

"How do I cite that?"

A Documentation Handbook for Students and Teachers

Updated August 2008

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What is Plagiarism?

Plagiarism is the act of presenting someone else's work as your own. It is the theft of intellectual property. You must cite quotes or ideas that are not your own. Cite means to give recognition to the source of your information.

The following examples should help you distinguish plagiarism from well-documented research. Examples below are taken from www.mciu.org.

Original text from:

McCullough, David. John Adams. New York: Simon & Schuster, 2001. p. 57

His marriage to Abigail Smith was the most important decision of John Adams's life, as would become apparent with time. She was in all respects his equal and the part she was to play would be greater than he could possibly have imagined, for all his love for her and what appreciation he already had of her beneficial, steadying influence.

Writing sample #1

John Adam's marriage to Abigail was the most important choice in his life. He was to come to understand this better with time. In so many ways, she was his equal, and he could not have imagined the importance of the role she was going to play, despite his love for her and his appreciation of her good, solid influence.

Unacceptable! This paragraph is the work of someone either deliberately plagiarizing or someone who doesn't understand what it means to plagiarize. The writer may have changed a few words and switched the order of words in the sentences, but the writer has not changed McCullough's sequence of ideas and has not used the information in a meaningful way. He or she failed to cite what are really McCullough's original ideas or words.

Writing sample #2

When John Adams was ready to marry, he sought a woman who was his equal. He found Abigail Smith and loved her for her steadying influence.

Unacceptable! Not only did this student neglect to cite, this paraphrase twists McCullough's meaning. Though it changes words significantly, it also does a poor job conveying the original idea accurately.

Writing sample #3

The best decisions of a great leader may extend beyond the political. In fact, the course of American history may have been changed by an entirely personal decision. In his biography of Adams, David McCullough notes that Adams' choice of Abigail Smith as a wife was the most critical decision of his life. "She was in all respects his equal and the part she was to play would be greater than he could possibly have imagined" (McCullough 57).

This is **acceptable** because the author uses the information in a meaningful way, accurately paraphrases the ideas presented in the original source, credits them and weaves in a quote to emphasize the point. The source is properly quoted and cited using quotation marks and in-text documentation. Note that in this example the student created his/her own topic sentence, following an independent plan and not the necessarily following the structure of another author's material.

How To Avoid Plagiarism (from www.mciu.org)

- When you are taking notes, make sure that you copy all original passages in quotation marks.
- Paraphrase by really putting ideas into your own words; go beyond changing a few words. Recognize that paraphrasing of unique ideas and facts also requires citation.
- As you write, return to the text and check your paraphrase against the original source to make sure you haven't unintentionally copied.
- Use graphic organizers to restructure your facts and ideas.
- Use your own voice to put a new twist on old information.

Common Knowledge (from www.mciu.org, www.lib.unc.edu/instruct/citations)

- You don't have to cite everything. Facts or ideas referred to as "common knowledge" do not have to be cited.
- For example, you do not need to cite:
 - Proverbs, axioms, and sayings ("A stitch in time saves nine.")
 - Well-known quotations ("Never in the field of human conflict was so much owed by so many to so few.")
 - Common knowledge (Thomas Edison invented the phonograph; "Starry Night" was painted by Vincent Van Gogh; Oxygen has the atomic number 8)

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- Common knowledge includes facts that are found in many sources, facts that you assume many people know. A rule of thumb is that if you find a fact in three or more sources, it may be considered common knowledge.

You can take an online tutorial about plagiarism and common knowledge.

- See <http://library.acadiau.ca/tutorials/plagiarism/>

What to Cite (www.lib.unc.edu/instruct/citations)

- Direct quotes, both entire sentences and phrases
- Paraphrases (rephrased or summarized material)
- Words or terminology specific to or unique to the author's research, theories, or ideas
- Use of an author's argument or line of thinking
- Historical, statistical, or scientific facts
- Graphs, drawings, or other such aggregations of information or data
- Articles or studies you refer to within your text

Now that you know what you need to cite, you need to know how to correctly cite your sources. The handbook covers a specific form of documentation, **MLA**.

MLA Documentation

The Owl at Purdue (<http://owl.english.purdue.edu/owl/resource/557/01/>) is a useful source for MLA information. According to the website, “MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. [The Owl at Purdue], updated to reflect the *MLA Handbook for Writers of Research Papers (6th ed.)* and the *MLA Style Manual and Guide to Scholarly Publishing (2nd ed.)*, offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page.”

Source:

Purdue OWL. "MLA Formatting and Style Guide." The Online Writing Lab at Purdue. 10 May

2008. Purdue University Writing Lab. 12 May 2008

<<http://owl.english.purdue.edu/owl/resource/557/01/>>.

Parenthetical Documentation (from The Owl at Purdue)

In MLA style, referring to the works of others in your text is done by using what's known as parenthetical citation. Immediately following a quotation from a source or a paraphrase of a source's ideas, you place the author's name followed by a space and the relevant page number(s).

Human beings have been described as "symbol-using animals" (Burke 3).

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work, or italicize or underline it if it's a longer work.

Your in-text citation will correspond with an entry in your Works Cited page, which, for the Burke citation above, will look something like this:

Burke, Kenneth. Language as Symbolic Action: Essays on Life, Literature, and Method.
Berkeley: U of California P, 1966.

(Works Cited Pages are discussed further on page 11 in this handbook.)

Examples of Parenthetical Documentation

Citing a Complete Work

No parenthetical reference is needed if you identify the title and author in your text.

In Confederates in the Attic, Horwitz explains how the Civil War remains alive in the South.

You must give the author's last name in a parenthetical reference if it not mentioned in the text.

Confederates in the Attic explains how the Civil War remains alive in the South (Horwitz).

Citing Part of a Work

List the necessary page numbers in parentheses if you borrow words or ideas from a particular work.

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With Author in Text

According to Winchester, no English dictionary existed at the time Shakespeare wrote his plays (80).

Without Author in Text

No English dictionary existed at the time Shakespeare wrote his plays (Winchester 80).

An Anonymous Book (Work)

When there is no author listed, give the title or a shortened version of the title as it appears in the works-cited section. (No page number needed for single page articles.)

The Information Please Almanac states that drinking water can make up 20 percent or more of a person's total exposure to lead (572).

Literary Works: Prose

To cite literary prose works, give the page reference first, and then add a chapter, section, or book number in abbreviated form after a semicolon.

In Cry, the Beloved Country, Alan Paton presents Steven Kumalo as "a man who lives in a world not made for him, whose own world is slipping away, dying, being destroyed, beyond recall" (14; ch. 3).

To cite prose that takes more than four typed lines, indent each line of the quotation 10 spaces and double space it. Put the parenthetical citation (pages and chapter numbers) outside the end punctuation mark of the quotation itself. Skip two spaces before you begin the citation.

Kumalo would describe the land as he wanted his sister to remember it, beautiful and inviting. Then suddenly his missing son would darken his thoughts and feelings about the land:

And then in one fraction of time the hills with the deep melodious names stood out waste and desolate beneath the pitiless sun, the streams ceased to run, the cattle moved thin and listless over the red and rootless earth. It was a place of

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old women and mothers and children, from each house something was gone. His voice would falter and die away, and he would fall silent and muse. (61; ch.10)

Literary Works: Verse (Plays and Poems)

Cite verse by divisions (act, scene, canto, book, part) and lines; use periods to separate the various parts. For short quotations of verse, use a diagonal to show where each new line of verse begins.

Play

When she learns that Romeo is a Montague, Juliet exclaims, “My only lover, spring from my only hate!...Too early seen unknown, and known too late!” (1.5.138-145).

Verse quotations of more than three lines should be indented 10 spaces and double-spaced. Each line of the poem or play begins a new line of the quotation; do not run the lines together or separate them with diagonals. Separate lines with diagonals only within the main text of your paper.

Poem

In “Song of Myself”, poet Walt Whitman proclaims to belong to everyone:

I am of old and young, of the foolish as much as the wise,
Regardless of others, ever regardful of others,
Maternal as well as paternal, a child as well as a man,
Stuff with the stuff that is coarse, and stuffed with the stuff
that is fine,...(16: 326-329)

Integrating Direct Quotations: Prose (from *Writers, Inc.*)

Anytime you directly use another writer's words or ideas to support your conclusion you are citing evidence, or quoting a source. This use of text passages, lines, or words can be integrated into your essay in one of the following four ways.

(1) Incorporated into the Sentence

A creator always has an obligation to the thing he creates. This is clearly shown in the epigraph from Mary Shelley's Frankenstein in which the monster seemingly cries out, "Did I request thee, Maker, from my clay to mould me Man? Did I solicit thee from darkness to promote me...?" (4). At his creation, the monster is a....

- **Mark omission of the text by three periods (called an ellipsis) with a space between each (...). When these appear at the end of a sentence, use a fourth as a period.**

(2) Set-Up by the Previous Statement

A creator always has an obligation to the thing he creates. Mary Shelley clearly shows this in the epigraph for Frankenstein, an epigraph that reflects the monster's point of view: "Did I request thee, Maker, from my clay to mould me Man? Did I solicit thee from darkness to promote me...?" (4). At his creation, the monster is a....

