentence. A writer can use just what he needs from the original as long as what he leaves out does not change the reader’s understanding of the original intent of the outside source.

- Example: Jackson reports that scientists recommend that the FDA pull its approval of the drug even “though only 5% of users experience side-effects” (213).

### TYPE

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Quote vs. Summary or Paraphrase: A summary or paraphrase must be a transformation of the original material into your own words. Merely using synonyms to replace some words or moving around parts of the original is not enough. If most of the information is still very similar to the original, then it can be considered technical plagiarism even if it includes a parenthetical notation. Students must clearly change the original wording of cited material for it to not be considered a direct quote.

### TECHNIQUES

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Adding words: if the original quote does not provide information previously explained in the text and that missing info could cause your reader confusion, you can add the missing info in brackets. If the info is longer than a word or phrase, you should set up the quote with this information.

- Example: “The tabloids [of England] are a journalistic case study in bad reporting,” claims Lyman (52).

Verb forms: If the quotation ends a sentence that you begin but the verb does not agree with your lead-in, you can change the verb form to match. Place that in brackets.

- Example: A bad reporter, Lyman implies, is one who “[fails] to separate opinions from facts” (52). The original quote used the form “fail.”

Capitalization: If the start of your sentence is part of a quote that originally did not begin a sentence, and so is not capitalized, then you can capitalize that letter, putting it in brackets.

- Example: “[T]o separate opinions from facts” is the work of a good reporter (Lyman 52).

Replacing pronouns: If the original quote uses a pronoun that refers to a noun in a previous sentence that you do not quote, then you can replace that pronoun with the correct noun, placing it in brackets.

- Example: The reliability of a news organization “depends on [reporters’] trustworthiness,” says Lyman (52). The original quote used “their” instead of “reporters’.”

Ellipses: Your quote should only include material relevant to your point. This can exclude examples or other information that is unnecessary for your needs. You can use ellipses to omit irrelevant material.

- Example of the original material from source: “Though only 5% of all users experience side-effects, the side-effects are so severe, often deadly, that the resulting harm is greater than similar drugs with larger percentages of patients experiencing side-effects. Therefore, the FDA should pull this medication from the shelves” (Jackson 213).
- Example of a quote with Ellipses: “Though only 5% of all users experience side-effects, the side-effects are so severe, often deadly, that...the FDA should pull this medication from the shelves” (Jackson 213).

## INACCURATE QUOTATIONS

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By leaving out some information in a quote may change the original meaning. In the example below, by leaving out the rest of the information that puts that statistic in context, the author has misled readers about the medicine:

- Original material from source: “Though only 5% of all users experience side-effects, the side-effects are so severe, often deadly, that the resulting harm is greater than similar drugs with larger percentages of patients experiencing side-effects. Therefore, the FDA should pull this medication from the shelves” (Jackson 213).
- Inaccurate and misleading quoting: “Only 5% of all users experience side-effects” (Jackson 213).

## QUOTE WITHIN A QUOTE:

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For quotations that have quotation marks in the original, writers must change those to single quotation marks after adding double quotation marks at the beginning and ending of the quotation.

Place double quotation marks around what you are quoting (“quote”) and use single quotation marks for anything that had quotation marks in the original source (“quote ‘originally had double quotes around’ quote”).

If the original quoted material is at the very beginning or ending of your quote, then you use both types of quote marks with no space between them (“‘original quoted’ quote” or “quote ‘original’”).

## INSERTING QUOTATIONS IN YOUR PAPER

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If the quoted material finishes the sentence grammatically, simply add the quoted material, usually without any added punctuation:

- Example: Tammy never felt she could trust the new manager because she “caught him riffling through employee lockers” (Smith 3).

If the quoted material is separate from the independent clause, set off the quoted material with a colon:

- Example: Tammy never felt she could trust the new manager: “I caught him riffling through employee lockers” (Smith 3).

If the original quote is not at beginning or end, follow this pattern:

- Example: According to Lloyd Markham, “The real reason Jeffers hated his job was that ‘the boss never listened to anything, I said,’ and that’s why he quit” (3).

If the entire quote is originally a quote, follow this pattern:

- Example: Jeffers justified his actions this way: “The boss never listened to anything I said” (qtd. in Markham 3).

If the originally quoted material is at beginning of quote, follow this pattern:

- Example: Markham explains that Jeffers felt invisible: “‘The boss never listened to anything I said,’ and that’s why he quit” (3).

If the originally quoted material is at end of quote, follow this pattern:

- Example: “The real reason Jeffers hated his job was that ‘the boss never listened to anything, I said’” (Markham 3).

