

[illegible]

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Title Page and Page Headers

The title page includes four elements: **running head**, **title**, **author's name**, and **school name**. Please note that on the title page, your page header should look like this:

Running head: SHORTENED TITLE OF YOUR PAPER

The phrase "Running Head" appears **only on the title page**. Pages after the title page should have a running head that looks like this:

SHORTENED TITLE OF YOUR PAPER

*Note: Although the *APA Publication Manual* does not require the date of submission on the title page, your teacher may require it. Always follow your teacher's instructions.

Sample Research Paper - Pages 1 and 2:

The diagram illustrates the layout of a research paper's title page (Page 1) and abstract page (Page 2). Page 1 features a running head, a full title, author names, and a school name. Page 2 features a shortened running head, an abstract section heading, and the abstract text. Annotations provide specific formatting rules for each element.

Page 1: Title Page

Running Head: VARYING DEFINITIONS OF ONLINE COMMUNICATION 1

Varying Definitions of Online Communication
and their Effects on Relationships
Henry Lee and Akhil Sengupta
Innisdale Secondary School

Annotations for Page 1:

- All pages including page one are numbered flush with the right margin
- The running head is an abbreviation of your title. It is flush with the left margin and printed in all capital letters.
- The full title of your paper uses capitals on major words (nouns, verbs, adjectives, and adverbs)

Page 2: Abstract Page

VARYING DEFINITIONS OF ONLINE COMMUNICATION 2

Abstract

This paper explores four published articles that report on results from research conducted online (Internet) and offline (non-Internet) relationships and their relationship to computer-mediated communication (CMC). The articles, however, vary in their definitions and uses of CMC. Butler and Kraut (2002) suggest that face-to-face (FtF) interactions are more effective

Annotations for Page 2:

- The shortened version of your title appears on all pages of your report but without the phrase "Running Head" before it.
- All section headings are centred and written in 12-point font. They are not bolded, underlined, or italicized.



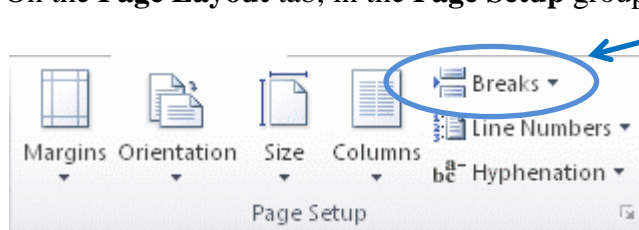
Setting Up Your Page Headers

Microsoft Word 2010 allows you to include a header on page one and a different header for the rest of your paper. It will also number your pages for you. Here is the easiest way to set up your page headers and numbering.

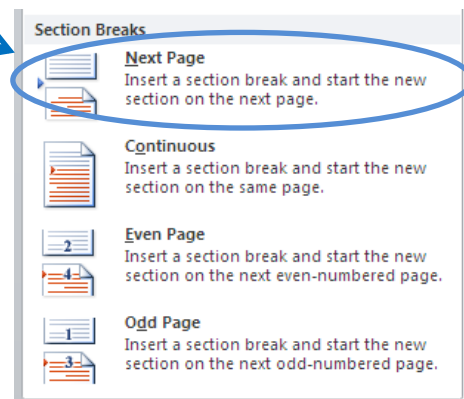
- Place your cursor at the start of page one.
- On the **Insert** tab, click **Header**.
- Select the **Blank** option at the top.
- Flush with the left margin, type the words “Running Head,” followed by a colon, followed by a shortened version of your title, typed in capital letters. It should look like this:

Running Head: SHORTENED VERSION OF MY TITLE

- Now you are ready to insert page numbers. Tab a few times until your cursor is flush with the right-hand margin. Microsoft Word includes a tab stop in this position to ensure your position is accurate.
- Click **Page Number**. Select the **Current Position** option, then select the **Simple Plain Number** option at the top. This will automatically number your pages throughout your paper. **DO NOT select the Top of Page option** as this will erase the header you have just typed.
- Double click below the header to close the header.
- Move your cursor to the beginning of page two.
- On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



- Under **Section Breaks**, click **Next Page**.
- Double click in the header area on page 2. This opens the **Header & Footer Tools Design** tab.
- In the **Navigation** group, click **Link to Previous** to turn it off.
- Remove the words “Running Head:” from the header on your second page.
- Double click below the header to return to the body of your paper.
- Your headers and page numbers are now set.



A Note About Page Numbers

APA style requires that you number **all** pages, including the title page, appendices, and references pages. Do not include your name before the page numbers.

Typeface

The preferred typeface for APA papers is Times New Roman, with a 12-point font size. Keep your typeface consistent throughout your entire paper.

Margins

Margins should be 1" wide at top, bottom, left, and right. Type your running head and page numbers in a header ½" from the top of the page.

Line Spacing

Double-space your entire paper. Double-space after every line in the title and after headings. Double space your quotations, reference pages, and figure captions.

Order of Pages in Your Paper

Arrange the pages of your paper as follows:

- Title page
- Abstract (start on a separate page, numbered 2)
- Body of your paper (start on a separate page after your abstract)
- References (start on a separate page)
- Tables (start each on a separate page)*
- Figures (start each on a separate page; include caption on page with figure)*
- Appendices (start each on a separate page)*

*Note: It is standard practice to place tables, figures, and appendices at the end of your paper. Some teachers may prefer that you embed tables, figures, and appendices right into the body of the text. If your teacher's instructions differ from standard practice, **always follow your teacher's instructions.**

What are Tables, Figures, and Appendices?

Tables present data arranged in columns and rows.

Figures are more visual ways to present data to your reader. Common types of figures are

- graphs
- charts (such as flow charts)
- maps
- drawings
- photographs

Appendices contain material that supplements your paper's content but would be distracting or inappropriate if placed in the body of your paper. Therefore, appendices are referred to in the paper but placed at the end of the paper. Common types of appendices are

- lists
- detailed descriptions of things mentioned in your paper



Formatting Numbers

Numbers Expressed in Numerals	Numbers Expressed in Words
<ul style="list-style-type: none">• numbers 10 and above 12 cm wide 105 students 54 years ago• numbers used in the abstract of your paper or in a table or figure in your paper• numbers that come before a unit of measurement 5 oz of wine 2 km trip• numbers that represent mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles multiplied by 5 3 times as many 0.33 jobs lost 8% of the sample a ratio of 4:1 the 5th percentile• numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals 1 hr 34 min At 12:30 a.m. 2 year-olds Scored 4 on a 7-point scale 8 cents <i>Exception:</i> numbers that represent approximate numbers (e.g. about three months ago).• Numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers. grade 8 table 6 row 5 Subjects consumed 2, 3, 4, or 5 drinks daily.	<ul style="list-style-type: none">• numbers 9 and below three cities nine people• any number that begins a sentence, title, or heading Forty-eight percent of the sample showed an increase, and 52% showed a decrease.• common fractions one-fifth of the class• universally accepted usage the Ten Commandments Five Pillars of Islam



REFERENCE LIST

Your **reference list** comes after the body of your paper. It provides the information necessary for your reader to find **each source you used in the research and preparation of your paper.**

In high school, your teacher may require that your reference list includes **only sources that you cite within your paper.** This means sources that you quote directly, paraphrase, or summarize. Always clarify your teacher's expectations for your reference list.

Formatting Rules

Centre the word "References" on the top line of the page. Double space. Then begin your entries. Double space all entries. Entries should be listed **in alphabetical order** and should **not be numbered.** Works by the same author are listed alphabetically by title. Make your **first line flush with the left margin**, and **indent all additional lines** one inch from the left margin.

