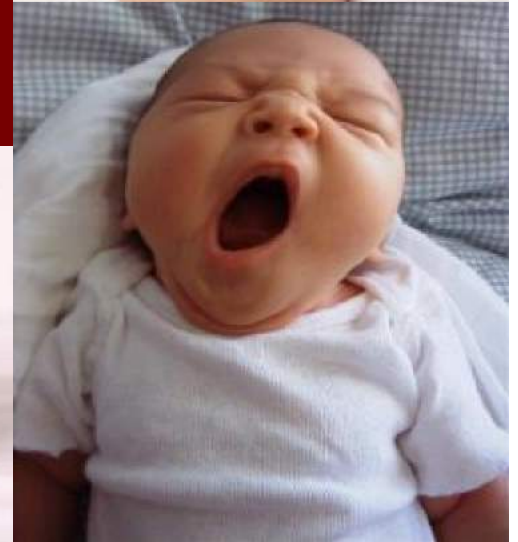




Section G

MLA Quoting and Works Cited



**Sleep inducing, but important as can be.
Follow along in the Course Packet.**

A friendly reminder from your instructor . .

**Everything you do or say in an essay
sends a message to your reader.**

F.Y.I.

SHUT
DOWN.

Excellent

FIRE
DRILL

URGENT!

PLEASE!!

When we make careless mistakes with quoting and/or our works cited list or MLA style, we send the following signals to our readers:

- **I do not care about my grade.**
- **I did this at the last minute.**
- **I spent very little time on this.**
- **I forgot what I learned in English 1A.**
- **I am lazy and not particularly careful.**
- **I may have plagiarized my work.**



None of these signals may be true, but that doesn't matter. We will look bad. We will lose credibility. Our character will be called into question, and our grades will suffer—not just in this class, but in *any* class.

Review: Two different types of quotes:

Direct Quotes

Taken word for word from the author as written in the original source.

We use quote marks here and cite the author.

Indirect Quotes

Someone else's thoughts in your OWN words, not the author's.

Don't borrow from the original quote—strictly use your own words.

Although you do not use quote marks with an indirect quote, you still must cite!

See page G1, Course Packet

When you write an essay where you quote other writers, you need two things to properly document any outside source.



Citation: Giving credit within your paper to an author when using an outside source, such as a website, book, graphics, or article.



Works Cited List: A separate page at the end that lists all of the outside sources that you have used in your paper. For this essay, you will have one or two sources at the most.

See page G1.



MLA Citations

In the text of your paper, include two pieces of information, if available, each time you cite a source:

- 1. The last name of the author or authors. If it was written by a school or company, use that name.**
- 2. The page number where it's located, if available. (Note: don't include the abbreviation pg. or the word "page." Simply note number—nothing else.)**

Do not include more information. Do not include full website addresses or other publishing information inside the text of the essay. Save for the works cited page!

For this essay, of course, we want to introduce the title of the work we are analyzing before we start to discuss it, but we do not have to mention this again in the essay when we cite. We want to keep the essay text clean!

**Either way
is fine!**

Two Ways to Cite (Direct Quote)

Author's name in citation:

“My experience was unquestionably better with bilingual education” (Dorfman).

Author's name in text before the quote:

According to Dorfman, “My experience was unquestionably better with bilingual education.”

See page G2, Course Packet

Two Ways to Cite (Indirect Quote, no page number.)

Author's name in citation:

The authors note that job training programs do not receive nearly enough funding (PolicyLink).

Author's name in text before the quote:

According to PolicyLink, a research organization for economic equity, job training programs do not receive nearly enough funding.

See page G2, Course Packet

Two Ways to Cite (Indirect quote from text.)

Author's name in citation:

A smart way to connect with the audience is to show that you know your subject (Lunsford and Ruszkiewicz 56).

Author's name in text before the quote:

Lunsford and Ruszkiewicz state that a smart way to connect with the audience is to show that you know your subject (56).

See page G2, Course Packet

Punctuating a Direct Quote

"Argument success is primarily about trust" (Smith 439).

Quote marks come at the end with **NO EXTRA PUNCTUATION ADDED**

Last name and page number (if available) in parenthesis—**NOTHING ELSE.**

End mark goes here. That's any end mark: **! or ? or .**

NOTE: Sometimes there is no page number available—such as when we find sources online. If this is the case, simply leave it out!

See page G3, Course Packet

Punctuating an Indirect Quote

↑ Researchers disagree on the way that to live if we want to be happy, but many psychologists say that first we have to admit that we are unhappy (Rivera 43). ←

No quote marks, since I put the author's thoughts into my words

↑
Nothing goes here.

←
End mark goes here. That's any end mark: ! or ? or .

↓
**Last name and page number (if available) in parenthesis—
NOTHING ELSE.**

NOTE: Sometimes there is no page number available—such as when we find sources online. If this is the case, simply leave it out!

See page G3, Course Packet

See page G2.

Confusion Alert!

It doesn't matter what kind of outside source you are using: a website, an advertisement, a newspaper article, a magazine article, internet, etc. The citation rules are the same.



