

PART VI

**A Brief Handbook with
Additional Sample
Documents**

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Public Access versus Public Security on U.S. Web Sites

Some agencies of the U.S. government deleted or restricted public access to information on their Web sites in the wake of the September 11, 2001 terrorist attacks (Ruppe). The Environmental Protection Agency (EPA), for example, deleted “risk management plan” data from its site. Similarly, the Department of Transportation (DOT) decided to restrict access to its National Pipeline Mapping System, which includes data on locations where pipeline leaks might endanger drinking water.

Other agencies, including the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) left their sites open and intact. The nonprofit group OMB Watch criticized the EPA and DOT decisions, citing federal laws mandating public access. But others, including *National Review Online* commentator Jonathan Adler, countered that EPA information in particular could help terrorists locate schools that might be endangered by chemical leaks. Ongoing debates pitting security versus access issues will no doubt continue to play out in both public and private sector Web design conferences for some time to come (Ruppe). ♦

A

Recording and Documenting Research Findings

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TAKING NOTES

Many researchers take notes on a laptop computer, using electronic file programs or database management software that allows notes to be filed, shuffled, and retrieved by author, title, topic, date, or keywords. You can also take notes in a single word-processing file, then use the “find” command to locate notes quickly. Whether you use a computer or notecards, your notes should be easy to organize and reorganize.

QUOTING THE WORK OF OTHERS

You must place quotation marks around all exact wording you borrow, whether the words were written, spoken (as in an interview or presentation), or appeared in electronic form. Even a single borrowed sentence or phrase, or a single word used in a special way, needs quotation marks, with the exact source properly cited. These sources include people with whom you collaborate.

If your notes don't identify quoted material accurately, you might forget to credit the source. Even when this omission is unintentional, you face the charge of *plagiarism* (misrepresenting as your own the words or ideas of someone else). Possible consequences of plagiarism include expulsion from school, loss of a job, and a lawsuit.

It's no secret that any cheater can purchase reports, term papers, and other documents on the Web. But antiplagiarism Web sites, such as <plagiarism.org> now enable professors to cross-reference a suspicious paper against previously published material, flagging and identifying each plagiarized source.

Research writing is a process of independent thinking in which you work with the ideas of others in order to reach your own conclusions; unless the author's exact wording is essential, try to paraphrase, instead of quoting, borrowed material.

PARAPHRASING THE WORK OF OTHERS

Paraphrasing means more than changing or shuffling a few words; it means restating the original idea in your own words—sometimes in a clearer, more direct, and emphatic way—and giving full credit to the source.

To borrow or adapt someone else's ideas or reasoning without properly documenting the source is plagiarism. To offer as a paraphrase an original passage that is only slightly altered—even when you document the source—also is

plagiarism. Equally unethical is offering a paraphrase, although documented, that distorts the original meaning.

Figure A.3 shows an entry paraphrased from Figure A.2. Paraphrased material is not enclosed within quotation marks, but it is documented to acknowledge your debt to the source.

WHAT YOU SHOULD DOCUMENT

Document any insight, assertion, fact, finding, interpretation, judgment, or other “appropriated material that readers might otherwise mistake for your own” (Gibaldi and Achtert 155)—whether the material appears in published form or not. Specifically, you must document:

- any source from which you use exact wording
- any source from which you adapt material in your own words
- any visual illustration: charts, graphs, drawings, or the like (see Chapter 14 for documenting visuals)

In some instances, you might have reason to preserve the anonymity of unpublished sources: for example, to allow people to respond candidly without fear of reprisal (as with employee criticism of the company), or to protect their privacy (as with certain material from email inquiries or electronic newsgroups). You must still document the fact that you are not the originator of this material by providing a general acknowledgment in the text (“A number of employees expressed frustration with ...”) along with a general citation in your list of references or works cited (“Interviews with Porex employees, May 2004”).

You don’t need to document anything considered *common knowledge*: material that appears repeatedly in general sources. In medicine, for instance, it has become common knowledge that foods containing animal fat contribute to higher blood cholesterol levels. So in a report on fatty diets and heart disease, you probably would not need to document that well-known fact. But you would document information about how the fat/cholesterol connection was discovered, what subsequent studies have found (say, the role of saturated versus unsaturated fats), and any information for which some other person could claim specific credit. If the borrowed material can be found in only one specific source, not in multiple sources, document it. When in doubt, document the source.

HOW YOU SHOULD DOCUMENT

Cite borrowed material twice: at the exact place you use that material, and at the end of your document. Documentation practices vary widely, but all systems work almost identically: a brief reference in the text names the source and refers readers to the complete citation, which allows readers to retrieve the source.

Many disciplines, institutions, and organizations publish their own style guides or documentation manuals. Here are a few:

Geographical Research and Writing
Style Manual for Engineering Authors and Editors
IBM Style Manual
NASA Publications Manual

This chapter illustrates citations and entries for three styles widely used for documenting sources in their respective disciplines:

- Modern Language Association (MLA) style, for the humanities
- American Psychological Association (APA) style, for the social sciences
- Council of Biology Editors (CBE) style, for the natural and applied sciences

Unless your audience has its own preference, any of these three styles can be adapted to most research writing. Use one style consistently throughout the document.

MLA DOCUMENTATION STYLE

Traditional MLA documentation of sources used superscript numbers (like this:¹) in the text, followed by full references at the bottom of the page (footnotes) or at the end of the document (endnotes) and, finally, by a bibliography. But a more current form of documentation appears in the *MLA Handbook for Writers of Research Papers, 6th ed.* New York: Modern Language Association, 2003. Footnotes or endnotes are now used only to comment on material in the text or on sources or to suggest additional sources.

In current MLA style, in-text parenthetical references briefly identify the source(s). Full documentation then appears in a Works Cited section at the end of the document.

A parenthetical reference usually includes the author's surname and the exact page number(s) of the borrowed material:

One notable study indicates an elevated risk of leukemia for children exposed to certain types of electromagnetic fields (Bowman et al. 59).

Readers seeking the complete citation for Bowman can refer easily to the Works Cited section, with entries listed alphabetically by author:

Bowman, J. D., et al. "Hypothesis: The Risk of Childhood Leukemia Is Related to Combinations of Power-Frequency and Static Magnetic Fields." *Bioelectromagnetics* 16.1 (1995): 48–59.

This complete citation includes page numbers for the entire article.

MLA Parenthetical References

For clear and informative parenthetical references, observe these guidelines:

- If your discussion names the author, do not repeat the name in your parenthetical reference; simply give the page number(s):

Bowman et al. explain how their study indicates an elevated risk of leukemia for children exposed to certain types of electromagnetic fields (59).

- If you cite two or more works in a single parenthetical reference, separate the citations with semicolons:

(Jones 32; Leduc 41; Gomez 293–94)

- If you cite two or more authors with the same surnames, include the first initial in your parenthetical reference to each author:

(R. Jones 32)

(S. Jones 14–15)

- If you cite two or more works by the same author, include the first significant word from each work's title, or a shortened version:

(Lamont, Biophysics 100–01)

(Lamont, Diagnostic *Tests* 81)

- If the work is by an institutional or corporate author or if it is unsigned (that is, the author is unknown), use only the first few words of the institutional name or the work's title in your parenthetical reference:

(American Medical Assn. 2)

("Distribution Systems" 18)

To avoid distracting the reader, keep each parenthetical reference as brief as possible. (One method is to name the source in your discussion and to place only the page number(s) in parentheses.)

