

- A. Content that must be documented: all facts and opinions that are not your own or are not common knowledge within the field of your paper.
1. *Summaries* of facts and opinions from a source.
 2. *Paraphrases* of facts and opinions from a source.
 3. *Direct quotations* from a source. *Always* enclose direct quotations within quotation marks. Direct quotation of phrases or sentences inserted into paraphrases or summaries must *always* be enclosed within quotation marks.
- B. Explanatory notes are reserved for information that is not necessary for an understanding of the paper or that does not fit smoothly into the text of the paper. Use either footnotes or endnotes, but not both. If endnotes are used, the endnotes page precedes the works cited page.
- C. Parenthetical citation (also called crediting or documentation) is used within the text of the paper to document the sources of *all summaries, paraphrases, and quotations*. Note: use either underlining or *italics* for books, magazines and journals, newspapers, long poems and long musical compositions (e.g., *Paradise Lost* and *Appalachian Spring*), recordings, plays, films, radio and television programs (although single episodes are enclosed within quotation marks), paintings, statues, and pamphlets; use quotation marks for articles, short stories, poems, essays, songs, chapters, and sections.
1. Parenthetical citation consists of author's last name, followed after one space by the page number of the reference: (Berlin 23).
 - a. If more than one work by the same author are cited in the paper, citation consists of the author's last name followed by a comma, abbreviated title of the work, and the page number:
(Berlin, *Generations* 23) if the work is a book, play, etc.
(Brownell, "Chanel" 58) if the work is an article, short story, etc.
 - b. If the work consists of more than one volume, indicate the volume number followed by a colon and space:
(Prescott 1: vii).
 - c. If the work is by two authors, three authors, and more than three authors respectively:
(Roberts and Jacobs 1073-77).
(Bain, Beaty, and Hunter 1394-405).
(Nielsen et al. 109-10).
 - d. If two authors with the same last name are listed on the works cited page, include the first initial of the specified author (full first name if both authors' first names begin with the same initial):
(I. Berlin 23).
 - e. If the work is listed by title (an unattributed article in a magazine or an entry in a reference work):
("Eater's" 94).
("Machismo," def. 1.).
 - f. The portion of the citation included in the text of your essay is omitted from the parenthetical citation:
Berlin says some slaves worked evenings so they could have longer breaks at noon (92).
On page 92 of *Generations of Captivity*, Berlin says some slaves worked evenings so they could have longer breaks at noon.
 - g. Indicate an indirect quotation in the parenthetical citation:
Ned Chaney said the "leben o'clock service was fer de white people" (qtd. in Berlin 208).
 2. The parenthetical citation is always included within the final sentence punctuation except for block quotations (because block quotations do not use quotation marks); note the use of single quotation marks for a quotation within a quotation when indirect quotation is not indicated in the parenthetical citation:
In Luke's gospel, Jesus says that he "'came to seek and to save what was lost'" (19:10).
The Apostle Paul asks, "Has not God made foolish the wisdom of the world?" (1 Corinthians 1:20).
- D. The works cited page (Works Cited heading centered at top margin on this page, which is also numbered and is the last page of the paper) lists relevant information for each work cited in the paper but not for works that are not cited (different from bibliography). If a work is cited in the paper, that work must be included on the works cited page; if a work is included on the works cited page, that work must be cited at least once in the paper.
1. The works cited list is double-spaced, with no extra spacing between works.
 2. Works are listed alphabetically by last name of author and first word in title (other than *A*, *An*, or *The*). Do not separate books and periodicals, attributed works and unattributed works.
 3. If there are two or more works by the same author, give the author's name only for the first work. Use three unspaced hyphens followed by a period for subsequent works by the same author: ---.
 4. *The first line of each entry begins at the left margin; second and subsequent lines of that same entry are*

indented one-half inch with a hanging indent.

