~ In any research you do, you must give credit to both the direct words and the ideas of your source. ~

PARENTHEtical CITAtion GUIDELINES

Signal Phrases:

➢ The first time you introduce a source, it’s best to mention the author in the signal phrase. If you do this, you won’t have to put the author’s name in parentheses after the quote, you will just need to include the page number (if there is one).
   Ex: John Smith claims that “[quote]” (4).

➢ If there is no author, use the article title
   Ex: In an article titled, “Is the American Dream Withering?” the author states that “[quote]” (3).

➢ If the article title is cumbersomely long, use the source
   Ex: In a New York Times article, the author states “[quote]” (3).

➢ If it is a website, use the web site name
   Ex: According to CNN Money, “[quote].”

➢ NOTE: If there is no page number (and most online sources will NOT have a page number), you do not need to put anything after the quote in parentheses if you include the source information in the signal phrase.

Parenthetical Information:

➢ For subsequent quotes from a source that you’ve already cited, you may choose not to use a signal phrase and just put the source info in the parentheses after the quote.

➢ As a general rule, if there is no signal phrase, what goes in the parentheses will be the first piece of information that is included for that source in your works cited list.
   ▪ Author’s last name
   ▪ If an author isn’t listed, use article name
   ▪ If there is no author OR article name, use the website name (not including the .com/.gov/.org, etc. – ex: CNN Money, not CNNMoney.com)

Final thoughts:

● Remember that you must also cite paraphrased material
● Books, newspapers, and websites must be italicized
● Titles of “articles” must be in quotation marks
● If, following a quote, there is no parenthetical citation (because you provided the source in the signal phrase and there is no page number), the period must go inside the quotation marks (“Twenty-five percent of African Americans live in poverty.”)
WORKS CITED FORMAT GUIDELINES

A. Center the title Works Cited one inch from the top of the page.
B. Begin each entry flush with the left margin. If the entry runs more than one line, do a Hanging Indent (in GDocs: 1. Select the text you want indented. (= line 2+) You can select a single paragraph or multiple paragraphs at a time. 2. On the ruler, drag the Left Indent (light blue inverted triangle) to the right as far as you want the text to be indented.)
C. Double space between all lines.
D. List each entry alphabetically by author’s last name, or, if none, use the first word of the title (disregard A, An, The).

SOURCES

< CTRL > + click will take you to the source, or, Scroll Down to appropriate number.

<table>
<thead>
<tr>
<th>Art Work #1</th>
<th>EB Online #10c</th>
<th>Map #5</th>
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<td>Parenthetical Reference</td>
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</tbody>
</table>

For more examples and information, refer to the OnlineWriting Lab (OWL) of Purdue or the latest MLA Handbook. See also EasyBib
WORKS CITED EXAMPLES

1. ART WORK / PAINTING

Artist. Title of art work. Date of work. Museum/Gallery, City. Medium.


2. BLOG / PODCAST

Author, or compiler name (if available). “Posting Title.” Name of Site. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.


3a. BOOK

Author. Title of Book. Place of Publication: Publisher, Year of Publication. Medium of publication.


3b. BOOK . FROM THE WEB (eBOOK)

Author. Title of Book. Place of Publication: Publisher, Year of Publication. eBook Service. Medium of publication. Date of access. <URL>.


4. CHAPTER / SECTION / ARTICLE IN A COLLECTION / ANTHOLOGY / BOOK

Author. “Title of Chapter/Section/Article.” Title of Book. Print. Editor Name, Ed. City: Publisher, year. Pages.)

5a. CHART / IMAGE / MAP / PHOTOGRAPH / PICTURE .. IN PRINT

Artist / Photographer’s Name, if given. “Name of the Image, if given.” Date. Name of Source. City: Publisher, Year. Page. Print.


5b. CHART / IMAGE / MAP / PHOTOGRAPH / PICTURE .. FROM A DATABASE

Artist / Photographer’s Name, if given. “Name of the Image.” Medium. Name of Source. Date: page. Database Name. Date of access. <URL>


5c. CHART / IMAGE / MAP / PHOTOGRAPH / PICTURE .. FROM THE WEB

Artist / Photographer’s Name, if given. “Name of the Image.” Medium. Web Site Title. Publisher/Sponsor, date uploaded. Web. Date of access. <URL>


6. CQ RESEARCHER ARTICLE


7a. DICTIONARY ENTRY.. IN PRINT


7b. DICTIONARY ENTRY.. FROM THE WEB

“Name of word.” Title of Dictionary. Web. Date of access. <URL>.

8. DVD, FILM, OR VIDEO


9. E-MAIL

Author of E-Mail message. "Subject line of the message." Email to the author. Date of message. Medium.


10a. ENCYCLOPEDIA ARTICLE.. IN PRINT


10b. ENCYCLOPEDIA ARTICLE.. FROM A DATABASE (EB ONLINE)

Author. "Title of Article." *Title of Encyclopedia*. Date of publication or last update. Database name. School and Library provider. Date of access. Web. <URL.>


10c. ENCYCLOPEDIA ARTICLE .. FROM WEB

Author. "Title of Article." *Title of Encyclopedia*. Date of publication or last update. Date of access. Web. <URL.>


11a. INTERVIEW, PUBLISHED


Interviewee, Title (if applicable). “Title of Article.” By Author. *Title of Magazine or Book*. Date: Pages. Print.
11b. INTERVIEW, IN-PERSON / UNPUBLISHED

Interviewee. Personal interview. Date.


12a. MAGAZINE ARTICLE.. IN PRINT

Author(s). "Title of Article." Title of Magazine Day Month Year: pages. Print.


12b. MAGAZINE ARTICLE.. FROM A DATABASE (MAS, MeL, etc.)

Author, if given. “Title of Article.” Title of Magazine. Date:page(s). Database name. Web. Date of access. <URL>.


12c. MAGAZINE ARTICLE .. FROM THE WEB

Author(s). "Title of Article." Title of Magazine Day Month Year. Web. Date of Access. <URL>


13. MUSICAL RECORDING / SONG (CD, MP3)


14a. NEWSPAPER ARTICLE .. IN PRINT


14b. NEWSPAPER ARTICLE .. FROM A DATABASE (NewsSource, MeL, etc.)


14c. NEWSPAPER ARTICLE .. FROM THE WEB

Author. “Title of Article.” Title of Newspaper. Date. Web. Date of access. <URL>


15. PAMPHLET / BROCHURE

Author or group author. Title of Pamphlet. City, State: date. Print.


16. RADIO / TELEVISION PROGRAM

“Episode Title.” Title of Program. Network. Channel Call Letters, City where shown. Date of broadcast. Medium.


17. WEB SITE (consider also: Blog, Book, Encyclopedia article, Film/video, Magazine article, Newspaper article --in a Web Site)

Editor, author (if available). Name of Section/Page. Name of Site. Name of institution/organization/sponsor of site, date of resource creation (if available). Web. Date of access. <URL>. *

18. OTHER (NOT LISTED)

Author. *Title of work*. Publication facts (publisher, place, and date). Page or section reference of the source. Medium.

For more examples and sources refer to the OnlineWriting Lab (OWL) of Purdue or the latest MLA Handbook. See also EasyBib

***

When a source has no known author, use a shortened *title* of the work. Your in-text citation will correspond with an entry in your Works Cited page.

Based upon *MLA Handbook*. For more examples and information, refer to the OnlineWriting Lab (OWL) of Purdue. See also EasyBib  Compiled and edited by Martha Spear, Library Media Specialist, BHS. 3/1/2019

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