## QUOTES WITH QUESTION MARKS OR EXCLAMATION POINTS

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The placement of special punctuation marks, like a ? or !, can communicate very different things to a reader. This is because each of these punctuation marks changes the meaning of the text, and you must clarify if you are the one using the ? or !, or if these were part of the author's words. The examples below show question marks, but you would follow the same format and punctuation pattern for exclamation points instead of question marks.

- Original material ends with ? or !: Keep the ? or ! at the end of the quotation, followed by the closing quotation marks then the parenthetical notation. Place a period after the parenthetical notation.
- Original material does not end with ? or ! but the writer adds them: End the quotation with a quotation mark but not end punctuation, add the parenthetical notation, place the ? or ! after the closing parenthesis.

Below are text examples followed by an example of how a writer can integrate that material with different punctuation.

### Example 1

- Original text: "Gatsby believed in the green light, the orgastic future that year by year recedes before us. It eluded us then, but that's no matter—tomorrow we will run faster, stretch out our arms farther. . . . and then one fine morning— So we beat on, boats against the current, borne back ceaselessly into the past" (Fitzgerald 151).
- The writer turns the quote into a question: Are we just "boats against the current, borne back ceaselessly into our past" (Fitzgerald 151)?

### Example 2

- Original text: "Each night I ask the stars up above: Why must I be a teenager in love?"
- The writer uses the text with the original ?: Dino and the Belmonts famously sang: "Why must I be a teenager in love?" (Pomus and Sherman).

## SUMMARIES

### BENEFITS

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The most useful method of integrating outside materials into our writing is usually summary. Summary allows us to take an original quote and rewrite it to focus on the most important idea from the original while using our own voice and style, better matching the tone we are using in our paper.

### DEFINITION

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Summary reduces the original quotation to a few sentences (no more than half the length of the original) and includes only the essential idea the author is expressing. Summary does not include examples, evidence, or background information contained in the original document. For long works, summaries do include the thesis and conclusion an author reaches in the entire

piece. A summary can also cover just sections of a long work, such as a paragraph. Summarizing what others have said does not constitute writing an essay.

## DOCUMENTATION

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Summaries require full documentation, just like quotations.

### EXAMPLE

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- Original: Such intuition is even making its way, albeit slowly, into scholarly circles, where recognition is mounting that ever-increasing pressures on ecosystems, life-supporting environmental services, and critical natural cycles are driven not only by the sheer number of resource users and the inefficiencies of their resource use, but also by the patterns of resource use themselves. In global environmental policymaking arenas, it is becoming more and more difficult to ignore the fact that overdeveloped countries must restrain their consumption if they expect underdeveloped countries to embrace a more sustainable trajectory. (Princen, Maniates, and Conca 4)
- Summary: Overconsumption may be a more significant cause of environmental problems than increasing population is (Princen, Maniates and Conca 4).

## PARAPHRASES

### BENEFITS

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Paraphrasing is useful when dealing with an original work that might be written at a more basic or advanced level than our reader can manage. We can rewrite the original in a way that best meets our reader's needs.

### DEFINITION

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Like summary, paraphrasing allows us to rewrite a quotation in our own voice, tone, and style. Unlike summary, paraphrasing must follow the quotation line by line, retaining the same length (or coming close to it), the same order of information, and specific details like examples and evidence. It should be close to the length of the original quote.

## DOCUMENTATION

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Paraphrases require full documentation, just like quotations and summaries. See the contrast below of the original and the paraphrase:

### EXAMPLE

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- Original: "Perchance he for whom this bell tolls may be so ill as that he knows not it tolls for him. and perchance I may think myself so much better than I am, as that they who are about me, and see my state, may have caused it to toll for me, and I know not that" (Donne 5).
- Paraphrase: The bell that is announcing someone's approaching death might be for someone who is so sick that he does not realize the bell is for him. Maybe this bell I hear

is for me, but I don't know it because I think I am healthier than I really am. My friends, though, perhaps know the truth and have asked the bells ring for me (Donne 5).

## COMMON KNOWLEDGE

### DEFINITION

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The LB Brief handbook defines common knowledge as “the standard information on a subject as well as folk literature and commonsense observations” (Aaron 426).

- Common knowledge deals in basic facts or info.
- It does not refer to how someone else has written them down. Someone's style and layout must still be credited if a writer simply copies what that other person did with the common knowledge information. For example, the information in this guide is common knowledge; however, my presentation of that information is not, and you would have to give me credit if you used anything from this guide.
- If you turn to a source to fill out your knowledge on a subject, you may not know enough to determine if the info you want to use is common knowledge. If you do not have time to ask your instructor, play it safe and cite the information anyway.

### DOCUMENTATION

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Common knowledge is often a gray area, and teachers can interpret it differently when it comes to deciding if you should credit an author.

