

## Incorporating Quotations and Creating In-Text Citations

Source unknown

Principle	Examples / Discussion
<p>Distinguish your thoughts from those of your author. Ideally themes about literature should reflect your own thoughts as they are prompted and illustrated by an author's work. You must arrange content to insure that your reader always knows when your ideas have stopped and the author's ideas have begun, while creating a constant blending of the materials.</p>	<p><u>Example:</u> In the "Preface to Lyrical Ballads," Wordsworth states that the language of poetry should be the same as that of prose. That is, poetic diction should consist of the words normally used by people in their everyday lives (791-793). If one follows this principle in poetry, then it would be improper to refer to the sun as anything but <i>the sun</i>. To call it a <i>heavenly orb</i> or <i>the source of golden gleams</i> would be inadmissible because these phrases are not used in common speech.</p> <p>Notice the first two sentences present a paraphrase of Wordsworth's ideas about poetic diction and includes a citation with the page numbers from the "Preface." The writer did not need to include the author because the author is stated in the sentence; the third and fourth sentences apply Wordsworth's idea to examples chosen by the writer. The transitional clause, "If one follows this principle," keeps the reader from becoming confused about who is saying what.</p>
<p>Blend quotations into your own sentences.</p>	<p>Do not, for example, bring in quotations in the following manner:</p> <p style="padding-left: 40px;">Incorrect: The sky is darkened by thick clouds, bringing the feeling of gloom that is associated with the same feeling that can be sensed at a funeral. "See gloomy clouds obscure the cheerful day."</p> <p>This abrupt quotation throws the reader off balance. It is better to prepare the reader to move from the discourse to the quotation, as in the following version.</p> <p style="padding-left: 40px;">Better: The scene is marked by sorrow and depression, as though the spectator, who is asked to "see gloomy clouds obscured the cheerful day," is present at a funeral (14).</p> <p>This sort of blending is satisfactory, provided that the quotation is brief. The citation at the end is the line number of the poem containing the quotation.</p>
<p>You must include an in-text citation for the following types of information:</p> <ul style="list-style-type: none"> <li>◆ Direct quotations</li> <li>◆ Statistical information</li> <li>◆ Literary theory that extends beyond common interpretations</li> <li>◆ Other hypotheses or theories</li> <li>◆ Common knowledge presented or used in a different manner</li> <li>◆ Information obtained through interviews</li> </ul>	<p>Examples: (See MLA handout for more examples)</p> <p>Book or article with author: (Smith 12)</p> <p>Article without author: ("Shakespeare's Globe Theater" 45)</p> <p>Book with no author: (<u>Shakespeare</u> 67)</p> <p>Shakespeare or any play: (V. ii. 13-15) or (5. 2. 13-15) *Act, scene, lines</p> <p>Bible: (Gen. 2. 13-14) *Section, chapter, verse</p> <p>Poetry: (23-24) *line numbers</p> <p>For electronic sources, apply the same principles. Use authors and page numbers if you have them. If you do not, use the first item that appears on the complete citation.</p>

<p>If you wish to use a quotation of more than four (4) typed lines, set it off from your text by beginning a new line, indenting ten (10) spaces or 1” from the left margin, and typing it double-spaced, without adding the quotation marks. A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different mark of punctuation, or none at all. If you are quoting only a single paragraph, or part of one, do not indent the first line more than the rest.</p>	
<p>When quoting a complete sentence or more, prepare for it with an introductory sentence followed by a colon.</p>	<p>Goodman Brown is never the same after his fateful trip into the forest: “Often, awaking suddenly at midnight, he shrank from the bosom of Faith; and at morning or evening time, when the family knelt down in prayer, he scowled and muttered to himself, and gazed sternly at his wife, and turned away” (195).</p> <p>You do not need to include an author or a title here because this writer is only using one literary work. The citation refers to the page number of the short story.</p>
<p>Any material copied must be exact and enclosed in quotation marks, and any alterations or explanations within those marks must be within square brackets.</p>	<p>Example: “Why she would hang on him [Hamlet’s father] as if increase of appetite had grown by what it fed on” (1. 3. 4).</p>
<p>When documenting parenthetically, place the period after the parentheses and the quotation mark before them.</p>	<p>Example: “Why she would hang on him [Hamlet’s father] as if increase of appetite had grown by what it fed on” (1. 3. 4).</p>
<p>When quoting poetry, work the quote into your double-spaced text but separate the lines with a slash and keep the capital letter at the start of the second line. Include the line numbers at the end of the sentence containing the quote.</p>	<p>Example: When the speaker orders his sword, he wants it “A bit hard to draw, / And of cardboard preferably” (14-15).</p>
<p>If you are quoting three (3) or more consecutive lines from a poem, set them off from the text with a colon, skip three lines before and after the quote, double-space, and indent all the lines ten (10) spaces from the left margin. Include the line numbers at the end of the quote.</p>	<p>The speaker begins by ordering his sword:</p> <p style="padding-left: 40px;">All right, armorer,</p> <p style="padding-left: 40px;">Make me a sword –</p> <p style="padding-left: 40px;">Not too sharp,</p> <p style="padding-left: 40px;">A bit hard to draw,</p> <p style="padding-left: 40px;">and of cardboard, preferably. (11-15)</p>
<p>In quoting an exchange of dialogue from a play, indent ten (10) spaces or 1” from the left margin and capitalize all the letters of the characters' names. Follow the name with a period, and start the quotation. Indent all subsequent lines in that character’s speech and additional quarter of an inch (or three spaces). When the dialogue shifts to another character, start a new line indented ten (10) spaces or 1” from the left margin. Double-space everything. Maintain this pattern throughout the entire quotation. Include the line numbers at the end of the entire selection.</p>	<p>Example: Marguerite Dura’s screenplay for <i>Hiroshima Mon Amour</i> suggests the profound difference between observation and experience:</p> <p style="padding-left: 40px;">HE. You saw nothing in Hiroshima. Nothing.</p> <p style="padding-left: 40px;">SHE. I saw everything.</p> <p style="padding-left: 40px;">HE. You did not see the hospital in Hiroshima. You saw nothing. (2505-2506)</p>

