

# WORKING WITH SOURCES

# THIS PRESENTATION

- Review: How sources are used in research essays.
- New: How to smoothly integrate sources into your paper using attributive tags
- Review: How to correctly punctuate parenthetical citations.
- New: How to alter or modify sources using ellipsis dots and brackets.

# REVIEW: WAYS WE USE SOURCES

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As you write your paper, you will often present ideas you've gleaned from research in three ways:

Direct Quotations

Paraphrases

Summaries

# THINGS TO KNOW ABOUT: DIRECT QUOTATIONS

- Direct quotations are **word-for-word** repetitions of the original source.
- Always place “**quotation marks**” around **direct quotations**.
- Use **direct quotations sparingly** to avoid the appearance that your paper is merely a string of **quotations**.
- You must cite your source **parenthetically** whenever you **quote directly** from a source!

# THINGS TO KNOW ABOUT: PARAPHRASES

- **Paraphrases** are ideas from the original source written **in your own words and writing style**.
- Don't use **quotation marks** around **paraphrases** **unless** you borrow exact phrases from the original.
- You must cite the source **parenthetically** even when you **paraphrase**!

# THINGS TO KNOW ABOUT: SUMMARIES

- **Summaries** are ideas from the original source written **in your own words and writing style**.
- **Summaries differ** from paraphrases in that summaries **condense** the original more than a paraphrase does.
- You must cite the source **parenthetically** even when you **summarize**!

# NEW: INTEGRATING SOURCES


- Do NOT simply **dump** your references into your paper! Each direct quotation, paraphrase, or summary should be **smoothly integrated** into your paper using **transitional words**.
- These transitions are called “**attributive tags**.”

## COMPARE:

“DUMPED”  
QUOTATION  
is highlighted  
in red.

Note that there is  
NO attributive  
tag to introduce  
the quote.

Many people believe that the residents of homeless shelters are just lazy and unmotivated, but such a view is much too simplistic. “Most people who end up in homeless shelters are suffering from schizophrenia, depression, or post-traumatic stress syndrome.”





## COMPARE:

QUOTATION  
with  
TRANSITION

Attributive  
tag is  
highlighted in  
blue.



Many people believe that the residents of homeless shelters are just lazy and unmotivated, but such a view is much too simplistic. According to a recent study by Daniel Moriarty, a Stanford psychologist, "Most people who end up in homeless shelters are suffering from schizophrenia, depression, or post-traumatic stress syndrome."

## Verb Choice

Here are some possibilities:

Attributive tags  
**introduce** sources  
to your readers.

Try to **vary the  
verbs** you use  
when introducing  
your sources.

The more **precise**  
your verb choice,  
the better.

*Argues*  
**Believes**  
**Notes**  
*Suggests*  
**Reveals**  
**Questions**  
**POINTS OUT**  
**Finds**  
**Notices**  
**Observes**

Remember, the objective is to **smoothly incorporate** the ideas of others into your essay for the purpose of **enhancing**, not **eclipsing**, your ideas.

# REVIEW: AVOIDING PLAGIARISM!

- Plagiarism occurs when you **present someone else's words or ideas as if they were your own.**
- Most plagiarism is not **deliberate.**
- However, even if you accidentally plagiarize, **you will still be held accountable by your instructor and sometimes even the institution you are attending.**

# CITE YOUR SOURCES!

- The best way to avoid plagiarizing accidentally is to **acknowledge** when you refer to outside sources and to **identify** the source of your information **within** your text.
- That's what we mean by "**citing your sources.**"

# DOCUMENTING YOUR SOURCES

Whenever you use someone else's ideas, facts, examples, statistics, words, and illustrations, you must document your source in two places:

- **IN PARENTHETICAL REFERENCES WITHIN THE BODY OF YOUR ESSAY**
- **ON THE WORKS CITED PAGE AT THE END OF YOUR PAPER.**

# PARENTHETICAL REFERENCES IN THE PAPER

- Parenthetical citations are placed within the paper **directly** after all direct quotations , summaries, or paraphrases.
- Parenthetical citations **provide just enough information** for the reader to locate the FULL SOURCE on the Works Cited page at the end of the paper.

## PUNCTUATING PARENTHETICAL REFERENCES

Pay attention to the punctuation requirements for in-text documentation of sources.

Place the period that ends your sentence at the **end** of and **outside** the parentheses, not before them.

