

Parenthetical (In Text Citation) Guide

- In addition to having a works cited list at the end of your paper, you must give credit to sources that you use **within** your paper. Usually the author's last name and page number are enough for the reader to identify the complete reference in the works cited. See the examples that follow for variations of this general rule.

Author's Name in Text

- If you cite the author's name in your paper, cite only page numbers in parentheses at the end of the sentence:
 - Example: Smith has compared these authors (203-05).
 - Works Cited Reference:
 - Smith, Patrick A. Tim O'Brien: A Critical Companion. Greenwood P, 2005.

Author's Name in Reference (Most Common for Print Sources)

- If you do not cite the author's name in your paper, then include both the author's name and page numbers in parentheses at the end of the sentence:
 - Example: These authors have been compared elsewhere (Smith 203-05).
 - Works Cited Reference:
 - Smith, Patrick A. Tim O'Brien: A Critical Companion. Greenwood P, 2005.

No Author Listed (Cite by Title) (Most Common for Websites)

- When there is no author listed for a work, include the first few words of the title followed by page numbers, if available, in parentheses at the end of the sentence.
- Italicize longer works, such as book titles, plays, or entire websites. Put shorter works in quotation marks.
 - Example: Although NBC will not air liquor ads until after 9 p.m. to reduce impact on young viewers, the American Medical Association believes this advertising will affect young people ("Liquor Advertising").
 - Works Cited Reference
 - "Liquor Advertising Gag is Hard to Swallow." National Post, 19 Dec. 2001, p. A17. ProQuest, <https://search-proquest-com.lcc.idm.oclc.org/docview/329783841?accountid=1599>. Accessed 25 Aug. 2017.

Citing Part of a Work (With and Without Page Numbers) (Less Common Unless Using a Database)

- Research databases provide access to articles in two different formats:

- PDF is an exact copy of the article as it appears in the print journal and includes page numbers.
- HTML is a format for online reading and does not include page numbers. If available, use the PDF version because it includes page numbers.
- **Page Numbers Available:**
 - When you quote or paraphrase a specific part of a print or online source with page numbers, give the relevant page numbers in parentheses at the end of the sentence.
 - Example: Brown wrote, "Time management is an important survival skill" (27).
 - Works Cited Reference
 - Brown, Daniel C. "No Time for Time Management? Behavioral Agencies have Several Options for Improving Staff Efficiency." *Behavioral Healthcare Tomorrow*, vol. 12, no. 6, 2003, p. 27-30. General OneFile, lcc.idm.oclc.org/login?url=http://go.galegroup.com.lcc.idm.oclc.org/ps/i.do?p=ITOF&sw=w&u=lom_lansingcc&v=2.1&it=r&id=GALE%7CA111934133&asid=4942549bd11c9eb1e339.
- **Without Page Numbers:**
 - When you quote or paraphrase a specific passage in an online source without page numbers, no page numbers are needed.
 - Example: According to Jones, binge drinking is a serious problem.
 - Works Cited Reference
 - Jones, Sherry Everett, et al. "Binge Drinking among Undergraduate College Students in the United States: Implications for Other Substance Use." *Journal of American College Health*, vol. 50, no.1, 2001, p. 33-38. ProQuest, search-proquest-com.lcc.idm.oclc.org/docview/213065738?accountid=1599. Accessed 25 Aug. 2017.

Citing an Entire Work (Common When Synthesizing and Concluding)

- When citing an entire work rather than part of a work, include the author's name in the text, not in a parenthetical reference.
 - Example: Freeman Patterson provides a good example of a professional photographer's website. Fuller's Julius Caesar examines the famous Roman's roles as soldier, scholar, and tyrant.
 - Works Cited References
 - Freeman Patterson: Photographer/ Writer. Edited by Freeman Patterson. 2006. www.freemanpatterson.com. Accessed 25 Aug. 2017.

- Fuller, J. F. C. *Julius Caesar: Man, Soldier, and Tyrant*. Rutgers UP, 1965.

General Tips

- Parenthetical citations should match a reference on your Works Cited page.
- It is far better to OVER cite than to UNDER cite. Give credit where credit is due.
- All quantitative (numerical) data should be cited. It is highly unlikely that it is common knowledge.
- Changing the wording of a sentence and adding synonyms does NOT mean the information should not be cited.
- When submitting your work to a plagiarism checker, a site that runs your paper against other papers and works on the internet, less than 25% of your words may be “borrowed.” If your percentage is higher and not cited, you have a problem.
- I use <https://smallseotools.com/plagiarism-checker/> and paste paragraphs in at a time. You need to do the same. You may use comparable software.
- Punctuation needs to remain **OUTSIDE** the parentheses and citations are **ALWAYS** at the end of a sentence.
- Direct quotes follow the same set of guidelines. When using the author's name within the sentence frame, you can just state the page number in the citation at the end of the sentence. If you do NOT use the author's name in the sentence frame, you need to include their last name and the page number in the citation at the end of a sentence.
- When a direct quote is longer than three lines, it needs to be “blocked.”
 - Blocking a quote means you indent underneath the paragraph to begin typing the direct quotation. Once you are done typing the quote, you cite the information parenthetically and continue the paragraph. Make sure the continuation of the paragraph is NOT indented.
- When inserting a direct quote in to your writing, it needs to be framed (introduced) and set off by a comma or colon.
 - Set the quote off by a COMMA when the quote is short (seven words or less) and a COLON when the quote is longer than seven words.
- Do NOT put a comma in your parenthetical citation.
 - Right Example: (Sluschewski 10).
 - Wrong Example: (Sluschewski, 10).
- When an author is given, try to vary in text citations. Use the author's name in the sentence when you can to add variety.
- Well-known sayings **do not** require a citation.
 - A stitch in time saves nine.
- Commonly known facts do not require a citation.
 - Albany is the capital of New York State.
 - Shakespeare wrote *Romeo and Juliet*.