Documenting Sources
A Supplemental Handout

Note, this information is also available (in a varied form) in Allyn & Bacon.

Different forms of documentation:

- **Paraphrase** – restate key ideas, facts, or theories using different organization, sentence structure, and word content. Paraphrases may be the same length, or shorter, than the original information.
- **Summary** – stating the main points of an article, book, or theory, without delving into details about it. Summaries are much shorter than the original information.
- For each of the above, document your source in one of the following ways:

  1. If you use the author’s name, simply type the page number.
     Freud concludes that . . . (12).
  2. If you don’t use the author’s name, include the name in your documentation (Freud 12).
  3. If your works cited page will list more than one work by the same author, include one word from the title of the work you’re referring to (Freud, *Civilization* 12).

- **Quotations** – Information stated exactly as it was in the original text. These can be quite effective as long as they are not overused. Quotes of more than three lines should be indented and single-spaced.

  1. Follow the instructions for numbers 2 and 3 above.
  2. When your quotation is also used as a quotation in the book or article to which you’re referring, document as follows: (qtd. in *Civilization* 12).

Additional Info:

- Underlining (as for book titles) began with typewriters and is gradually being phased out. Italics are considered the word processing equivalents, and should be used for book titles, CD titles, and names of magazines and newspapers.

- Titles of magazine or newspaper articles, songs, essays, short stories, or poems should be put in quotation marks.

Other sources of MLA format information include:

- http://www.iupui.edu/~ writectr/ -- IUPUI Writing Center
- http://www.mla.org -- and click on “MLA style”
- http://owl.english.purdue.edu/handouts/index2.html#research
Works Cited


Note, in particular, that the entries are double-spaced and arranged in alphabetical order according to the last names of the authors, that the entries are flush with the left margin for first lines, and that they are indented .5” thereafter. This is called a “hanging” indent, and it can be done simply in most word processing programs by highlighting the paragraph, clicking on the “format” menu, clicking on “paragraph,” then clicking on the arrow beside “special.” Because programs vary widely, be prepared to use the “help” section of your software package.