- **Just giving a citation is not enough. You must say something about it before and after the citation.**
- **The colon is used after a COMPLETE sentence to introduce the quote.**

(3) Set Apart from the Main Text

A creator always has an obligation to the thing he creates. As an epigraph for Frankenstein, Mary Shelley chose the following lines from Milton's *Paradise Lost* that reflect the creature's point of view: "Did I request thee, Maker, from my clay to mould me Man? Did I solicit thee from darkness to promote me...?" (4). The constant pleas of the monster itself, though, provide the strongest evidence of the creator / creation obligation:

How can I move thee? Will no entreaties cause thee to turn a favourable eye upon thy creature, who implores thy goodness and compassion? Believe me, Frankenstein: I was benevolent; my soul glowed with love and humanity: but am I not alone, miserably alone? You, my creator, abhor me; what hope can I gather from your fellow creatures, who owe me nothing? (100)

At his creation, the monster is a....

- **When quoting more than 4 lines, skip a line and double-indent**
- **Continue your paragraph without indenting**

NOTE: While the above examples are single spaced, all lines in an assignment should be double-spaced.

Integrating Direct Quotations: Poetry (from *Writers, Inc.*)

(4) Lines of Poetry

Incorporating citations from poetry is very similar to the methods used to integrate prose. Make note of the following examples:

Example A

The first stanza of Edgar Allan Poe's "The Raven" provides the starting point for the emotional irregularity that characterizes the speaker's condition throughout the poem. The speaker pointedly shares that "[o]nce upon a midnight dreary, while I pondered, weak and weary, / Over many a quaint and curious volume of forgotten lore - / While I nodded, nearly napping, suddenly there came a tapping ..." (lns. 1-3). Physically exhausted, Poe's speaker ...

- **Separate lines of poetry with a slash (/) for up to 3 or 4 lines, depending on the length.**
- **Use brackets [] when text is altered from its original form in order to flow naturally in the new sentence in which it is integrated**
- **Refer to specific poem lines using the abbreviation "lns."**

Example B

The first stanza of Edgar Allan Poe's "The Raven" provides the starting point for the emotional irregularity that characterizes the speaker's condition throughout the poem. The speaker pointedly shares his frame of mind:

Once upon a midnight dreary, while I pondered, weak and weary,
Over many a quaint and curious volume of forgotten lore –
While I nodded, nearly napping, suddenly there came a tapping,
As of someone gently rapping, rapping at my chamber door. (lns. 1-4).

Physically exhausted, Poe's speaker ...

- **When quoting more than 4 lines, introduce and double-indent**
- **Preserve the capitalization at the start of each sentence**
- **Present the text exactly as the author intended it**

While the examples below are acceptable for beginning writers, more advanced writers should try to avoid them:

- Sentences that state, "The following quotation shows ..."
- Sentences that begin, "A quote in the poem that proves this is ..."
- Sentences that begin, "One example of this can be found in the passage..."
- Floating quotations - quotes that are not connected to any sentence

Works Cited Page

After you complete your paper that includes parenthetical documentation in the body, you need to attach a list of your sources with further information. These sources will correspond to the sources you cited in your paper.

How to Cite Print Sources on a Works Cited Page

- A book by a single author

Author's last name, First name. Book Title. City: Publisher, date.

Opie, John. Ogallala: Water for a Dry Land. Lincoln: University of Nebraska Press, 1993.

- An article in a periodical

Author's last name, First name. "Article." Periodical Title date: page nos.

Zwingle, Erla. "Wellspring of the High Plains." National Geographic Feb. 1993: 80-109.

- A map or chart

To cite a map or chart, give the title, appropriate descriptive label, place of publication, publisher, date.

Japanese Fundamentals. Chart. Hauppauge: Barron, 1992.

Personal Interview

- To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (Personal interview, Telephone interview), and the date.

Pei, Thomas. Personal interview. 22 July 2006.

Online Sources

Sources on the Web that students and scholars use in their research mainly include information databases, the texts of books, articles in periodicals, and personal sites.

What is the difference between a database and a website?

A database, such as SIRS or EBSCOHOST, is a specific type of website that requires a paid subscription in order to view information. A database usually requires a password. UC subscribes to many useful databases, and you can access UC's databases through www.unioncatholic.org. Click on community news, and then click on "Online Library" under the Student Resources heading.

A website that does not require a subscription can be another research resource. However, these sites can be posted by anyone and the information is not checked for accuracy, unlike the information in a database. Check out these websites that appear to be valid, but actually contain false information.