5. Examples. Note the use of specific punctuation (required), colon separating title from subtitle, standard spelling in place of special typography (*U.S. News and World Report*—and instead of &), city of publication (without state), abbreviated name of publisher (UP for University Press—see examples a. and b.), medium, and abbreviation of all months except May, June, and July (Sept. is the only month with a four letter abbreviation).
 - a. Book with one author; if part of a series, include the series name and number after the medium:
 - Berlin, Ira. *Generations of Captivity: A History of African-American Slaves*. Cambridge: Belknap-Harvard UP, 2003. Print.
 - Xenophon. *The Persian Expedition*. Tr. Rex Warner. Harmondsworth: Penguin, 1952. Print. The Penguin Classics 7.
 - b. Book with two or three authors (second and third authors' names are *not* last name first; authors are listed in same order as on title page of book):
 - Arndt, William F., and F. Wilbur Gingrich. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 4th revised and augmented ed. Chicago: U of Chicago P, 1957. Print.
 - Bain, Carl E., Jerome Beaty, and J. Paul Hunter, eds. *The Norton Introduction to Literature*. Shorter 5th ed. New York: Norton, 1991. Print.
 - c. Book with more than three authors:
 - Nielsen, Niels C., Jr., et al. *Religions of the World*. New York: St. Martin's, 1983. Print.
 - d. Anthology:
 - Roberts, Edgar V., and Henry E. Jacobs, eds. *Literature: An Introduction to Reading and Writing*. 4th ed. Englewood Cliffs: Prentice, 1995. Print.
 - e. Selection in an anthology:
 - Maupassant, Guy de. "The Necklace." Trans. Edgar V. Roberts. *Literature: An Introduction to Reading and Writing*. Ed. Edgar V. Roberts and Henry E. Jacobs. 4th ed. Englewood Cliffs: Prentice, 1995. 3-10. Print.
 - f. Introduction, preface, foreword, afterword:
 - Braudel, Fernand. Preface to the English Edition. *The Mediterranean and the Mediterranean World in the Age of Philip II*. By Fernand Braudel. Trans. Siân Reynolds. Vol 1. New York: Harper Colophon, 1972. 13-14. Print.
 - g. Corporate author; government publication:
 - Institute for Humane Studies and Center for Independent Education. *The Twelve Year Sentence*. Ed. William F. Rickenbacker. LaSalle: Open Court, 1974. Print.
 - Wisconsin. Legislature. Legislative Council. *Compulsory School Attendance and Truancy Laws*. By Jane Henkel. Madison: WI Legislative Council, 1997. Print.
 - h. The Bible:
 - The Holy Bible*. Nashville: Nelson, 1994. Print. New King James Vers.
 - The New Oxford Annotated Bible*. Ed. Herbert G. May and Bruce M. Metzger. New York: Oxford UP, 1973. Print. Rev. Standard Vers.
 - i. Multi-volume work:
 - Prescott, William H. *History of the Conquest of Mexico*. Ed. John Foster Kirk. 3 vols. Philadelphia: Lippincott, 1873. Print.
 - j. Selection in a reference work (if no author is given, begin the entry with the title of the article); if a common reference work, give only the edition number and copyright year:
 - "Herzl, Theodor." *The Columbia Encyclopedia*. 5th ed. 1993. Print.
 - "Machismo." *The American Heritage Dictionary*. 4th ed. 2000. Print.
 - Uhlhorn, [Johann] G[erhard Wilhelm]. "Clementina." *The New Schaff-Herzog Encyclopedia of Religious Knowledge*. Ed. Samuel Macauley Jackson. Vol. 3. Grand Rapids: Baker, 1958. Print.
 - k. Scholarly journal (author, title of article, title of publication, volume and issue numbers, year of publication in parentheses, and selection page numbers):
 - Caywood, Carolyn. "Gift Horses Can Bite." *School Library Journal* 39.9 (1993): 168. Print.
 - l. Selection from a monthly magazine (if the article is unattributed, begin with the title of the article; do not use words such as *anonymous* or *unattributed*):

- “Eater’s Digest: Fish recipes you’ll love.” *Reader’s Digest* Sept. 2009: 193-94. Print.
- Lukas, John. “When Democracy Goes Wrong.” *Harpers* Apr. 2005: 13-18. Print.
- m. Selection from a weekly magazine:
 Mosley, Walter. “True Crime: The Roots of an American Obsession.” *Newsweek* 10 and 17 Aug. 2009: 28-29. Print.
- n. Article in a daily newspaper (omit introductory article *The* from the name of the paper; if the name of the city is not part of the paper’s name, place it in brackets after the underlined or *italicized* name of the newspaper; include the name of a specific edition; the + after the page number indicates that the article does not appear on consecutively numbered pages:
 Glanz, James. “When Mortals Work on Cosmic Time.” *New York Times* 9 Aug. 2009, national ed., Week in Review sec.: 1+. Print.
 Powers, Pamela. “Firms hired to help site facility.” *Leader-Telegram* [Eau Claire] 13 Aug. 2009: B3+. Print.
- o. Review:
 Brownell, Ginanne. “Chanel Coco Puffs.” Rev. of *Coco Before Chanel*, dir. Anne Fontaine. *Newsweek* 3 Aug. 2009: 58-59. Print.
 Walls, Seth Colter. “Virtually Infinite.” Rev. of *Infinite Jest* by David Foster Wallace. *Newsweek* 20 July 2009: 65. Print.
- p. Recording (include soloists; orchestra; conductor; and medium):
 Bach, J. S. Partitas No. 5, BWV 829; No. 6, BWV 830. Perf. Wolfgang Rübsum. Naxos, 1993. CD.
 Franck, César. *Complete Works for Organ*. Perf. André Marchal. Musical Heritage Society, 1966. 3 LPs.
- q. Film and television or radio series (underlined or *italicized*; episodes within quotation marks):
Walkabout. Dir. Nicolas Roeg. Perf. Jenny Augutter, Lucien John, and David Gumpilil. Janus, 1971. Film.
- r. Work of visual art:
 Bateman, Robert. *By the Tracks–Killdeer*. 1971. Egg tempera. Private collection. *The World of Robert Bateman*. By Ramsey Derry. Design by V. John Lee. New York: Crescent, 1994. Plate 148. Print.
- s. Play or other performances:
Hamlet. By William Shakespeare. Dir. Eleanor Holdridge. Perf. Jason Asprey, Tina Packer, Dennis Krausnick, and Nigel Gore. Shakespeare and Company. Founders' Theatre, Lenox. 16 June 2009. Performance.
- t. Interview (specify type, e.g. personal interview or telephone interview):
 Pfeiffer, John. Telephone interview. 29 May 2009.
- WEB. Works appearing only on the web (includes websites sponsored by newspapers/magazines): in the following order and with each portion followed by a period unless otherwise indicated, include all available information (* enclose within quotation marks; ** underline or *italicize*):
- name of author;
 - title of work
 - (** if an independent work; *if part of a larger work—see instruction C. above)
 - (if the work has no title, use a genre label such as online posting, home page, etc.);
 - title of the website**;
 - version or edition;
 - site’s publisher or sponsor, followed by a comma and date of publication (if no publisher or sponsor available, use n.p.; if no date of publication available, use n.d.—e.g., N.p., n.d.);
 - medium of publication, namely, web;
 - your date of access.
- u. Article in web reference work and in web newspaper/magazine:
 “Compulsory education.” *Wikipedia*. Wikipedia, 8 Aug. 2008. Web. 13 Aug. 2009.
 Lewin, Tamar. “In a Digital Future, Textbooks Are History.” *New York Times*. New York Times, 8 Aug. 2009. Web. 13 Aug. 2009.
 “Nationalism.” *Stanford Encyclopedia of Philosophy*. Stanford University Center for the Study of Language and Information, 24 Sept. 2005. Web. 12 July 2009.

