<table>
<thead>
<tr>
<th>Summarizing</th>
<th>Paraphrasing</th>
<th>Quoting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must reference the original source</td>
<td>• Must reference the original source</td>
<td>• Must reference the original source</td>
</tr>
<tr>
<td>• The text is much shorter than the original text. (For example, one may write a single page to summarize a four-page article.)</td>
<td>• The text produced may be shorter or longer than the original text</td>
<td>• The text produced is the exact length of the original text quoted (unless ellipses are used)</td>
</tr>
<tr>
<td>• Must use your own words, usually with a very limited use of quotations.</td>
<td>• Must use your own words</td>
<td>• Use the original author’s exact words</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Put quotation marks around the original author’s exact words</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Include the page number of the original source from which you borrowed the author’s original language.</td>
</tr>
</tbody>
</table>
Handout: Using In-text Citations

Summary: These resources provide lesson plans and handouts for teachers interested in teaching students how to avoid plagiarism. The resources ask students to practice summarizing, paraphrasing, and quoting. The resources with titles that include "Handout" provide handouts that are free to print for your students by using the print option in your web browser. The "Handout" resources correspond with the resource listed above it.

Contributors: Cristyn Elder, Ehren Pflugfelder, Elizabeth Angeli
Last Edited: 2010-11-18 02:29:32

APA Citation Examples

Original passage from page 248 of Ashley Montagu’s book The American Way of Life:

To be human is to weep. The human species is the only one in the whole world of animate nature that sheds tears. The trained inability of any human being to weep is a lessening of his capacity to be human - a defect that usually goes deeper than the mere inability to cry. And this, among other things, is what American parents - with the best intentions in the world - have achieved for the American male. It is very sad. If we feel like it, let us all have a good cry - and clear our minds of those cobwebs of confusion, which have for so long prevented us from understanding the ineluctable necessity of crying.

Now, look at the various ways you can use the opinion expressed in the passage.

Montagu (2000) claims that American men have a diminished capacity to be human because they have been trained by their culture not to cry.

In his book The American Way of Life, Ashley Montagu writes, “The trained Inability of any human being to weep is a lessening of his capacity to be human - a defect which usually goes deeper than the mere inability to cry” (p. 248).


"If we feel like it," writes Montagu (2000), “let us have a good cry – and clear our minds of those cobwebs of confusion which have for so long prevented us from understanding the intellectual necessity of crying” (p. 248).

One distinguished anthropologist calls the American male’s reluctance to cry “a lessening of his capacity to be human” (Montagu, 2000, p. 248).

Montagu (2000) finds it "very sad" that American men have a “trained inability” to shed tears (p. 248).

When my grandfather died, all the members of my family - men and women alike - wept openly. We have never been ashamed to cry. As Montagu (2000) writes, "to be human is to weep" (p. 248). I am sure we are more human, and in better mental and physical health, because we are able to express our feelings without artificial restraints.
Montagu (2000) argues that it is both unnatural and harmful for American males not to cry:

To be human is to weep. The human species is the only one in the whole world of animate nature that sheds tears. The trained inability of any human being to weep is a lessening of his capacity to be human — a defect that usually goes deeper than the mere inability to cry... It is very sad. (p. 248)

**MLA Citation Examples**


To be human is to weep. The human species is the only one in the whole world of animate nature that sheds tears. The trained inability of any human being to weep is a lessening of his capacity to be human — a defect which usually goes deeper than the mere inability to cry. And this, among other things, is what American parents — with the best intentions in the world — have achieved for the American male. It is very sad. If we feel like it, let us all have a good cry — and clear our minds of those cobwebs of confusion, which have for so long prevented us from understanding the ineluctable necessity of crying.

Now look at the various ways you can use the opinion expressed in the passage.

Montagu claims that American men have a diminished capacity to be human because they have been trained by their culture not to cry (248).

In his book *The American Way of Life*, Ashley Montagu writes, "The trained inability of any human being to weep is a lessening of his capacity to be human — a defect which usually goes deeper than the mere inability to cry" (248).

According to Montagu, "To be human is to weep" (248).

"If we feel like it," writes Montagu, "let us have a good cry — and clear our minds of those cobwebs of confusion which have for so long prevented us from understanding the intellectual necessity of crying" (248).

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Handout: Quoting Others

Summary: These resources provide lesson plans and handouts for teachers interested in teaching students how to avoid plagiarism. The resources ask students to practice summarizing, paraphrasing, and quoting. The resources with titles that include "Handout" provide handouts that are free to print for your students by using the print option in your web browser. The "Handout" resources correspond with the resource listed above it.

Contributors: Cristyn Elder, Ehren Pflugfelder, Elizabeth Angeli
Last Edited: 2010-11-30 11:18:58

Using the words of others can be tricky business. You typically only want to use a direct quotation in the following situations: if you're using that statement as a piece of evidence for your own argument, if you're establishing another's position, or if another person has said something better and more clearly than you can.