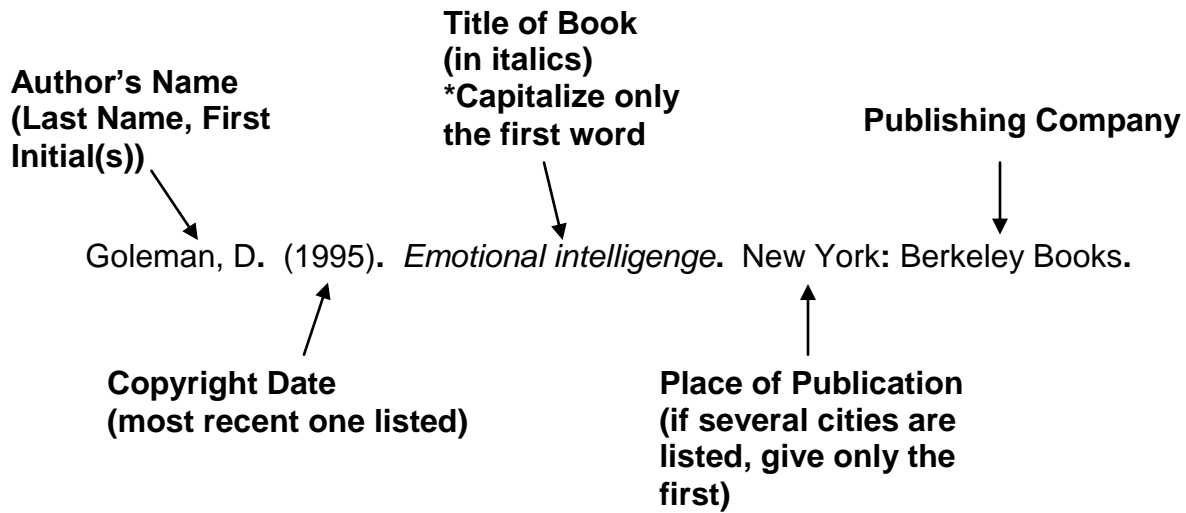
Turn to page 30 to view a sample reference list.

Sample Entries

On the next several pages you will find examples of how to document a variety of sources in your reference list and how to write an in-text citation for each source. All examples contain clear explanatory notes showing all required elements for the resource.



Book by one author: **Reference List Entry**



Book by one author: **In-Text Citation Format**

(Goleman, 1995, p. 45)



Book by two to seven authors: **Reference List Entry**

Authors' Names:

- Last Name, First Initial(s) for every author
- Separate authors with commas
- Use an ampersand (&) before the last author

Copyright Date
(most recent one listed)

Gilbert, S., Smith, T. & Jones, W. (2009). *The teen's guide to self-esteem:*

The importance of stability. Toronto: Pearson.

Place of Publication
(if several cities are listed, give only the first)

Publishing Company

Title of Book
(in italics)
*Capitalize only the first word and the first word after the colon

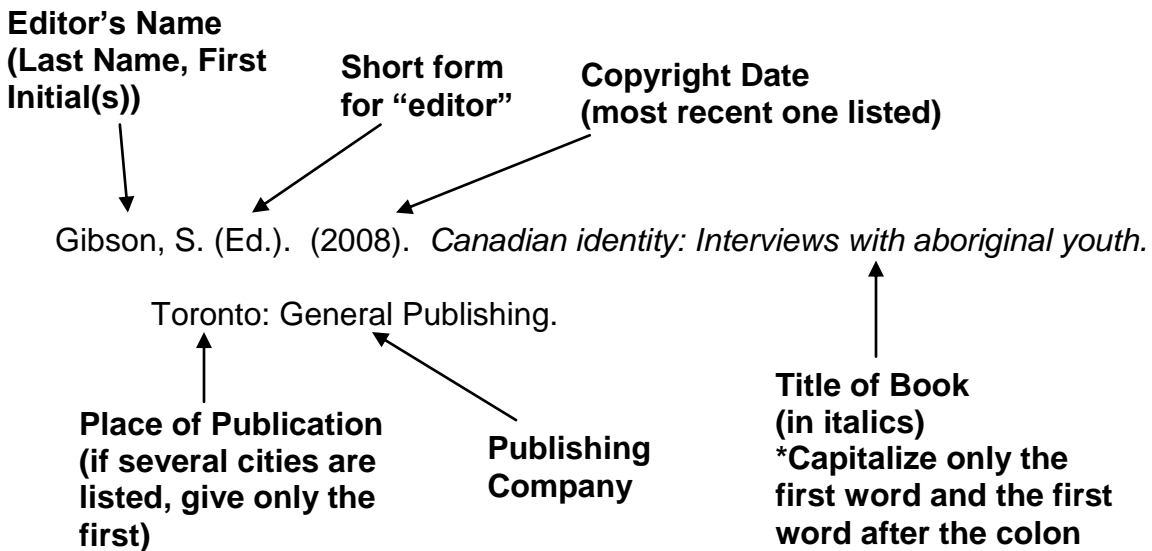
Book by two to seven authors: **In-Text Citation Format**

For ease of use, this rule has been simplified from the original
APA Publication Manual.

(Gilbert et al., 2009, p. 186)



Book with only an editor: **Reference List Entry**

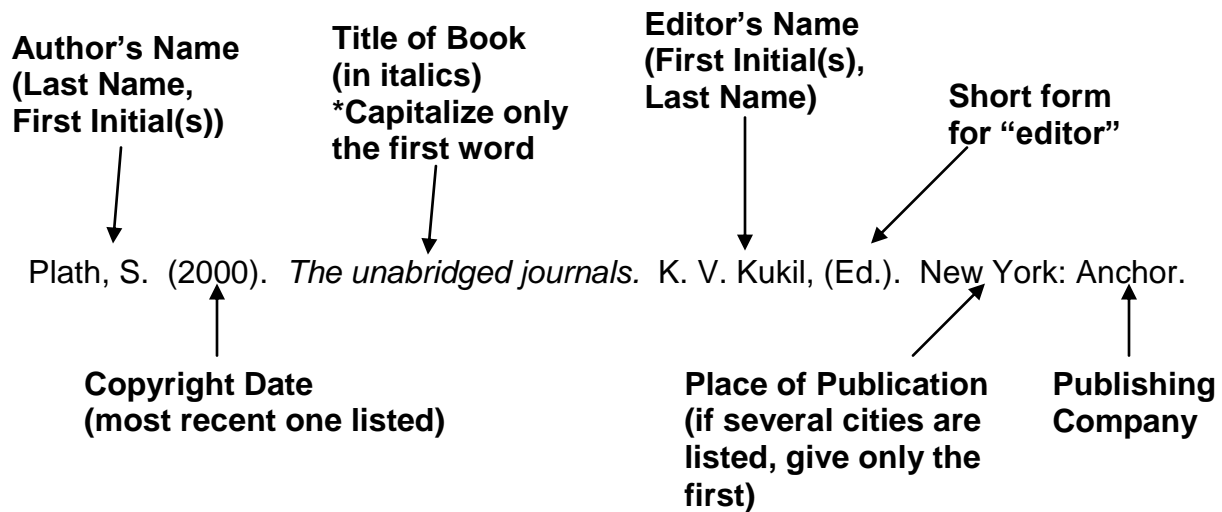


Book with only an editor: **In-Text Citation Format**

(Gibson, 2008, p. 16)



