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:

  According to Hertzberg (2002), Dahl gives the U.S. Constitution “bad marks in ‘democratic fairness’ and ‘encouraging consensus’” (p.90). 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%, $5.25.
• 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).

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.

Link to Article