For a paraphrase, place the parenthetical reference *before* the closing punctuation mark. For a quotation that runs into the text, place the reference *between* the final quotation mark and the closing punctuation mark. For a quotation set off (indented) from the text, place the reference two spaces *after* the closing punctuation mark.

MLA Works Cited Entries

The Works Cited list includes each source that you have paraphrased or quoted. In preparing the list, type the first line of each entry flush with the left margin. Indent the second and subsequent lines one-half inch. Use one character space after any period, comma, or colon. Double-space within and between each entry.

Following are examples of complete citations as they would appear in the Works Cited section of your document. Shown below each citation is its corresponding parenthetical reference as it would appear in the text.

MLA WORKS CITED ENTRIES FOR BOOKS. Any citation for a book should contain the following information: author, title, editor or translator, edition, volume number, and facts about publication (city, publisher, date).

1. Book, Single Author—MLA

Kerzin-Fontana, Jane B. *Technology Management: A Handbook*. 3rd ed. Delmar, NY: American Management Assn., 2005.

Parenthetical reference: (Kerzin-Fontana 3–4)

Identify the state of publication by U.S. Postal Service abbreviations. If the city of publication is well known (Boston, Chicago), omit the state abbreviations. If several cities are listed on the title page, give only the first. For Canada, include the province abbreviation after the city. For

all other countries include an abbreviation of the country name.

2. Book, Two or Three Authors—MLA

Aronson, Linda, Roger Katz, and Candide Moustafa. *Toxic Waste Disposal Methods*. New Haven: Yale UP, 2004.

Parenthetical reference: (Aronson, Katz, and Moustafa 121–23)

Shorten publisher's names, as in "Simon" for Simon & Schuster, "GPO" for Government Printing Office, or "Yale UP" for Yale University Press. For page numbers with more than two digits, give only the final two digits for the second number if the first digit is identical.

3. Book, Four or More Authors—MLA

Santos, Ruth J., et al. *Environmental Crises in Developing Countries*. New York: Harper, 2003.

Parenthetical reference: (Santos et al. 9)

"Et al." is the abbreviated form of the Latin "et alia," meaning "and others."

4. Book, Anonymous Author—MLA

Structured Programming. Boston: Meredith, 2005.

Parenthetical reference: (Structured 67)

5. Multiple Books, Same Author—MLA

Chang, John W. *Biophysics*. Boston: Little, 2002.
---. *Diagnostic Techniques*. New York: Radon, 1997.

Parenthetical references: (Chang, *Biophysics* 123–26), (Chang, *Diagnostic* 87)

When citing more than one work by the same author, do not repeat the author's name; simply type three hyphens followed by a period. List the works alphabetically by title.

6. Book, One or More Editors—MLA

Morris, A. J., and Louise B. Pardin-Walker, eds. *Handbook of New Information Technology*. New York: Harper, 2003.

Parenthetical reference: (Morris and Pardin-Walker 34)

For more than three editors, name only the first, followed by "et al."

7. Book, Indirect Source—MLA

Kline, Thomas. *Automated Systems*. Boston: Rhodes, 1999.

Stubbs, John. *White-Collar Productivity*. Miami: Harris, 2004.

Paranethetical reference: (qtd. in Stubbs 116)

When your source (as in Stubbs, above) has quoted or cited another source, list each source in its appropriate alphabetical place in the Works Cited page. Use the name of the original source (here, Kline) in your text and precede your paranethetical reference with “qtd. in,” or “cited in” for a paraphrase.

8. Anthology Selection or Book Chapter—MLA

Bowman, Joel P. “Electronic Conferencing.” *Communication and Technology: Today and Tomorrow*. Ed. Al Williams. Denton, TX: Assn. for Business Communication, 1994, 123–42.

Paranethetical reference: (Bowman 129)

The page numbers in the complete citation are for the selection cited from the anthology.

MLA WORKS CITED ENTRIES FOR PERIODICALS. Give all available information in this order: author, article title, periodical title, volume or number (or both), date (day, month, year), and page numbers for the entire article--not just pages cited.

9. Article, Magazine—MLA

DesMarteau, Kathleen. “Study Links Sewing Machine Use to Alzheimer’s Disease.” *Bobbin* Oct. 1994: 36–38.

Paranethetical reference: (DesMarteau 36)

No punctuation separates the magazine title and date. Nor is the abbreviation “p.” or “pp.” used to designate page numbers. If no author is given, list all other information:

“Distribution Systems for the New Decade.” *Power Technology Magazine* 18 Oct. 2004: 18+.

Paranethetical reference: (“Distribution Systems” 18)

This article began on page 18 and continued on page 21. When an article does not appear on consecutive pages, give only the number of the first page, followed immediately by a plus sign. A three-letter abbreviation denotes any month spelled with five or more letters.

10. Article, Journal with New Pagination Each Issue—MLA

Thackman-White, Joan R. "Computer-Assisted Research." *American Librarian* 51.1 (2005): 3–9.

Parenthetical reference: (Thackman-White 4–5)

Because each issue for a given year will have page numbers beginning with "1," readers need the number of this issue. The "51" denotes the volume number; "1" denotes the issue number. Omit "The" or "A" or any other introductory article from a journal or magazine title.

11. Article, Journal with Continuous Pagination—MLA

Barnstead, Marion H. "The Writing Crisis." *Journal of Writing Theory* 12 (2004): 415–33.

Parenthetical reference: (Barnstead 415–16)

When page numbers continue from one issue to the next for the full year, readers won't need the issue number, because no other issue in that year repeats these same page numbers. (Include the issue number if you think it will help readers retrieve the article more easily.) The "12" denotes the volume number.

If, instead of the complete work, you are citing merely an abstract found in a bound collection of abstracts, and not the full article, include the information on the abstracting service right after the information on the original article.

Barnstead, Marion H. "The Writing Crisis." *Journal of Writing Theory* 12 (2004): 415–33. *Rhetoric Abstracts* 67 (2005): item 1354.

If you are citing an abstract that appears before the printed article, add "Abstract," followed by a period, immediately after the original work's page number(s).

12. Article, Newspaper—MLA

Baranski, Vida H. "Errors in Technology Assessment." *Boston Times* 15 Jan. 2005, evening ed., sec. 2: 3.

Parenthetical reference: (Baranski 3)

When a daily newspaper has more than one edition, cite the edition after the date. Omit any introductory article in the newspaper's name (not *The Boston Times*). If no author is given, list all other information. If the newspaper's name does not include the city of publication, insert it, using brackets: *Sippican Sentinel* [Marion, MA].

MLA WORKS CITED ENTRIES FOR OTHER KINDS OF MATERIALS. Miscellaneous sources range from unsigned encyclopedia entries to conference presentations to government publications. A full citation should give this information (as available): author, title, city, publisher, date, and page numbers.

13. Encyclopedia, Dictionary, Other Alphabetical Reference—MLA

“Communication.” The Business Reference Book 2004.

