

Examples of Cited and Quoted Material

"If you fail to acknowledge borrowed material, then you are plagiarizing. Plagiarism is literary theft. When you copy the words of another, put those words inside quotation marks, and acknowledge the source with a content note (using parentheses). When you paraphrase another's words, use your own words and your own sentence structure, and be sure to use a content note (using parentheses) giving the source of your idea. A plagiarist often merely changes a few words or simply rearranges the words in a source."

-Harbrace College Handbook

The following is a passage from Page Smith's *A New Age Begins: A People's History of the American Revolution*:

So ended the confused, tension-filled and finally bloody encounter that is known as the Boston Massacre. That was no worse than a tribute to the British military discipline and coolness of Captain Preston. It is also a tribute to the patriot leaders, who kept the mob from exploding into greater violence. Finally it is a tribute to Thomas Hutchinson, who acted with great decision and courage. But last of all, it is a testament to the folly of the English government in adopting policies that could make the colonists so hate the mother country that such violence was inevitable.

When to Cite:

A. Suppose you wrote in a paper: *The Boston Massacre was inevitable considering the folly of British policies toward the colonies.* **Here you must cite a source, even though you are not directly quoting the author, because the information you give is the interpretation and understanding of a particular author.** The citation should be placed immediately after the sentence.

B. Suppose you wrote in a paper: *The Boston Massacre demonstrated the folly of the English government in adopting policies that could make the colonists so hate the mother country that such violence was inevitable.* **You must enclose the underlined material in quotation marks because it is taken directly from the book.** A good rule: **If you copy more than three consecutive words of text put those words within quotation marks.** The citation should be placed immediately after the quotation.

C. At the end of each paragraph, please cite the general source for historical information contained in that paragraph. This means that nearly all paragraphs in your paper, except where you are introducing the topic or offering conclusions that are your own, should have some citation.

How to do FOOTNOTES:

1. Footnotes are required for the paper
2. The first footnote for each book must be complete. For example: **Page Smith, *A New Age Begins: A People's History of the American Revolution*, (New York: Penguin Books, 1965), 342.**
3. Thereafter, the citation may be abbreviated. For example: Smith, 342. If you are using more than one book by Smith, an appropriate abbreviation would be: Smith, *New Age*, 342.
4. If you cite the same source in a following note, you should use *Ibid.*, followed by the page number. If you cited Smith twice in a row, for example, the second time you would write *Ibid.*, 343.

Bibliography

In addition to footnotes, endnotes, or internal notes, your paper must have a bibliography. In a bibliography the works cited in the paper are listed in alphabetical order by the name of the author. Style and punctuation differ for bibliographic entries. The bibliographic entry for the work used as an example above would be:

Smith, Page. *A New Age Begins: A People's History of the American Revolution.* New York: Penguin Books, 1965. (NOTE: THIS IS PROPER INDENTATION)

Other Examples of notes (N) and bibliographic entries (B).

Two authors

N: Walter E. Houghton and Robert Strange, *Victorian Poetry and Poetics*, (Cambridge: Harvard University Press, 1959), 27.

B: Houghton, Walter E., and Strange, Robert. *Victorian Poetry and Poetics*. Cambridge: Harvard University Press, 1959.

Three Authors

N: Bernard R. Berelson, Paul F. Lazarsfeld, and William McPhee, *Voting*, (Chicago: University of Chicago Press, 1954), 93-95.

B: Berelson, Bernard R.; Lazarsfeld, Paul F.; and McPhee, William. *Voting*. Chicago: University of Chicago Press, 1954.

More than three authors

N. Jaroslav Pelikan et al., *Religion and the University*, York University Lecture Series (Toronto: University of Toronto Press, 1964), 109.

B. Pelikan, Jaroslav; Ross, M.G.; Pollard, W. G.; Eisendrath, M.N.; Moeller, C.; and Wittenburg, A. *Religion and the University*. York University Lecture Series. Toronto: University of Toronto Press, 1964.

Editor instead of author

N. J.N.D. Anderson, ed., *The World's Religions* (London: Inter-Varsity Fellowship, 1950), 143.

B. Anderson, J.N.D., ed. *The World's Religions*. London: Inter-Varsity Fellowship, 1950.

Article in an Encyclopedia

N. *Encyclopedia Britannica*, 11th ed., s.v. "Blake, William," by J.W. Comyns-Carr.

B. *Encyclopedia Britannica*. 11th ed. S.v. "Blake, William," by J.W. Comyns-Carr.

Article in a Journal

N. Don Swanson, "Dialogue with a Catalogue," *Library Quarterly* 34 (December 1963) : 118.

B. Swanson, Don. "Dialogue with a Catalogue." *Library Quarterly* 34 (December 1963): 113-25.

NOTE: *Journal articles from the library web site may be cited as journal articles*

Article in a Magazine

N. Barbara W. Tuchman, "If Asia Were Clay in the Hands of the West," *Atlantic*, September 1970, 72.

B. Tuchman, Barbara. "If Asia Were Clay in the Hands of the West." *Atlantic*. September 1970, 68-84.

Article on a Web Site:

N. "How to Track Hurricanes," www.hobbie.presby.edu, 4.

B. (Listed separately from books and magazine articles)

www.hobbie.presby.edu. "How to Track Hurricanes"

NOTE: All articles from the Web must be printed out and attached to the paper. Page numbers should be included in the footnotes.