Book with an author and an editor: **Reference List Entry**

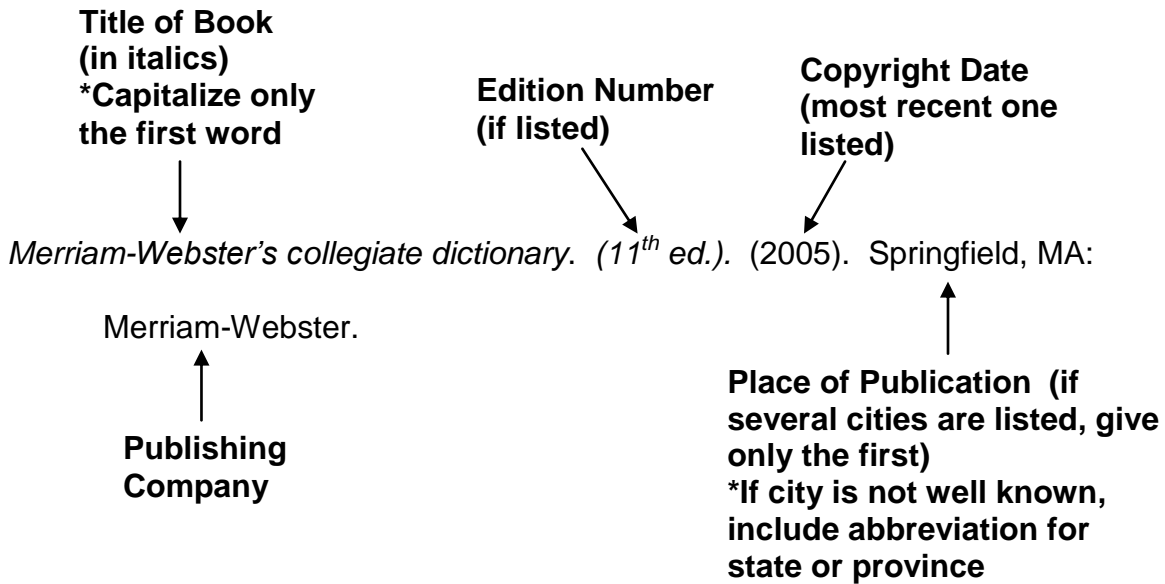


Book with an author and an editor: **In-Text Citation Format**

(Plath, 2000, pp. 30-31)



Book with no author or editor: **Reference List Entry**



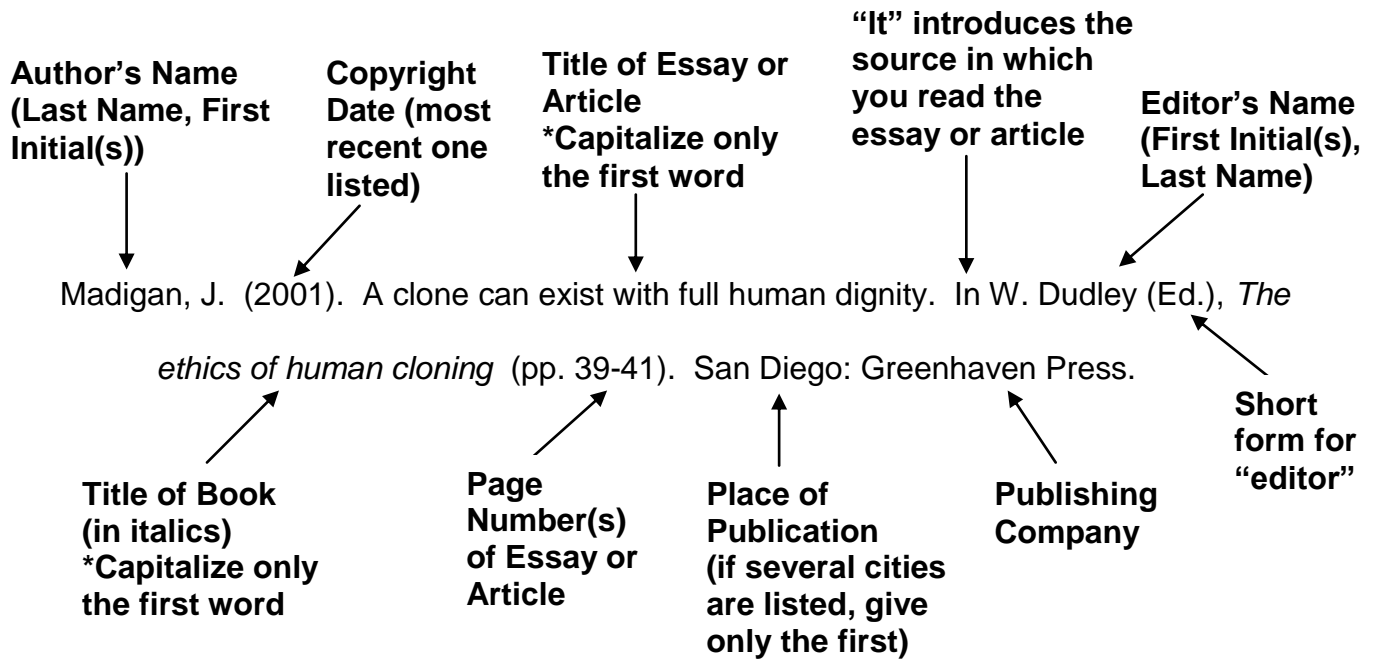
Book with no author or editor: **In-Text Citation Format**

*When a book has no author, give the first two or three words of the book's title, CAPITALIZING each word. Italicize the title.

(Merriam-Webster's Collegiate Dictionary, 2005, p. 675)



Essay or article in a book: Reference List Entry



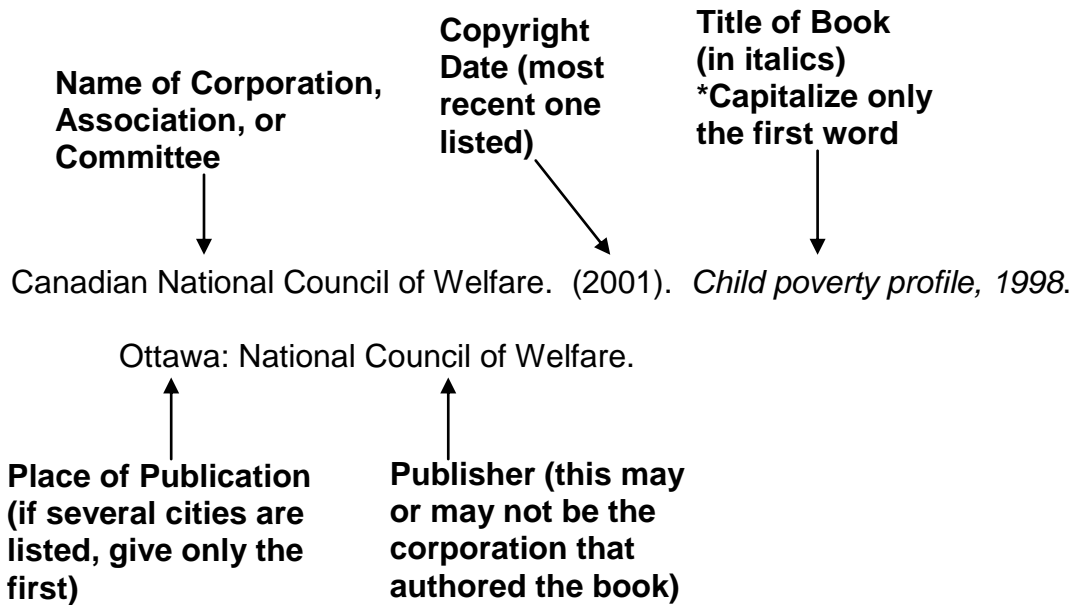
Essay or article in a book: In-Text Citation Format

(Madigan, 2001, p. 40)



Book by a group author (corporation or government agency):

