## Quotations and your bibliography

## Everything you write for an assignment at university has to be verifiable. If no sources are cited in your essay or report it indicates you are claiming the ideas as your own. Original ideas are rare; most are based on the ideas of someone else. Quotations and paraphrasing, known as supporting evidence, are used to illustrate points and to show comparison and contrast of opinion. You need to acknowledge this by citing a source for the ideas contained in your reading materials. You do this by in-text citation linked to a bibliography placed at the end of your essay or report.

**Important note:** when providing references, footnotes are sometimes used instead of in-text citation. Your lecturer or tutor will advise you which you should use. Full details of footnote format is given in the MLA Handbook.

##### Different Styles of In-text Citation

Each academic discipline has its own method for citing sources. You do not have to know all of these different styles. Just be aware that they exist, and look them up when you need to use them. **Your lecturer will inform you what citation style to follow**.

The OWL website ([http://owl.english.purdue.edu/writinglab](http://owl.english.purdue.edu/handouts/research)) prepared by the Purdue University Online Writing Lab is an online resource showing how to acknowledge sources correctly using the different citation styles. You can use it to find more information about the MLA and APA styles. This website has links to all of the other main citation styles too. There are two widely-used methods, MLA and APA.

**MLA Style:** Many Humanities subjects use this style.

**APA Style:** Many of the Social Sciences, Business and some Engineering disciplines use this style.

The main difference between the MLA and the APA citation styles is that, when using direct quotation, the MLA style uses the author’s name and the page number of the source, while the APA style uses the author’s name, the date of publication and the page number of the source.

##### MLA Style

MLA style for direct quotation: where you use the exact words of a source.

1. Enclose the words directly copied from the source between double quotation marks.

2. Place the last name of the author and the page number of the quotation in brackets right after the quotation.

3. Include a complete reference for the source of the quotation at the back of the assignment in a bibliography.

**How to insert direct quotations into your essay using MLA style:**

#### Short quotations (up to four lines of type).

Include them as part of a normal paragraph.

Use double quotation marks to enclose the words directly quoted.

Place the source citation in brackets after the quotation.

Put the full stop after the citation bracket (See example 1 below)

#### Long quotations (MLA style)

Begin the quoted material on a new line.

Indent the quotation 1 inch from the left margin.

No quotation marks.

Single space the lines of the quotation.

Put the full stop before the citation bracket.

**Citation Examples**

#### **Example 1**: in-text citation for a direct quote: MLA Style

"When you are uncertain whether or not a piece of information is common knowledge, go ahead and cite the source. It is better to err on the side of excessive documentation than to leave out a citation and risk a charge of plagiarism" (Pfeiffer, 517).

#### **Example 2**: in-text citation for direct quote: MLA Style

Pfeiffer warns of the need for caution in using other people's ideas: "When you are uncertain whether or not a piece of information is common knowledge, go ahead and cite the source" (517).

#### **Example 3**: in-text citation for paraphrasing: MLA Style

Pfeiffer advises students to err on the side of caution if unsure whether material is common knowledge or not. He states that it is better to cite a source, rather than risk being accused of plagiarism(517).

#### **Example 4**: offset (long) quotation: MLA Style

Pfeiffer warns of the need for caution in using other people's ideas:

When you are uncertain whether or not a piece of information is common knowledge, go ahead and cite the source. It is better to err on the side of excessive documentation than to leave out a citation and risk a charge of plagiarism. It is unwise to risk the penalties for plagiarism if you rely on an unspecified source. (517)

**MLA sample entry in the bibliography at the end of the essay for this quotation:**

**Points to note:** MLA Style for a book with one author

Pfeiffer, William, S. Technical Writing: A Practical Approach. Columbus, Ohio: Prentice Hall, 2000.

Title underlined. Capital letters for all main words

Author’s name inverted: last name first

Place of publication

Name of publishing company

Date of publication last

**Important note:** Take careful note of the punctuation in the example above.

##### APA Style

APA Style for citations uses the author’s name, date of publication and the page number (APA Style is used in the Social Sciences, for example, Geography, Sociology, Economics and also for Business and some Engineering disciplines).

#### **Example 1:** in-text citation for a direct quote: APA Style

"When you are uncertain whether or not a piece of information is common knowledge, go ahead and cite the source. It is better to err on the side of excessive documentation than to leave out a citation and risk a charge of plagiarism" (Pfeiffer, 2000,p.517).

#### **Example 2:** in-text citation for direct quote: APA Style

Pfeiffer (2000) warns of the need for caution in using other people's ideas: "When you are uncertain whether or not a piece of information is common knowledge, go ahead and cite the source."(p.517).

#### **Example 3:** in text citation for paraphrasing: APA Style

Pfeiffer (2000) advises students to err on the side of caution if unsure whether material is common knowledge or not. He states that it is better to cite a source, rather than risk being accused of plagiarism.

