

Student Name: _____

Parenthetical Citations Worksheet (10 Points)

What is parenthetical citation?

Armed with the background information necessary to create bibliographic citations using MLA, you are now ready to learn to cite information within a body of text. This type of citation is called parenthetical citation and is used to point a reader to the originator of text as provided in your bibliography or works cited. Parenthetical citations lead your reader to the source of your quotes, paraphrases, and summaries. For the purposes of this class, you will use MLA for all parenthetical citations. However, you should be aware that this is only one of many citation formats. Others include APA, Chicago Style, and Turabian.

When do I have to use parenthetical citation?

Use parenthetical citations when documenting information retrieved from an outside source. This is not necessary if the information is considered to be “common knowledge” unless you are directly quoting. However, for all other information types you must use parenthetical citation, even when you put the information into your own words. Citations give credit to the author(s) that introduced you to the ideas and concepts you are using and allow your readers to explore information by going to original sources.

What must be provided in a parenthetical citation?

Typically you must include the author’s last name and source location information (page numbers). Remember the purpose of parenthetical citation is to direct your reader to your bibliography or works cited so that he/she can easily locate the source from which information was taken.

What does the citation look like?

The following samples provide a foundation for writing parenthetical citations using MLA. However, these will not cover every possible contingency. If you are unsure, consult the MLA Guidebook or ask your teacher.

It is acceptable to mention the author in the body of your sentence or paragraph and then to include page location information at the end.

Jones pointed out that the dropout right is far higher than previously acknowledged (147).
(Author) (Page Number).

It is not necessary to include the author’s name in your text. You can opt to add it at the end as well.

The dropout rate is far higher than previously acknowledged (Jones 147).
(Author Page Number).

More than one source by the same author:

The dropout rate is far higher than previously acknowledged (Jones, “STJ” 147).
(Author, “Abbreviated Title of Work, Page).

Authors with the same last name: Include both the first and last name in the parenthetical citation – within the sentence or following.

Two or three authors for a single source:

Jones, Kline, and McKinnley maintain that students who participate in extracurricular activities are more likely to stay in school (273).

Three or more authors for a single source:

Use the first author's name followed by "et al." (and others) if within a single sentence or name all of the authors.

Jones et al. found that students who excel in lower grades generally perform higher throughout the educational pursuit (123).

PRACTICE TIME

Read the following quotes. Abbreviate each by putting the main idea into your own words. Include a parenthetical citation and bibliographic entry. Do two citations with author information following the text and two with the author information within the text.

1. Providing users with access to remotely available electronic resources without providing assistance and instruction on how to use them is like telling them which airport they are scheduled to depart from, but not giving them a flight number, airline, or gate number. They might be able to figure it out eventually, if they know their destination and approximate departure time, but only after considerable effort and frustration.

Taken from page 1 of Computers in Libraries Vol. 21, No. 4, April 2001. Article – "Our Experiment in Online, Real-Time Reference" by Kelly Broughton.

Narrative

Bibliographic Entry

2. A content analysis of data resulted in the identification of five categories indicated by users to have been critical in their choice to approach one librarian over another: (1) initiation, (2) availability, (3) familiarity, (4) proximity, (5) and gender.

Taken from page 699 of Library Trends, Spring 1998, Vol. 46, Issue 4. Article – "Approach or Avoidance: The Role of Nonverbal Communication in..." by Marie L. Radford.

Narrative

Bibliographic Entry

3. Where do Americans get their news? According to a Pew Research Center for the People and the Press report the majority still prefers the daily newspaper.

Taken from "Introduction to Reference Work" by William A. Katz. Page 202. Publisher is McGraw Hill in New York. The item was published in 2001.

Narrative

Bibliographic Entry

4. One initial step in undertaking strategic planning is to identify a planning team that will be responsible for carrying out the major planning phase and will involve other work teams and task forces at appropriate times in the process.

Taken from "Library and Information Center Management" by Robert D. Stueart and Barbara B. Moran. Page 99. The publisher is Libraries Unlimited in Englewood, CO. The item was published in 1998.

Narrative

Bibliographic Entry

Using the same quotes for problems 1 to 4, extract a portion of each and write a paragraph that includes the portion in its exact form – a direct quote. Create a parenthetical citation for each source using the correct format for a direct quote.

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