

# INTEGRATING QUOTES AND REFERENCING YOUR SOURCES

WGSS Libr@ry with sage advice from English Dept. 2019

## The Top 10 Rules on Quoting:

1. Quotes rarely stand by themselves. They are used to **support your** ideas, not the other way around: i.e. don't insert a quote and then proceed to explain what it says.
2. Don't use a quote to simply repeat what you've just said.
3. Quote ideas you have gained from your reading as well as direct quotes.
4. Quotes are especially effective when you introduce them with a **lead in** sentence that strongly connects to the quote.
5. You can quote anything from one word to one paragraph, use quotation marks, and **document** your quote with the author's last name and the page number, like this for a book: (Jones 15). \*See the following chart for other source examples.
6. If you are taking only part of a quote, use **ellipses** (...) to replace what's missing.
7. If you need to change a word in the quote – perhaps for verb or pronoun agreement - use **square brackets** to show that this was your wording and not the author's i.e. [her].
8. Test your quote aloud to see if it reads smoothly. Tip: If you took out the quotation marks, would it sound like a fluent sentence?
9. Don't quote just for the sake of quoting or because the teacher said you have to.
10. On the other hand, quotes add credibility to your research by illustrating that you have consulted other sources.

## How to Reference a Quote:

According to the 8th edition of the MLA Handbook, **in-text citations** use no commas, are placed in brackets, and are included inside the closing punctuation. They follow the structure of author's name and the page(s) if available. If there is no author (the case in many websites) use the publisher or sponsor. Be consistent – the in text citation and Works Cited list should match.

Your reference page should be titled **Works Cited**. Entries should be **alphabetized, double-spaced, with hanging indents** - like the following chart. An online citation maker tool can help you create citations i.e. **MLA Citation Maker**. Go to [www.wgsslibrary.ca](http://www.wgsslibrary.ca) >Research>Cite your Sources. Then scroll to the bottom and see the sample Works Cited page in the Perdue Owl site (left-hand margin).

## Example of Quotation Usage: (cite ideas as well as all direct quotes)

Graphic novels or comics have been shown to enhance literacy acquisition and “do not slow reading development” as once believed (Krashen 97). “Reading comics doesn't discourage or replace other types of reading” (Cary 28) and can actually help students to develop more positive attitudes toward reading (Krashen 104).

## Examples of Works Cited Entries and In-Text Citations:

SOURCE	WORKS CITED	IN-TEXT CITATION
<b>Book</b> 1 Author	Wagamese, Richard. <i>Indian Horse</i> . Douglas and McIntyre, 2012.	(Wagamese 84)
<b>Book</b> 2 Authors	Ellis, Deborah, and Eric Walters. <i>Bifocal</i> . Fitzhenry, 2007.	(Ellis and Walters 16)
<b>Book Multiple Authors</b> 3 or more	Ford, Jean, et al. <i>The Vegetarian Bible</i> . Gage, 2018.	(Ford et al. 135-136)
<b>Single Page on a Website</b> Include as many citation elements as possible.  A permanent URL is recommended, Access date is optional.	"Fats." <i>American Diabetes Association</i> , 15 Aug. 2015, <a href="http://www.diabetes.org/food-and-fitness/food/what-can-i-eat/making-healthy-food-choices/fats-and-diabetes.html?loc=ff-slabnav">www.diabetes.org/food-and-fitness/food/what-can-i-eat/making-healthy-food-choices/fats-and-diabetes.html?loc=ff-slabnav</a> .  "Poseidon." <i>Encyclopedia Mythica</i> , 2011, <a href="http://pantheon.org/articles/p/poseidon.html">pantheon.org/articles/p/poseidon.html</a> .  Ray, Arthur J.. "Hudson's Bay Company". <i>The Canadian Encyclopedia</i> , 13 March 2019, <i>Historica Canada</i> . <a href="https://www.thecanadianencyclopedia.ca/en/article/hudsons-bay-company">https://www.thecanadianencyclopedia.ca/en/article/hudsons-bay-company</a> . Accessed 11 June 2019.	("Fats")  ("Poseidon")  (Ray)
<b>Entire Website</b> Include as many citation elements as possible	<i>Shakespeare Lives</i> . British Council, 2016, <a href="http://www.shakespearelives.org">www.shakespearelives.org</a> . Accessed 18 Apr. 2017.  <i>Langley Schools</i> . 2019, <a href="http://www.sd35.bc.ca/">www.sd35.bc.ca/</a> .	( <i>Shakespeare Lives</i> )  ( <i>Langley Schools</i> )
<b>Database Article</b>	Hyson, Sean, and Joe Stankowski. "25 Ways To Get Stronger Now!" <i>Men's Fitness</i> 26.3 (2010): 86-92. <i>Consumer Health Complete</i> . Web. 14 Nov. 2011.  "Continental Shift." <i>Earth Island Journal</i> , Winter 2019, p. 6. Science In Context, <a href="http://link.galegroup.com/apps/doc/A568009392/SCIC?u=35sbo&amp;sid=SCIC&amp;xid=741ed4bf">http://link.galegroup.com/apps/doc/A568009392/SCIC?u=35sbo&amp;sid=SCIC&amp;xid=741ed4bf</a> . Accessed 12 June 2019.	(Hyson and Stankowski)  ("Continental Shift")

## Need more Information on Using the MLA Format?

A great site is the *MLA Formatting and Style Guide* handout prepared by Purdue University. This well organized handout includes general guidelines, formatting the first page of your paper, in-text citations, how properly format your quotation in the body of your paper, and how to created a Reference Page (aka Works Cited Page).

<http://owl.english.purdue.edu/owl/resource/747/01/>

Notes on referencing are also available on most major university library home pages.