#### **Example 4:** offset (long) quotation: APA Style

The author warns of the need for caution in using other people's ideas:

When you are uncertain whether or not a piece of information is common knowledge, go ahead and cite the source. It is better to err on the side of excessive documentation than to leave out a citation and risk a charge of plagiarism. It is unwise to risk the penalties for plagiarism if you rely on an unspecified source. (Pfeiffer, 2000,p.517).

APA Style entry in the reference list at the end of the essay or report for this quotation:

Pfeiffer, William, S. (2000). Technical writing: A practical approach. Columbus, Ohio: Prentice Hall.

Book title underlined with a capital letter only for the first word

Date comes here

## How to Prepare a Bibliography (MLA) or Reference List (APA)

You may think that all this talk about referencing is confusing and unnecessary. But it is a vital part of third-level assignments essays and reports. It is of primary importance that your sources of information are clearly listed.

This section has examples of some of the most common types of reference in MLA and APA style. You do not have to commit these to memory. The important thing is to look at them carefully, and be aware of when to use them. Remember, correct use of reference materials is one of the basic requirements for success at third-level.

This section does not cover every type of reference — just the most common ones. If you need more, look up the Purdue University website listed earlier in this chapter.

**Important note:** Bibliographies and references are not normally required in exams.

**MLA Style: Bibliography**

Every source you cite in your essay must be listed in alphabetical order in your bibliography, which comes at the end of the essay. This ensures that readers can find all your sources and check them out for themselves. It shows where all the information in your essay came from.

You saw in the previous section how to do an entry in the bibliography for a book by one author. This section gives details on how to do reference list entries for several other common types of publications. If you need more information, consult the MLA Handbook or the Purdue University Online Writing Lab.

List the references in alphabetical order, based on the first letter of the author's last name.

If you have two or more references by the same author, list the earliest one published first.

Begin the first line of the reference at the left margin.

Double space the entries. No extra line between entries.

You can underline or italicise the titles of books, journals, magazines, and newspapers. Pick one or the other, and stick to it, or follow the instructions of your tutor.

Put these in quotation marks:

1. Titles of journal, magazine or newspaper articles.

2. Titles of poems, short stories, and book chapters.

3. Website sections or articles

**Book with two or more authors**

Lynch, Patrick J., and Sarah Horton. Web Style Guide. London: Yale University Press, 2001.

Note that only the first author's name is inverted. The other authors' names are in the normal order.

If there are several authors, you can just list the first, followed by et al. (Latin for "and others") or you can list them all. Both approaches are correct.

**Journal article**

Klein, William and Bernard McKenna. "Policies and Procedures." Journal of Technical Writing and Communication. 27: 2. (1997): 147 - 162.

**Edited book**

Cyrs, T.E., ed. New Directions for Teaching and Learning: Number 71. San Francisco: Jossey-Bass, 1997.

**Article in an edited book**

Chute, A.G., P. K. Sayers, and R. P. Gardner. "Teaching and Learning at a Distance. What it Takes to Effectively Design, Deliver and Evaluate Programs." New Directions for Teaching and Learning: Number 71. Ed. T.E. Cyrs. San Francisco: Jossey-Bass, 1997. 75 - 83.

**Magazine article**

Orlean, Susan. "The Lady and the Tigers." The New Yorker. 18 & 25 Feb. 2002: 95 - 102.

**Newspaper article**

Gosset, David. "East and West Must Work Towards Harmony." The Irish Times, 5 Sept 2003: 16.

**Online references**

OWL. "Purdue's Writing Lab", OWL: Online Writing Lab (2005), 30 Aug 2005, Purdue University, http://owl.english.purdue.edu/writinglab/.

**Important note:** When giving an internet reference you must include the author or editor, name of web page, date of posting or revising, and the name of the organisation which owns the page, and complete url, with angle brackets around it. Add the date of access. This is because webpages are revised continuously, so the information changes all the time. If you are using a web source it is a good idea to print out the content you are referencing, and to retain it, so that you can always refer to it if needs be to verify your content.

**APA Style: List of References**

You saw already how to do the reference listing for a book by a single author. As for the APA section, here are details for the following types of reference entries:

**Book with two or more authors**

Chute, Alan, Melody Thompson and Burton Hancock. (1999). The McGraw-Hill handbook of distance learning. New York: McGraw-Hill.

**Edited book**

Boud, David and Nicky Solomon, (2001) (Eds.), Work-based learning: A new higher education? Buckingham: Open University Press.

**Journal article**

Levin, B. (1998). An epidemic of education policy: (what) can we learn from each other? Comparative Education, 34 (2): 131 - 41.

**Magazine article**

Orlean, Susan. (2002, 18 & 25 Feb.). "The Lady and the Tigers." The New Yorker: 95 - 102.

**Newspaper article**

Gosset, David. (2003, Sept 5). East and west must work towards harmony. The Irish Times: 16.

**Online references**

OWL. (2003). "Purdue's Writing Lab", OWL: Online Writing Lab, 25 Sept 2004, Purdue University, <http://owl.english.purdue.edu/>.

Excerpt from ‘Applied Writing- A Guide for Mature Students’, NUI Galway Access Office, 2016.

