

# Using and Citing Quotations and Paraphrases



Adapted from WLAC.edu and  
Purdue OWL

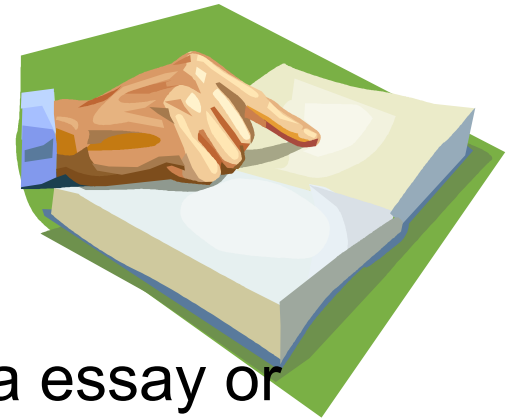
# Basic Tips for Quoting

- Keep quotations short.
- Quote only the good stuff.
- Use signal phrases or introductory sentences with all quotations. *Or*, for brief quotations, fold the quotation into your own sentence.
- Be sure that the author's name is mentioned in the signal phrase *or* in the parenthetical citation (not both).
- Always interpret and analyze your quotations.
- Don't start or end a paragraph with a quotation.
- Always cite the source.

# Models

- A complete sentence can introduce a quotation.  
She attributes the lack of women in leadership positions to a lack of ambition: “Quote quote quote” (Sandberg 650).
- A signal phrase can introduce a quotation.  
Early in her discussion, hooks states, “Quote quote quote” (661).
- A quotation may be incorporated into your own sentence’s structure.  
Sandberg describes women struggling with a “leadership ambition gap” that limits their success in the workplace (647).

# Why Should I Cite?



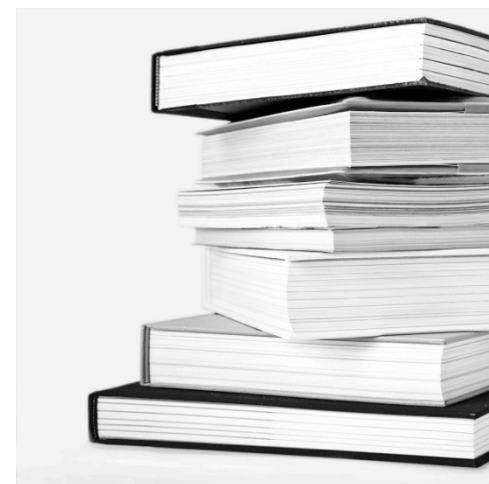
Citing identifies and credits sources used in a essay or project, acknowledging their role in shaping your research. This also allows others to follow-up on or retrieve this material.

When you borrow from other sources to support your argument or research you must give proper credit. By crediting your sources, you avoid plagiarism. If you do not cite a source, you are guilty of plagiarism.

Plagiarism is a form of cheating or stealing. It is the unacknowledged use or appropriation of another person's words or ideas.

# What is MLA?

**Language Association** promulgates guidelines for preparing student research papers and projects and scholarly manuscripts in the humanities. “MLA style” refers to a system of citing research sources.

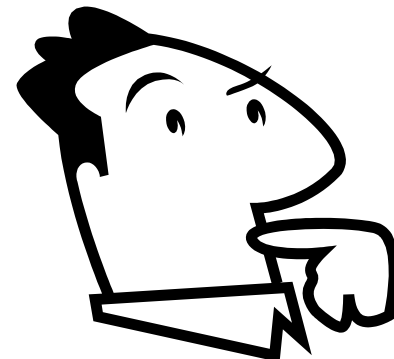


# When Should I Cite?

**When in doubt, give credit to your source!**

Many students plagiarize unintentionally. Remember, whenever you summarize, paraphrase or quote another author's material you must properly credit your source.

If you are using another person's idea, you must also cite your source!



In any of these cases, you must credit your source

# Summary, Paraphrase, Quote

- A summary (aka abstract ) briefly captures the main ideas of your source
- A paraphrase is a restatement of the text of your source in your own words
- Quotations can be direct (using quotation marks) or indirect (no quotation marks and often introduced by 'that')
  - A noted scientist states, “A hundred years ago, the average temperature of the earth was about 13.7°C (56.5°F); today, it is closer to 14.4°C (57.9°F)” (Silver 11).
  - A noted scientist observes that the earth’s current average temperature is 57.9°F compared to 56.5°F a hundred years ago (Silver 11).

# How Do I Cite?

There are two parts to citing according to MLA style:

1. Brief In-text citations (in parentheses) within the body of your essay or paper
2. List of full citations in the Works Cited page at the end of your paper

Note:

References cited in the text must appear in the Works Cited.

Conversely, each entry in the Works Cited must be cited in the text.



# In-Text Citations



Provide information that allows the reader to locate exactly where you found information in your sources. Usually this is the author's last name and a page number, for example: (hooks 672)

Place the parenthetical reference at the end of the sentence before the punctuation mark.

- The average world temperature is rising at an alarming rate of 200 degrees Celsius per year (Polar 188).

# In-Text Citations, Continued

If you use an author's name in a sentence (known as a “signal phrase”), do not use it again in the parenthetical citation. Simply give the page numbers:

- Polar argues that global warming will help heat our jacuzzis (122).

If there is no known author, use the title and page number in your citation:

- A single car trip from Los Angeles to San Francisco produces more pollution than a tree does in its entire lifetime (*Save My Greenhouse* 47).

# Other Citation Possibilities

## **More than one page:**

Smith states some interesting facts about the changing world temperature (123-25).



When possible, give only the last two digits for the second number

## **Citing two (page) locations from your source:**

Jones alludes to this premise (136-39, 145).

# Works Cited Page

The Works Cited Page appears at the end of your paper on its own page.

Everything you referenced in your text must be listed in your Works Cited page. Conversely, everything you list in the Works Cited page must be cited in your essay.

The Works Cited page provides the information needed for a reader to find and retrieve any source used in your paper.



# Your Essay 2 Works Cited Entry

If “Lean In” or “Dig Deep” is your only source (as it should be), you may simply put your Works Cited entry two lines below your final paragraph, like this:

## Work Cited

Sandberg, Sheryl. “Lean In: What Would You Do If You Weren’t Afraid?” *“They Say/I Say”: the Moves That Matter in Academic Writing: with Readings*. Ed. Gerald Graff, Cathy Birkenstein, and Russel Durst. 3<sup>rd</sup> ed. New York: Norton, 2012. 642-58. Print.

# Your Essay 2 Works Cited Entry

Or, like this:

## Work Cited

hooks, bell. “Dig Deep: Beyond *Lean In*.” *They Say/I Say: the Moves That Matter in Academic Writing: with Readings*. Ed. Gerald Graff, Cathy Birkenstein, and Russel Durst. 3<sup>rd</sup> ed. New York: Norton, 2015. 659-74. Print.

**Remember, your work cited entry only needs the information for the essay you are responding to.**