- Always check with an instructor before determining something is common knowledge unless it is a very clear case (e.g., Washington lived at Mt. Vernon).
- In THIS class, if you include information in ANY way that you got by reading something else, then you should document the use of that information by a work cited entry and parenthetical notation.

### COMMON KNOWLEDGE TYPES

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Standard Information: historical facts and statistics. This does not include a person's interpretation of those facts.

- Folk Literature: Stories with no known author, like Snow White. However, a particular author's version of the story is not common knowledge.
- Commonsense Observations: Ideas and beliefs commonly known by people. This does not include specific theories or interpretations by people of these common ideas.
- General Information: Definitions of common words, factual information (e.g., the birth date of a president).
- Not Common Knowledge: Anyone's original use of common knowledge information, including formatting and layout. For example, I may look up a word in the dictionary to be sure I have the correct definition. If I say it my way, then I do not have to document

the dictionary. If I copy the words from the dictionary (or simply swap out a few synonyms), then I would be plagiarizing.

## PLAGIARISM

### DEFINITION

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Plagiarism is considered academic dishonesty and a form of cheating. Plagiarism involves using someone else's words or ideas without giving them credit. Without documentation, these words/ideas falsely appear as your own. Your SSC student handbook goes into more details about the consequences of academic dishonesty.

### 12 DIFFERENT TYPES OF PLAGIARISM

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1. **Direct Plagiarism** occurs when someone copies another's work and claims it as their own.
2. **Hired Plagiarism includes hiring someone to write a paper or** buying online assignments then claiming it as your own work.
3. **Borrowed Plagiarism** involves borrowing assignments from friends and turning them in as your own work or including parts of a friend's work in your own.
4. **Self-Plagiarism involves** reusing your work from previous work, assignments, courses, or classes for new ones, such as a high school essay or using the same paper for two different assignments for two different courses.
5. **Mosaic Plagiarism** involves the following: using a part of someone's writing piece and adding your own work to it; using find and replace or copy-paste to replace specific terms with the plagiarized work to make it unique. However, such a piece of writing loses its credibility.
6. **Collaboration Plagiarism:** students collaborate on an assignment that must be completed individually.
7. **Contributing Author Plagiarism** involves not crediting an editor or author that has contributed to the assignment. Similarly, if someone edits the work by making significant changes, that person must be acknowledged to avoid plagiarism.
8. **AI-Generated Content Plagiarism:** Having a content generator spew out generic text and submitting it as your own is still plagiarism, even though a computer is not a person. This would also include having an AI translate your paper into English or fix any grammar and mechanics errors.
9. **Aggregated Plagiarism involves combining different sources into one.** A writing piece does not have to be a word-to-word copy of someone's work to be plagiarized. If your paper is based on another assignment using the same sources and ideas, it is an aggregated plagiarism. Rewriting an assignment does not make it unique if the content is the same. This is sometimes called Frankensteining.
10. **Outline Plagiarism** involves using the same structure with different information. This includes using the outline of another essay and/or using the thesis statement and other

points from another essay. If the thesis and supporting points are not yours then the work is not original.

- 11. Accidental Plagiarism can happen when students lose track of research they incorporate in their papers.** It is possible for writers to accidentally plagiarize others' work while conducting thorough research for an assignment. You may come across different ideas and forget where you saw them, thinking they are your own. It is difficult to avoid this type of unintentional paraphrasing. However, taking notes and trying to be aware of what you read can really help.
- 12. Technical Plagiarism:** This is usually a documentation error. For example, someone may use quotation marks around a quote but not include a parenthetical notation. They may leave off a work cited entry for a source they cite in the paper. Technically, they did not fully document, but there is no clear intent to hide the use of outside sources.

## TIPS FOR AVOIDING PLAGIARISM

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- No matter how you incorporate outside materials, double check to make sure you have provided an accurate, fair, and honest quote, summary, or paraphrase.
- Make sure you have documented all uses of outside materials appropriately for the documentation style you are required to use in the class.
- As you write your paper, be sure to notate when you use someone else's words or ideas (even if you do not format in MLA at least make a note).
- Before submitting your paper, go through and identify every place you have cited and make sure you have a matching work cited entry. Then, do this in reverse: check that each work cited entry has a parenthetical notation in the paper.
- Get your work done early so you will not make sloppy mistakes when rushing to finish.
- Ask for Help:
- Writing the paper: if you are struggling, ask for help rather than steal someone else's work.
- Documenting: bring in a finished copy of your paper and ask the teacher to go over your documentation.
- Tutor: submit your paper to Tutor.com and request the tutor specifically check your documentation. Be sure to identify the specific documentation style and edition. For this class, you would say MLA 9<sup>th</sup> edition.