<http://www.dhmo.org>

<http://www.umbachconsulting.com/miscellany/velcro.html>

There are certain things to look for when evaluating a website. Is there an author? What are his/her credentials? Is there a date? Does the webpage provide other sources? If you look at the bogus websites above, there are clues that the information is false. Remember, you can ask your teacher if you are unsure if information on a website is valid.

Whether you use a database or valid website, you must cite your sources.

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How to Cite Online Sources (from The Owl at Purdue)

Here are some common features you should try and find before citing electronic sources in MLA style. Always include as much information as is available/applicable:

- Author and/or editor names
- Name of the database, or title of project, book, article
- Any version numbers available
- Date of version, revision, or posting
- Publisher information
- Date you accessed the material
- Electronic address, printed between carets ([<, >]).

Information Database, such as SIRS or EBSCOHOST

Frick, Robert. "Investing in Medical Miracles." Kiplinger's Personal Finance. Feb. ed. 1999.

SIRS Researcher. ProQuest. Union Catholic Library, Scotch Plains, NJ. 10 Aug. 2008

<<http://sks.sirs.com/>>.

"Birmen Cat." Encyclopedia of Animals. EBSCO Animals. EBSCO. Union Catholic

Library Scotch Plains, NJ. 10 Aug. 2008 <<http://search.ebscohost.com/>>.

Personal Site

Lancashire, Ian. Home page. 28 Mar. 2002. 15 May 2002

<<http://www.chass.utoronto.ca:8080/~ian/>>

Book

Nesbit, E[dith]. Ballads and Lyrics of Socialism. London, 1908. Victorian Women Writers

Project. Ed. Perry Willett. May 2000. Indiana U. 26 June 2002

<<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html>>.

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Poem

Nesbit, E[dith]. "Marching Song." Ballads and Lyrics of Socialism. London, 1908. Victorian WomenWriters Project. Ed. Perry Willett. May 2000. Indiana U. 26 June 2002
<<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html#p9>>.

Article in a Journal

Sohmer, Steve. "12 June 1599: Opening Day at Shakespeare's Globe." Early Modern Literary Studies 3.1 (1997): 46 pars. 26 June 2002 <<http://www.shu.ac.uk/emls/03-1/sohmjuli.html>>.

Article in a Magazine

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

How to Format Works Cited Page

1. Begin your list of works cited on a new page
2. Center the title Works Cited one inch from the top
3. Double Space everything
4. Begin each entry at the left margin
5. If an entry runs over one line, indent each additional line 5 spaces
6. List each entry alphabetically by the author's last name. If there is not an author, use the first word of the title (Disregard A, An, and The).
7. Make sure all titles of works are correctly punctuated.

An example of a Works Cited Page is on the next page (16).

Noodle Bib MLA Starter from www.Noodletools.com is useful tool to help you create a works cited list.

Directions for Using Noodle Bib MLA Starter

1. Go to the following web site: www.noodletools.com
2. Under "Free Tools," click on NoodleBib MLA Starter.
3. Click on "Create a Personal ID" You only need to do this the first time.
After the first time, you can just sign-in under the heading "Already have a personal id."
4. Select "A free NoodleBib MLA starter account."
5. Provide the information requested: user name, password, last 4 digits of your phone number.
6. Click on Register.
7. You are now ready to use NoodleBib MLA starter to create a Works Cited list for you. Just follow the instructions.

Note: If you are creating a listing with SIRS or EBSCO, it is an online reference source. When prompted for more information, it is an "other type" that is from a "subscription database". Then you can type in SIRS or EBSCO when prompted for the name of the database and choose from the listing that comes up. Use the URL that NoodleBib provides and then provide the information requested (author, title, etc...).

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Works Cited

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- Pulda, Arnold. "Handling Hate Sites." Classroom Connect Newsletter May 2003: 18-19.

Paper Format

Below are useful guidelines for formatting a paper in MLA style. The guidelines are from the Purdue Owl.

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
- Double-space the text of your paper, and use a legible font like Times New Roman or Courier. The font size should be 10-12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use either italics or underlining throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page.

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Don't underline your title or put it in quotation marks; write the title in Title Case, not in all capital letters.
- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, e.g.,
 - Fear and Loathing in Las Vegas as Morality Play
 - Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow their guidelines.)

Here is a sample first page of an essay in MLA style:

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Smith 1

Pete Smith

Dr. B. Boilermaker

English 101

12 October 2005

Building a Dream: Reasons to Expand

Ross-Aide Stadium

During the 2000 football season, the Purdue Boilermakers won the Big Ten Conference Title, earned their first trip to the Rose Bowl in thirty-four years, and played every game in front of a sold-out crowd. Looking ahead...

A sample first page of an MLA-formatted paper.