Parenthetical reference: (“Communication”)

Begin a signed entry with the author’s name. For any work arranged alphabetically, omit page numbers in the citation and the parenthetical reference. For a well-known reference book, include only an edition (if stated) and a date. For other reference books, give the full publication information.

14. Report—MLA

Electrical Power Research Institute (EPRI). Epidemiologic Studies of Electric Utility Employees. (Report No. RP2964.5). Palo Alto, CA: EPRI, Nov. 1994.

Parenthetical reference: (Electrical Power Research Institute [EPRI] 27)

If no author is given, begin with the organization that sponsored the report.

For any report or other document with group authorship, as above, include the group’s abbreviated name in your first parenthetical reference, and then use only that abbreviation in any subsequent reference.

15. Conference Presentation—MLA

Smith, Abelard A. “Radon Concentrations in Molded Concrete.” First British Symposium in Environmental Engineering. London, 11–13 Oct. 2004. Ed. Anne Hodkins. London: Harrison, 2005. 106–21.

Parenthetical reference: (Smith 109)

The above example shows a presentation that has been included in the published proceedings of a conference. For an unpublished presentation, include the presenter’s name, the title of the presentation, and the conference title, location, and date, but do not underline or italicize the conference information.

16. Interview, Personally Conducted—MLA

Nasser, Gamel. Chief Engineer for Northern Electric. Personal interview. Rangeley, ME. 2 Apr., 2004.

Parenthetical reference: (Nasser)

17. Interview, Published—MLA

Lescault, James. "The Future of Graphics." Executive Views of Automation. Ed. Karen Prell. Miami: Haber, 2005. 216–31.

Parenthetical reference: (Lescault 218)

The interviewee's name is placed in the entry's author slot.

18. Letter, Unpublished—MLA

Rogers, Leonard. Letter to the author. 15 May 2004.

Parenthetical reference: (Rogers)

19. Questionnaire—MLA

Taylor, Lynne. Questionnaire sent to 612 Massachusetts business executives. 14 Feb. 2004.

Parenthetical reference: (Taylor)

20. Brochure or Pamphlet—MLA

Investment Strategies for the 21st Century. San Francisco: Blount Economics Assn., 2001.

Parenthetical reference: (*Investment*)

If the work is signed, begin with its author.

21. Lecture—MLA

Dumont, R. A. "Managing Natural Gas." Lecture. University of Massachusetts at Dartmouth, 15 Jan. 2005.

Parenthetical reference: (Dumont)

If the lecture title is not known, write Address, Lecture, or Reading but do not use quotation marks. Include the sponsor and the location if they are available.

22. Government Document—MLA

Virginia. Highway Dept. Standards for Bridge Maintenance. Richmond: Virginia Highway Dept., 2004.

Parenthetical reference: (Virginia Highway Dept. 49)

If the author is unknown (as above), begin with the information in this order: name of the government, name of the issuing agency, document title, place, publisher, and date.

For any congressional document, identify the house of Congress (Senate or House of Representatives) before the title, and the number and session of Congress after the title:

United States Cong. House, Armed Services Committee. Funding for the Military Academies. 108th Congress, 2nd sess. Washington: GPO, 2004.

Parenthetical reference: (U.S. Cong. 41)

“GPO” is the abbreviation for the U.S. Government Printing Office.

For an entry from the *Congressional Record*, give only date and pages:

Cong. Rec. 10 Mar. 2002: 2178–92.

Parenthetical reference: (Cong. Rec. 2184)

23. Document with Corporate or Foundation Authorship—MLA

Hermitage Foundation. Global Warming Scenarios for the Year 2030. Washington: Natl. Res. Council, 2002.

Parenthetical reference: (Hermitage Foun. 123)

24. Map or Other Visual—MLA

Deaths Caused by Breast Cancer, by County. Map. Scientific American Oct. 1995: 32D.

Parenthetical reference: (Deaths Caused)

If the creator of the visual is listed, give that name first. Identify the type of visual (Map, Graph, Table, Diagram) immediately following its title.

25. Unpublished Dissertation, Report, or Miscellaneous Items—MLA

Author (if known). “Title.” Sponsoring organization or publisher, date.

For any work that has group authorship (corporation, committee, task force), cite the name of the group or agency in place of the author’s name.

MLA WORKS CITED ENTRIES FOR ELECTRONIC SOURCES.

Electronic sources include Internet sites, reference databases, CD-ROMs, computer software, and email. Any citation for an electronic source should allow readers to identify the original source (printed or electronic) and trace

a clear path for retrieving the material. Provide all available information in the following order:

1. Name of author or editor or creator of the electronic work or site.
2. Title of the document. For online postings, such as email discussion lists or newsgroups, give the title of the posting followed by the words "Online posting." For CD-ROM or software, give the title of the document or software followed by "CD-ROM" or "Diskette."
3. Publication information of the original printed version (as in the above entries), if such a version exists.
4. Information about the electronic publication, including the title of the site or database (as in "MEDLINE") and the date of the posting or the last update of the site. Name the sponsoring organization or provider of the CD-ROM (as in "ProQuest") or reference database service (as in "Dialog").
5. The date you accessed the source.
6. The full and accurate electronic address. For Internet sources, provide the complete URL (Uniform Resource Locator), enclosed in angle brackets (<>). For CD-ROM and database sources, give the document's retrieval number. Include page numbers only if the electronic document shows page numbers from the original print version. Include paragraph numbers only if they appear in the original Internet document.

NOTE *When a URL continues from one line to the next, break it only after a slash. Do not insert a hyphen.*

26. Reference Database—MLA

Sahl, J. D. "Power Lines, Viruses, and Childhood Leukemia." *Cancer Causes_Control* 6.1 (Jan. 1995): 83. MEDLINE. Online. 7 Nov. 2004. Dialog.

Parenthetical reference: (Sahl 83)

For entries with a printed equivalent, begin with publication information, then the database title (underlined or italicized), the "Online" designation to indicate the medium, and the service provider (or URL or email address) and the date of access. The access date is important because frequent updatings of databases can produce different versions of the material.

For entries with no printed equivalent, give the title and date of the work in quotation marks, followed by the electronic source information:

Argent, Roger R. "An Analysis of International Exchange Rates for 1999." Accu-Data. Online. Dow Jones News Retrieval. 10 Jan. 2002.

Parenthetical reference: (Argent)

If the author is not known, begin with the work's title.

27. Computer Software—MLA

Virtual Collaboration. Diskette. New York: Pearson, 2005.

Parenthetical reference: (Virtual)

Begin with the author's name, if known.

28. CD-ROM—MLA

Canalte, Henry A. "Violent-Crime Statistics: Good News and Bad News." Law Enforcement Feb. 1995: 8. ABI/INFORM. CD-ROM. Proquest. Sept. 2004.

Parenthetical reference: (Canalte 8)

If the material is also available in print, begin with the information about the printed source, followed by the electronic source information: name of the database (underlined), CD-ROM designation, vendor name, and electronic publication date. If the material has no printed equivalent, list its author (if known) and title (in quotation marks), followed by the electronic source information.

For CD-ROM reference works and other material not routinely updated, give the title of the work, followed by the CD-ROM designation, place, electronic publisher, and date:

Time Almanac. CD-ROM. Washington: Compact, 2004.

