

Integrating Borrowed Information into Oral Texts

What must be cited?

- Any words, idea, thought, or contextual framework that you did not originate on your own
- Borrowed information that is directly quoted, paraphrased, or summarized

What constitutes a complete citation?

- Proper citations always contain 3 parts or elements (think of an ice cream sandwich)



1. **Verbal Tag** of borrowed information, state signal phrase either directly before or after the info is presented

2. **Borrowed information:** direct quotation, paraphrase, or summary

3. **Parenthetical citation:** author's name; page number(s) where borrowed information originated

- Without all three parts, an ice cream sandwich is not a complete sandwich. Similarly, without all three parts, a citation is not complete. Failure to properly verbally tag a quotation or other borrowed information is called a **DQ** (dropped quotation) because the listener/reader is unable to trace the source of the borrowed information that has been confusingly dropped into the speech. Just as a DQ (disqualified) results in a penalty in sports, a DQ in written or spoken work results in a loss of points on the assignment. For more details on DQs, see pp. 474 in *Rules for Writers* (7th ed.)

Citation Elements 1&2: Verbal Tag introducing the borrowed info during the speech

- Use Signal Phrases to verbally tag your source of any direct quotation, paraphrase, or summary
- Two ways to tag: either directly before or after your quote/borrowed info
 1. *Plato once argued, "The eyes are the windows to the soul." This metaphor suggests*
 2. *"The eyes are the windows to the soul" This metaphor by Plato expresses his belief that*
- **Common signal phrases:** admits, agrees, argues, asserts, believes, claims, compares, confirms, contends, declares, denies, emphasizes, insists, notes, observes, points out, reasons, refutes, rejects, reports, responds, says, suggests, thinks, writes (see a complete list on p.47)

Citation Element #3: Parenthetical citations listed in outline

- always refer back to the Work Cited source from which the borrowed information derives
- include the last name of the author of the source cited and the page number(s) on which the borrowed information originated. If your citation source does not have an author listed, used an abbreviated version of the article title, website title, – whatever info is listed first on your Works Cited entry
i.e.(Plato 121)
- DO **NOT** include the word *page* or *p.* before the actual # & do not include a comma or any other punctuation between the name and #
- Place your citation directly behind the borrowed info in your outline for clear reference

Citation Element #4: Works Cited page last page of your Outline

- Any source cited in a speech is always included on the "Works Cited" page at the end of the outline See pp. 479-490 in *Rules for Writers* (7th ed.) for examples of in-text parenthetical citations and how to punctuate the sentence and pp.490-523 for Works Cited MLA format instructions
- Also see www.noodletools.com & www.dianahacker.com/resdoc/ for online reference assistance

CHECKLIST

Formatting a List of Works Cited

- Start your list on a separate page after the text of your essay and any notes.
- Continue the consecutive numbering of pages.
- Center the heading *Works Cited* (not italicized or in quotation marks) one inch from the top of the page.
- Start each entry flush with the left margin; indent subsequent lines one-half inch. Double-space the entire list.
- List sources alphabetically by the first word. Start with the author's name, if available, or the editor's name. If no author or editor is given, start with the title.
- List the author's last name first, followed by a comma and the first name. If a source has multiple authors, subsequent authors' names appear first name first (see model 2).
- Capitalize every important word in titles and subtitles. Italicize titles of books, periodicals, databases, and other longer works; enclose titles of shorter works in quotation marks.
- In general, use a period and a space after each element of the entry; look at the models in this chapter for information on punctuating particular kinds of entries.
- List the city of publication without a state or country. Follow it with a colon and a shortened form of the publisher's name—omit *Co.* or *Inc.*, shorten names such as *HarperCollins* to *Harper* or *Simon & Schuster* to *Simon*, and abbreviate *University Press* to *UP*.
- List inclusive page numbers for a part of a larger work.
- List the medium of the work (such as *Print* or *Web*).

CHECKLIST

Combining Parts of Models

What should you do if your source doesn't match the model exactly? Suppose, for instance, that your source is a translated essay that appears in the fifth edition of an anthology.