Reference List Entry



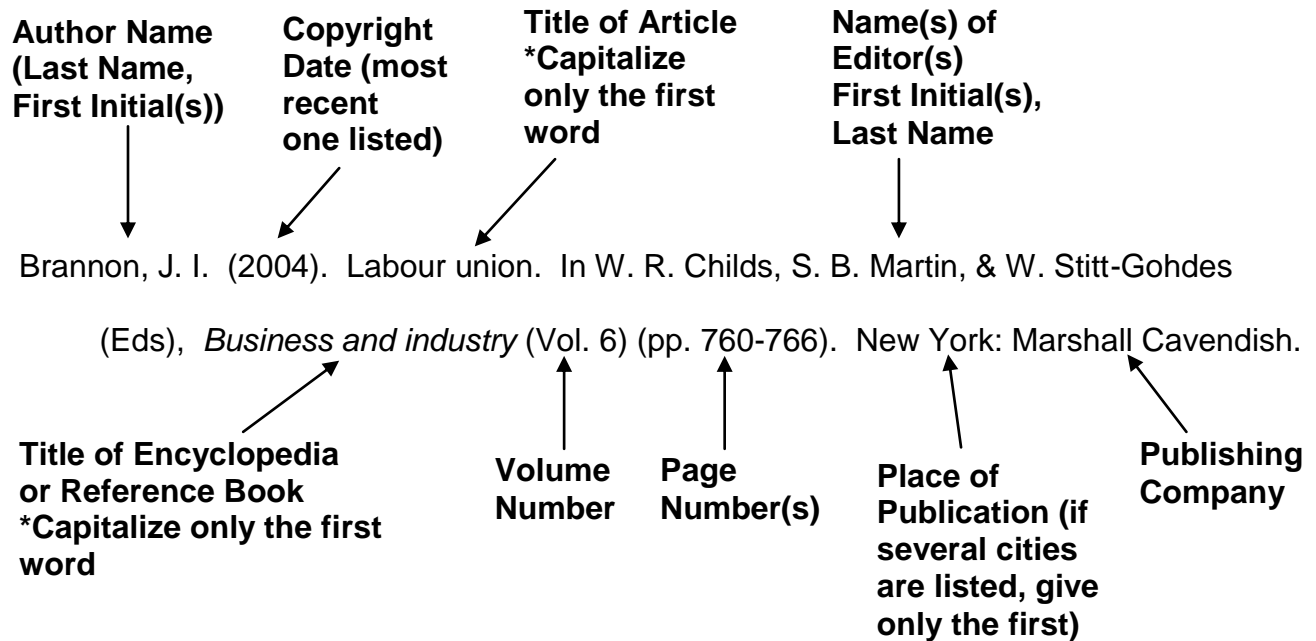
Book by a group author:

In-Text Citation Format

(Canadian National Council of Welfare, 2001, p. 47)



Signed article in an encyclopedia or reference book: Reference List Entry

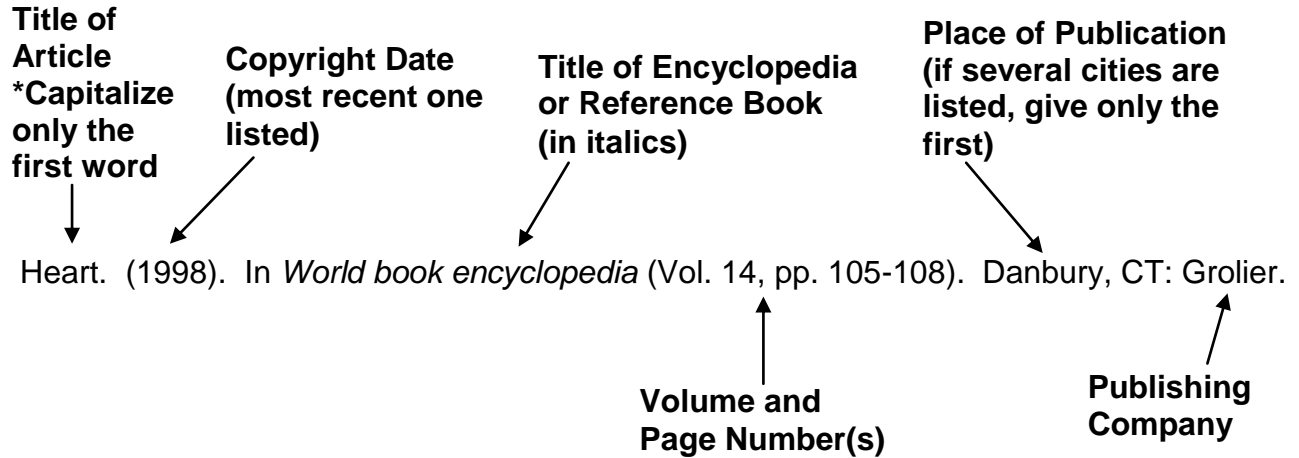


Signed article in an encyclopedia or reference book: In-Text Citation Format

(Brannon, 2004, p. 762)



Unsigned article in an encyclopedia or reference book: **Reference List Entry**

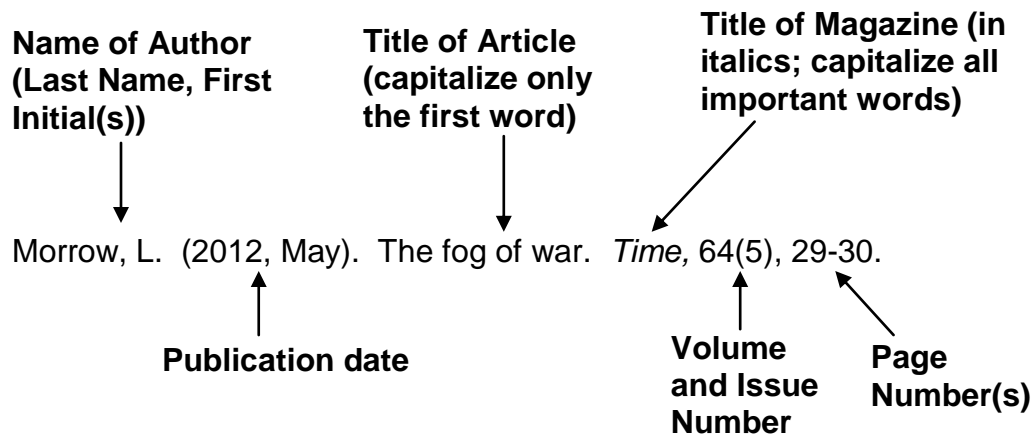


Unsigned article in an encyclopedia or reference book: **In-Text Citation Format**

(Heart, 1998, p. 107)



Magazine or journal article: **Reference List Entry**

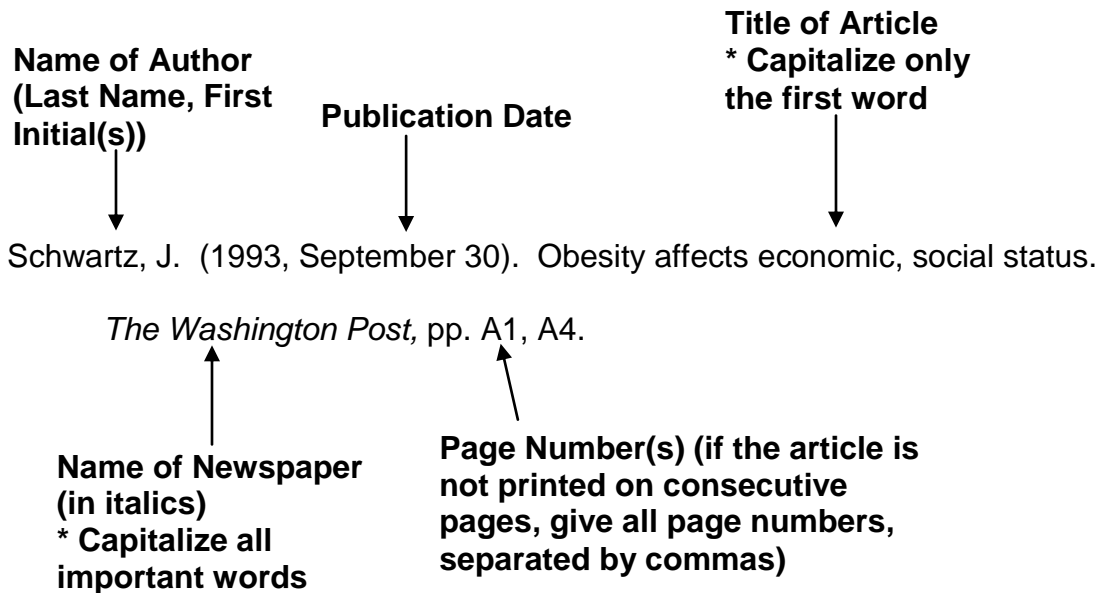


Magazine or journal article: **In-Text Citation Format**

(Morrow, 2012, p. 29)



