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*
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:

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):

c. Book with more than three authors:

d. Anthology:

e. Selection in an anthology:

f. Introduction, preface, foreword, afterword:

g. Corporate author; government publication:

h. The Bible:

i. Multi-volume work:

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:

k. Scholarly journal (author, title of article, title of publication, volume and issue numbers, year of publication in parentheses, and selection page numbers):

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):

m. Selection from a weekly magazine:

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:

o. Review:

p. Recording (include soloists; orchestra; conductor; and medium):

q. Film and television or radio series (underlined or italicized; episodes within quotation marks):

r. Work of visual art:

s. Play or other performances:

1. 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:

v. Blog; home page; archive:

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.

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:

y. Book accessed on the web:

z. Government publication (treat as if print source; then continue with web information):

6. Example of alphabetical listing on works cited page:

Works Cited


