Incorporating Sources
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Framing Devices

• The first time you refer to a source within your paper, consider providing the credentials of your source.
  E.g. Andrea Smith, editor-in-chief of Newsweek magazine, emphasizes that “…” (46).
• For subsequent references, you may use only the author’s last name.
  E.g. Smith also explains that …… (46).

Framing Devices --continued

• Use verbs of assertion (choose the ones that show the relationship between the source and your text and/or between two sources and your text).
  Examples (note the tense): argues, disagrees, proposes, adds, states, mentions, claims, believes, distinguishes between/among, explains, compares, contradicts, suggests, etc.
  (See SSH, pages 559-560)
Formatting Short Quotations

• Incorporate short quotations into your text and place them between quotation marks:
  According to Andrea Smith, editor-in-chief of Newsweek magazine, “…….” (46).
  A study conducted by the American Cancer Society shows that “…….” (“History of the Cancer”).
  Note that the title is abbreviated for the parenthetical reference.

Formatting Long Quotations

• Indent quotations longer than four lines (one inch or ten spaces) and do not add quotation marks.
• Follow the block with a parenthetical reference . (after the period)
• Indent poetry quotations –longer than three lines.

Punctuating with Quotation Marks

• Commas and periods –place them inside quotation marks when no parenthetical citation follows:
  Hertzberg (2002) notes that “treating the Constitution as imperfect is not new,” but because of Dahl’s credentials, his “apostasy merits attention” (p. 85).
Punctuation -continued

- **Semicolons and colons** – place them outside of closing quotation marks (or after a parenthetical citation).
- **Question marks and exclamation points** – place them inside closing quotation marks if the quotation is a question/exclamation. But place them outside the quotation if the entire sentence containing the quotation is a question:

> How many students actually read the guide to find out what is meant by “academic misconduct”?

Quotation within a Quotation

- Use single quotation marks for the embedded quotation:


Note that “democratic fairness” and “encouraging consensus” are already in quotation marks in Dahl’s sentence.

Changing Quotations

- **Quoting only a portion** – use ellipsis points (…) to indicate omission within a quotation (but not at the beginning or end).
- **Adding** – use square brackets [ ] to add your own comment, clarification.
- **Clarification/Correction** – use [sic] (meaning “so” or “thus”) to indicate that a mistake in the source is not your own.
Numbers

• Do not begin a sentence with a numeral, including a date.
• Always use numerals in the following instances:
  – with abbreviations or symbols: 6 lbs., 4:20 pm
  – in addresses: 4401 13th Avenue
  – in dates: 1 April 1998, April 1, 1998
  – in decimal fractions: 8.3
  – in page references: page 7

Numbers --continued

• For large numbers, you may use a combination of numerals and words: 4.5 million.
• Use numerals and symbols for percentages and amounts of money: 35%.
• You can spell out a percentage or an amount of money if you can do so in three words or fewer: five dollars, forty-five percent.
• Spell out centuries in lowercase letters: the twentieth century.

Numbers --continued

• Hyphenate centuries when they are used as adjectives before nouns: eighteenth-century thought.
• ALWAYS BE CONSISTENT
Citing Indirect Sources

• If what you quote or paraphrase is itself a quotation, put the abbreviation *qtd. in* (quoted in) before the indirect source you cite in the parenthetical reference:
  
  Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 2).

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Scenario

• You are part of the Student Senate on campus. You have been asked to write a response to a recently received email on campus safety. The author of the email was asking everyone on campus to seriously consider purchasing a gun.

• In your paragraph, you have to argue whether you agree or not with his solution.

• Include information from the USA Today article as support for your position.

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Link to Article