Signed newspaper article: **Reference List Entry**

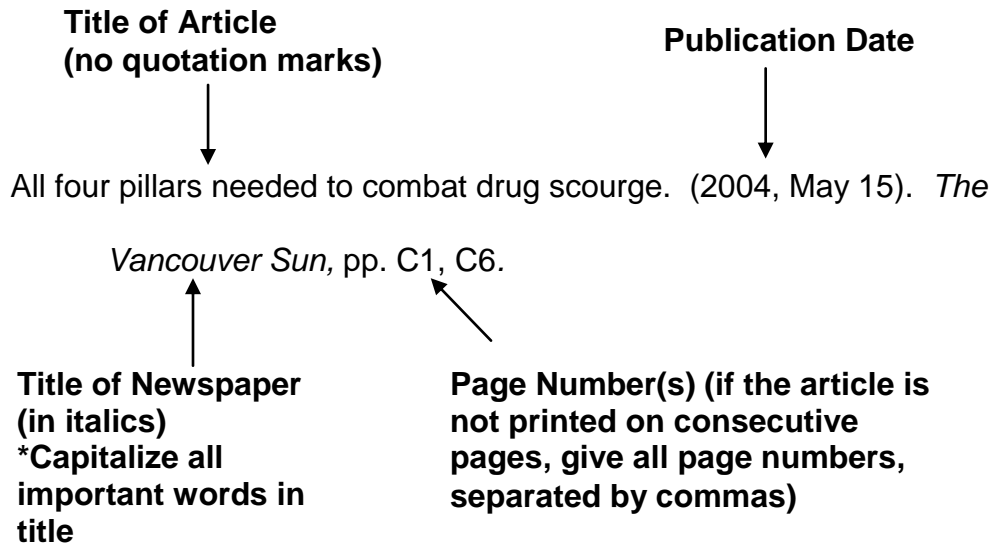


Signed newspaper article: **In-Text Citation Format**

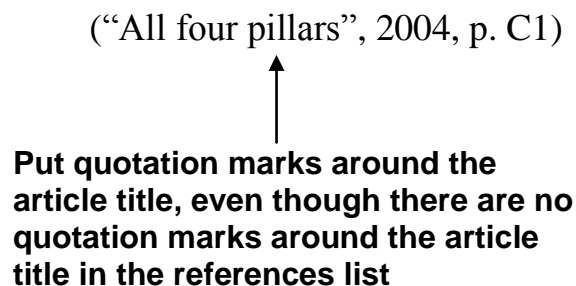
(Schwartz, 1993, p. A1)



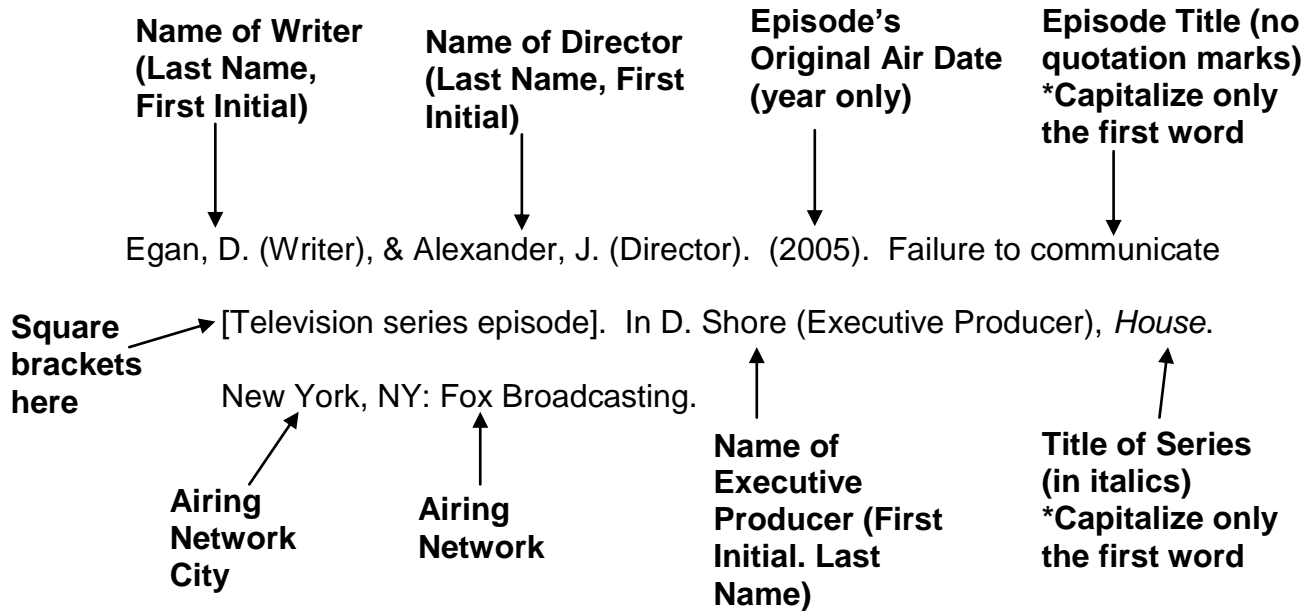
Unsigned newspaper article: **Reference List Entry**



Unsigned newspaper article: **In-Text Citation Format**



Television broadcast: **Reference List Entry**

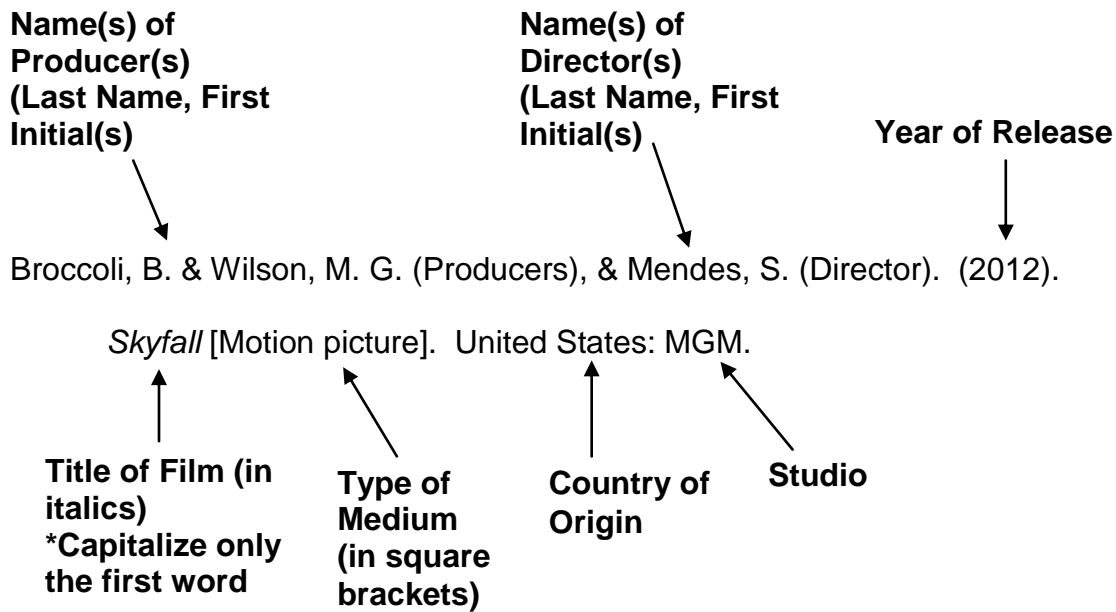


Television broadcast: **In-Text Citation Format**

(Egan, 2005)



Film or DVD: **Reference List Entry**



Film or DVD: **In-Text Citation Format**

(Broccoli, 2012)



Podcast: **Reference List Entry**

**Name(s) of Producer(s)
(Last Name, First Initial)**
↓
Van Nuys, D. (Producer).

Date of Podcast
↓
(2013, April 17).

**Title of Podcast
(in italics)
* Capitalize only the first word**
↓
Shrink rap radio

Type of medium (in square brackets)
↙
[Audio podcast].

Retrieved from <http://www.shrinkrapradio.com/>

↑
URL (no period after it)

Podcast: **In-Text Citation Format**

(Van Nuys, 2013)



Interview or e-mail: **Reference List Entry**

Interviews you conduct and e-mail conversations you have are classified as personal communication. No personal communication is included in your reference list.

