

PARENTHETICAL DOCUMENTATION TIPS

What is common knowledge?

In research, you should cite everything you borrow unless that information is common knowledge. Consider something common knowledge if:

- reliable authors refer to it without citing its sources
- most people knowledgeable in the field accept it as a fact
- few experts would dispute it
- it is reported in most introductory textbooks or basic reference books on the subject

Using quoted material:

- Short quotations--use quotation marks; put parenthetical documentation at end of sentence, before end punctuation but after quotation marks.
- Long quotations--lead off with a colon; indent 10 lines; double space; don't use quotation marks; put two spaces before parenthetical documentation
- Partial quotations--use ellipses to indicate any text left out from the original quote (...)
- Additions to quotations--use brackets to indicate text added to original quote []
- Quoting poetry--use a / between lines of verse if fewer than four lines

Different formats of parenthetical documentation:

Document anything that is not common knowledge. Only use direct quotes when it is necessary.

Document direct quotes *and* paraphrasing.

- When giving name of source in text, only put page number in parentheses (if available)
- When not giving name of source in text, include last name and page number of source in parentheses
- Two or three authors for source: list all last names and page numbers
- More than three sources: list first name and then use "et. al."
- Long corporate author: use shortened version in text (after having given the entire name once)
- No author: use shortened version of the title in text
- Two texts by same author: use last name and shortened version of title
- Citing a multivolume work: indicate in your parenthetical reference the specific volume used:
(Blotner 2: 245)

Citing literary works:

- if there are several editions, use page number and a number for chapter or section (Hawthorne 14; ch. 2).
- Cite lines of verse or plays using divisions (act, scene, canto, book, part) (I.v.41-4)

Indirect sources: avoid using secondary sources when possible.

- Always document *your* source
- give original speaker's name in text if important
- use "qtd. in" in parentheses