- Identify a basic model to follow. If you decide that your source looks most like an essay in an anthology, you would start with a citation that looks like model 10.
- Look for models that show the additional elements in your source. For the example above, you would need to add elements of model 14 (for the translation) and model 18 (for an edition other than the first).
- Add new elements from other models to your basic model in the order indicated.
- If you still aren't sure how to arrange the pieces to create a combination model, check the *MLA Handbook* or ask your instructor.

CHECKLIST

Citing Electronic Sources

The entry for an electronic source may include up to six basic elements.

- **AUTHOR.** For variations on author, see models 1–5.
- **TITLE.** Italicize the titles of books or entire sites. Put shorter titles in quotation marks. Capitalize all important words.
- **PRINT PUBLICATION INFORMATION.** For an online book or journal article from a database that provides information about the work's publication in print, include the volume and issue number with the year in parentheses, then a colon and the inclusive page numbers, or *n. pag.* if no page numbers are listed. (For articles taken from online newspapers and magazines, however, omit the print publication information.)
- **ELECTRONIC PUBLICATION INFORMATION.** For a work from a Web site, including online magazines and newspapers, list all of the following that you can find: the title of the site, italicized; the site's editor(s), if given, preceded by *Ed.*; and the name of any sponsor. (The sponsor's name usually appears at the bottom of the home page.) Then add the date of electronic publication or latest update. For a work from a database such as InfoTrac or LexisNexis, give the name of the database, italicized.
- **MEDIUM OF PUBLICATION.** List the medium (*Web*).
- **DATE OF ACCESS.** Give the most recent date you accessed the source.

The *MLA Handbook* does not usually require a URL. If you think your readers will have difficulty finding the source without one, put it after the period following the date of access, enclosed in angle brackets. Put a period after the closing bracket.

MLA Works Cited: Electronic Sources (Web Publications)

Summary:

MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the *MLA Handbook for Writers of Research Papers* (7th ed.) and the *MLA Style Manual and Guide to Scholarly Publishing* (3rd ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page.

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MLA lists electronic sources as *Web Publications*. Thus, when including the medium of publication for electronic sources, list the medium as *Web*.

It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also, you might use the Bookmark function in your Web browser in order to return to documents more easily.

Important Note on the Use of URLs in MLA

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e., they change often) and because documents sometimes appear in multiple places on the Web (e.g., on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

For instructors or editors who still wish to require the use of URLs, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008. <<http://classics.mit.edu/>>.

Abbreviations Commonly Used with Electronic Sources

If publishing information is unavailable for entries that require publication information such as publisher (or sponsor) names and publishing dates, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use *n.d.* when the Web page does not provide a publication date.

When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation *n. pag.*

Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Medium of publication.
- Date you accessed the material.
- URL (if required, or for your own personal reference; MLA does not require a URL).

Citing an Entire Web Site

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. If a URL is required or you chose to include one, be sure to include the complete address for the site. (Note: The following examples do not include a URL because MLA no longer requires a URL to be included.)

Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

"How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 24 Feb. 2009.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*. Web. 22 May 2006.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 22 May 2006.

If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

brandychloe. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009.

An Article in an Online Scholarly Journal

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication.

Article in an Online-only Scholarly Journal

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009.

Article in an Online Scholarly Journal That Also Appears in Print

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (in this case, *Web*) and the date of access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.

An Article from an Online Database (or Other Electronic Subscription Service)

Cite articles from online databases (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. Since these articles usually come from periodicals, be sure to consult the appropriate sections of the Works Cited: Periodicals page, which you can access via its link at the bottom of this page. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

Note: Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44. *Science Online*. Web. 5 Mar. 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.

E-mail (including E-mail Interviews)

Give the author of the message, followed by the subject line in quotation marks. State to whom to message was sent, the date the message was sent, and the medium of publication.

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.

Neyhart, David. "Re: Online Tutoring." Message to Joe Barbato. 1 Dec. 2000. E-mail.