Parenthetical Citation and Work Cited Guidelines
2009 ed.

Updated with MLA 7th ed.

Madison Middle School
Ms. Dwyer
Media Specialist
(hold)
**Introduction: What is Academic Honesty?**

The purpose of this handbook is to foster academic honesty. This guide will make citing (giving credit to) your sources simple. If you write a paper (it does not matter which kind) and you take information from a place OUTSIDE OF YOURSELF you must add an in-text, or parenthetical, citation. This tells the reader that the information he just read did not come from you. If you do not do this, you have not been honest and have plagiarized. Plagiarism is defined as "the act of representing the work, words, images, data or ideas of others as your own without properly citing the source" (Trumbull High School: Academic Honesty 2008-2009).

To stay honest, you will be using the standard devised by the Modern Language Association (MLA) to cite sources. This booklet will go over MLA format and explain parenthetical citations and works cited pages.
What is a Research Paper?

A research paper is a piece of academic writing that requires a more critical and thoughtful level of inquiry than you might be used to. A Research Paper is not a report, but proves your thesis and uses your research to get to a new level of understanding.

Your research paper begins with an introduction, which starts with a broad discussion of your research and includes a thesis statement. Your paper continues with tight, concise research which should back up your thesis statement.

*Before you begin working on a research paper in any course, it is important to understand what a research paper is NOT.*

- A research paper is not "about" a subject
- A research paper must have a thesis -- a clear point of view. It is not simply a generalized discussion of an issue.
- A research paper is not a summary or report of everything you can find
- Your goal is not to collect everything you can find out about a subject and summarize it. Although you should review as much material as possible, you should select sources that directly support your thesis.
- A research paper is not a list of quotes
- The focus of your paper is your point of view, your commentary. Direct quotations, facts, and statistics may be woven throughout your paper, but they should support your position.
- Looking up facts that support what you already believe is not genuine research. You should examine evidence then form an opinion.
- A research paper does not present the ideas of others without documentation
- Research papers must use documentation methods to prevent you from plagiarizing sources. Do not borrow ideas, statistics, or facts without noting their original source.

*A research paper, no matter what the subject, must achieve specific goals:*  

- Many instructors give specific requirements for research papers, detailing topics, use of sources, and documentation methods.
- Make sure you fully understand the scope of the assignment.
- Keep the needs of the assignment in mind as you work on your paper. Constantly refer to the instructor's guidelines to keep your research on track.
- The more narrow you make your subject, the easier your paper will be to write.
- A research paper has a clear thesis
- A research paper must express a point of view, not simply report on the ideas of others. The focus of the paper is not the views of others but your opinions and interpretations.
A research paper comments on the quantity and quality of sources. A research paper does not simply summarize and present the ideas of others. A good research paper distinguishes between reliable and biased sources, between authoritative and questionable statistics, between fact and opinion.

Source:
Rules of Research

- If you use anything that comes from outside of you (an idea, music, art, photograph, words, research, etc.) you must cite it.
- When in doubt, cite it!
- Both direct quotes (words copied from text) and paraphrased information (information that you have put into your own words) must get an in-text, or parenthetical, citation.
- If you have citations in your paper, you must include a Works Cited page as the last page of your paper.
- Absolutely do not make up sources, quotes, data, citations or anything else!
Research Process Map

A. Select Topic
1. Background Reading
2. Narrow/Broaden Topic
3. Develop Essential Question
4. Develop Thesis Statement

B. Plan Search Strategy
1. List Questions
2. List Sources (books, internet…)
3. Develop Keywords

C. Gather Information
1. Locate Sources
2. Read and Evaluate Information
3. Prepare Works Cited Information
4. Take Notes

1. Reflect: Do I have enough information?

D. Write Paper
1. Organize Information
2. Write Introduction including a solid thesis statement
3. Add body paragraphs that prove thesis with in-text citations
4. Conclude ideas with last paragraph
5. Finalize works cited page

Go back to Step C
NO
YES
Continue to Step D

Always
Re-read
Edit
Revise
Parenthetical (In-text) Citation

What is Parenthetical Citation?
Parenthetical citation is when a writer directly puts into the text a note from where he or she got the information. Parenthetical or “in-text” citation allows your reader to know from what source each idea/fact came. This is how it looks in the text of your paper:

“In 2007, 37 percent of American adults sought medical information from the internet regarding a health problem they were experiencing before consulting a doctor” (Smith 38).

In the example above, notice that the author’s name and the page number on which this fact was found are set off from the text within parenthesis. Note also that the punctuation of this parenthetical citation is also important. The end punctuation is not inside the quote, but outside of the parenthesis. Furthermore, since the words are contained within quotes, the above example illustrates that this is a direct quote from that page.