The main problem with using quotations happens when writers assume that the meaning of the quotation is obvious. Writers who make this mistake believe that their job is done when they've chosen a quotation and inserted it into their text. Quotations need to be taken from their original context and integrated fully into their new textual surroundings. Every quotation needs to have your own words appear in the same sentence. Here are some easy to use templates* for doing this type of introduction:

Templates for Introducing Quotations

X states, "_________.

As the world-famous scholar X explains it, "_________.

As claimed by X, "_________.

In her article ________, X suggests that "_________.

In X's perspective, "_________.

X concurs when she notes, "_________.

You may have noticed that when the word "that" is used, the comma frequently becomes unnecessary. This is because the word "that" integrates the quotation with the main clause of your sentence (instead of creating an independent and dependent clause).

Now that you've successfully used the quotation in your sentence, it's time to explain what that quotations means—either in a general sense or in the context of your argument. Here are some templates for explaining quotations:

Templates for Explaining Quotations

In other words, X asserts __________.

In arguing this claim, X argues that __________.
X is insisting that ________.

What X really means is that ________.

The basis of X's argument is that ________.

Interview Situations

1. What was the most exciting thing you did last summer? Explain.

2. Describe a situation when something completely wacky happened.

3. What's the strangest thing that happened to you at work?

*These templates are derived from Gerald Graff and Cathy Birkenstein's "They Say/I Say": The Moves That Matter in Academic Writing, second edition
Source Citation Websites

**MLA**

OWL at Purdue MLA formatting and style guide  
http://owl.english.purdue.edu/owl/resource/557/01/

LI University  
http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm

The Automatic Bibliography & Citation Maker  
http://www.easybib.com/

**APA**

OWL at Purdue APA formatting and style guide  
http://owl.english.purdue.edu/owl/resource/560/01/

LI University  
http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm

The Automatic Bibliography & Citation Maker  
http://www.easybib.com/
Safe Practices: An Exercise

Read over each of the following passages, and respond on your own or as a class as to whether or not it uses citations accurately. If it doesn't, what would you do to improve the passage so it's properly cited?

1. Last summer, my family and I traveled to Chicago, which was quite different from the rural area I grew up in. We saw the dinosaur Sue at the Field Museum, and ate pizza at Gino's East.

2. Americans want to create a more perfect union; they also want to establish justice, ensure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty for everybody.

3. I find it ridiculous that 57% of high school students think their teachers assign too much homework.

Numbers 4, 5, and 6 all refer to the following passage from Martin Luther King's "Letter from the Birmingham Jail":

You deplore the demonstrations taking place in Birmingham. But your statement, I am sorry to say, fails to express a similar concern for the conditions that brought about the demonstrations. I am sure that none of you would want to rest content with the superficial kind of social analysis that deals merely with effects and does not grapple with underlying causes. It is unfortunate that demonstrations are taking place in Birmingham, but it is even more unfortunate that the city's white power structure left the Negro community with no alternative.

4. Martin Luther King was certain that nobody would want to be contented with a surfacy type of social analysis that concerns itself only with effects and doesn't deal with root causes.

5. Martin Luther King wrote that the city of Birmingham's "white power structure" left African-Americans there "no alternative" but to demonstrate ("Letter from the Birmingham Jail" para. 5).

6. In "Letter from the Birmingham Jail," King writes to fellow clergy saying that although they "deplore the demonstrations taking place in Birmingham, your statement fails to express a similar concern for the conditions that brought about the demonstrations."
DIRECTIONS: Use the MLA Workshop to help you place the following works in the correct works cited entry format and include its corresponding in-text citation.

Example: Book, One Author: Time and Time Again by Mark Smith was published in 1987 by Cengage in New York. It is a print source. The writer used a direct quote from page 35.

In-text citation Answer: (Smith 35).

One Author: *Pride and Prejudice* by Jane Austen was published in 1997 by Dover in New York. It is a print source. The writer used a direct quote from page 75.

Works Cited Entry:

____________________________________________________

____________________________________________________

____________________________________________________

In-Text Citation:

____________________________________________________

Two Authors: *Dictionary of International Business Terms* by John J. Capela and Stephen W. Hartman was published in 2003 by Barrons in New York. It is the 3rd edition. It is a print source. The writer used a direct quote from page 135.

Works Cited Entry:

____________________________________________________

____________________________________________________

____________________________________________________

In-Text Citation:

____________________________________________________

Work from a Collection/Anthology: “Birds” by Bruno Schulz was found in *One World of Literature* on pages 646-649, edited by Shirley Geok-Lin Lim and Norman A. Spencer. It was published in 1993 by Houghton Mifflin in Princeton. It is a print source.

Works Cited Entry:

____________________________________________________

____________________________________________________

____________________________________________________

In-Text Citation:

____________________________________________________
Online Article: The March 09, 2009 article “Reviving the Dream” by Bob Herbert was taken from The New York Times website. It is published by The New York Times and was accessed on March 12, 2009. It is a web source.

Works Cited Entry:

In-Text Citation:

Database Article: The article “The Washington Post’s Book World Goes Out of Print as a Separate Section” by Motoko Rich from The New York Times on January 29, 2009. It is found on page C1 and was accessed on February 10, 2009. It was taken from the LexisNexis Academic database. It is a web source.

Works Cited Entry:

In-Text Citation: