
UNIT 8: LESSON 1 – Quoting Sources

Warm-up:

1. There are thousands of people who die in car crashes yearly.
2. Many of them could be avoided if people never drove when drinking alcohol.
3. Always be responsible, and help others to be responsible also.

Vocabulary

Bibliography – List of sources found at the end of a document.

Endnotes – similar to footnotes, but found at the end of the documents rather than the bottom of the page.

Footnotes – source information for a quotation, found at the bottom of the page.

Paragraph citations – indication of source material for direct or indirect quotations within a paragraph. Information is shorted, with expanded information located in bibliography at the end of the document.

Formatting Instruction

A bibliography is an alphabetical listing of the sources from which the information came in a report or other document. It should contain not only the ones where direct quotations were taken, but any work consulted by the writer.

To format a bibliography:

1. Center the heading BIBLIOGRAPHY on the page. Begin at line 7 (the default margin already gives an inch (6 lines).
2. Triple space after the heading and before typing the bibliographic entries.
3. Do not number the entries.
4. Begin each entry at the left margin and use hanging-indent (see “Content Background”) method to indent the carry-over lines.
5. Entries should contain the following information: Author’s name (last, first, middle), title of article or chapter (if applicable), title of book or magazine, publishing company, publishing city, date. Page number (if applicable).
6. Entries should be alphabetized by author’s last name. If no author is listed, alphabetize by the next item in the information (title of article or chapter or title of book or magazine).
7. Separate items within each entry with commas.

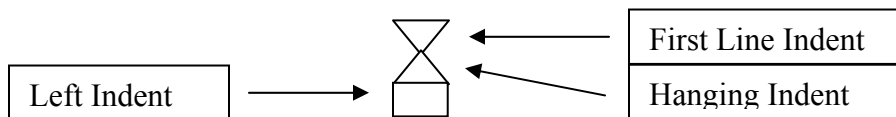
UNIT 8: LESSON 1 Page 2 – Quoting Sources

Bibliographies

The bibliography is located at the end of the document. The word “Bibliography” is placed as the title, all caps and centered two inches down from the top of the page. Come down six lines from the top margin to type the title. Hit three enters after the title. Then continue with the bibliographic entries as shown below and on the next overhead.

Wagner, Robert, English The Easy Way, West Bound Publishing Co., Portland, OR, 2002, p. 38.

You will note the above is in a hanging-indented format. This means that the first line begins at the left margin and all other lines are indented. You can do this by using the margin guides on the horizontal ruler. They look like:



Highlight the entries in the bibliography, then take the hanging indented part of the guide and move it to the right one half inch to the right.

Unit 8: Job 1 Type the following bibliography. It is in the correct format.

BIBLIOGRAPHY

“A Student Guide to Better Writing, Speaking and Research Skills”, The World Book Encyclopedia, World Book, Inc., Chicago, IL, Vol 22, pp 6-16.

Barzun, Jacques and Henry F. Graff The Modern Researcher, 3rd Ed, Harcourt Brace Jovanovich, Inc., New York, NY, 1977.

Cassedy, Sylvia. In Your Own Words, A Beginner’s Guide to Writing, Doubleday & Co., New York, NY, 1979.

“Using Modern Language Association (MLA) Format”, Purdue University, [online at] <http://owl.english.purdue.edu/files/33.html>.