- v. Blog; home page; archive:
 Remo. "USS Liberty (AGTR-5)." Blog. *Naval Warfare*. Navalwarfare.blogspot, 22 Jan. 2008. Web. 13 Aug. 2009.
 Turnovsky, Stephen. Home page. Department of Economics, College of Arts and Sciences, U of Washington, n.d. Web. 13 Aug. 2009.
 Viscomi, Joseph. "Illuminated Printing." *The William Blake Archive*. Ed. Morris Eaves, Robert Essick and Joseph Viscomi. Library of Congress, 26 Mar. 2009. Web. 13 Aug. 2009.
- w. For a scholarly journal published independently on the web, follow the instructions for a print journal, but list web as the medium and n. pag. if there is no pagination. End with date of access.
 Gradle, Sally Armstrong. "Another Look at Holistic Art Education: Exploring the Legacy of Henry Schaefer-Simmern." *International Journal of Education & the Arts* 10.1 (2009): 1-21. Web. 13 Aug. 2009.

Works appearing not only on the web: if print or other medium publication information of the web source is available, begin with the print or other medium information as in D.5.a.-s. but omit the medium. (If pagination is not available, use n. pag. in place of page numbers.) Then continue as follows (use this format also for online government publications):

- title of the database or website**;
 - medium which you consulted, namely, web;
 - your date of access.
- x. Periodical accessed on the web:
 Toby, Jackson.. "Increasing Access to College: An Educational Mistake." *Academic Questions* 15.2 (2002): 46-52. *Academic Search Premier*. Web. 28 Jan. 2010.
 ---. "Obsessive Compulsion." *National Review* 28 June 1999: 30+. *Academic Search Elite*. Web. 11 Mar. 2008.
- y. Book accessed on the web:
 Cristol, A. Jay. *The Liberty Incident: The 1967 Israeli Attack on the U.S. Navy Spy Ship*. Washington: Brassey's, 2002. *Google Books Search*. Web. 12 Aug. 2009.
 Tolstoi, Lyof N. "Patriotism, or Peace." *Essays, Letters, Miscellanies*. New York: Scribner's, 1902. Vol. 20 of *The Novels and Other Works of Lyof N. Tolstoi*. 22 vols. 1899-1902. 334-43. *Internet Archive*. Web. 6 May 2009.
- z. Government publication (treat as if print source; then continue with web information) :
 Wisconsin. Department of Public Instruction. *Answers to Frequently Asked Compulsory School Attendance Questions*. Mar. 2009. *Student Services, Health, and Safety Resources*. Web. 28 Jan. 2010.

6. Example of alphabetical listing on works cited page:

Works Cited

- Caywood, Carolyn. "Gift Horses Can Bite." *School Library Journal* 39.9 (1993): 168. Print.
- "Eater's Digest: Fish recipes you'll love." *Reader's Digest* Sept. 2009: 193-94. Print.
- The Holy Bible*. Nashville: Nelson, 1994. Print. New King James Vers.
- "Machismo." *The American Heritage Dictionary*. 4th ed. 2000. Print.
- Viscomi, Joseph. "Illuminated Printing." *The William Blake Archive*. Ed. Morris Eaves, Robert Essick, and Joseph Viscomi. Library of Congress, 26 Mar. 2009. Web. 13 Aug. 2009.
- Walkabout*. Dir. Nicolas Roeg. Perf. Jenny Augutter, Lucien John, and David Gumpilil. Janus, 1971. Film.
- Xenophon. *The Persian Expedition*. Tr. Rex Warner. Harmondsworth: Penguin, 1952. Print. The Penguin Classics 7.