However, if you include information gained from an e-mail or interview in your paper, you must include an in-text citation.

Interview or e-mail: **In-Text Citation Format**

In your citation, cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

Examples:

"People with Asperger's syndrome can make excellent, loyal employees" (R. Chang, personal communication, May 5, 2013).

OR

R. Chang states, "People with Asperger's syndrome can make excellent, loyal employees" (personal communication, May 5, 2013).



Lecture or class handout: **Reference List Entry**

Class lectures and handouts are classified as personal communication. No personal communication is included in your reference list.

However, if you include information gained from a lecture or class handout in your paper, you must include an in-text citation.

Lecture or class handout: **In-Text Citation Format**

In your citation, cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

Examples:

"In 2011, Canada's dependency ratio was 44.38, down significantly from a decade earlier" (L. Westman, personal communication, May 19, 2013).

OR

In a lecture to a grade 9 academic geography class, L. Westman stated, "In 2011, Canada's dependency ratio was 44.38, down significantly from a decade earlier" (May 19, 2013).



Web site:

Reference List Entry

***Note:** Web sites are not as easy to document as print sources are. Some web sites do not list an author. Other web sites do not list the date last modified or updated. Here is a list of FIVE things you can use to document a web site. You will likely find only four, five, or six of these things, but you should include all the information you find, in this order, using the correct punctuation.

1. Name of author, editor, or compiler.

- Last name, then first initial(s), followed by a period.
- If no author is listed, skip this and move the title (see #3) to the beginning of the reference entry, followed by the date (see #2).

OR

Name of organization.

- Capitalize all important words in organization name.
- Followed by a period.

2. Date posted OR last modified OR last updated.

- Year, Month Day. For example, (2013, May 25).
- In brackets.
- Followed by a period.
- If no date is listed, replace it with (n.d.).

3. Title of article, specific page, specific posting, or specific link you used.

- Include this if you used only ONE section of the web site.
- No italics, underlining, or quotation marks.
- Capitalize only the first word.
- Followed by a period.
- If you used the whole web site, skip this and include only the entire web site title.

4. Title of entire web site.

- In italics.
- Capitalize only the first word.
- Followed by a period.

5. URL of web site.

- Follow this format:
Retrieved from <http://www.somesite.com/somepage.htm>
- If length forces you to break a URL and continue it on the next line, always break it after a slash (/).
- Cutting and pasting the URL from the address bar into your bibliography will reduce the chance of typos.



Web site:

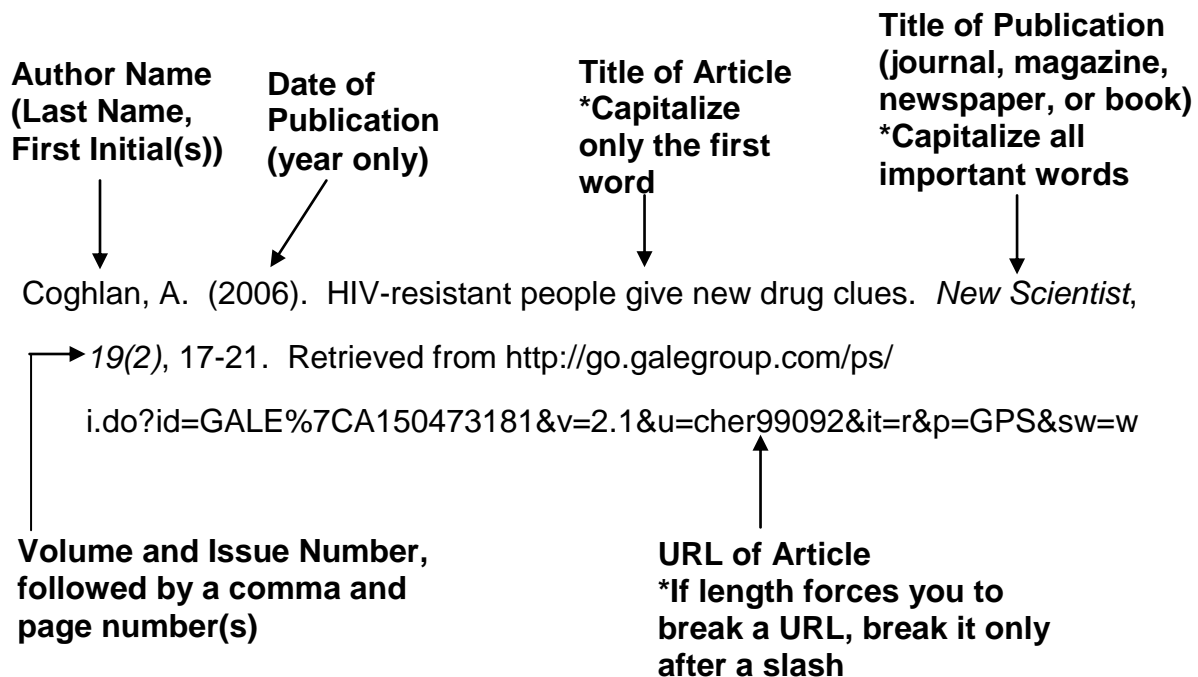
References Page	In-Text Citation
<p>Site with all information included and <u>one</u> specific link used:</p> <p>Their, D. (2012, February 3). Facebook more addictive than cigarettes, study says. <i>Forbes</i>. Retrieved from http://www.forbes.com/sites/davidthier/2012/02/03/facebook-more-addictive-than-cigarettes-study-says/</p>	<p>(Their, 2012)</p>
<p>Site with no author listed and <u>one</u> specific link used:</p> <p>Social media addiction recognized as official condition. (2013, February 12). <i>RTE News</i>. Retrieved from http://www.rte.ie/news/special-reports/2013/0212/367408-social-media-addiction-recognised-as-official-condition/</p>	<p>(“Social media addiction,” 2013)</p>
<p>PDF document accessed online – no date or website name listed:</p> <p>Chamberlain, L. B. (n.d.). The amazing adolescent brain: what every educator, youth serving professional, and healthcare provider needs to know. Retrieved from http:// www.multiplyingconnections.org/sites/default/files/Teen%20Provider%20article%20(2)_0.pdf</p>	<p>(Chamberlain, n.d.)</p>



Online database article: Reference List Entry

***Note:** To make documentation easier, most online databases contain source citations. Check if your article has an APA source citation.

- Scroll to the end of the article to find the source citation.
- If the source citation is in MLA format, look for a “citation tools” or “APA” option to change it to APA.
- Copy and paste the citation into your references list. You will probably have to adjust the formatting so that all lines after the first one are indented.
- If your article does not provide an APA citation, then locate all of the information below and write the citation yourself, in APA style.

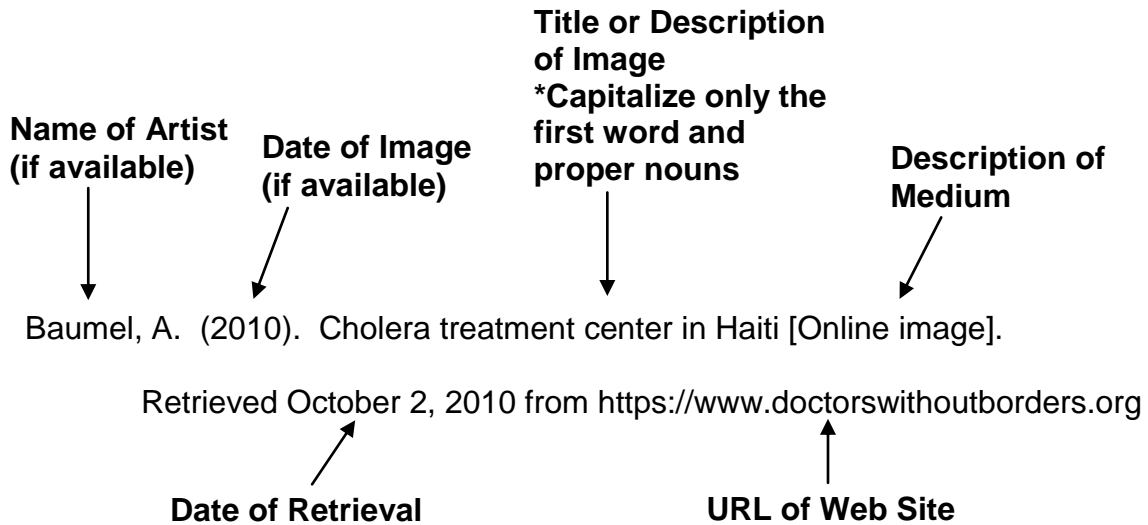


Online database article: In-Text Citation

(Coghlan, 2006)



Online image: **Reference List Entry**



Online image: **In-Text Citation Format**

- Label images in your paper “Figure 1,” “Figure 2,” etc.
- Just above the image, type “Figure 1” and the title of the image.
- At the point in your paper where you want your reader to look at the image, insert the figure number in parentheses, for example (Figure 1).
- Include the full citation for the image on your references page.



