

Notes & Practice in Citing/Crediting Material/Information Other Than Yours [1]

Name: _____ Course/CRN _____ Term/year _____

First you have to **identify the author of the source**: For class writing about an assigned reading, you would include that already in the template introductory information, **but** the author should still be cited as it should always be to distinguish your comments from source material. When in doubt, cite.

Each source within the writing should also be introduced before you include the material. These introductions are called **Signal Phrases or Tag lines** and can be worded in various ways like: **Charles Brown discusses many aspects of his growing up in a family home that was very small. He writes, “We all lived in one room” (Brown 8).** Please see the [Signal Phrase handout](#) for many choices of ways to vary these necessary introductions. For basic MLA: [Cornell Univ. MLA Citing--Examples and Explanation](#)
THE FOLLOWING GUIDELINES MAY NOT BE ACCURATE FOR EVERY SOURCE. CONSULT AN EXPERT HANDBOOK(or citation maker) FOR SPECIAL ENTRIES.

1. The complete publishing Information for the source would be LISTED for a Works Cited like:
 - a) **BOOK--AUTHOR last name FIRST** Tan, Amy (**TITLE UNDERLINED**) The Bonesetter’s Daughter (**LOCATION AND PUBLISHER**) New York Putnam, (**YEAR PUBLISHED**) 2001 (**MEDIUM/FORMAT**) Print
 2. Within your sentence, to credit where the information came from, put the AUTHOR’S LAST NAME IN parenthesis at end of the area where you’ve included that information. Here’s an EXAMPLE of **summarizing** what the author of the source might have discussed: **The author writes that her childhood was difficult and lonely (Tan).**
 - a) **If** the information is actually the **exact words of the source**, it must be shown as a QUOTE by using quotation marks [“ ---- ”] where it starts in your writing, and again where it ends. For a QUOTE you must also show the page number where you found those words, like **(Tan 25) immediately after the quote even if it’s not at the end of a sentence. In MLA there is no comma between name and page number. If the quote would take 4 or more lines of your essay, then it must be indented 10sp from the left margin, run to the right margin and the cite goes AFTER the period.**
 3. **Periodical/article:** (**AUTHOR name**) Wood, Michael (**article TITLE in quotes**) “Broken Dates: Fiction and the Century” (**Periodical title underlined**) Kenyon Review (**volume number**) 22.3 (**year published**) (2000): (**pages covered**) 50-64. (**medium**) Print (or Web)
 - a. Crediting information by the author of an article within a whole work which has a different author or editor: **(Smith in Tan)** or for a quote **(Smith in Tan 30)**.
 4. For information found on the **internet**, the same applies: **WEB: (AUTHOR name or if no author given, the web page TITLE FIRST in quotes like>** “Obesity Trends in the U.S. since 1962” (**then the web site title**) Center for Health (**then the date you accessed it**) 3 Oct. 2012 (**medium**) Web
 - a. **The web address (URL—the “www” etc.) is not required and usually should not be included.**
 - b. **If no author name is given, just use first word or two of the title in quotes, like (“Obesity Trends”).**
 - c. **If there is no page number, just include n.p. in place of the page number, like (“Obesity Trends” n.p.).**
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Here are some sources for citing practice:

1. Sundeen, Matt. “Cell Phones and Highway Safety: 2000 State Legislative Update.” National Conference of State Legislatures. Natl. Conf. of State Legislatures, Dec. 2000. Web. 11 Mar. 2001.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: (_____).
 - credit/cite for exact quotation within a sentence: (_____).
2. Ambrose, Anthony. Letter. New England Journal of Medicine 337.2 (1997): 128. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: (_____).
 - credit/cite for exact quotation within a sentence: (_____).

Notes & Practice in Citing/Crediting Material/Information Other Than Yours

[2]

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3. Kilgannon, Corey. "Road Warriors with Laptops." New York Times 15 Aug. 2000: A23. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

4. Johnson, Shelli. "Greater Yellowstone Region Is a Snowmobiling Mecca." Yellowstone Journal Winter 2002-03: 6-7. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

5. "Snowmobile Plan All Wet." Editorial. Denver Post 9 Nov. 2002: B25. Colorado Newsstand. Web. 10 Nov. 2002.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

6. Lamb, Gregory M. "Will Gene-Altered Athletes Kill Sports?" Christian Science Monitor 23 Aug. 2004: 12-13. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

7. *An Inconvenient Truth*. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

8. Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

9. Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

10. Shulte, Bret. "Putting a Price on Pollution." *Usnews.com. US News & World Rept.*, 6 May 2007. Web. 24 May 2009.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

11. "Hospitality." Def. 1a. *Webster's Third New World Dictionary*. 1993. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

12. Mercuri, Becky. "Cookies." *The Oxford Encyclopedia of Food and Drink in America*. Ed. Andrew F. Smith. Vol. 1. 2004. Print.
 - possible Signal Phrase: _____
 - general credit/cite within a sentence: ().
 - credit/cite for exact quotation within a sentence: ().

Notes & Practice in Citing/Crediting Material/Information Other Than Yours [3]

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13. Frauenheim, Ed. "Stop Reading This Headline and Get Back to Work." *CNET News.com*. CNET Networks, 11 July 2005. Web. 17 Feb. 2006.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).

14. Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace Norm." *Wall Street Journal* 9 Mar. 2005: B1+. Print.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).
- credit/cite for exact LONG indented quotation. Add () and period placement:

15. "Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." *Netbus.org*, n.d. Web. 17 Feb. 2006.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).
- credit/cite for exact LONG indented quotation. Add () and period placement:

16. Verespej, Michael A. "Inappropriate Internet Surfing." *Industry Week*. Penton Media, 7 Feb. 2000. Web. 16 Feb. 2006.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).

17. Gonsalves, Chris. "Wasting Away on the Web." *eWeek.com*. Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2006.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).

18. Tynan, Daniel. "Your Boss Is Watching." *PC World*. PC World Communications, 6 Oct. 2004. Web. 17 Sept. 2006.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).

19. Goodall, Jane. "A Question of Ethics." *Newsweek International* 7 May 2001: 62. *InfoTrac Web: Student Edition*. Web. 28 Oct. 2004.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).

20. Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst., n.d. Web. 15 Feb. 2006.

- possible Signal Phrase: _____
- general credit/cite within a sentence: (_____).
- credit/cite for exact quotation within a sentence: (_____).
- credit/cite for exact LONG indented quotation. Add () and period placement: