1. CITATIONS FOR SOURCES THAT HAVE AN AUTHOR

(Electronic sources, with the exception of e-readers, do not use page numbers)

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Example</th>
</tr>
</thead>
</table>
| Source that has an author | As stated by Mike Kinder, “I regret the first day I took my first puff on a cigarette.”
| Source that has multiple authors | “I regret the first day I took my first puff on a cigarette” (Kinder).
| Author with more than one source | “The majority of Americans who began smoking at an early age regret their decision,” according to Fred Smith.
| Source that has no author | “People debate the authorship of Shakespeare's works,” said Tina Matterhörm, “but they do not doubt their brilliance.”

(Sources that have multiple authors)

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Example</th>
</tr>
</thead>
</table>
| Source that has two authors | If the source has two authors: “Handgun reform faces an uphill battle in the Senate” (Smith and Jones).
| Source that has three authors | If the source has three authors: “Seatbelts save lives” (Staley, Caley, and McFadden).
| Source that has more than three authors | If the source has more than three authors: “The funding for stem cell research was denied” (Martin et al.).
Daniel Barry writes in his article “The Importance of Diction,” “Being understood is the main tenant of communication.”

“Being understood is the main tenant of communication” (Barry, “The Importance”).

Daniel Barry writes, “Being understood is the main tenant of effective communication” (“The Importance”).

2. CITATIONS FOR SOURCES THAT HAVE NO AUTHOR

Feel free to use other introductory phrases and sentence structures, but please be sure that the sentence is a complete, properly punctuated sentence.

As stated in the article “Smoking Is Bad,” “Most people regret the first day they took their first puff on a cigarette.”

“Most people regret the first day they took their first puff on a cigarette” (“Smoking”).

“The majority of Americans who began smoking at an early age regret their decision,” according to “Tobacco Plague.”

“People debate the authorship of Shakespeare's works,” states the article “Who’s Shakespeare,” “but they do not doubt their brilliance.”

When more than one entry has the same title, you must provide more information to differentiate between the titles (below are two articles both titled “Communication” but a different source is provided).

“Communication” from Newsweek says, “Being understood is the main tenant of communication.”

“Being understood is the main tenant of communication” (“Communication,” Newsweek).

“Communication” states, “Being understood is the main tenant of communication” (Newsweek).

“Communication” explains, “Most employers look for good communication skills during the interview process” (Business Weekly).
3. CITATIONS LONGER THAN FOUR (4) LINES

When you take exact information from a source and the information is not in quotes and is more than four (4) lines of type on the computer monitor, indent two tabs from the left and type the quotation.

**ONLY THE QUOTATION IS INDENTED! PERIOD IS BEFORE PARENTHESSES!**

Americans seem to use smoking as a way to cope with the various stresses that everyday life provides. However, according to Mike Jones:

> Smoking seems to attract all ages of people, but most cases seem to stem at the early adolescent stage of development. Researchers have attempted to track the factors that cause smoking to appeal to this age level. Results of these studies have shown that self-esteem issues trigger many young adults to smoke constantly.

Perhaps raising self-esteem would lead to decrease in smoking in young adults.

4. CITATIONS ALREADY IN QUOTATION MARKS

When you take exact information from a source and the information is already in quotes and is four (4) lines of type or fewer on the computer monitor, the author of the quotation goes in the introductory phrase, while the author of the source goes in the parenthesis.

If the source does not have an author, substitute the first relevant word(s) of the source’s title for the author.

Selma Franks says, “Many teens smoke over a pack of cigarettes a day” (qtd. in Jones).

Tyler Durden says, “It is difficult to track the occurrences of teenage tobacco use since the product is often sold illegally” (qtd. in “Teenage”).

(Citations longer than 4 lines)

When you take exact information from a source that is already in quotation marks and is more than four (4) lines of type on the computer monitor, indent two tabs.

**ONLY THE QUOTE IS INDENTED! PERIOD IS BEFORE PARENTHESSES!**

All ages of Americans feel the effects of smoking. Tara Thompson states:

> Smoking seems to attract all ages of people, but most cases seem to stem at the early adolescent stage of development. Researchers have attempted to track the factors that cause smoking to appeal to this age level. Results of these studies have shown that self-esteem issues possibly trigger many young adults to smoke constantly. (qtd. in Morris)

This provides further evidence of smoking’s ill effects.

If the source does not have an author, substitute the first relevant word(s) of the source’s title for the author.
5. CITATIONS THAT END WITH “?” AND “!”

Howard Schwartz ponders, “Does personal moral philosophy belong in school policy determined by local school boards?”

Molly DeCisco raves, “It was exhilarating!”

6. CITATION FORMATS FOR BOOKS AND PLAYS

If you cite from a book with chapters, write the page number and the chapter.

Typical: (89; ch. 16).

Named Chapters: (73; “Day 3”).

A divided novel: (276; bk. 2, ch. 4). or (172; pt. 3, ch. 12).