Here is an example of the same idea presented as an indirect quote:

Instead of going to a doctor right away, a recent study found that 37 percent of Americans are now turning to the internet for medical information (Smith 38).


It is imperative to understand that paraphrased information or indirect quotes must also be cited! If paraphrased information is not cited, it is considered plagiarism.
MLA Format

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: Fear and Loathing in Las Vegas as Morality Play; Human Weariness in "After Apple Picking"
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow instructor guidelines.)

Information from:

Russell, Tony. "MLA 2009 Formatting and Style Guide." The Owl at Purdue. Purdue University.

Betty Catlin
Professor Elaine Basset
English 106
3 August 2009

Andrew Carnegie: The Father of Middle-Class America

For decades Americans couldn’t help but love the red-headed, fun-loving Little Orphan Annie. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Andrew Carnegie can be looked to as an ideal example of a poor immigrant making his way up to become leader of the capitalist world. Carnegie was born into a poor working-class family in Scotland. According to the PBS documentary “The Richest Man in the World: Andrew Carnegie,” the Industrial Revolution was difficult on Carnegie’s father, causing him to lose his weaving business. The Carnegie family was much opposed to the idea of a privileged class, who gained their wealth simply by inheritance (“Richest”). This type of upbringing played a large factor in Andrew Carnegie’s destiny. In order to appease his mother’s desire for material benefits, and perhaps in an effort to heal his father’s wounds, Carnegie rejected poverty and elevated to prosperity.

Carnegie’s character was ideal for gaining wealth. His mother taught him to “look after the pennies, and the pounds will take care of themselves;” he later turned this proverb into “watch the costs, and the profits take care of themselves” (“Richest”). Such thrift was integral to his future success. He also believed that “all is well since all goes better” (“Richest”). His theory

Image from Purdue Owl
EVERYTHING YOU NEED TO KNOW ABOUT A WORKS CITED PAGE

1. A works cited page lists all of the sources used in your paper. It includes all publication information about each source. This is mandatory because readers will want to explore the sources used to further their own learning.

2. Alphabetize entries in the list of works cited by the author’s last name. If the author’s last name is unknown, alphabetize by title, ignoring any initial A, An or The.

3. DO NOT number entries.

4. Begin list of works cited on a new page and DO NOT number it as your first page. Your works cited will be consecutively numbered with your research paper (if your paper ends on page five, your works cited will begin on page six).

5. Use 1” margins and center the title Works Cited. DO NOT bold, underline, capitalize every letter or italicize the words Works Cited. Font size must be 12 pt.

6. The Works Cited page must be double spaced.

7. Begin the first line of each entry flush left. Keep typing until you run out of room at the end of the line. Indent the second line 5 spaces and all subsequent lines of the same entry. Double space all lines, both within and between entries.

8. Following are different sources and how they should be referenced in your Works Cited.

9. Books must be italicized, not underlined.

10. A model works cited list is provided on the last page of this booklet.
Examples of Common Forms of Sources for Citation

**NOTE** The details are important in these citations--the order of the information, punctuation, underlining and quote marks all must be exact.

**Print Resources (Viewed in Print Form)**

**Book by One Author**

Author Last Name, First Name. Title. Place of publication: Publisher, Copyright Date. Format.

*Example:*


**Book by Two (or Three) Authors**

Author Last Name, First Name, and Second Author First Name Last Name. Title. Place of publication: Publisher, Copyright Date. Format.

*Example:*


If there are more than three authors, you may name only the first and add *et al.* or you may give all names in full in the order in which they appear on the title page.


**Encyclopedia**

(NOTE: The author is usually listed at the end of the article. If an author is not listed, begin the entry with the title of the article.)

Author Last Name, First Name. “Title of Article.” *Name of Encyclopedia*. Editor. Vol. number. City of Publication: Publisher, Year. Pages. Format.

*Example:*

Newspaper Article
Author Last Name, First Name. “Title of Article.” Newspaper Name Date: Page(s). Format.
Example:

Magazine Article
Author Last Name, First Name. “Title of Article.” Title of Magazine Date: Page numbers. Format.
Example:

Non-Print Resources (Viewed Electronically)

Online Database—Encyclopedia
Author Last Name, First Name (if listed.) “Title of Article.” Title of Book. Editor. Volume. City of Publication: Publisher, Year. Database Title. Format. Date of access.
Example:

Online Databases (Nettrekker, ProQuest)
Last Name, First Name. “Title of Article.” Original Print Source Title. Date of publication: Pages
Online source name. Format. Date accessed.
Example:
Freeman, Gregory A. “Code Alpha: The President is Coming!” American History.
Internet Website

Author Last Name, First Name (if given). “Article Title.” Name of Website. Publisher/Sponsor, Date last updated/publication. Format. Date accessed.

Examples:


Personal Interview

Name of Interviewee. Personal Interview. Date of Interview.