## MLA Format, Compiled from the 5<sup>th</sup> edition

<u>Books</u>		<u>In-Text Citation</u>
Book, one author	McPherson, James. <u>Battle Cry of Freedom</u> . New York: Oxford University Press, 1988.	(McPherson 122)
Book, two/three authors	Bentley, Nicolas, Michael Slater, and Nina Burgis. <u>The Dickens Index</u> . New York: Oxford University Press, 1990.	(Bentley, Slater, and Burgis 441)
Book, four+ authors	Medhurst, Martin J., et al. <u>Cold War Rhetoric</u> . New York: Greenwood, 1990.	(Medhurst, et al 78)
Book, unknown author	<u>The Times Atlas</u> . 9th ed. New York: New York Times, 1992.	( <u>The Times Atlas</u> 63)
Editor	Dubus, Andre, ed. <u>Into the Silence: American Stories</u> . Cambridge: Green Street, 1988.	(Dubus 212)
Author & editor	Douglass, Frederick. <u>Narrative of the Life of Frederick Douglass</u> . Ed. David W. Blight. Boston: Bedford, 1993.	(Douglass 35)
Two+ works, same author	Brown, Rita Mae. <u>Riding Shotgun</u> . New York: Bantam, 1996. ---, <u>Rubyfruit Jungle</u> . New York: Bantam, 1988.	(Brown, <u>Riding Shotgun</u> 72) (Brown, <u>Rubyfruit Jungle</u> 49)
Edition (not 1st)	Wilson, Edwin, and Alvin Goldfarb. <u>Living Theater</u> . 2nd ed. New York: McGraw, 1994.	(Wilson 11)
Multivolume work	Foote, Shelby. <u>The Civil War: A Narrative</u> . 3 vols. New York: Random, 1958-74.	(Foote 414)
Work in an anthology	Truong, Bao. "Stepping Stones in America." <u>Where Coyotes Howl and Wind Blows Free</u> . Ed. Alexandra R. Haslam and Gerald W. Haslam. Reno: U of Nevada Press, 1995. 152-56.	(Truong 154)
Introduction or preface	Vechten, Carl. Introduction. <u>Last Operas and Plays</u> . By Gertrude Stein. Ed. Joseph Winston. New York: Vintage-Random, 1975. vii-xix.	(Vechten viii)
Encyclopedia - unsigned	"Croatia." <u>The New Encyclopedia Britannica: Micropedia</u> . 1991.	("Croatia")
Encyclopedia - signed	Smith, John. "Croatia." <u>The New Encyclopedia Britannica: Micropedia</u> . 1991.	(Smith)
Book in a series	Laughlin, Robert M. <u>Of Cabbage and Kings</u> . Smithsonian Contributions to Anthropology 23. Washington: Smithsonian, 1977.	(Laughlin 83)
The Bible	<u>The Holy Bible: New International Version</u> . Grand Rapids: Zondervan Publishing House, 1994.	(Gen. 3.1-6)
Shakespeare	Shakespeare, William. <u>Macbeth</u> . Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Pocket, 1992.	(V. iii. 1-5) or (5. 3. 1-5)
Shakespeare, in anthology	Shakespeare, William. "Macbeth." <u>Elements of Literature: Literature of Britain with World Classics</u> . Ed. Mescal Evler, et al. Austin: Holt, Rinehart and Winston, 1997. 301-382.	(V. iii. 1-5) or (5. 3. 1-5)

<u>Periodicals - Magazines, journals, newspapers</u>		<u>In-Text Citation</u>
*If the article does not have an author, start with the title of the article. There should be no punctuation between the title and the date.		
Magazine article	Harrison, Barbara. "Collecting the Stuff of Life." <u>Harper's</u> May 1996: 15-19.	(Harrison 16)
Newspaper article	Browne, Malcolm W. "Math Experts Say Asteroid May Hit Earth." <u>New York Times</u> 25 Apr. 1996: B10+.	(Browne B15)
Journal, with volume	Segal, Gabriel. "Seeing What Is Not There." <u>Philosophical Review</u> 98 (1989): 189-214.	(Segal 192)
Journal, with issue	Johnson, G. J. "A Distinctiveness Model of Serial Learning." <u>Psychological Review</u> 98.2 (1991): 204-17.	(Johnson 215)
Review	Shetley, Vernon. "The Changing Light." Rev. of <u>A Scattering of Salts</u> , by James Merrill. <u>New Republic</u> 5 June 1995: 38.	(Shetley 38)
Editorial	"Limits on Democracy." Editorial. <u>Boston Globe</u> 23 May 1995: A18.	("Limits on Democracy" A18)
Letter to editor	Benston, Graham. Letter. <u>Opera Now</u> May 1993: 12.	(Benston 12)
<u>Other sources</u>		<u>In-Text Citation</u>
Pamphlet	<u>Best Museums of New York City</u> . New York: Trip Builder, 1993. (pamphlet uses the same format as a book)	( <u>Best Museums</u> )
Personal interview	Shaw, Lloyd. Personal interview. 21 Mar. 1996.	(Shaw)
	Mann, Thomas. Telephone interview. 7 Sept. 1997.	(Mann)
Film or video tape	<u>North by Northwest</u> . Dir. Alfred Hitchcock. With Cary Crant and Eva Marie Saint. MGM, 1959.	( <u>North by Northwest</u> )
	<u>Through the Wire</u> . Dir. Nina Rosenblum. Narr. Susan Sarandon. Videocassette. Fox Video, 1993.	( <u>Through the Wire</u> )
Radio or television	"This Old Pyramid." With Mark Lehner and Roger Hopkins. <u>Nova</u> . PBS. WGBH. Boston. 4 Aug. 1993.	("This Old Pyramid")
	<u>Under the Stars</u> . Narr. John Adkinson. <u>The Discovery Channel</u> . 10 Oct. 2001.	( <u>Under the Stars</u> )
Record, tape, CD	Handel, George Frideric. <u>Messiah</u> . Cond. Charles Mackerras. English Chamber Orch. and the Ambrosian Singers. Angel, R 67-2682, 1967.	(Handel)
	Simon, Paul, and Milton Nascimento. "Spirit Voices." <u>The Rhythm of the Saints</u> . Warner Bros., 1990.	(Simon and Nascimento)
Map or chart	<u>Spain/Portugal</u> . Map. Paris: Michelin, 1992.	( <u>Spain/Portugal</u> )
Image or graphic	Trudeau, Gary. "Doonesbury." Cartoon. <u>Star-Ledger</u> [Newark] 17 June 1998: 23.	(Trudeau 23)

	Chanel for Men. Advertisement. <u>GQ</u> . Dec. 1993: 125-26.	(Chanel for Men 125-126)
Artwork	Cassatt, Mary. <u>Mother and Child</u> . 1890. Wichita Art Museum. <u>American Paintings: 1560 - 1913</u> . By John Pearce. New York, McGraw, 1964. Slide 22.	(Cassatt slide 22)
Lecture	Quinn, Karen. " 'John Singleton Copley' <u>Watson and the Shark</u> ." Museum of Fine Arts, Boston. 1 July 1993.	(Quinn)
<u>CD-ROMS and other computer sources</u>		<u>In-Text Citation</u>
Scholarly Project	<u>Victorian Women Writers Project</u> . Ed. Perry Willet. Apr. 1997. Indiana U. 26 Apr. 1997 < <a href="http://www.idiana.edu/~letrs/vwwp/">http://www.idiana.edu/~letrs/vwwp/</a> >.	( <u>Victorian Women</u> )
Document within a scholarly database	Dove, Rita. "Lady Freedom among Us." <u>The Electronic Text Center</u> . Ed. David Seaman. 1998. Alderman Library, University of Virginia. 19 June 1998 < <a href="http://etext.lib.virginia.edu/subjects/afam.html">http://etext.lib.virginia.edu/subjects/afam.html</a> >.	(Dove)
Professional site	Dawe, James. <u>Jane Austen Page</u> . 15 Sept. 1998 < <a href="http://nyquist.ee.ualberta.ca/~dawe/austen.html">http://nyquist.ee.ualberta.ca/~dawe/austen.html</a> >.	(Dawe)
Personal site	Lancashire, Ian. Home page. 1 May 1998 < <a href="http://www.chass.utoronto.ca:8080">http://www.chass.utoronto.ca:8080</a> >.	(Lancashire)
Online book or selection also available in print	Keats, John. "Ode on a Grecian Urn." <u>Poetical Works</u> . 1884. <u>Project Bartleby</u> . Ed. Steven van Leeuwen. May 1998. Columbia U. 8 May 1998 < <a href="http://www.columbia.edu/acis/bartleby/keats/html">http://www.columbia.edu/acis/bartleby/keats/html</a> >.	(Keats)
Article in online newspaper or magazine (works published on-line only)	Markoff, John. "The Voice on the Phone Is Not Human, but It's Helpful." <u>New York Times on the Web</u> 21 June 1998. 25 June 1998 < <a href="http://www.nytimes.com/library/tech/98/06/biztech/articles/html">http://www.nytimes.com/library/tech/98/06/biztech/articles/html</a> >.	(Markoff)
	Kinsley, Michael. "Now Is the Summer of Too Much Content." <u>Slate</u> 20 June 1998 . 25 June 1998 < <a href="http://www.slate.com/98-06-20/Readme.asp">http://www.slate.com/98-06-20/Readme.asp</a> >.	(Kinsley)
CD-ROM, periodically updated	Coates, Steve. "Et Tu, Cybernetica Machina User?" <u>New York Times</u> 28 Oct. 1996, late ed.: D4. <u>New York Times Ondisc</u> . CD-ROM. n.p.: UMI-ProQuest, Dec. 1996.	(Coates)
CD-ROM, single edition	"O'Keefe, Georgia." <u>The 1995 Grolier Multimedia Encyclopedia</u> . CD-ROM. Danbury: Grolier, 1995.	("O'Keefe")
	<u>The Oxford English Dictionary</u> . 2 <sup>nd</sup> ed. CD-ROM. New York: Oxford, UP, 1992.	( <u>The Oxford English Dictionary</u> ) or ( <u>The OED</u> )
Computer Service (ex. AOL, Compuserve)	"Table Tennis." <u>Compton's Encyclopedia Online</u> . Vers. 2.0. 1997. American Online. 4 July 1998. Keyword: Compton's.	("Table Tennis")
	"Cloning." <u>BioTech's Life and Science Dictionary</u> . 30 June 1998. Indiana U. America Online. 4 July 1998. Path: Research and Learning; Science; Biology; Biotechnology Dictionary.	("Cloning")
Database, Ex. Galileo or ProQuest	Fox, Justin. "What in the World Happened to Economics?" <u>Fortune</u> 15 Mar. 1999: 90-102. <u>ABI/INFORM Global</u> . Proquest Direct. Regional Community College Library, Little Rock. 2 Mar. 1999 < <a href="http://www.umi.com/proquest/">http://www.umi.com/proquest/</a> >.	(Fox)

Subscription service (a service to which a library subscribes)      Koretz, Gene. "Economic Trends: Uh-Oh, Warm Water." Business Week 21 July 1997: 22. (Koretz)  
Electronic Library. Sam Barlow High School Library., Gresham, OR. 17 Oct. 1997  
<<http://www.elibrary.com/>>.

\*Include the original publication information, the subscription service, and the library subscribing to the service.

Picture      Holbein, Hans. The Ambassadors. Microsoft Art Gallery: The Collection of the National Gallery, London. (Holbein)  
CD-ROM. Redmond: Microsoft, 1994.

E-Mail      Boyle, Anthony T. "Re: Utopia." E-mail to Daniel J. Cahill. 21 June 1997. (Boyle)

### General Guidelines:

- ☆ When writing citations, underline or italicize the title of books, newspapers, magazines, CD-ROM programs, maps, movies, videos, television shows, plays, CD's, and tapes. You use quotation marks around any item that is part of the larger work: poems, articles, songs, short stories, etc. Make sure that you capitalize words in the titles (except articles and prepositions), even if your source does not.
- ☆ You may also have to modify some citations from the examples listed for you here. Make sure that you have made every attempt to locate missing information. If it is not provided, use the following abbreviations:

n. p.	No place of publication given	n. d.	No date of publication given
n. p.	No publisher given	n. pag.	No pagination given

- ☆ If your citation is more than one line long, indent each line under the first by five spaces.
- ☆ All citations should end with a period.
- ☆ For sources that require an Internet address, the brackets (< >) should surround the address (for example: <[www.yale.edu/lawweb/avalon/artconf.htm](http://www.yale.edu/lawweb/avalon/artconf.htm)>). All citations will still end with a period. If you need to break the source to the next line, do so only after a slash. Do not add a hyphen as this will make the address incorrect. You must include the complete address.
- ☆ If you cannot verify the creator of the website or author of the material, you cannot use the source as a site of scholarly information. For research, all sites should be professionally compiled.
- ☆ You may have to turn off auto correct on your word processing program to keep your computer from underlining addresses in color.
- ☆ If you are missing information, cite what is available.
- ☆ Note that you do not include a period between the access date and the address.

### ASK QUESTIONS ABOUT CONFUSING CITATIONS, PARTICULARLY COMPUTER CITATIONS!

See the Appendix for citations concerning specific resources available in your library.

## MLA Manuscript Form



1. Double-space everything within your paper.
2. Use a 12-point font in a normal print.
3. Use 1" margins on all sides of the paper.
4. You should typically avoid using a cover sheet or title page unless your teacher requests one.
5. Do not use a report cover.
6. Do not underline, italicize, or emphasize your title in any way. It should be in the same font and size as the rest of your paper.
7. You must have a Works Cited page if you used any research or direct quotations within the paper. Alphabetize each bibliography entry by the first item in the citation (do not include *a*, *an*, or *the*). You may also have to include a Bibliography page if you read material before writing your paper, but you did not include any in-text citations.
8. You must include a heading on the front page of your paper. You should have your name, the teacher's name, the class name or number, and the date you turned in your paper to your teacher.
9. Use the header with your last name and page number on each page, including the first (see below). In Word, you can use the header function.

### Using the Header Function in Microsoft Word

1. Click on *View*.
2. Click on *Header/Footer*.
3. Align the cursor to the right (Look on the toolbar for the page alignment. Choose the third one, the one that aligns everything to the right).
4. Type your last name and a space.
5. Hit the number sign so the paging begins on page one and continues throughout the paper. (The number sign is located on the toolbar that pops up when you open the header function. Do not type in a number or that number will appear on each page).
6. Close the header toolbar.
7. Your header should be set for each page.

### General Hints for Papers

1. Never wait until the last minute for anything!
2. Always have a spare ink cartridge available.
3. Always save your work in two places in case you lose a disk or your computer crashes.
4. You can change the spell check and grammar check in Microsoft Word to pick up more grammar errors. (Tools, Options, Spelling and Grammar tab, Writing Style, check formal).
5. Make sure that you have appropriate paper on hand.
6. Set your paper on double space before you start typing, and you will not have to change it for the rest of the paper.
7. Use the header option for your headers and page numbers.

## Incorporating Graphics into Documents

As you write your research paper, you may need to incorporate graphics within your text. Below are some general guidelines for you to follow.

- I. Since graphics use much more memory than text, make sure that a single disk can handle the number of graphics you wish to use or make sure that you have access to a CD-burner.
  
- II. To insert a picture into a Word 2000 document, follow the directions below:
  - A. Make sure that you have already scanned or downloaded your pictures.
  - B. Go to Insert on the tool bar and click on Picture.
  - C. Click on From File.
  - D. Locate your image on your hard drive or disk.
  - E. Click on the title of your image, and it should appear in your document. If you need to resize it or move it, just click on it.
  
- III. The MLA Handbook lists the following requirements for using tables and other illustrations (p. 106 -109).
  - A. Place the illustrations as close as possible to the appropriate text.
  - B. Give the source and any relevant notes immediately below the graphic.
  - C. Label the graphic appropriately. Label a table “Table.” Use the term “Figure” for photographs, maps, line drawings, graphs, or charts. Assign an Arabic number, a label, and a title (these items follow the same margin requirements as the paper).
  - D. Give the complete citation on the Works Cited page of your paper.

### Example of a table:

Table 1  
Student Populations in Columbia County High Schools, 1999 - 2000

School	Black	White	Hispanic	Asian	American Indian	Multiracial	Total	Male	Female
Evans	202	1416	42	75	2	31	1768	888	880
Greenbrier	192	1062	15	36	6	1	1312	681	631
Harlem	225	675	26	12	1	3	942	469	473
Lakeside	104	1164	23	154	1	9	732	723	1455

Source: 1999 - 2000 Georgia Public Education Report Card: Columbia County. Georgia Department of Education. 2000. 14 Jan. 2001 <[www.http://accountability.doe.k12.ga.us/report2000/](http://accountability.doe.k12.ga.us/report2000/)>.