- **We always include the author's last name.**
 - **If there is a page number for our source, we include it.**
 - **If there is not, we don't!**
-

For the works cited, each different type of entry has different rules, but for quoting an outside source in the text of an essay, the rules are the same. We include the author's last name, and a page number, if available.



WARNING

**Punctuation and capitalization mistakes
will hurt your grade significantly.**

I have given several examples of quotes with correct punctuation and capitalization in the Course Packet. In addition, this material is a review from English 1A/100. Check your work very carefully.

There is absolutely no excuse whatsoever for punctuation or capitalization errors when quoting. It is plain lack of care.

I will show no mercy to students who neglect to use my guide and check their work.

See page G3, Course Packet

A Joke:

A man died and went to heaven.

As he stood in front of St. Peter at the Pearly Gates, he saw a huge wall of clocks behind him. He asked, "What are all those clocks?"

St. Peter answered, "Those are Lie-Clocks. Everyone on Earth has a Lie-Clock. Every time you lie, the hands on your clock will move."

"Oh," said the man, "whose clock is that?"

"That's Mother Teresa's. The hands have never moved, indicating that she never told a lie."

"Incredible," said the man. "And whose clock is that one?"

St. Peter responded, "That's Abraham Lincoln's clock. The hands have moved twice, telling us that Abe told only two lies in his entire life."

"Where's Donald Trump's clock?" asked the man.

"Trump's clock is in Jesus' office. He's using it as a ceiling fan."

Works Cited

The MLA works cited page is a list of all of the outside sources you quote in an essay.

It is mandatory whenever you use an outside source!



- It keeps our essays nice and clean—uncluttered and easy to read. We do not want to junk up our careful writing with a bunch of publishing information—we save the works cited for this job.
- Why do we include a works cited page? We do it so that if readers wish to see the original article from which we quote, it will be easy to look it up and find it. (*And because it's required.*)

See page G1, Course Packet



Works Cited Tips

- **Always put your works cited on a separate page, even if there is only a word or two on the final page of your essay.**
- **Don't get cute with formatting. There is ONE way to do it correctly. There's a sample on page G9 of the Course Packet.**
- **The title is Works Cited if you have more than one entry; it's Work Cited if you only have a single entry. (Duh!)**
- **Sadly, every type of entry is handled a bit differently. For instance, an essay in a book is handled differently from an article printed in a magazine. See pages G5-G8 of the Course Packet.**

Please look at Pages G5-G8 of the Course Packet.

On pages G5-G8 you will find examples for every single type of outside source that is likely to be used in our course

There are many, many other types, too.

For your convenience, I include how to list an essay that appears in our textbook, as well as a whole chapter in our text.

CAUTION: Articles found on ProQuest or Ebscohost ARE NOT TREATED like internet sources in the Works Cited list. They are not internet sources—but printed articles that have been put into a database. Don't mix it up.

Cool Tip: At the very end of many database articles, like in Ebscohost, there is a handy works cited entry for your use. Copy and paste, then check it carefully for capitalization and formatting.

Please turn to page G9 of the Course Packet.

Here is a real life example of a works cited list for you to use to make sure your work is correct.

Your works cited will only have one or two entries. I expanded my example to show all of the different entry types in action.

Please look at this sample while I go through the checklist on page G9.



Works Cited Checklist, page G10



- 1. Are all of the sources I quote on the page? Did I make sure that my Works Cited is a SEPARATE page that comes right after the last page of my essay?**
- 2. Is it titled properly as Works Cited, capitalized as shown? Is my last name and page number placed in the upper right hand side of the page?**
- 3. Are the sources in alphabetical order by the author's last name? (If an organization, such as a school, group, or company, is stated as the author, and then the first letter of the organization's name should be used.)**
- 4. Are the entries all double-spaced, with no extra spacing in between each entry?**
- 5. Are the entries properly indented? The first line of each entry should be up against the left margin. If there are second or third (or more) lines in an entry, they should be indented.**

Works Cited Checklist, page G10, cont.



- 6. Check each entry for proper capitalization. Names, titles, publishing companies, cities, and dates should be capitalized! (Incorrect capitalization ALWAYS looks bad.)**
- 7. Titles of books, magazines, and newspapers are *italicized*. Titles of articles and chapters are put in “quotes”. (The rules have changed. No more underlining.) Check to make sure!**
- 8. Check each entry for proper punctuation. (See page G5-G7). This is very important! Follow the examples exactly! Check each word of each entry very carefully to make sure it matches my examples.**
- 9. Be extra careful with internet sources! We now include website addresses in our listings as needed, but be sure to right click them and select “remove hyperlink” so that it looks professional.**

Works Cited Checklist, cont.



- 10. Are all dates listed in the International style, like this: Day Month Year? For instance, 28 Jan. 2010. (We abbreviate the names of longer months.) Make sure they are all correct!**
-

To do your indents properly, select all lines in the works cited; set the “hanging indent” at .5 in *Microsoft Word* under “Paragraph” settings.

See page G9, Course Packet

The end.

There are proofreading tips on page G11 of the Course Packet to help you correct your work.

Tutoring is highly recommended. Grammar errors and proofreading problems will be VERY costly.

I don't want you to lose points, but I expect polished, professional work.



See page G10, Course Packet