

Documentation Resource

Adapted from Prof. Jack Bouley's Documentation Resource handout. Used with permission.

As we move into the next stage of writing, the use of documentation will become increasingly important. Supporting your ideas with the use of a source and giving credit to that source are two of the most crucial reasons to document correctly. Many of you have documented things in the past through the use of footnotes. Others have used in-text citations. The latter is the preferred method for most classes, and is the method of the Modern Language Association (MLA). Each essay from this point forward will be required to follow MLA standards.

Reasons to document:

- To give credit where credit is due
- To show that material is not your own
- To allow a reader to *find* a source you have used

It should also be known that in-text documentation should be used for direct quotations AS WELL AS PARAPHRASING. Remember, citations are the opposite of commas—when in doubt, cite anyway!

An in-text citation should always have a signal phrase, which can include the author's name, but does not have to. If you omit a signal phrase you risk using a dropped quote. This is when a direct quotation is stuck into a paper with no integration.

An in-text citation should appear like this: **(Smith 37)**

Integrated into a quotation or paraphrase it should appear like this: **"Ducks can float" (Smith 37).**

With a signal phrase it appear like this:

A recent study concluded that "Ducks can float" (37).

When you use a signal phrase with the author's name, you may omit the name in the citation:

Smith's recent study concluded that "Ducks can float" (37).

When changing the grammar of a direct quotation, use brackets to show that change:

Smith's recent study concluded that "[d]ucks can float" (37).

The bold text here is only to highlight the examples. Do not use bold text when you create your own in-text citations.

If Smith is the only author being used in the entire essay, you need not repeat his name again in a citation. If the author changes, then switch names. Do this *whenever the author changes*.

Whenever you have a cited source, you must have a corresponding entry in a works cited page.

Remember, the only reason that there is an in-text citation is so the reader can find the source on the works cited page.

The basic format for a book is last name, comma, first name, period, full title of the book underlined, period, city of publication, colon, publisher, comma, most recent date, and a period. Lines that extend to a new line must be indented. Remember to title your works cited page with the words Works Cited at the top.

Handy words and phrases to know:

- In-text citation
- Cite (verb)
- Quotation (direct)
- Paraphrase
- works cited & Works Cited page
- Quotes within quotes
- Block or long quotes

Works Cited

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