Do **not** place a comma between the author or title and the page number.



# PUNCTUATING PARENTHETICAL REFERENCES

According to Royster, "Both groups could see the defeat of the Confederacy coming." (187)



Incorrectly punctuated because the period was placed before the parenthetical citation.

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Toward the spring of that year, the leaders of both armies knew that the days of the Confederacy were numbered. (Royster, 187)



**Incorrectly** punctuated because the period was placed before the parenthetical citation and there's a comma between the author's name and the page number..

# PUNCTUATING PARENTHETICAL REFERENCES

Toward the spring of that year, the leaders of both armies knew that the days of the Confederacy were numbered (**Royster 187**).



**Correctly** punctuated because the period was placed **after** the parenthetical citation and there's **no comma** between the author's name and the page number..

# NEW: ALTERING SOURCES ELLIPSES AND BRACKETS

Words cannot be OMITTED from a quotation, and a quotation cannot be ALTERED unless you inform your reader that you are altering the quotation from its original form.

There are two ways to inform your reader that you are altering a quotation:

ELLIPSIS DOTS

SQUARE  
BRACKETS

# ELLIPSIS DOTS (ELLIPSES)

Ellipsis dots consist of three periods with spaces between them:



■   ■   ■

# ELLIPSIS DOTS (ELLIPSES)

Ellipses are used to indicate omission of words from the MIDDLE or the END of a quotation but NOT at the beginning. For example, watch how the following source is used on the next screen as partial quotes:

**Source:** Do not tie your shoe in a melon patch or adjust your hat under a pear tree (Chinese Proverb).

# ELLIPSIS DOTS (ELLIPSES)

**Original Source:** Do not tie your shoe in a melon patch or adjust your hat under a pear tree (Chinese Proverb).

**Original Source Deletion:** ~~Do not tie your shoe in a melon patch or adjust your hat under a pear tree~~ (Chinese Proverb).

**Inform Reader of Deletion by using Ellipses to Replace the Missing Information:**  
A Chinese proverb reminds us to avoid actions that casual observers may misinterpret: "Do not . . . adjust your hat under a pear tree."





# ELLIPSIS DOTS (ELLIPSES)

**Original Source:** Do not tie your shoe in a melon patch or adjust your hat under a pear tree (Chinese Proverb).

**Original Source Deletion:** Do not tie your shoe in a melon patch ~~or adjust your hat under a pear tree~~ (Chinese Proverb).

**Inform Reader of Deletion by using Ellipses to Replace the Missing Information:** The Chinese proverb says, "Do not tie your shoe in a melon patch . . . ."



**NOTE:** When the ellipsis is at the end of the sentence, there is a fourth dot, which is the period ending the sentence.

# ELLIPSIS DOTS (ELLIPSES)

**Original Source:** Do not tie your shoe in a melon patch or adjust your hat under a pear tree (Chinese Proverb).

**Original Source Deletions:** ~~Do not~~ tie your shoe in a melon patch ~~or adjust your hat under a pear tree~~ (Chinese Proverb).

**Ellipsis dots are not used to show initial words omitted:**  
A Chinese proverb says not to "tie your shoe in a melon patch . . . ."



**NOTE:** The omission of words from the beginning of a quotation does not need to be signaled because the quotation is clearly beginning mid-sentence or begins with a lower-case letter.

# SQUARE BRACKETS

Square brackets are used to add words inside a quotation or to otherwise alter the original quote grammatically or stylistically.




[ ]

# BRACKETS USED TO ADD WORDS


Use brackets to **clarify** or **adjust the grammar** of the quote to fit your prose. The brackets **tell the reader that the added material is yours**, not the original author's.

# BRACKETS USED TO CLARIFY A PRONOUN

**ORIGINAL SOURCE:** A question arose about the impact of the **wheel rim** on the road at the time of the accident. Examination revealed that fresh gouges were clearly visible where it contacted the pavement (Source: Joseph Doe, 2007, p. 623).




**SOURCE ALTERED FOR CLARIFICATION:** The forensic investigation “revealed that fresh gouges were clearly visible where it **[the rim of the wheel]** contacted the pavement” (Doe 623).




**COMMENT:** The writer clarified the pronoun’s missing antecedent for the reader by including the missing information in brackets.

# BRACKETS USED TO SUPPLY INFORMATION



**ORIGINAL SOURCE:** Hikers made the trek to both **mountain and desert weather stations** and retrieved the recording drum data. The sampling records were examined for levels of the same atmospheric gasses (Source: Jane Smith, 2008, page 654).

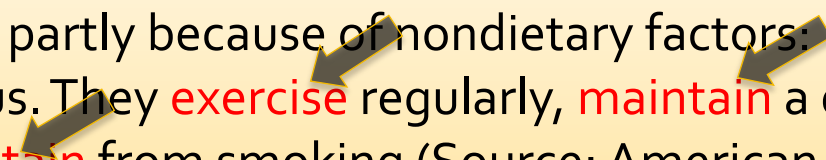
**SOURCE ALTERED FOR CLARIFICATION:** Jane Smith notes that the investigation included data from both high and low altitude. "The sampling records **[from weather stations in the desert and the mountains]** were examined for levels of the same atmospheric gasses" (654).



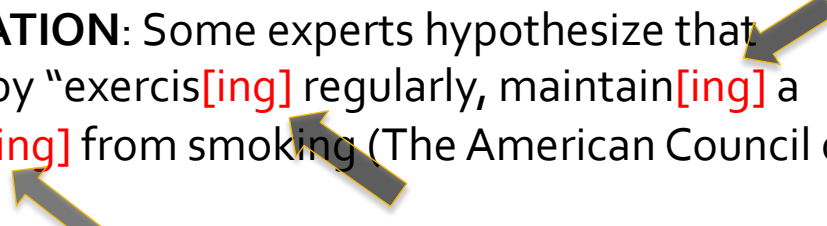
**COMMENT:** Quoting part of an author's work means that you are losing some of the context for the quotation. Thus, it is sometimes necessary to clarify what the source is referring to by supplying that missing information within the brackets.

# BRACKETS USED FOR GRAMMATICAL ACCURACY OR STYLISTIC FLUENCY.

**ORIGINAL SOURCE:** The health of vegetarians may be better than that of nonvegetarians partly because of nondietary factors. Many vegetarians are health-conscious. They **exercise** regularly, **maintain** a desirable body weight, and **abstain** from smoking (Source: American Council on Science and Health).



**SOURCE ALTERED FOR CLARIFICATION:** Some experts hypothesize that vegetarians maintain better health by “exercis[ing] regularly, maintain[ing] a desirable body weight, and abstain[ing] from smoking (The American Council on Science and Health).”



**COMMENT:** In this example, brackets indicate where the grammar of the original passage has been modified to fit the grammar of the writer’s own sentence.

These are just a few techniques you can use when writing research-based essays. However, always keep your reader in mind as you write.

Your goal as a writer is to communicate, not obfuscate. Use quotes to enhance your writing, to communicate your ideas, to support your argument, to indicate your understanding of what others have to say.

The main objective is clarity.



# The Works Cited Page

The Works Cited page is the last page of your essay.

It is an alphabetical list of all the sources you have quoted, paraphrased, or summarized in your paper.

There are precise conventions to be followed carefully when putting together this page.

Refer to your text for a list of these conventions, and also refer to sample research-based essays which include correctly-formatted Works Cited pages.

**Note double-spacing between all lines.**

## Works Cited

- 1" Anzaldúa, Gloria. *Borderlands/La Frontera: The New Mestiza*. 1" 1 1/2" Affleck 22 1 1/2"
- 1 1/2" San Francisco: Spinsters/ Aunt Lute, 1987.
- Astin, Alexander W. *Achieving Educational Excellence*.  
Washington: Jossey-Bass, 1985.
- Christie, John S. "Fathers and Virgins: Garcia Marquez's  
Faulknerian Chronicle of a Death Foretold." *Latin  
American Literary Review*. Fall, 1993: 21-29.
- Creation vs. Evolution: "Battle of the Classroom."*  
Videocassette. Dir. Ryall Wilson, PBS Video, 1982. (MLA)  
58 min.
- Feinberg, Joe. "Freedom and Behavior Control." *Encyclopedia of  
Sociology*, 1, 93-101. (MLA) New York: Free Press, 1992.

# THIS IS JUST “THE BASICS”

If you're uncertain about methods of documentation for a particular source, you can always refer to a handbook, or ask for assistance in the library. Reference librarians are always happy to assist student writers!



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