

## PARENTHETICAL DOCUMENTATION

Documentation is the giving of credit to sources used or quoted in a research paper. Parenthetical refers to the use of parentheses for brief in-text citations used in the MLA (Modern Language Association of America) format. Correct documentation prevents plagiarism and allows the reader to locate and consult the sources cited.

Document any sentence that contains a statistic, controversial statement, direct quote, or a paraphrase of information not considered common knowledge. Common knowledge is defined as information readily available in at least three sources. As a writer, it is your responsibility as the writer to satisfy the requirements of common knowledge.

Parenthetical references can be used anytime to give credit to the author for his or her hard work. Use judgment to determine what sentences require documentation. If in doubt, document. In using parenthetical documentation to identify sources of information, the references are placed in parentheses within the body of the paper.

1. Place the reference immediately after the quoted or paraphrased information.
2. Include the author's last name and the page number. For example, (Rhodes 381).
3. If there is no author, use all or an abbreviated but clear version of the title, plus the page number. For example, (*Endocrine System* 120).
4. Keep the parenthetical reference as brief as clarity permits. Never repeat information already supplied in the text of the paper. If you refer to the author in your text, then put only the page number in the parenthetical reference.
5. Except for documentation having to appear in mid-sentence and for long quotes, the closing period follows the parenthetical reference.
6. For up to three joint authors, include the last name of each author. For example, (Epstein, Brown and Pope 71).
7. When there are four or more joint authors, use the name of the first author listed (not alphabetical), followed by et al., or you may list all the authors in the order they appear on the page.
8. Page numbers are not used with non-print sources and may be omitted when citing alphabetically arranged encyclopedias. For example, ("Licorice").
9. If you quote from poetry/Shakespeare, cite by division and line rather than by page numbers; *Julius Caesar* 5.5.74, for instance, refers to act 5, scene 5, line 74 of the play.

In Shakespeare's Julius Caesar, Antony says of Brutus: "This was the noblest Roman of them all" (5.5.74).

If your quote is more than one line of poetry, use a (/) to separate the lines.

“Friends, Romans, countrymen,” begins Antony’s famous speech, “lend me your ears; / I come to bury Caesar, not to praise him” (3.2.80-81).

## **WORKS CITED AND/OR REFERENCES PAGE**

The list of works cited comprises the last section of a research report. It is an alphabetical listing of all the sources referred to in the text of the paper. At times you may be asked to supply an annotated list of works cited. Such a list includes descriptive and evaluative comments on the sources.

Sample entries used in preparing a list of works cited follow. If a source you are using does not fit any of these examples, refer to the *MLA Handbook* on reserve in the library.

There is a difference between a Works Cited page, a References page, and a Bibliography. A Works Cited page is a list of only those sources actually cited in your paper; in other words, if there is not a parenthetical reference to that particular source in the body of your paper, it should not be included on a Works Cited page. Sources to which you referred when researching your paper, but did not actually cite, belong on the References page. The References page may also include sources you did cite, according to your instructor’s directions. A Bibliography is the same thing as a References page, but only books may be included in a proper Bibliography. If even one of your sources is a non-book (i.e., a magazine, tape, newspaper), then the correct heading for the page is References.

## **SAMPLE WORKS CITED ENTRIES**

We have identified each example for you in order to assist you in selecting the most appropriate form. Do not include these identifications (like “One Author”) on your Reference, Works Cited, or Bibliography page(s).

### **ONE AUTHOR**

Gallo, Robert. *Virus Hunting; AIDS, Cancer, and the Human Retrovirus*. New York: Basic, 1991.

### **TWO OR THREE AUTHORS**

Moss, Joyce, and George Wilson. *The Middle East and North Africa*. Detroit: Gale, 1992.

### **MORE THAN THREE AUTHORS**

Use either the first name listed followed by, et al. ("and other") or give all names in full in the order in which they appear on the title page of source.