Online video: **Reference List Entry**

Name of Author (if available)	Date of Video (if available)	Title or Description of Video	Description of Medium
↓	↓	↓	↓
Manhattan77.	(2007, February 25).	<i>Ghost Towns and Death Valley</i>	[Video file].

Retrieved from <http://www.youtube.com/>

[watch?v=RGcnyH6n2sw&feature=video_response](http://www.youtube.com/watch?v=RGcnyH6n2sw&feature=video_response)

URL of Web Site

*If length forces you to split a
URL, split it only after a slash

Online video: **In-Text Citation Format**

(Manhattan77, 2007)



Sample Reference Page

Include your running head on your references page. Write it in capitals.

Title is centred and in 12-point font. Title is NOT bold, underlined, or in capital letters.

References page comes after the body of your paper but before tables, figures, and appendices. It is numbered.

8

SOCIAL MEDIA ADDICTION

References

Indent the second and subsequent lines of all entries.

Double space between and within all entries.

Arrange entries in alphabetical order. Do not number entries.

Hafner, K. (2010, March 15). 'Defriending' Facebook: when social networking starts to get in the way of real life, some teens are deciding to log off. *New York Times Upfront*. 142(11) 6+. Retrieved from <http://go.galegroup.com/ps/i.do?id=GALE%7CA220057881&v=2.1&u=cher99092&it=r&p=GPS&sw=w>

HealthandWellnessMag. (2012, April 3). Social media addiction. *YouTube*. Retrieved 22 April, 2013 from <http://www.youtube.com/watch?v=aj2ChTm2KsA>

Jantz, G. (2012). *Hooked: the pitfalls of media, technology, and social networking*. Florida: Siloam.

Their, D. (2012, February 3). Facebook more addictive than cigarettes, study says. *Forbes*. Retrieved 22 April, 2013 from <http://www.forbes.com/sites/davidthier/2012/02/03/facebook-more-addictive-than-cigarettes-study-says/>



KNOWING WHEN TO CITE

Understanding when to cite information

Cite (give credit to the original author/source) in the following situations:

- When copying exact words (quotations) from a source.
- When using other people's ideas from a source, even if they are stated in your own words.
- When using information gained from an interview.
- When using **any** original or creative work produced by someone else (e.g. chart, graph, map, photo, illustration, song, lecture).
- When using information that is not common knowledge.

Understanding what is common knowledge

You do not need to cite (give credit to the original author/source) in the following situations:

- You find the information undocumented in at least three sources.
- One can easily find the information using basic, introductory reference sources such as an encyclopedia, dictionary, or atlas.
- Most people in your audience accept it as a fact.

*Note: It is always good to check with your teacher about what he or she expects to be cited. If you are not sure about a piece of information, then cite it to ensure that you do not appear to be plagiarizing.

QUOTATIONS – THE BASICS

Effective use of quotations in your paper

Do not simply parachute quotations into your paper. Too many quotations can make the development of your own ideas choppy and insufficient. Quotations that are improperly used, or not used at all, can detract from your argument instead of add to it. Consider including quotations if one or more of the following conditions holds true:

- The language of the passage is so elegant and powerful that you cannot convey the ideas as effectively in your own words.
- The quote appeals to an authority on your topic to support your argument.
- You will go on to analyze the quotation.
- You wish to accurately present someone else's argument in order to challenge it or disagree with it.



Short quotations: spacing, punctuation, and citation placement for quotations fewer than forty words

A short quotation has **fewer than forty words**. Follow these rules for proper formatting:

- Use quotation marks around the quotation.
- Place your citation in parentheses (brackets) at the end of the quotation.
- In the parentheses, always provide the **author, year, and page number(s)**.

Note: Most electronic sources do not provide page numbers. The *APA Publication Manual* recommends the following:

- If paragraphs are numbered in the source, use them in place of page numbers. Use the abbreviation “para.”
- If paragraphs are not numbered, but the source includes headings, cite the heading and the number of the paragraph following it to direct the reader to the quoted material.
- Whereas strict adherence to the *APA Publication Manual* is necessary in college and university, **high school students should cite paragraph numbers only if their teachers request it**.

- If your source has no author listed, replace the author’s name with the title of the article, or a shortened version if the title is long. Use double quotation marks around the title of an article, a chapter, or a specific article or link on a web site. Italicize the title of a periodical or book.
- Place the period after the parentheses.

Here are examples of how to include a short quotation in an essay.

“China, Indonesia, Malaysia, and South Korea shine in all basic indicators of improved quality of life” (Ballard, 2006, p. 34).

The quotation copies the source word-for-word.

Period comes AFTER the parentheses

Note that papers written with APA formatting regularly include the author and year in the introduction to the quote.

Author's last name
↓
Publication date
↙
Ballard (2006) claims, "China, Indonesia, Malaysia, and South Korea shine in all basic indicators of improved quality of life" (p. 34).
↖
Page number
*For sources without numbered pages, omit this or give paragraph number if your teacher requires it
↗
Period comes AFTER the parentheses

Here is an example of how to include a paraphrase in an essay.

There are no quotation marks because this sentence is a paraphrase
↓

In response to public disapproval of ads aimed at children, many companies now use advergames. Children play online games embedded with brand names and product placement (Ann and Stern, 2011).

Both authors' LAST names and the publication date
* There is no page number because this is an electronic source.