Parenthetical reference: (Time Almanac 74)

Begin with the author's name, if known.

29. Listserv—MLA

Korsten, A. "Major Update of the WWWVL Migration and Ethnic Relations." 7 Apr. 1998. Online posting. ERCOMER News. 8 Apr. 2003. <www.ercomer.org/archive/ercomer-news/0002.html>.

Parenthetical reference: (Korsten)

Begin with the author's name (if known), followed by the title of the work (in quotation marks), publication date, the Online posting designation, title of discussion group (underlined), date of access, and the URL. The parenthetical reference includes no page number because none is given in an online posting.

30. Usenet—MLA

Dorsey, Michael. "Environmentalism or Racism." 25 Mar. 1998.
Online posting. 1 Apr. 2002 <news:alt.org.sierra-club>.

Parenthetical reference: (Dorsey)

31. Email—MLA

Wallin, John Luther. "Frog Reveries." Email to the author. 12 Oct.
2004.

Parenthetical reference: (Wallin)

Cite personal email as you would printed correspondence. If the document has a subject line or title, enclose it in quotation marks.

For publicly posted email (say, a newsgroup or discussion list) include the address and date of access.

32. Home Page for a Course—MLA

Dumont, R. A. An Online Course in Technical Writing. Course Home Page. Fall 2004. Dept. of English, UMASS Dartmouth. 6 Jan. 2005.
<www.umassd.edu/englishdepartment.html.>.

Parenthetical reference: (Dumont)

Begin with the instructor's name and title of the course, followed by "Course Home Page," all without underlines or quotation marks. Then give course dates, the academic department, the school, your date of access, and the URL.

33. Print Article Posted Online—MLA

Jeffers, Anna D. "NAFTA's Effects on the U.S. Trade Deficit." *Sultana Business Quarterly* 3.4 (2004): 65-74. April 2005.
<www.sol.org/sbc/2004vol3/jeffers2.html>.

Parenthetical reference: (Jeffers 66)

34. Real-Time Communication—MLA

Synchronous communication occurs in a "real-time" forum and MUDs (multi-user dungeons), MOOs (MUD object-oriented software), FTP (file transfer protocols), chatrooms, and instant messaging.

"Online Debate on Global Warming." 3 Apr. 2004. Frank Findle at EarthWatchMOO. 10 May 2004.
<www.ab.liu/orb/globalwarm_3_4-04.htm>.

Parenthetical reference: ("Online Debate")

Begin with the type of communication (virtual conference, personal interview) and topic title followed by the posting date, name of communicator, name of forum, access date, and electronic address.

35. Online Abstract—MLA

Lane, Amanda D., et al. "The Promise of Microcircuits." *Journal of Nanotechnology* 12.2 (2004). Abstract. 11 May 2004.
<<http://www.jnt.org/abt/0105ab.htm>>.

Parenthetical reference: (Lane et. al)

36. General Reference to a Site—MLA

When you are referring to a site in general instead of a specific document, include the address in your discussion and *not* in the list of Works Cited.

For the latest information about worldwide research in electromagnetic radiation, go to Microwave News at <www.microwavenews.com>.

MLA Sample Works Cited Page

Place your Works Cited section on a separate page at the end of the document. Arrange entries alphabetically by author's surname. When the author is unknown, list the title alphabetically according to its first word (excluding introductory articles). For a title that begins with a digit ("5," "6," etc.), alphabetize the entry as if the digit were spelled out.

The list of works cited in Figure A.4 accompanies the report on electromagnetic fields, pages 617–28. In the left margin, colored numbers refer to the elements discussed on the page preceding Figure A.4. Bracketed labels identify different types of sources cited.

APA DOCUMENTATION STYLE

One popular alternative to MLA style appears in the *Publication Manual of the American Psychological Association*, 5th ed., Washington: American Psychological Association, 2001. APA style is useful when writers wish to emphasize the publication dates of their references. A parenthetical reference in the text briefly identifies the source, date, and page number(s):

In one study, mice continuously exposed to an electromagnetic field tended to die earlier than mice in the control group (de Jager & de Bruyn, 1994, p. 224).

The full citation then appears in the alphabetical listing of "References," at the report's end:

de Jager, L., & de Bruyn, L. (1994). Long-term effects of a 50 Hz electric field on the life-expectancy of mice. *Review of Environmental Health*, 10(3–4), 221–224.

Because it emphasizes the date, APA style (or some similar author-date style) is preferred in the sciences and social sciences, where information quickly becomes outdated.

APA Parenthetical References

APA's parenthetical references differ from MLA's (pages 686–87) as follows: The APA citation includes the publication date; a comma separates each item in the reference; and “p.” or “pp.” precedes the page number (which is optional in the APA system). When a subsequent reference to a work follows closely after the initial reference, the date need not be included. Here are specific guidelines:

- If your discussion names the author, do not repeat the name in your parenthetical reference; simply give the date and page numbers:

Researchers de Jager and de Bruyn explain that experimental mice exposed to an electromagnetic field tended to die earlier than mice in the control group (1994, p. 224).

When two authors of a work are named in the text, their names are connected by “and,” but in a parenthetical reference, their names are connected by an ampersand, “&.”

- If you cite two or more works in a single reference, list the authors in alphabetical order and separate the citations with semicolons:

(Jones, 2004; Gomez, 2002; Leduc, 1999)

- If you cite a work with three to five authors, try to name them in your text, to avoid an excessively long parenthetical reference.

Franks, Oblesky, Ryan, Jablar, and Perkins (2003) studied the role of electromagnetic fields in tumor formation.

In any subsequent references to this work, name only the first author, followed by “et al.” (Latin abbreviation for “and others”).

- If you cite two or more works by the same author published in the same year, assign a different letter to each work:

(Lamont, 2004a, p. 135)

(Lamont, 2004b, pp. 67–68)

Other examples of parenthetical references appear with their corresponding entries in the following discussion of the reference list entries.

APA Reference List Entries

The APA reference list includes each source you have cited in your document. In preparing the list of references, type the first line of each entry flush with the left margin. Indent the second and subsequent lines five character spaces (one-half inch). Skip one character space after any period, comma, or colon. Double-space within and between each entry.

Following are examples of complete citations as they would appear in the References section of your document. Shown immediately below each entry is its corresponding parenthetical reference as it would appear in the text. Note the capitalization, abbreviation, spacing, and punctuation in the sample entries.

APA ENTRIES FOR BOOKS. Any citation for a book should contain all applicable information in the following order: author, date, title, editor or translator, edition, volume number, and facts about publication (city and publisher).

1. Book, Single Author—APA

Kerzin-Fontana, J. B. (2005). *Technology management: A handbook* (3rd ed.). Delmar, NY: American Management Association.

Parenthetical reference: (Kerzin-Fontana, 2005, pp. 3–4)

Use only initials for an author's first and middle name. Capitalize only the first word of a book's title and subtitle and any proper names. Identify a later edition in parentheses between the title and the period.

2. Book, Two to Five Authors—APA

Aronson, L., Katz, R., & Moustafa, C. (2004). *Toxic waste disposal methods*. New Haven: Yale University Press.

