

Documentation (adapted from NPC English Department with permission)

Many teachers provide their classes with a required format for List of Works Cited, internal or parenthetical citation, end notes or footnotes. The following should be used by students whose teacher has *not* prescribed formats for assignments.

In essays and other assignments all ideas and/or statements taken from any source other than the writer's own original work must be acknowledged or cited. Practicing academic honesty is of the utmost importance in the completion of assignments. Plagiarism or academic dishonesty occurs when a writer uses someone else's ideas, words or works and passes them off as his/her own. Plagiarism is a form of cheating.

The following provides a handy reference for properly documenting primary and secondary resources.

Parenthetical References or Internal Citation:

Direct Quotations

Direct quotes must be enclosed in quotation marks. This information is a word for word excerpt of the source indicated in the parenthetical reference. The direct quotation is also part of the body of the essay.

Example:

The acupuncturist compares the characteristics of each pulse with those of a healthy pulse to form his decision.

He believes that by feeling the pulse he "can detect illness long before it appears as a noticeable symptom"

(Duke 50). The pulses and the tender...

Note that the parenthetical reference appears between the closing quotation mark and the end punctuation mark. This only occurs when the direct quotation comes at the end of a sentence.

Indirect Quotations:

Indirect quotes are not enclosed in quotation marks because the quoted information has been reworded or paraphrased. The information must still be referenced as the ideas are not one's own original work. The parenthetical reference appears immediately after the paraphrased information. Make sure that the borrowed information is introduced by the work's name or the author's name so that the reader knows where it begins.

Example:

Duke also notes that in order to stimulate the Yang, the acupuncturist inserts the needle slowly, withdraws it

rapidly, and massages the spot after the needle is taken out. He stimulates the Yin in the same way (162).

Note:

When the author's name introduces the borrowed information, it is not necessary to repeat the name in the parenthetical reference.

Longer Quotations:

When the quotation is longer than three (3) lines, indent it one tab from the text of the essay and one blank line between the text and the longer quotation. Single space the entire quotation. The first line is never indented and the quotation is *not* enclosed in quotation marks. Use a colon to introduce the quote and place the reference at the end of the last quoted line.

Example:

According to traditional Chinese theory, the human body is divided into twelve passages:

The means whereby man is created, the means whereby disease occurs,
the means whereby man is cured, the means whereby disease arises: the
twelve meridians are the basis of all theory and treatment (Ling Shu 35).

Through these passages flow the vital forces of life. There are two life forces, Yin and Yang. If a person is

Healthy, the life forces are said to be in proper...

Citing Verse (Poetry):

Each line of poetry is separated by a slash (/). The capitalization should follow the original quoted lines of poetry.

Example:

In Robert Browning's poem, "My Last Duchess", the Duke reveals his admiration and pompous attitude

and tone by remarking, "I choose / never to stoop" (42-43).

Quotations Within Quotations:

When a quotation falls within information you want to quote, use simple, single quotation marks to set out the quoted material inside the information you are quoting. The entire piece you are quoting is set within standard double quotation marks.

Example:

Also, Carl notes that Shakespeare "wrote with clarity and ingenuity and not even 'Bacon could replicate

the intricate techniques of a master' and there was left no question of plagiarism" (405).

Ellipsis:

When quoting entire chunks of information, not all of the information is needed at times. The omitted information is replaced with an ellipsis or three spaced periods.

Example:

In recent years the study of dreams has become popular . . . and the data provides reliability for interpretation (Colin 36).

Square Brackets:

Use square brackets around words student adds into a direct quotation.

Example:

Also, Carl notes that Shakespeare "wrote with [such direct] clarity and ingenuity . . . [that] there was left no

question of plagiarism" (405).

Parenthetical Referencing:

Single Author (Creighton 64)

Author's name in text (64)

Two or more authors
(use first only) (Cruyton 39)

Two sources by same author (Atwood, *Surfacing* 152) (Atwood, *Handmaid's Tale* 18)

Editor (Bowsfield 124)

Encyclopedia Article (no author) (Pollution 142)

Encyclopedia Article (Johnson 16)

On-line Database (author) (Stevens)

Magazine (author) (Murphy 46)

Newspaper

(Barry A3)

Interview

(Fox)

NPC Library, May 2007
