

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

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## Standard Guide to Citation in a Paper

Your parents may talk about footnotes or endnotes, but today we use parenthetical citations, to give credit to anywhere that we have obtained information. This includes taking other people's information and putting it in your own words and directly quoting someone else's words.

**It is an easy process to cite. At the end of the statement that you quote use the author's last name and page number in parenthesis. If there is no author start with whatever is the first thing listed in the bibliography of that source. If it is a web-site with no page numbers, use the paragraph number.** (I know, I know... this doesn't sound simple...look below.)

### Format:

“quote or thought,” (author's last name page or paragraph number).

A great web-site for further explanation comes from Duke University:

<http://library.duke.edu/research/citing/within/mla.html>

### **PUTTING IT IN PRACTICE:**

If I am writing a paper on the Origin of Halloween and I use the web-site:

“Halloween History and Origin.” Halloween Web: where things go bump in the night. 2003-2007. Halloween Web. October 13, 2007. <<http://www.halloween-website.com/history.htm>>.

Then my paragraph that I write with citations from this web-site would read:

Halloween is a much loved and celebrated holiday. Children look forward to this holiday in order to have an opportunity to dress up and get free candy. Many people celebrate this holiday without ever knowing how it started. The don't realize that it started as a pagan holiday dating back over 2,000 years (“Halloween History and Origin” para. 4). They also do not realize who started this holiday. “Halloween culture can be traced back to the Druids, a Celtic culture in Ireland, Britain and Northern Europe,” (“Halloween History and Origin” para. 5). The origins and beginnings of this holiday are fascinating.

*What did I do to cite?*

- 1) I didn't put anything after the sentences that were my own thoughts
- 2) When I used the idea of when it started without using the web-site's exact words, I gave credit for thought.
- 3) I also gave credit after a direct quote.
- 4) I gave credit by referring to my bibliography entry and the exact paragraph number it came from. (If it was a book I would use the page number)
- 5) Notice the periods come after the parenthesis.

*\*\*Extremely important that you cite anything that isn't common knowledge....any quotes or paraphrasing, otherwise it is considered plagiarism.*

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Every time you quote or paraphrase (put into your own words), you must put in a citation after that sentence. *The only difference is when you use a quote that is longer than two lines. In this case, you indent the lines right in the middle of the paragraph and you do not need a period after the parenthesis.*

Here's an excerpt from a paper on what injustice is using Charlotte's Web as an example.

One can go into almost any home and hear a child telling his parents that something is unfair. Children often feel that they are the victims of injustice. Fern Arable from Charlotte's Web is no different.

"But it's unfair," cried Fern. "The pig couldn't help being born small, could it? If I had been very small at birth, would you have killed me?" Mr. Arable smiled. "Certainly not," he said, looking down at his daughter with love. "But this is different. A little girl is one thing, a little runty pig is another." "I see no difference," replied Fern, still hanging on to the ax. "This is the most terrible case of injustice I ever heard of." (White 3)

Fern really feels that the small pig is a victim of injustice. Does she even know what injustice is? Injustice is the, "violation of the rights of others; unjust or unfair action or treatment" (Injustice). The question remains whether or not Mr. Arable's wanting to kill the pig was an act of injustice.

Bibliography:

"Injustice." Def. 2. Dictionary.com. Random House, Inc. 2006. October 13, 2007.  
<<http://dictionary.reference.com/browse/bibliography>>.

White, E.B. Charlotte's Web. New York: Harper & Row, 1952.

**So what do you need to do?:**

- 1) Give credit where credit is due
- 2) Put the author and page number in parenthesis after each sentence you do that has someone else's thoughts or words
- 3) Keep a proper bibliography

*\*\*Extremely important that you cite anything that isn't common knowledge....any quotes or paraphrasing, otherwise it is considered plagiarism.*