Parenthetical reference: (Aronson, Katz, & Moustafa, 2004)

Use an ampersand (&) before the name of the final author listed in an entry. As an alternative parenthetical reference, name the authors in your text and include date (and page numbers, if appropriate) in parentheses.

Give the publisher's full name (as in "Yale University Press") but omit the words "Publisher," "Company," and "Inc."

3. Book, Six or More Authors—APA

Fogle, S. T., et al. (2004). *Hyperspace technology*. Boston: Little, Brown.

Paraphrased reference: (Fogle et al., 2004, p. 34)

"Et al." is the Latin abbreviation for "et alia," meaning "and others."

4. Book, Anonymous Author—APA

Structured programming. (2005). Boston: Meredith Press.

Paraphrased reference: (*Structured programming*, 2005, p. 67)

In your list of references, place an anonymous work alphabetically by the first key word (not *The*, *A*, or *An*) in its title. In your parenthetical reference, capitalize all key words in a book, article, or journal title.

5. Multiple Books, Same Author—APA

Chang, J. W. (2002a). *Biophysics*. Boston: Little, Brown.

Chang, J. W. (2002b). *MindQuest*. Chicago: John Pressler.

Paraphrased references: (Chang, 2000a)

(Chang, 2000b)

Two or more works by the same author not published in the same year are distinguished by their respective dates alone, without the added letter.

6. Book, One to Five Editors—APA

Morris, A. J., & Pardin-Walker, L. B. (Eds.). (2003). *Handbook of new information technology*. New York: HarperCollins.

Paraphrased reference: (Morris & Pardin-Walker, 2003, p. 79)

For more than five editors, name only the first, followed by "et al."

7. Book, Indirect Source—APA

Stubbs, J. (2004). *White-collar productivity*. Miami: Harris.

Paraphrased reference: (cited in Stubbs, 2004, p. 47)

When your source (as in Stubbs, above) has cited another source, list only this second source in the References section, but name the original source in the text: “Kline’s study (cited in Stubbs, 2004, p. 47) supports this conclusion.”

8. Anthology Selection or Book Chapter—APA

Bowman, J. (1994). Electronic conferencing. In A. Williams (Ed.), *Communication and technology: Today and tomorrow* (pp. 123–142). Denton, TX: Association for Business Communication.

Paraphrased reference: (Bowman, 1994, p. 126)

The page numbers in the complete reference are for the selection cited from the anthology.

APA ENTRIES FOR PERIODICALS. A citation for an article should give this information (as available), in order: author, publication date, article title (without quotation marks), volume or number (or both), and page numbers for the entire article—not just the page(s) cited.

9. Article, Magazine—APA

DesMarteau, K. (1994, October). Study links sewing machine use to Alzheimer’s disease. *Bobbin*, 36, 36–38.

Paraphrased reference: (DesMarteau, 1994, p. 36)

If no author is given, provide all other information. Capitalize the first word in an article’s title and subtitle, and any proper nouns. Capitalize all key words in a periodical title. Italicize the periodical title, volume number, and commas (as shown above).

10. Article, Journal with New Pagination for Each Issue—APA

Thackman-White, J. R. (2005). Computer-assisted research. *American Library Journal*, 51(1), 3–9.

Paraphrased reference: (Thackman-White, 2005, pp. 4–5)

Because each issue for a given year has page numbers that begin at “1,” readers need the issue number (in this instance, “1”). The “51” denotes the volume number, which is italicized.

11. Article, Journal with Continuous Pagination—APA

Barnstead, M. H. (2004). The writing crisis. *Journal of Writing Theory* 12, 415–433.

Paranetical reference: (Barnstead, 2004, pp. 415–416)

The “12” denotes the volume number. When page numbers continue from issue to issue for the full year, readers won’t need the issue number, because no other issue in that year repeats these same page numbers. (You can still include the issue number if you think it will help readers retrieve the article more easily.)

12. Article, Newspaper—APA

Baranski, V. H. (2005, January 15). Errors in technology assessment. *The Boston Times*, p. B3.

Paranetical reference: (Baranski, 2005, p. B3)

In addition to the year of publication, include the month and day. If the newspaper’s name begins with “The,” include it in your citation. Include “p.” or “pp.” before page numbers. For an article on nonconsecutive pages, list each page, separated by a comma.

APA ENTRIES FOR OTHER SOURCES. Miscellaneous sources range from unsigned encyclopedia entries to conference presentations to government documents. A full citation should give this information (as available): author, publication date, work title (and report or series number), page numbers (if applicable), city, and publisher.

13. Encyclopedia, Dictionary, Alphabetical Reference—APA

Communication. (2004). In *The business reference book*. Boston: Business Resources Press.

Paranetical reference: (“Communication,” 2004)

For an entry that is signed, begin with the author’s name and publication date.

14. Report—APA

Electrical Power Research Institute. (1994). *Epidemiologic studies of electric utility employees* (Report No. RP2964.5). Palo Alto, CA: Author.

Paranetical reference: (Electrical Power Research Institute [EPRI], 1994, p. 12)

If authors are named, list them first, followed by the publication date. When citing a group author, as above,

include the group's abbreviated name in your first parenthetical reference, and use only that abbreviation in any subsequent reference. When the agency (or organization) and publisher are the same, list "Author" in the publisher's slot.

15. Conference Presentation—APA

Smith, A. A. (2003, March). Radon concentrations in molded concrete. In A. Hodkins (Ed.), *First British Symposium on Environmental Engineering* (pp. 106–121). London: Harrison Press, 2004.

Parenthetical reference: (Smith, 2004, p. 109)

In parentheses is the date of the presentation. The name of the symposium is a proper name, and so is capitalized. Following the publisher's name is the date of publication.

For an unpublished presentation, include the presenter's name, year and month, title of the presentation (italicized), and all available information about the conference or meeting: "Symposium held at..." Do not italicize this last information.

16. Interview, Personally Conducted—APA

Parenthetical reference: (G. Nasser, personal interview, April 2, 2004)

This material is considered a nonrecoverable source, and so is cited in the text only, as a parenthetical reference. If you name the respondent in text, do not repeat the name in the citation.

17. Interview, Published—APA

Jable, C. K. (2004). The future of graphics [Interview with James Lescault]. In K. Prell (Ed.), *Executive views of automation* (pp. 216–231). Miami: Haber Press, 2005.

Parenthetical reference: (Jable, 2005, pp. 218–223)

Begin with the name of the interviewer, followed by the interview date and title (if available), the designation (in brackets), and the publication information, including the date.

18. Personal Correspondence—APA

Parenthetical reference: (L. Rogers, personal correspondence, May 15, 2004)

This material is considered nonrecoverable data, and so is cited in the text only, as a parenthetical reference. If you name the correspondent in text, do not repeat the name in the citation.

19. Brochure or Pamphlet—APA

This material follows the citation format for a book entry (page 703). After the title of the work, include the designation “Brochure” in brackets.

20. Lecture—APA

Dumont, R. A. (2005, January 15). *Managing natural gas*. Lecture presented at the University of Massachusetts at Dartmouth.

Parenthetical reference: (Dumont, 2005)

If you name the lecturer in text, do not repeat the name in the citation.

