

Why do you need in-text citations?

- They acknowledge your source
- They provide enough information so the reader can locate the source on your **Works Cited** page. Remember the in-text citation gives only the key information about the source. Complete information, including the on-line address, is on the **Works Cited** page.
- They pinpoint the place in the source where the borrowed material appears, i.e., the page number or page heading.
- They validate your argument.

When do you need internal citations or in-text citations?

A good way to decide what to document **within** your text is to think of a news broadcast or a newspaper article. A source is generally required for the significant ideas or information and the exact words of a significant person in the story. A source is not required for commonly known information.

For example:

Tuition is on the rise again in colleges across the state.

→ **general knowledge, no citation needed**

John Doe, the president of U Gotta B Smart College, said yesterday rates will be boosted by ten percent. It's the biggest boost in three years and includes an increase in registration and lab fees.

→ **paraphrase of what he said, needs citation**

Registration and lab fees are pretty standard at all colleges and universities. Registration fees are used for administrative costs and lab fees cover special equipment costs.

→ **general knowledge, no citation needed**

According to a college spokesperson, the budget of U Gotta B Smart has been in the red for three years following the installation cable TV in all dorm rooms and free local phone service for all dorm students. The professors haven't received a pay increase in 20 years!

→ **summarized version of information reported, needs citation**

"We're sorry we have to pass the hat to the students again to bail us out," said President Bill Notsosmart. "Oh well, their rich parents can afford it."

→ **direct quotation, needs citation**

The nation's college students will be beginning fall classes in less than one month.

→ **common knowledge, no citation needed**

To summarize, in text citations are needed for:

- ***direct quotation***
- ***ideas, opinions, facts and information that you acquire from sources and that cannot be considered common knowledge***
- ***ideas, opinions, facts and information that your readers might want to know more about or might question.***

Three Ways to Cite Sources within your paper

Option 1- Easy way out

You don't need in-text citations if you introduce borrowed material with a signal phrase that names the author or describes the source well enough that the reader could find it on your Works Cited page.

For example:

According to an online article by Mary Smith, 90 percent of college students said they party on weekends, with 75 percent considering Thursday the start of the weekend.

- If the reader wants to know where Smith's article could be found, they should consult the Works Cited page under her last name "Smith."

OR

On a web page about relationships, Dr. Laura Schlessinger said, "You can't bring home an elephant and expect it to purr." **

- If the reader wants to know the address (URL) of Dr. Laura's web site, they can refer to the Works Cited page.

Option 2 – Copy Cat approach

If the author's name and the page number of the source is available, use the same format as the MLA style for traditional sources, i.e., put the author's last name and page number in parenthesis after the information you borrowed.

For example:

Only 10 percent of those surveyed said they have a scheduled time for shopping or cleaning (Smith 2).

- The reader can find out Smith's first name as well as other information about this source on the Works Cited page under "Smith."

If the author is mentioned in the text, just use the page number.

For example:

Smith reports that only 10 percent of those surveyed said they have a scheduled time for shopping or cleaning (2).

Option 3- Just Adapt

If there is **no author** for the source use the title of the work or the web page. Punctuate the title exactly the way it appears on your works cited list.

For example:

Only 10 percent of those surveyed said they have a scheduled time for shopping or cleaning ("Survey Results").

- Once again remember that the full bibliographic information about this site including the URL (address) can be found on the paper's Works Cited page.
- Notice that no page number is given if you are citing a source from the internet.

MLA In-Text Citation Tip Sheet

Okay, so you won't be hearing this Top Ten list on David Letterman's program, but it will help you document your paper with in-text citations.

10. In-text citations acknowledge the source of the information you are including in your paper.
9. In-text citations should provide information to lead the reader to the complete entry on your Works Cited page. It also includes the page number where the information appears within the source.
8. In-text citations are needed for direct quotations.
7. In-text citations are needed for ideas, opinions, facts and information that cannot be considered common knowledge or that readers might want to know more about or question.
6. Remember there is no punctuation between the author's name last and the page number
5. In-text citations for online sources do not include a page number because paging varies from printer to printer.
4. Remember to put the sentence punctuation (usually a period) outside the closing parenthesis.
3. If there is no author, use the title of the work. Be sure to punctuate it as it appears on your works cited page.
2. You can avoid using in-text Citation if you include a signal phrase that names the author or describes the source well enough that the reader can find it on your Works Cited page.

And the No. 1 tip.....(drum roll)

1. **When in doubt about whether you need to cite your source or not, DO IT.**

Cookin' Up A MLA Works Cited Page

Think of the task of creating a Works Cited Page as if you were a baker in one of those cookie shops in the mall. The basic dough recipe for all of the cookies is the same. It's the added ingredients that make each type of cookie distinctive.

Works Cited Page Basic Recipe for Online Documents

Ingredients: (Use as many of the following as are relevant and available in the order presented here)

Author's name (if known) editor, compiler

Title of poem, short story, article etc. within a scholarly project, database or periodical; or title of a posting to a discussion list or forum followed by the description *Online Posting*

Title of book underlined.

Name of editor, compiler, or translator of text if not cited earlier, preceded by the appropriate abbreviation such as Ed.

Publication information for any print version of the source

Title of scholarly project, database, periodical or professional or personal site (italics); or for a professional or personal site with no title, a description such as *Home page*

Name of editor of scholarly project or database (if possible)

Version number of the source (if not part of the title) or for a journals, the volume number, issue number or other identifying number.

Date of electronic publication or latest update or posting

5. For a posting to a discussion list or forum, the name of the list or forum.

6. The number range or total number of pages, paragraphs or other sections, if they are numbered.

7. Name of institution or organization sponsoring or associated with the Web site.

8. Electronic address or URL of the source Process:

9. Date when researcher accessed or downloaded the source