

# Tips for Incorporating Evidence

## Parenthetical Documentation // Embedding Quotes // Incorporating Quotes

### I. Parenthetical Documentation (This is so easy. Don't make it complicated.)

1. Look at your works cited. Find the first meaningful word of the entry (probably the author's name; maybe the title of the article).
2. That is what goes in the parenthetical documentation: the first meaningful word of the works cited entry.
3. Determine whether or not you need to include a page number.
  - a. Print source (like your novel) = include page number
  - b. Electronic source (including a printout of the electronic source) = no page number

Examples:

- "Epithet." *Merriam-Webster*. <https://www.merriam-webster.com/dictionary/epithet>. Accessed 15 January 2018.
  - For example, the word epithet means "a disparaging or abusive word or phrase" ("Epithet").
- Twain, Mark. *The Adventures of Huckleberry Finn*. New York: Prestwick House. 1998.
  - Huck decides that he would rather turn his back on his society than send Jim back to slavery (Twain 131).

### II. Embedding Quotes + Paraphrasing Ideas

At no time should your paper have a sentence that is simply quoted directly from your source.

No (quote dropped into paper):	"I was obliged to confess" (Bronte 78).
No (transition + quote dropped into paper):	For example, "I was obliged to confess" (Bronte 78).

Instead, quotes need to be **woven into your writing**.

Basic Say who said it + quote	Dean says, "I was obliged to confess" (Bronte 78)
Better Sentence of context + quote	Dean finally admits her guilt: "I was obliged to confess" (Bronte 78). <i>Note that this complete sentence is followed by a colon and then the quote.</i>
Best Woven into sentence	Although Dean "was obliged to confess," her guilt had already been discovered by others (Bronte 78). <i>This is best because the evidence is effectively woven into the writing.</i>

Note, though, that paraphrasing ideas (putting them into your own words) is often the **most effective** choice. Only directly quote when the wording of the source makes your point in an important way.

You must still provide parenthetical documentation for paraphrased ideas.

Paraphrase	Dean only admits to her snooping when she is caught (Bronte 78).
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### III. Formatting Quotes

#### SHORT QUOTATIONS

- To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within **double quotation marks**.
- **Provide the author and specific page citation** (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page.
- **Punctuation marks** such as periods, commas, and semicolons should appear **after the parenthetical citation**.
- Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

- For example, when quoting short passages of prose, use the following examples:
  - According to some, dreams express "profound aspects of personality," though others disagree (Foulkes 184).
  - According to Foulkes's study, dreams may express "profound aspects of personality" (184).
  - Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

#### LONG QUOTATIONS (USE RARELY)

- For quotations that extend to more than four lines of verse or three lines of prose, place quotations in a freestanding block of text and omit quotation marks.
- Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing.
- Only indent the first line of the quotation by an additional quarter inch if you are citing multiple paragraphs.
- Your parenthetical citation should come after the closing punctuation mark.
- When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.)
- For example, when citing more than four lines of prose, use the following examples:
  - Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:
 

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)
- When citing two or more paragraphs, use block quotation format, even if the passage from the paragraphs is less than four lines. Indent the first line of each quoted paragraph an extra quarter inch.
  - In "American Origins of the Writing-across-the-Curriculum Movement," David Russell argues:
 

Writing has been an issue in American secondary and higher education since papers and examinations came into wide use in the 1870s, eventually driving out formal recitation and oral examination. . . . From its birth in the late nineteenth century, progressive education has wrestled with the conflict within industrial society between pressure to increase specialization of knowledge and of professional work (upholding disciplinary standards) and pressure to integrate more fully an ever-widening number of citizens into intellectually meaningful activity within mass society (promoting social equity). . . . (3)

#### ADDING OR OMITTING WORDS IN QUOTATIONS

- If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.
  - Jan Harold Brunvand, in an essay on urban legends, states, "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).
- If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (. . .) preceded and followed by a space. For example:
  - In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

\*\*\*Please note that brackets are not needed around ellipses unless adding brackets would clarify your use of ellipses.

#### IV. Final Note

You **MUST** include both direct quotation and paraphrasing from your sources and all information that comes from your sources must be properly cited (with parenthetical citation).

HOWEVER, remember the 70/30 RULE for Research Papers. Only 30% of your research paper may be directly quoted from outside sources. The other 70% should be your own original observations written **IN YOUR OWN WORDS**. The purpose of a research paper is not to merely regurgitate information from your sources. You are to **SYNTHESIZE** and **ANALYZE** the information to make arguments that reflect **YOUR OWN, ORIGINAL THOUGHTS**. This is a complex process that requires you to use your own knowledge. There is no shortcut, no substitute for quality research. Poor efforts receive poor grades.