21. Government Document—APA

Virginia Highway Department. (2004). *Standards for bridge maintenance*. Richmond: Author.

Parenthetical reference: (Virginia Highway Department, 2004, p. 49)

If the author is unknown, present the information in this order: name of the issuing agency, publication date, document title, place, and publisher. When the issuing agency is both author and publisher, list “Author” in the publisher’s slot.

For any congressional document, identify the house of Congress (Senate or House of Representatives) before the date.

U.S. House Armed Services Committee. (2004). *Funding for the military academies*. Washington, DC: U.S. Government Printing Office.

Parenthetical reference: (U.S. House, 2004, p. 41)

22. Miscellaneous items (unpublished manuscripts, dissertations, and so on)—APA

Author (if known). (Date of publication.) *Title of work*. Sponsoring organization or publisher.

For any work that has group authorship (corporation, committee, and so on), cite the name of the group or agency in place of the author’s name.

APA ENTRIES FOR ELECTRONIC SOURCES. When you cite sources in the References section of your document, identify the original source (printed or electronic) and give readers a path for retrieving the material. Provide all available information in the following order:

1. Author or editor or creator of the electronic work.
2. Date the work was published or was created electronically. For magazines and newspapers, include the month and day as well as the year. If the date of an electronic publication is not available, use “n.d.”
3. Publication information of the original printed version (as in the above entries), if such a version exists. Follow this by designating the electronic medium (as in “[CD-ROM]”) or the type of work (as in “[Abstract]” or “[Editorial]”) or the like).
4. The word “Retrieved” followed by the date (month, day, year) you accessed the source.
5. Information about the electronic publication, including the title of the site or reference database (as in “MEDLINE”) and the date of the posting or the last update of the site. Name the sponsoring organization or provider of the CD-ROM (as in “ProQuest”) or database service (as in “Dialog”).
6. The full and accurate electronic address. For Internet sources, provide the complete URL (Uniform Resource Locator). For CD-ROM and database sources, give the document’s retrieval number. If the electronic version is identical to the original printed version, omit the URL and give only the publication information of the print version followed by “[Electronic version].”

23. Online Abstract—APA

Stevens, R. L. (2004). Cell phones and cancer rates [Abstract]. *Oncology Journal*, 57(2), 41–43. Retrieved April 10, 2005, from Dialog database. (MEDLINE item: AY 24598).

Parenthetical reference: (Stevens, 2004)

The above entry ends with a period. Only entries that close with a URL (as in entry no. 24, below) have no period at the end of the URL.

NOTE

If instead you are citing the entire article, retrieved from a full-text database, merely delete the “[Abstract]” from your citation.

24. Print Article Posted Online—APA

Alley, R. A. (2003, January). Ergonomic influences on worker satisfaction. *Industrial Psychology* 5(12). Retrieved April 8, 2004 from www.psycharchives/index/indpsy/2003_1.html

Parenthetical reference: (Alley, 2003)

If the page numbers of the printed original were posted on the online source and if you were confident that the document’s

electronic version and print version were identical, you could omit the URL and insert “[Electronic version]” between the end of the article title and the period.

25. Computer Software or Software Manual—APA

Virtual collaboration [Computer software]. (2005). New York: Pearson.

Parenthetical reference: (Virtual, 2005)

For citing a manual, replace the “Computer software” designation in brackets with “Software manual.”

26. CD-ROM Abstract—APA

Cavanaugh, H. (1995). An EMF study: Good news and bad news [CD-ROM]. *Electrical World*, 209(2), 8. Abstract retrieved April 7, 2002, from ProQuest File: ABI/INFORM database (62-1498).

Parenthetical reference: (Cavanaugh, 1995)

The “8” in the entry above denotes the page number of this one-page article.

27. CD-ROM Reference Work—APA

Ecoterrorism [CD-ROM] (2004). *Ecological encyclopedia*. Washington: Redwood.

Parenthetical reference: (Ecoterrorism, 2004)

If the work on CD-ROM has a printed equivalent, APA currently prefers that it be cited in its printed form.

28. Personal Email—APA

Parenthetical reference: Fred Flynn (personal communication, May 10, 2005) provided these statistics.

Instead of being included in the list of references, personal email is cited directly in the text.

29. Document from a University—APA

Owens, P. (2003). *Internship guidelines*. Retrieved June 12, 2004, from Cabrone College, Department of Communication Web site: www.clayton.edu/comm/p-o.html

Parenthetical reference: (Owens, 2004)

30. Newsgroup, discussion list, online forum—APA

LaBarge, V. S. (2004, October 20). A cure for computer viruses. *Firewall DiscussionList*. Retrieved December 15, 2004, from www.srb/forums/frwl/webZ/m2237.html

Parenthetical reference: (LaBarge, 2004).

Although email is not included in the list of references, listserv, newsgroup, and forum postings are considered more retrievable.

APA Sample Reference List

APA's References section is an alphabetical listing (by author) equivalent to MLA's Works Cited section. Like Works Cited, the reference list includes only those works actually cited. (A bibliography usually would include background works or works consulted as well.) Unlike MLA style, APA style calls for only "recoverable" sources to appear in the reference list. Therefore, personal interviews, email messages, and other unpublished materials are cited in the text only.

The list of references in Figure A.5 accompanies the report on a technical marketing career, pages 631–38. In the left margin, colored numbers denote elements of Figure A.5 discussed below. Bracketed labels on the right identify different types of sources.

Discussion of Figure A.5

1. Center the References title at the top of the page. Use one-inch margins. Number reference pages consecutively with text pages. Include only recoverable data (material that readers could retrieve for themselves); cite personal interviews, email, and other personal correspondence parenthetically in the text only. See also item 8 in this list.
2. Double-space entries and order them alphabetically by author's last name (excluding *A*, *An*, or *The*). List initials only for authors' first and middle names. Write out names of all months. In student papers, indent the second and subsequent lines of an entry five spaces. In papers submitted for publication in an APA journal, the *first* line is indented instead.
3. Use the first key word in the title to alphabetize works whose author is not named.
4. Do not enclose article titles in quotation marks. Italicize periodical titles. Capitalize the first word in article or book titles and subtitles, and any proper nouns. Capitalize all key words in magazine or journal titles.
5. For more than one author or editor, use ampersands instead of spelling out "and."
6. Use italics for a journal's name, volume number, and the comma. Give the issue number in parentheses only if each issue begins on page 1. Do not include "p." or "pp." before journal page numbers (only before page numbers from a newspaper).

7. Omit punctuation from the end of an electronic address.
8. Treat an unpublished conference presentation as a recoverable source; include it in your list of references instead of only citing it parenthetically in your text.

CBE AND OTHER NUMERICAL DOCUMENTATION STYLES

In the numerical system, each work is assigned a number in order according to the first time it is cited. This same number is then used for any subsequent reference to that work. Numerical documentation is often used in the physical sciences (astronomy, chemistry, geology, physics) and in the applied sciences (mathematics, medicine, engineering, and computer science).

Particular disciplines have their own preferred documentation styles, described in manuals such as these:

- American Chemical Society, *The ACS Style Guide for Authors and Editors*
- American Institute for Physics, *AIP Style Guide*
- American Mathematical Society, *A Manual for Authors of Mathematical Papers*
- American Medical Association, *Manual of Style*

One widely consulted guide for numerical documentation is *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th ed., 1994*, from the Council of Biology Editors. (In addition to its citation-sequence system for documentation, CBE offers a name-year system that basically duplicates the APA system described on pages 702–13.)

