

Preparing Parenthetical Citations

You must give credit to your sources of information by including the appropriate information (usually the author and the page number) in parentheses after the words or ideas taken from that source. Preparing parenthetical citations to document your sources is fairly simple, and by creating them you make your sources easily accessible to your reader. The following guidelines will help you to cite your sources properly.

Using Paraphrases

Basic Citation

After entering the Army, trainees undergo basic training at an Army training center. They learn such fundamental military skills as marksmanship, drill, first aid, and land navigation (Spencer 145). Trainees also undergo intensive

Citation with Author in Text

Assuming the presidency after the assassination of James A. Garfield, Chester A. Arthur was the fourth Vice-President to succeed to the presidency upon the death of the Chief Executive. Thomas C. Reeves writes that most Americans regarded Chester as a machine politician, someone who would do little while in office (76). The president forcefully supported civil service reform, however, and

Multiple Citations

Animals and plants are linked in a basic pattern of nature that is often called the “web of life” (Harper 146). This vital pattern can easily be seen in a garden or backyard. There, many kinds of animals keep themselves alive by eating some plants. Thus, animals destroy plant life; however, as Laurence notes, much of the food that plants need come from the body wastes of animals and from their decayed bodies after the animals die (123). This basic pattern of nature also keeps the total number of living things in balance.

Other Citations

- **WORKS BY TWO OR THREE AUTHORS:** (Hughes and Blevins 102)
or (Hughes, Blevins, and Demers 102)
- **MORE THAN THREE AUTHORS:** (Kim et al. 427) [*Et* is Latin for “and” while *Al* is short for *alii*, meaning others.”]
- **QUOTATION FROM OTHER SOURCE:** (qtd. in Stein 219)
- **NO AUTHOR GIVEN:** (“New Uses for Old Cars” 14)
- **NONPRINT:** (KABC News) or (Guthrie) or (“Dust Bowl”)

See p. 41 for
documenting
Electronic
Citations