Period comes AFTER the parentheses

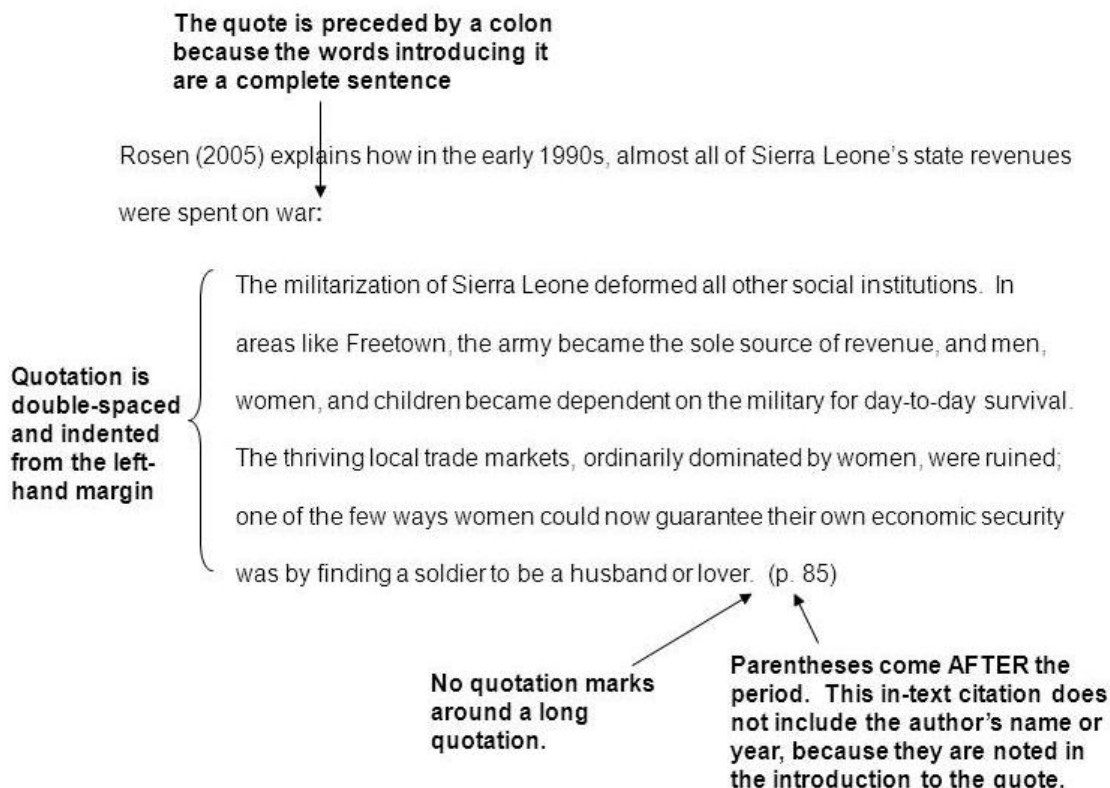


Long quotations: spacing, punctuation, and citation placement for quotations of forty or more words

A long quotation has **forty or more words**. Follow these rules for proper formatting:

- Place a comma or colon before your quotation. Choose the punctuation that ensures proper sentence structure.
 - Use a comma if the words introducing your quotation are not a complete sentence (e.g. Sontar and Jones express,).
 - Use a colon if the words introducing your quotation are a complete sentence (e.g. Sontar and Jones disagree with the placebo theory:).
- Begin a new line.
- Indent the quotation from the left margin and continue indenting all the way down the left margin. (Long quotations are indented only down the left margin.)
- If the quotation is more than one paragraph, indent the first line of each new paragraph an additional half inch.
- Double space the quotation, and do not add additional blank lines above or below it.
- Do not use quotation marks. They are not needed when a quotation has already been set off from the text by indenting.
- Unlike with short quotations, place the period (or whatever end punctuation the source uses) before the parentheses.
- Place the parenthetical reference directly after the parentheses (or, if it will not fit, on a new line).

Here is an example of how to include a long quotation in an essay.



Punctuation used for a quotation within a quotation – short quotes

If your entire quotation is **fewer than forty words**, then follow these rules for proper formatting:

- Use **double quotation marks** around the entire quotation.
- Use **single quotation marks** around quotations within your quotation.

Here is an example of how to format a quotation within a quotation (short quote).

ORIGINAL SOURCE:

As one young soldier wrote on the stock of his rifle in red nail polish, “War is my food.” Poverty and hunger mobilized thousands of young men during these years.

SOURCE QUOTED IN AN ESSAY:

For young people in Sierra Leone, becoming a soldier was the only way to escape the economically ruined civilian sector. “As one young soldier wrote on the stock of his rifle in red nail polish, “War is my food.” Poverty and hunger mobilized thousands of young men during these years” (Rosen, 2005, p. 85).

Place double quotation marks around the entire quote.

Place single quotation marks around the quote within a quote.

Place end punctuation after the parentheses.



Punctuation used for a quotation within a quotation – long quotes

If your entire quotation is **more than forty words**, then follow these rules for proper formatting:

- Reproduce the text **exactly as it appears in the original source**,
- Use **no** quotation marks around the entire quotation.
- Use **double** quotation marks around the quotation within your quotation.

Here is an example of how to format a quotation within a quotation (long quote).

ORIGINAL SOURCE:

For all 12 grades a student is expected to "learn" 30,000 pages of textbooks with a never-ending barrage of facts, most of which we know are forgotten by the time the student flips on his or her TV or iPod after school. Far more than reading to learn, our children are learning to hate reading.

SOURCE QUOTED IN AN ESSAY:

Schools are supposed to inspire our children to think critically, care about others, and grow their imaginations. But instead, textbooks are the curriculum:

Quotation is double spaced and indented from the left hand margin.

{ For all 12 grades a student is expected to "learn" 30,000 pages of textbooks with a never-ending barrage of facts, most of which we know are forgotten by the time the student flips on his or her TV or iPod after school. Far more than reading to learn, our children are learning to hate reading. (Wolk, 2007)

No quotation marks around entire quote. Double quotation marks around quote within the quote.

End punctuation comes before parentheses.



WAYS TO INCORPORATE SOURCES WITHIN YOUR PAPER

1. DIRECT QUOTING

- Copy the exact wording of the original source.
- Place your quotation in quotation marks and cite the source.

2. PARAPHRASING

- Put a section from a source into your own words.
- Paraphrases are often shorter than the original selection.
- You do not need quotation marks around the information, but you do need to cite the source.

3. SUMMARIZING

- Putting the “main ideas” from a source into your own words.
- Summaries are much shorter than the original selection.
- You do not need quotation marks around the information, but you do need to cite the source.

When writing a multi-sentence paraphrase or summary of an idea from one source, you face a challenge. You must give the original author credit for all the ideas, but you should not add a citation to every sentence, as this would repeatedly interrupt the flow of your paper. Here is an example of how to cite the source of a multi-sentence paraphrase or summary (web site with no author):

Acknowledge the source at the beginning of the summary with a full citation (author, year, and page number for a print source)



Viglione (2010) suggests that cross-pollination and fusion of musical genres over the last two decades has exposed children to a diversity of musical styles. **He points out** that technology has also made possible the distribution and sharing of music in exciting new ways. **For example**, music is shared through social media sites, analyzed and tailored for the individual listener via sites like *Pandora*, and simply given away by musicians on their websites. As a result, **he argues**, in the future, children will likely develop eclectic musical tastes early and expect a diversity of musical styles at younger and younger ages.

Use sentence starters like “He points out,” “for example,” and “he argues” to show your reader that you are still summarizing Viglione’s ideas.



DIRECT QUOTATIONS – MAKE YOUR QUOTATIONS FIT

Quote accurately. Whenever possible, reproduce quotes exactly, including spelling, capitalization, and punctuation. Sometimes, however, you must change a quotation's wording to make it fit the syntax of your sentence.

Some changes to the source **require no explanation**:

- You may change the first letter of the first word in a quotation to an uppercase or lowercase letter.
- You may change the punctuation mark at the end of a sentence to fit the syntax.
- You may change single quotation marks to double quotation marks and vice versa.

Other changes to the source **require explanation**:

- If you have **omitted material** from the original source, use three spaced ellipses points (. . .) to indicate where you have taken words out. Use four points to indicate any omission between two sentences. The first period is the period at the end of the quoted sentence, and the three following periods indicate that you have taken out one or more sentences.

Wolk (2007) contends, "Passive schooling creates passive people. If we want people to think, learn, and care about the many dimensions of life . . . then we need schools and curricula that are actually about life and the world."

- If you have **inserted words** into the original source to **explain or clarify** something, use square brackets to enclose the words you have inserted.

"They are studying to what extent [children's] play is a luxury that can be dispensed with when there are too many other competing claims on the growing brain" (Henig, 2008, p. 40).



DIRECT QUOTATIONS – SPECIAL CIRCUMSTANCES

One author quoted by a different author (indirect quotation)

If what you quote or paraphrase is itself a quotation, then two authors must be given credit: the author whose words are being quoted and the author of the source from which you took the quotation.

Only the source you used needs to be included in your references list.

Here are two examples of how to cite an indirect quotation in your essay:

**In your sentence, give
citation info for the person
who actually said the quote**



Terry Boothe (2007) calls Martin Luther King's 1957 pilgrimage to the Lincoln Memorial a "turning point in King's life" (Levinski, 2009, p. 56).

**Cite the source in which
you read the quote.**



**In your sentence, give
citation info for the person
who actually said the quote**



**Cite the source in which
you read the quote.**



Terry Boothe, 2007 (as cited in Levinski, 2009, p. 56) calls Martin Luther King's 1957 pilgrimage to the Lincoln Memorial a "turning point in King's life."



NOTES