NOTE *In January 2000, the Council of Biology Editors changed its name to the Council of Science Editors because of its broadening membership. Until the Manual is revised, CBE style will continue to be the preferred system for documenting sources in the sciences.*

CBE Numbered Citations

In one version of CBE style, a citation in the text appears as a superscript number immediately following the source to which it refers:

A recent study¹ indicates an elevated leukemia risk among children exposed to certain types of electromagnetic fields. Related studies²⁻³ tend to confirm the EMF/cancer hypothesis.

When referring to two or more sources in a single note (as in “2-3” above) separate the numbers by a hyphen if they are in sequence and by commas but no space if they are out of sequence: (“2,6,9”).

The full citation for each source then appears in the numerical listing of references at the end of the document.

REFERENCES

1. Baron, KL, et al. The electromagnetic spectrum. New York: Pearson; 2005. 476 p.
2. Klingman, JM. Nematode Infestation in Boreal Environments. J Entymol 2003;54:475-8.

CBE Reference List Entries

CBE’s References section lists each source in the numerical order in which it was first cited. In preparing the list, which should be double-spaced, begin each entry on a new line. Type the number flush with the left margin, followed by a period and a space. Align subsequent lines directly under the first word of line one.

Following are examples of complete citations as they would appear in the References section for your document.

CBE ENTRIES FOR BOOKS. Any citation for a book should contain all available information in the following order: number assigned to the entry, author or editor, work title (and edition), facts about publication (place, publisher, date), and number of pages. Note the capitalization, abbreviation, spacing, and punctuation in the sample entries.

1. Book, Single Author—CBE

1. Kerzin-Fontana JB. Technology management: a handbook. 3rd ed. Delmar, NY: American Management Assn; 2005. 356p.

2. Book, Multiple Authors—CBE

2. Aronson L, Katz R, Moustafa C. Toxic waste disposal methods. New Haven: Yale Univ Pr; 2004. 316p.

3. Book, Anonymous Author—CBE

3. [Anonymous]. Structured programming. Boston: Meredith Pr; 2005. 267p.

4. Book, One or More Editors—CBE

4. Morris AJ, Pardin-Walker LB, editors. Handbook of new information technology. New York: Harper; 2003. 345p.

5. Anthology Selection or Book Chapter—CBE

5. Bowman JP. Electronic conferencing. In: Williams A, editor: Communication and technology: today and tomorrow. Denton, TX: Assn for Business Communication; 1994. p 123–42.

CBE ENTRIES FOR PERIODICALS. Any citation for an article should contain all available information in the following order: number assigned to the entry, author, article title, periodical title, date (year, month), volume and issue number, and inclusive page numbers for the article. Note the capitalization, abbreviation, spacing, and punctuation in the sample entries.

6. Article, Magazine—CBE

6. DesMarteau K. Study links sewing machine use to Alzheimer's disease. Bobbin 1994 Oct:36–8.

7. Article, Journal with New Pagination Each Issue—CBE

7. Thackman-White JR. Computer-assisted research. Am Library J 2005;51(1):3–9.

8. Article, Journal with Continuous Pagination—CBE

8. Barnstead MH. The writing crisis. J of Writing Theory 2004;12:415–33.

9. Article, Newspaper—CBE

9. Baranski VH. Errors in technology assessment. Boston Times 2005 Jan 15;Sect B: 33(col 2).

10. Article, Online Source—CBE

10. Alley RA. Ergonomic influences on worker satisfaction. Industrial Psychology [serial online] 2003 Jan;5(11). Available from: ftp.pub/journals/ industrialpsychology/2003 via the INTERNET. Accessed 2004 Feb 10.

Citation for an article published online follows a similar format, with these differences: write “[article online]”

between article title and publication date; after “Available from,” give the URL followed by a period and your access information.

For more guidelines and examples, consult the *CBE Manual* or go to these sites:

<www.wisc.edu/writing/Handbook/DocCBE.html> and

<www.lib.ohio-state.edu/guides/cbegd.html>.

TECHNICAL COMMUNICATION IN THE NEWS
TECHNICAL COMMUNICATION IN THE NEWS
The Office of Pipeline Safety, U.S. Department of Transportation

Appendix

GUIDELINES for Recording Research Findings

1. *Make a separate bibliography listing for each work you consult.* Record that work’s complete entry (Figure A.1), using the citation format that will appear in your document. (See pages 688–716 for sample entries.) Record the information accurately so that you won’t have to relocate a source at the last minute.

When searching online, you can often print out the full bibliographic record for each work or save it to disk, thereby ensuring an accurate citation.

2. *Skim the entire work to locate relevant material.* Look over the table of contents and the index. Check the introduction for an overview or thesis. Look for informative headings.
3. *Go back and decide what to record.* Use a separate entry for each item.
4. *Be selective.* Don’t copy or paraphrase every word. (See the guidelines for summarizing on page 199.)
5. *Record the item as a quotation or paraphrase.* When quoting others directly, be sure to record words and punctuation accurately. When restating material in your own words, preserve the original meaning and emphasis.

Record each bibliographic citation exactly as it will appear in your final report

FIGURE A.1 Recording a Bibliographic Citation

Plagiarism
is often unintentional

The perils
of buying plagiarized work online

GUIDELINES for Quoting the Work of Others

1. *Use a direct quotation only when absolutely necessary.* Sometimes a direct quotation is the only way to do justice to the author's own words—as in these instances:

“Writing is a way to end up thinking something you couldn't have started out thinking” (Elbow 15).

Think of the topic sentence as “the one sentence you would keep if you could keep only one” (USAF Academy 11).

Consider quoting directly for these purposes:

- ℓ to preserve special phrasing or emphasis
 - ℓ to preserve precise meaning
 - ℓ to preserve the original line of reasoning
 - ℓ to preserve an especially striking or colorful example
 - ℓ to convey the authority and complexity of expert opinion
 - ℓ to convey the original's voice, sincerity, or emotional intensity
2. *Ensure accuracy.* Copy the selection word for word; record the exact page numbers; and double-check that you haven't altered the original expression in any way (Figure A.2).
 3. *Keep the quotation as brief as possible.* For conciseness and emphasis, use *ellipses*: Use three spaced periods to indicate each omission within a single sentence. Add a fourth period to indicate each omission that includes the end of a sentence or multi-sentence sections of text.

Use three ... periods to indicate each omission within a single sentence.
Add a fourth period to indicate . . . the end of a sentence or

The elliptical passage must be grammatical and must not distort the original meaning. (For additional guidelines, see page 771.)

4. *Use square brackets to insert your own clarifying comments or transitions.* To distinguish your words from those of your source, place them within brackets:

“Job stress [in aircraft ground control] can lead to disaster.”

5. *Embed quoted material in your sentences clearly and grammatically.* Introduce integrated quotations with phrases such as “Jones argues that,” or “Gomez concludes that.” More importantly, use a transitional phrase to show the relationship between the quoted idea and the sentence that precedes it:

One investigation of age discrimination at select Fortune 500 companies found that “middle managers over age 45 are an endangered species” (Jablonski 69).