If you cite dialogue from a novel, use the following as a guideline.

Clearly, the reader can see Jem’s arrival into adulthood in *To Kill a Mockingbird* in the following lines:

Atticus said it would probably be worth ten dollars, knife, chain and all, if it were new. “Did you swap with somebody at school?” he asked.

“Oh, no sir!” Jem pulled out his grandfather’s watch that Atticus let him carry once a week if Jem were careful with it. On the days he carried the watch, Jem walked on eggs. “Atticus, if it’s all right with you, I’d rather have this one instead. Maybe I can fix it.” (61; pt. 1, ch. 7)

As Jem becomes older, he realizes that all things can break—watches, relationships, laws, people. Perhaps his care of the watch represents the new caution that he has developed.

If you cite from a play, write the act then the scene numbers. (See teachers for further information.)

Arthur Miller’s play *The Crucible* shows the power of a character’s transformation at the end during Proctor’s plea for his honor:

PROCTOR. I mean to deny nothing!

DANFORTH. Then explain to me, Mr. Proctor, why you will not let—

PROCTOR. *with a cry of his whole soul:* Because it is my name! Because I cannot have another in my life! (4.1)

Modern: (4.1). [4 is the act and 1 is the scene; there are no line numbers]

Shakespearean: (Mac. 1.3.8-14). [Mac. is the play abbreviation, 1 is the act, the 3 is the scene, and the 8-14 are the lines.]

or

(I.iii.67-69).
### 7. Citation Formats for E-Readers

<table>
<thead>
<tr>
<th>If you cite from an e-reader, you will need to follow one of the available guidelines.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If an e-reader file provides a page number, do the following:</td>
</tr>
<tr>
<td>Tyler Durden then said, “Reject the basic assumptions of civilization, especially the importance of material possessions” (72; ch. 2).</td>
</tr>
<tr>
<td>For an e-reader file that provides only a location number or a percentage of completed text read, use the chapter number or name:</td>
</tr>
<tr>
<td>Tyler Durden then said, “Reject the basic assumptions of civilization, especially the importance of material possessions” (ch. 2).</td>
</tr>
</tbody>
</table>

### 8. Citation Formats for Poems

<table>
<thead>
<tr>
<th>If you cite from a poem, provide the line numbers.</th>
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<tbody>
<tr>
<td>For one to three lines, separate lines with a “/” and provide line numbers:</td>
</tr>
<tr>
<td>Cullen concludes, &quot;Of all the things that happened there / That's all I remember&quot; (11-12).</td>
</tr>
<tr>
<td>For four or more lines, keep formatting as close to the original as possible. Introduce the long quotation with a sentence followed by a colon.</td>
</tr>
<tr>
<td>In his poem &quot;My Papa's Waltz,&quot; Theodore Roethke explores his childhood with his father: The whiskey on your breath Could make a small boy dizzy; But I hung on like death: Such waltzing was not easy. We Romped until the pans Slid from the kitchen shelf; My mother's countenance Could not unfrown itself. (1-8)</td>
</tr>
<tr>
<td>If you are in possession of the original work—you have the actual physical book, newspaper, magazine, etc. in your possession—then you will need to provide the page number with the citation.</td>
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<td>Olivia Newton-John states in her cookbook <em>Livwise: Easy Recipes for a Healthy, Happy Life</em>, “[b]eing happy with what you are eating can make dieting more enjoyable” (17; ch. 1).</td>
</tr>
<tr>
<td>John Dunbar states, “the strangeness of this life cannot be measured: in trying to produce my own death, I was elevated to the status of a living hero” (24).</td>
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SUMMARIES AND PARAPHRASES

SUMMARIES AND PARAPHRASES: A summary or a paraphrase occurs when someone’s ideas are used, but the information is presented using different words or sentence structure. A summary takes a great deal of information and turns it into a few sentences. A paraphrase takes information from a few sentences and restates that information using different words.

When summarizing or paraphrasing, a citation is still required; however, quotation marks are no longer used around the information. Still, all other format options for citations are necessary. If a paraphrase or summary is more than 4 typed lines on the computer monitor, it is NOT indented.

Original Text
At a recent conference for the Paper House Company, president Tyler Durden spoke on the behalf of the community. His riveting speech focused on the importance of safety issues concerning soap-making. Specifically, his enthusiasm centered on the acquisition of lipids for the soap-making process. This inspired many in the community to embark on their own soap-making endeavors.

Direct Quote
“[H]is enthusiasm centered on the acquisition of lipids for the soap-making process,” according to Edward Norton.

Summary
The president of the Paper House Company gave a speech on the soap-making process. He seemed concerned about the lipid supplies involved in manufacturing (Norton).

Paraphrase
Tyler Durden, president of the Paper House Company, spoke to the community recently. His speech concerned safety issues during the soap-making process. The empowered speech dealt chiefly with lipid supplies. As a result, the community has been motivated to develop their own soap-making companies (Norton).