

Principles of Documentation

- Cite sources for ideas, summaries, paraphrases, and quotations that are not your own. It should be clear in every paper which ideas and words are yours and which ideas and words came from something you read or heard.
- Quote only what you need and integrate those quotations into your text. Make sure that every quotation supports your thesis statement.
- Guard against plagiarism by being careful to distinguish between your own summaries and words from other sources as you take notes for your paper.
- Write your footnotes and bibliography as you go; don't wait until you have already returned the library book and someone else has checked it out.

1-2-3 Rule

Never let a quotation speak for itself.

1. Introduce: Establish the context and purpose of the evidence.
2. Present the evidence (quote).
3. Follow-up comment: Show how the evidence fits into your argument.

Use preceding sentences or signal phrases to **clearly state what you expect the quotation to prove.**

Example:

Douglass' marriage [is] an assertion of his ownership of himself, as Houston A. Baker, Jr. argues in his essay "The Economics of Douglass's *Narrative*:" "What Douglass's certificate of marriage, which is transcribed in full in chapter 11, signifies is that the black man has repossessed himself."¹

Format for Papers

- Typeface: Twelve point, Times New Roman (or similar). Not acceptable: bold type, colored type, larger or smaller fonts (with the exception of footnotes which may use ten point type). Century Gothic uses 30% less ink, even less than Ecofont.
- Paragraphs: Indent the first line, double space, justify second and subsequent lines to the left, do not skip lines between paragraphs.
- Margins: one inch on all sides.
- Page numbering begins on the second page of text and should be placed in a header in the top right corner with the author's last name: for example, Smith, 7.
- Staple papers at the top left corner. Do not use folders or binders unless the professor specifically asks for them.

Graphically speaking, nothing in the physical appearance of your paper should make it stand out from the others. The professors are looking for evidence of great thinking, not impressive graphics.

Read Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th Edition., p.75-81, or Slade's *Form & Style*, Chapter 3, for more detailed discussions of when and how to quote, paraphrase, or summarize.

¹ Center for Writing Math, and Study Skills, Lehigh University, "Integrating Quotes into a Paper," accessed September 19, 2007, <http://www.lehigh.edu/~incent/old%20site/writing/quotes/quotes.htm#signal>.

Basics

Order of information: Author(s), Title, Facts of Publication (place/publisher/date), Page numbers
Not only quotations, but also summaries of ideas that are not your own need to be footnoted.

Examples:

A footnote for a book:²

¹ Richard Marius and Melvin E. Page, *A Short Guide to Writing about History* (New York: Addison-Wesley, 2002), 187.

A bibliographic entry for a book:

Marius, Richard and Melvin E. Page. *A Short Guide to Writing about History*. New York: Addison-Wesley, 2002.

A footnote for a journal article:³

¹ Julie Bokser, "Pedagogies of Belonging: Listening to Students and Peers," *The Writing Center Journal* 25, no. 1 (2005): 49.

A bibliographic entry for a journal article:

Bokser, Julie. "Pedagogies of Belonging: Listening to Students and Peers." *The Writing Center Journal* 25, no. 1 (2005): 43-60.

Shortened form of footnote if the same source is cited again:

2. Bokser, 51.

Or, if there are two books by the same author, author-title notes:

3. Bonhoeffer, *The Cost of Discipleship*, 25.

Use italics for the titles of books and journals. Use quotation marks around the titles of chapters in books or the titles of articles in journals.

Note that commas and periods are located inside the quotation marks in Chicago Manual of Style.

Chicago Manual of Style Websites:

<http://www.library.arizona.edu/search/reference/citation-cms.html>

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0001.html

<http://www.washcoll.edu/live/files/946-a-guide-to-citations-in-chicago-style>

http://www.chicagomanualofstyle.org/tools_citationguide.html <http://library.osu.edu/help/research-strategies/cite-references/chicago-notes-bibliography/>

² Richard Marius and Melvin E. Page, *A Short Guide to Writing about History* (New York: Addison-Wesley, 2002), 187.

³ Julie Bokser, "Pedagogies of Belonging: Listening to Students and Peers," *The Writing Center Journal* 25, no. 1 (2005): 49.