Your integrated sentence should be grammatical:

“The present farming crisis,” Marx argues, “is a direct result of rampant land speculation” (41).

(For additional guidelines, see page 770.)

6. *Quote passages four lines or longer in block form.* Avoid relying on long quotations except in these instances:

- to provide an extended example, definition, or analogy (see page 11)
- to analyze or discuss an idea or concept (see page 610)

Double-space a block quotation and indent the entire block ten spaces. Do not indent the first line of the passage, but do indent first lines of subsequent paragraphs three spaces. Do not use quotation marks.

7. *Introduce the quotation and discuss its significance.*

Here is a corporate executive's description of some audiences you can expect to address:

8. *Cite the source of each quoted passage.*

Expressions that warrant direct quotation

Reasons for quoting directly

Ellipsis within and between sentences

Place quotation marks around all directly quoted material

FIGURE A.2 Recording a Quotation

Brackets setting off the added words within a quotation

An introduction that unifies a quotation with the discussion

Quoted material integrated grammatically with the writer's words

Reasons for quoting a long passage

An introduction to quoted material

Faulty paraphrasing

is a form of plagiarism

GUIDELINES for Paraphrasing

1. *Refer to the author early in the paraphrase, to indicate the beginning of the borrowed passage.*
2. *Retain key words from the original, to preserve its meaning.*
3. *Restructure and combine original sentences for emphasis and fluency.*
4. *Delete needless words from the original, for conciseness.*
5. *Use your own words and phrases to clarify the author's ideas.*
6. *Cite (in parentheses) the exact source, to mark the end of the borrowed passage and to give full credit.*
7. *Be sure to preserve the author's original intent (Weinstein 3).*

Signal the beginning of the paraphrase by citing the author, and the end by citing the source.

FIGURE A.3 Recording a Paraphrase

Sources that require documentation

How to document a confidential source

Common knowledge need not be documented

Style guides from various disciplines

Use this alternative to footnotes and bibliographies

Cite a source briefly in text and fully at the end

Parenthetical reference in the text

Full citation at document's end

How to cite briefly in text

Citing page numbers only

Three works in a single reference

Two authors with identical surnames

Two works by one author

Institutional, corporate, or anonymous author

Where to place a parenthetical reference

How to space and indent entries

How to cite fully at the end

INDEX TO SAMPLE MLA WORKS CITED ENTRIES

Books

1. Book, single author
2. Book, two or three authors
3. Book, four or more authors
4. Book, anonymous author
5. Multiple books, same author
6. Book, one or more editors
7. Book, indirect source
8. Anthology selection or book chapter

Periodicals

9. Article, magazine
10. Article, journal with new pagination each issue
11. Article, journal with continuous pagination
12. Article, newspaper

Other Sources

13. Encyclopedia, dictionary, alphabetical reference
14. Report
15. Conference presentation
16. Interview, personally conducted
17. Interview, published
18. Letter, unpublished
19. Questionnaire
20. Brochure or pamphlet
21. Lecture
22. Government document
23. Document with corporate or foundation authorship
24. Map or other visual
25. Unpublished dissertation, report, or miscellaneous items

Electronic Sources

26. Reference database
27. Computer software
28. CD-ROM
29. Listserv
30. Usenet
31. Email
32. Home page for a course
33. Print article posted online
34. Real-time communication
35. Online abstract
36. General reference to a site

What to include in an MLA citation for a book

What to include in an MLA citation for a periodical

How to cite an abstract

What to include in MLA citations for a miscellaneous source

What to include in an MLA citation for an electronic source

Discussion of Figure A.4

1. Center the Works Cited title at the top of the page. Use one-inch margins. Double-space the entries, and order them alphabetically. Number works cited pages consecutively with text pages.
2. Indent five spaces for the second and subsequent lines of an entry.
3. Place quotation marks around article titles. Underline or italicize periodical or book titles. Capitalize the first letter of key words in all titles (also articles, prepositions, and conjunctions, but only if they come first or last). When an article skips pages in a publication, give only the first page number followed by a plus sign.
4. Do not cite a magazine's volume number, even if it is given.
5. For a CD-ROM database that is updated often (such as *ProQuest*), conclude your citation with the date of electronic publication.
6. For additional perspective beyond "establishment" viewpoints, examine "alternative" publications (such as the *Amicus Journal* and *In These Times*).
7. In citing an online database, include the date you accessed the source.
8. Use a period and one space to separate a citation's three major items (author, title, publication data). Skip one space after a comma or colon. Use no punctuation to separate magazine title and date.
9. Alphabetize hyphenated surnames according to the name that appears first.
10. Use the first author's name and "et al." for works with four or more authors or editors. When citing an abstract instead of the complete article, indicate this by inserting "Abstract" after the page numbers of the original.
11. For a journal with new pagination in each issue include the issue number after the volume number and separated by a period. For example, 26.4 would signify volume 26, issue 4. For page numbers of more than two digits, give only the final digits in the second number.
12. Use three-letter abbreviations for months with five or more letters.
13. For government reports, name the sponsoring agency and include all available information for retrieving the document.
14. When the privacy of the electronic source is not an issue (e.g., a library versus an email correspondent), include the electronic address in your entry.

FIGURE A.4 A List of Works Cited (MLA Style)

FIGURE A.4 A List of Works Cited (MLA Style) Continued

Reference cited in the text

Full citation at document's end

How APA

and MLA parenthetical references differ

Author named in the text

Two or more works in a single reference

A work with three to five authors

Two or more works by the same author in the same year

How to space and indent entries

What to include in an APA citation for a book

INDEX TO SAMPLE ENTRIES FOR APA REFERENCES

Books

1. Book, single author
2. Book, two to five authors
3. Book, six or more authors
4. Book, anonymous author
5. Multiple books, same author
6. Book, one to five editors
7. Book, indirect source
8. Anthology selection or book chapter

Periodicals

9. Article, magazine
10. Article, journal with new pagination each issue
11. Article, journal with continuous pagination
12. Article, newspaper

Other Sources

13. Encyclopedia, dictionary, alphabetical reference
14. Report
15. Conference presentation
16. Interview, personally conducted
17. Interview, published
18. Personal correspondence
19. Brochure or pamphlet
20. Lecture
21. Government document
22. Miscellaneous items

Electronic Sources

23. Online abstract
24. Print article posted online
25. Computer software or software manual
26. CD-ROM abstract
27. CD-ROM reference work
28. Personal email

29. Document from a university

30. Newsgroup, discussion list, online forum

What to include in an APA citation for a periodical

What to include in an APA citation for a miscellaneous source

What to include in an APA citation for an electronic source

FIGURE A.5 A List of References (APA Style)

A sampling of discipline-specific documentation manuals

Numbered citations in the text

Full citations at document's end

INDEX TO SAMPLE CBE ENTRIES

1. Book, single author
2. Book, multiple authors
3. Book, anonymous author
4. Book, one or more editors
5. Anthology selection or book chapter
6. Article, magazine
7. Article, journal with new pagination each issue
8. Article, journal with continuous pagination
9. Article, newspaper
10. Article, online source

